

P-Card Resources and Instructions

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You will always need [all relevant itemized receipts](#), a worktag, and a business purpose to complete a P-Card transaction verification. If you do not know the worktag to use, please reach out to IMSE's Cost Center Manager, [Brian Wildeboer](#). There are three options for completing a verification:

1. Email all receipts, a worktag, and a business purpose to finance_delivery@iastate.edu. This is the easiest option but may require multiple emails back and forth with Finance Delivery for additional documentation.
2. Submit a [service request](#) and a Procurement and Expense Specialist (PES) will process the transaction for you. The form will ask for all of the required information, so filling it out might take longer than sending an email like in option 1, but this may result in fewer emails.
3. Submit your p-card transaction verification yourself directly in Workday following these instructions: **Instructions to Verify Procurement Card Transactions:** <https://iastate.app.box.com/v/view-pcard-transactions>

Other Resources Related to P-Card Purchases:

Information for Purchases from Local Suppliers (e.g. Walmart, Home Depot, etc.): <https://www.procurement.iastate.edu/resources/local-supplier-information>

Instructions on How to View My Requisitions: <https://iastate.app.box.com/v/view-my-requisitions>

[Property Receipt Form \(any amount\)](#)

[Research Participant Receipt Form \(less than \\$100\)](#)

[Research Participant Receipt Form \(equal to or greater than \\$100\)](#)

[Form to request a Tax Exempt Certificate if requested by the provider](#)