

OFFICE OF THE CONTROLLER

P-Card Purchasing Shared Service Top 10 Q and A

February 2026





Table of Contents

- #1 Q and A:** What is P-Card Purchasing Shared Service? 4

- #2 Q and A:** Using the P-Card Purchasing Shared Service 5

- #3 Q and A:** Who can use the P-Card Purchasing Shared Service 7

- #4 Q and A:** Finding Approvers 8

- #5 Q and A:** Local Purchases 10

- #6 Q and A:** Amazon Purchases 11

- #7 Q and A:** Staples Advantage Purchases 12

- #8 Q and A:** Battery Purchases 13

- #9 Q and A:** Monthly Subscriptions 14

- #10 Q and A:** Taxes 15



Top 10 Shared Service Q and A



UNIVERSITY OF
South Carolina

#1 Shared Service Q and A

What is the P-Card Purchasing Shared Service?

- ✓ The P-Card Shared Service allows faculty and staff without access to a P-Card to request purchases of approved goods and services.
- ✓ Requests are processed by a centralized P-Card team that completes purchases on behalf of departments.
- ✓ The service **operates Monday through Friday from 8:00 a.m. to 5:00 p.m.** Requests submitted during business hours will receive a response within two business hours. Requests requiring same-day processing must be submitted by **3:00 p.m.**



#2 Shared Service Q and A

How do I use the P-Card Purchasing Shared Service?

- ✓ To submit a request:
 1. Complete the [P-Card Purchasing Shared Service Form](#).
 2. Email your request to pcardpurch@sc.edu.
 3. Participate in a Microsoft Teams call with the Shared Service team to complete the purchase.

- ✓ Expense reports, receipt uploads, and monthly reconciliation are handled by the Shared Service team.





Controller's Office
P-Card Purchasing Shared Service Form

Requester Information

Name		USC ID	
Email		Phone Number	

Purchase Information

Merchant		Amount	
Description of Purchase:			
<p>Note: Please be aware of possible price variances due to shipping, tax, dynamic pricing, processing fees, etc.</p>			

Price above includes sales tax Yes No

Chartfield

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

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 (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 query in PeopleSoft Finance to find departmental approvals by Chartfield.

P-Card Purchasing Shared Service Form



UNIVERSITY OF
South Carolina

#3 Shared Service Q and A

We have one P-Card for our department of our original nine. Are we able to use the Shared Service team when needed?

- ✓ Yes, the new shared service option is available to all departments.
- ✓ Use of existing cards should remain the primary method of payment to make purchases on behalf of departments.



#4 Shared Service Q and A

Who are my approvers and how are approvals determined?

- ✓ Department approval must follow the workflow approver for the department listed on the request form, consistent with Requisitions, Payment Requests, and Expense Reports.
- ✓ Use the [Department Approval Query Quick Reference](#) to access the **SC_SECURITY_DEPT_APPROVER** query in PeopleSoft Finance to find departmental approvals by Chartfield.



Department Approvals Query

Use the navigation: **Main Menu > Reporting Tools > Query > Query Viewer**

Search by entering the **Department** in the Department field.

Click the **View Results** button to populate the query.

SC_SECURITY_DEPT_APPROVERS - SC Security Dept Approvers

Approver Profile

Department

User ID

Name

USCID

Email ID

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (2 kb)

View All First 1-5 of 5 Last

Row	Department(s)	Descr	Approver Profile	User ID	Name	USCID	Email ID
1	158000 - 158097	LS CLINICS	APPRV_1	NIEHAUSE	Liz Niehaus	U98350505	niehause@law.sc.edu
2	158000 - 158097	LS CLINICS	APPRV_2	NIEHAUSE	Liz Niehaus	U98350505	niehause@law.sc.edu
3	158000 - 158135	LS CLINICS	APPRV_1	MP75	Meredith Patten	P42100668	MP75@mailbox.sc.edu
4	158000 - 158135	LS CLINICS	APPRV_2	MP75	Meredith Patten	P42100668	MP75@mailbox.sc.edu
5	158010	LS CLINICS	APPRV_1	RAJC	Claire S. Raj	S82235553	RAJC@mailbox.sc.edu



#5 Shared Service Q and A

How do purchases work with local or “mom and pop” businesses?

- ✓ A department P-Cardholder can make point-of-sale purchases.
- ✓ If the vendor invoices the University, they can be set up as a supplier and paid through the AP Payment Request process.
- ✓ If the above options are not viable, seek personal reimbursement.



#6 Shared Service Q and A

How are Amazon purchases handled with the Shared Service?

- ✓ For Amazon purchases, a justification memo is required that explains that the purchase is either:
 - Not on state contract
 - Cannot be purchased locally

- ✓ Please include the memo as an attachment to the email with the request form.

- ✓ The Shared Service team has access to an Amazon Business account and will use it to make purchases.



#7 Shared Service Q and A

How are Staples Advantage purchases handled in the Shared Service?

- ✓ Purchases are made using a USC Staples Advantage account.
- ✓ Build your cart using your Staples Business account, print cart as a PDF, and attach it to the email with the request form.
- ✓ The Shared Service team has access to a Staples account and will use it to make purchases. The Staples account access is open to all University staff. Use [the link](#) provided on the Purchasing Department website.
- ✓ Please ensure you are also utilizing the [Herald Office Supply](#) state contract for office supply needs.



