



**I am using Foundation funds for travel and other business expenses – When can I use my PCard and have those expenses reimbursed by the Foundation?**

P Cards may be used when Foundation funds will be the ultimate source for payment in these situations only:

- 1) To pay for TRAVEL of an outside guest or employee
- 2) To pay On-Line Vendors that DO NOT direct bill or accept checks

**All Vendors on the Foundation W-9 List and all USF Vendors **MUST** be paid through submission of a Foundation Check Request and supported by a vendor invoice for direct payment.**

Please check the Foundation's W-9 listing for vendors that receive a direct payment from the Foundation.

**[LINK: USF Foundation W-9 Business Process](#)**

**P-card Reimbursement documentation to attach to Check Requests and Deadline for processing the Reimbursements**

- Please provide a copy of the receipt
- Please provide the P-card statement highlighting the expense to be reimbursed
- Each expenses should be supported with a business justification, agenda, invitation, flyer, or budget form (if applicable)
- NOTE: "reimburse P Card" is NOT a valid business purpose. Sufficient detail of the expense should be included to support the donor restriction of the fund used to reimburse the P Card charge.
- P Card reimbursements **MUST be submitted MONTHLY** to the Foundation. Accumulation of P Card reimbursements over 1 month will not be processed within the Foundation's 5 business day service standard. Accumulation of P Card reimbursements in excess of 6 months will not be reimbursed by the Foundation.

**Including this support will help process your check request faster!**