



**Controller's Office  
P-Card Purchasing Shared Service Form**

| Requester Information |  |              |  |
|-----------------------|--|--------------|--|
| Name                  |  | USC ID       |  |
| Email                 |  | Phone Number |  |

| Shipping Contact Information |  |              |  |
|------------------------------|--|--------------|--|
| Name                         |  | Phone Number |  |
| Address                      |  |              |  |

| Purchase Information   |  |        |  |
|--|--|--------|--|
| Merchant   |  | Amount |  |
| Description of purchase and explanation of how item(s) will be used:   |  |        |  |
| <p><b>Note:</b> Please be aware of possible price variances due to shipping, tax, dynamic pricing, processing fees, etc.</p> |  |        |  |

Price above includes sales tax  Yes  No

Please include invoices, website/cart printout or screenshot (to include item numbers), and justification memos (when required) to help expedite the purchasing process.

| Chartfield     |            |      |         |       |              |         |          |            |
|----------------|------------|------|---------|-------|--------------|---------|----------|------------|
| Operating Unit | Department | Fund | Account | Class | PC Bus. Unit | Project | Activity | Cost Share |
|                |            |      |         |       |              |         |          |            |

**Preferred Purchased Meeting Window**

For a specific day/time, please indicate your preference in your email request. Check all that apply.

- Same Day Purchase Needed
- 8:00 AM – 10:00 AM
- 10:00 AM – 12:00 PM
- 12:00 PM – 2:00 PM
- 2:00 PM – 4:00 PM

**Note:** Department approval should follow the workflow approver for the department listed above, consistent with Requisitions, Payment Requests, and Expense Reports.

|  |           |      |
|--|-----------|------|
| Requestor Printed Name   | Signature | Date |
| Level 1 Approval Printed Name<br>(If using USCSP, PI required) | Signature | Date |
| Level 2 Approver Printed Name                                  | Signature | Date |
| Dean, Chancellor, or VP Signature (if required)                |           |      |

Use the [Department Approval Query Quick Reference](#) to access the SC\_SECURITY\_DEPT\_APPROVER\_ROLE query in PeopleSoft Finance to find departmental approvals by Chartfield.

To submit your request, email this form to [pcardpurch@sc.edu](mailto:pcardpurch@sc.edu).