



Office of the Controller P-Card Purchasing Shared Service Job Aid

This resource outlines the process for completing a purchase with the P-Card Purchasing Shared Service in the Controller's Office, including required documentation, timelines, and how the team will complete the purchase during a Teams call.

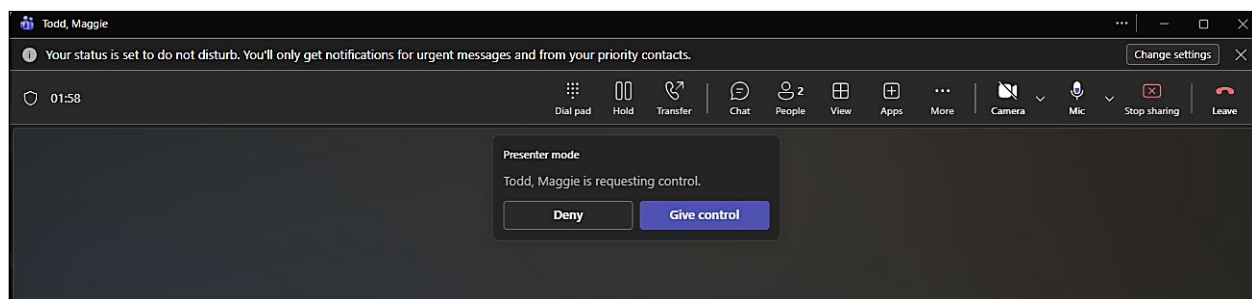
Step 1: Before requesting a purchase, complete the form to include the chartfield and proper approval signatures.

Step 2: Email the service team at pcardpurch@sc.edu to request a purchase.

Step 3: The service team will respond to the request within 2 hours during business hours, 8-5pm. For same day purchases, request must be made by 3pm.

- **Online purchases:** Please have the website open, items selected, in the cart, and ready to share your screen prior to joining the scheduled call so the purchase can be completed efficiently.
- **Phone call purchases:** Have the vendor's phone number available prior to joining the scheduled call. A service team member will contact the vendor and complete the payment while the requester is present on the call.

Step 4: The service team will take control of the screen when it's time to make the payment. Click the **Give Control** button to allow access for control.



Step 5: The service team will make the purchase. The form with approvals and a screenshot of the proof of payment will be attached to the Teams meeting before ending the call.