

ADDENDUM 2: USE OF P/T CARD

These updates are relevant to the Purchasing/Travel Cards section of the Handbook (p. 20).

PURCHASING/TRAVEL CARDS (CREDIT CARDS)

Student organizations can request to use these credit cards, also known as the P-Card and T-Card, [via email](#) for online purchases. All requests require the Business Manager of the student organization to submit these purchases from their given Pitt Email to the SORC Business Office (sorc2@pitt.edu). THERE WILL BE NO P/T CARD HOURS IN THE SORC UNTIL FURTHER NOTICE.

If your purchase needs to be made over the phone and/or is a complicated purchase, please contact the SORC Business Office via [email](#) to make arrangements with a SORC Business Manager.

Below are Step-by-Step Instructions for the Business Manager

1. Review organization's financial records and Engage account for sufficient funds.
2. Email sorc2@pitt.edu with the following information:
 - a. Organization Name
 - b. Business Manager's Name/Email/Phone
 - c. Reason for Purchase
 - d. Private Funds or SGB Allocated Funds (specify Name of Allocated funds)
 - e. Detailed list of purchase, please include:
 - i. Website URL
 - ii. Quantity/Color
 - iii. Total Amount
 - iv. Shipping Information: Include Name, Address and Phone Number
3. Business Manager will receive a confirmation email within 2 business days after purchase is completed.

****multiple websites can be submitted at one time****