Department Procard Purchasing Process

1. Department User determines need to purchase an item.
2. Enter requested information in the Procard Purchasing Form (PPF) (http://go.wisc.edu/mseppf)
3. PPF sends copy to User and notifies Staff of new order.
4. Staff Review: Is information complete?
   - No: Staff will contact User for additional information.
   - Yes: Funds Available?
     - No: User sent order confirmation via e-mail.
     - Yes: Staff places order.
5. Transaction moved to Ordered Items on Google Sheet.
6. Staff keeps all documentation and reconciles with P-card statement.