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

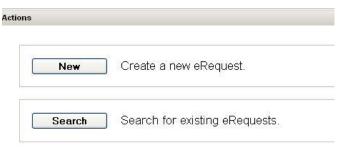
Password or Passcode
Enter your account password.
BuckeyePass users, enter your Passcode.

Login

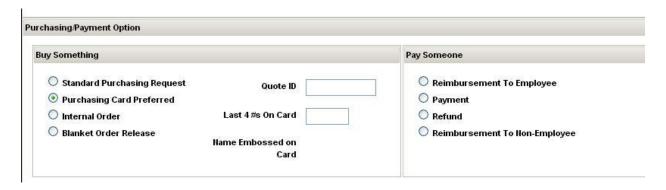
2.) Select "New"

Home Worklist Preferences Help

eRequest Home

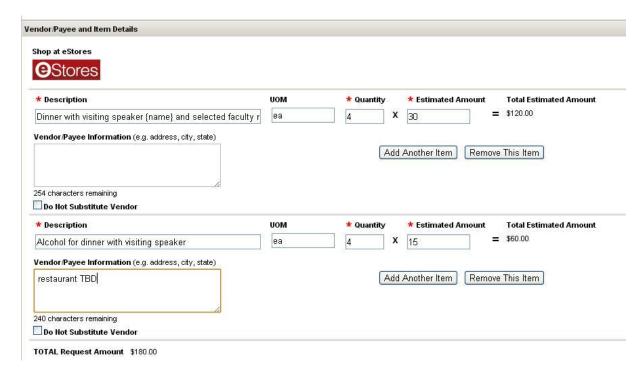


3.) Choose "pcard preferred"

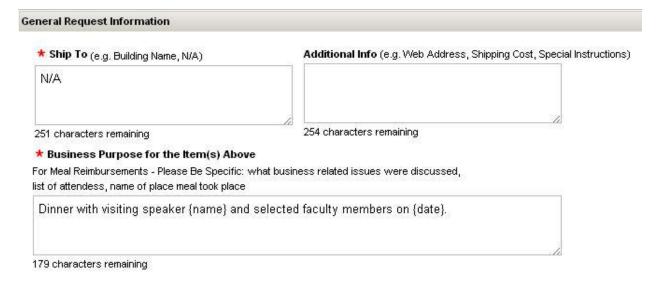


- 4.) Complete vendor and item details
 - a. Description for speaker dinners should be "Dinner with visiting speaker {name} and selected faculty members on {date}." If vendor is not yet known, state that it's to be determined. A separate line should be entered for alcohol, if applicable. Please be

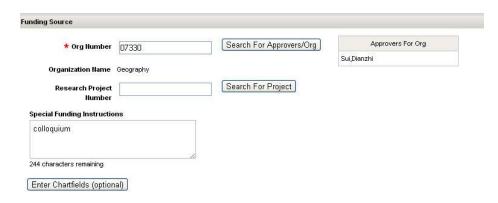
- advised of meal and alcohol expenses in Geography -\$14/person for lunch, \$28/person for dinner and \$15/person for alcohol, if applicable.
- b. Description for travel related expenses should reference date or location of travel (e.g., "Flights to AAG conference April 7-April 14"). Please be sure 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.



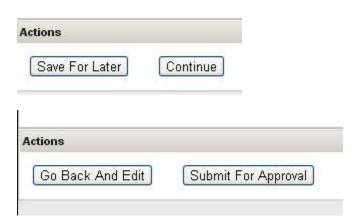
5.) Complete business purpose. This should state the details of why university funds are being used.



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.



7.) Press "continue" and then "submit for approval"



- 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.