#8 Shared Service Q and A

How are batteries purchased?

- ✓ Certain items (including batteries) should be requested through Central Supplies via Facilities Stores Operations Warehouse rather than purchased on the P-card.
- ✓ There is a cost benefit to using the Facilities Stores Operations Warehouse.
- ✓ Items are readily available for pickup.



#9 Shared Service Q and A

Can we use the service for monthly subscriptions?

- ✓ Per the P-Card manual, recurring (automatic payments) monthly subscriptions are prohibited.
- ✓ These purchases may be made through a supplier that will invoice the University directly or by personal expense reimbursement.
- ✓ Per [BUSA 7.06](#), professional membership fees or dues (professional subscriptions or advertising) require written justification from their Dean with authorization to utilize the subscriptions.



#10 Shared Service Q and A

How are sales or use tax handled with the shared service?

- ✓ The request form provides a place to designate if sales tax is included by the merchant.
- ✓ The Shared Service team will review all purchases for use tax applicability.
- ✓ When required, use tax will be applied via the shared service team expense report.



Questions



UNIVERSITY OF
South Carolina

Resources & Contacts



UNIVERSITY OF
South Carolina

Card Program Resources

- [Card Programs Webpage](#)
- [P-Card Purchasing Shared Service](#)
- [P-Card Purchasing Shared Service Job Aid](#)
- [P-Card Purchasing Matrix](#)
- [Department Approvers Query Quick Reference](#)
- [Purchasing P-Card Webpage](#)



Office of the Controller

Office of the Controller

General Accounting

Accounts Payable

Capital Assets

Card Programs

Chart of Accounts

General Ledger

Miscellaneous Accounts Receivable

Relocation

Travel

Treasury Management

General Accounting Staff Directory

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Card Programs

The Controller's Office Card Programs provide approved payment solutions for university programs, travel, team-related expenses, and research participant incentives.

The [Card Matrix \[pdf\]](#) provides a guideline of purchases allowed on each USC Card Program.

Card Program Contacts

Card Program	Contact
P-Card Purchasing Shared Service	pcardpurch@sc.edu
Program Expense Card	cards@mailbox.sc.edu
Team Card	teamcard@mailbox.sc.edu
Travel Card	travelcard@sc.edu
Tremendous	cards@mailbox.sc.edu

Expand all

P-Card Purchasing Shared Service



Program Expense Card



Team Cards



Travel Cards



Tremendous



Where to Find the Resources

For more resources, visit the [Cards Program](#) page found in the General Accounting section.



Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

Business Manager

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

Contact Us

Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

Note: Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

Account Funding Change

Expand all



AP Uploads



Business Expense Prepaid Cards



Cash Advances



Cost Transfer



Departmental Deposits



Employee Reimbursement (Non-travel)



Endowments



Finance Intranet

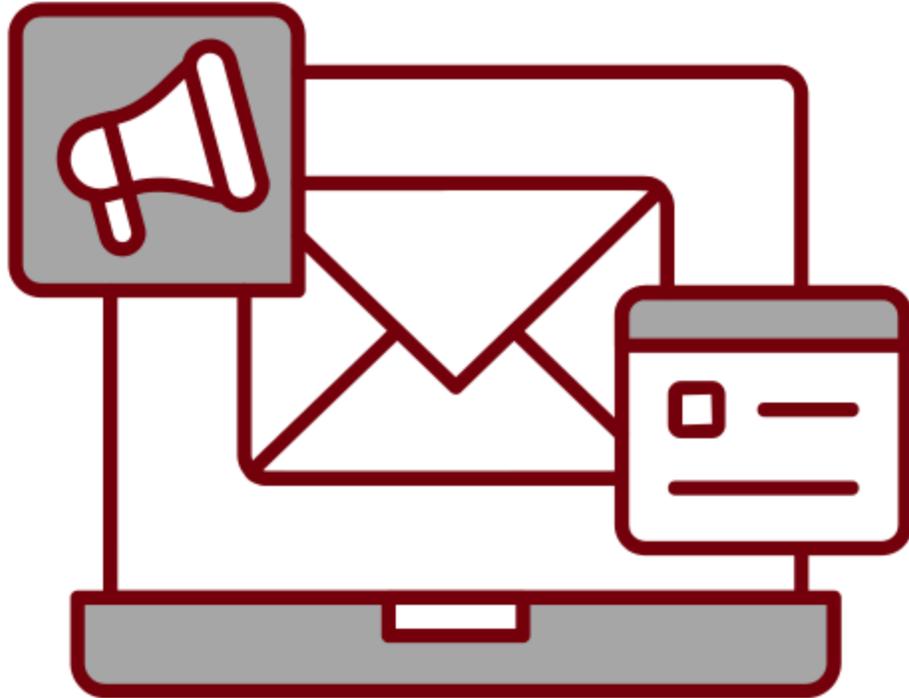


Where to Find the Resources

For Accounts Payable training resources, visit our [Business Manager](#) page.



Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



UNIVERSITY OF
South Carolina

Questions



UNIVERSITY OF
South Carolina

THANK YOU!

Office of the Controller



Alone, we can do so little; together,
we can do so much.



Address:

1600 Hampton Street
Columbia, SC 29208



Contact Number:

Phone: 803-777-2602
Fax: 803-777-9586



Email Address:

controller@sc.edu



UNIVERSITY OF
South Carolina



UNIVERSITY OF
South Carolina