

Requesting PCard with Erequest

- 1.) Log into erequest.osu.edu with your name.n and password.

You've requested a web page which requires a user login.

Identify Yourself

Enter your Ohio State Username (lastname.#)
hardymon.7
Example: doe.1

Password or Passcode

Enter your account password.
BuckeyePass users, enter your Passcode.
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Login

- 2.) Select "New"

Home Worklist Preferences Help

eRequest Home

Actions

New Create a new eRequest.

Search Search for existing eRequests.

- 3.) Choose "pcard preferred"

Purchasing/Payment Option


Buy Something		Pay Someone
<input type="radio"/> Standard Purchasing Request	Quote ID <input type="text"/>	<input type="radio"/> Reimbursement To Employee
<input checked="" type="radio"/> Purchasing Card Preferred	Last 4 #s On Card <input type="text"/>	<input type="radio"/> Payment
<input type="radio"/> Internal Order	Name Embossed on Card	<input type="radio"/> Refund
<input type="radio"/> Blanket Order Release		<input type="radio"/> Reimbursement To Non-Employee

- 4.) Complete vendor and item details
 - a. Description for speaker dinners should be "Dinner with visiting speaker **{name}** and selected faculty members on **{date}**." If vendor is not yet known, state that it's to be determined. A separate line should be entered for alcohol, if applicable. Please be

advised of meal and alcohol expenses in Geography -\$14/person for lunch, \$28/person for dinner and \$15/person for alcohol, if applicable.

- b. Description for travel related expenses should reference date or location of travel (e.g., "Flights to AAG conference April 7-April 14"). Please be sure that you have travel order in place before requesting purchasing card for travel-related payments.
- c. If you are making an amazon.com or other online purchase of items, specify all details of item(s) to be purchased or email online shopping cart to Hardymon.7@osu.edu. Fiscal officer can make the purchase for you, relieving you of the burden of maintaining receipts and shipment notifications.

Vendor/Payee and Item Details

Shop at eStores


* Description	UOM	* Quantity	* Estimated Amount	Total Estimated Amount
Dinner with visiting speaker {name} and selected faculty r	ea	4 X	30	= \$120.00

Vendor/Payee Information (e.g. address, city, state)

 254 characters remaining
 Do Not Substitute Vendor

* Description	UOM	* Quantity	* Estimated Amount	Total Estimated Amount
Alcohol for dinner with visiting speaker	ea	4 X	15	= \$60.00

Vendor/Payee Information (e.g. address, city, state)

 240 characters remaining
 Do Not Substitute Vendor

TOTAL Request Amount \$180.00

5.) Complete business purpose. This should state the details of why university funds are being used.

General Request Information

* Ship To (e.g. Building Name, N/A) <input type="text" value="N/A"/> 251 characters remaining	* Additional Info (e.g. Web Address, Shipping Cost, Special Instructions) <input type="text"/> 254 characters remaining
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* **Business Purpose for the Item(s) Above**
 For Meal Reimbursements - Please Be Specific: what business related issues were discussed, list of attendess, name of place meal took place

179 characters remaining

6.) Enter general funding information (e.g., PRA balance, SBS small grant, colloquium funds) if known. For “org number,” use 07330 for Geography and 07350 for CURA.

Funding Source

* Org Number

Organization Name

Research Project Number

Special Funding Instructions

244 characters remaining

Approvers For Org

Sui,Dianzhi

7.) Press “continue” and then “submit for approval”

Actions

Actions

8.) You will receive an email notifying you when the request is approved and when it is available for pickup.

a. Sign the pcard log

9.) When you make the pcard purchases, follow the policies listed on the purchasing card envelope.

10.) Return pcard card and receipts to Juliana

a. Be sure to return itemized receipts.

b. BUSINESS MEALS: If the pcard is used for a business meal, please provide names and affiliations of all attendees when you return the receipt.