

PCard, DCard, and T&E card

PCard- Small Dollar non-restricted business related purchases i.e.- Books, Music, Instruments less than \$4999

DCard- Food, Beverage, and retail in support of departmental campus events. Must be on campus and catering less than \$500

Also can be used at Case Club

T&E card- Used for Travel, meals, and related expenses. A separate tax-exempt card will be issued and can be used for Travel and Entertainment charges only related to Case Western Reserve University. With the T&E Card the bank bills the individual cardholder at their home address for the net amount of all authorized transactions processed during a given period. The individual cardholder is responsible for timely submission of the reimbursement and timely payment in full each month of the billed amount.

Benefits

Using the Pcard, T & E Card, and DCard benefits the University, cardholders, business administrators and suppliers as follows:

- Universally accepted by most suppliers
- Built-in controls prohibit certain "restricted" purchases
- Automatically records all purchases made by cardholder
- Vendors paid by their bank within 48 hours
- No invoices to process
- Visibility by Department Administrators of purchases allows for follow-up and accountability review
- Leverage negotiations with vendors on consolidated spend with certain vendors