

ProCard Quick Facts



The Georgetown ProCard can be used for:

- 1) Georgetown University business only (no personal expenses)
- 2) Small dollar supply purchases (under \$2499)
- 3) T&E - Travel and Entertainment (when authorized)



The ProCard cannot be used for:

- 1) Personal purchases of any kind
 - 2) Payments for services without a contract (please see <http://www9.georgetown.edu/finaff/procure/contracts.htm> for details)
 - 3) Payment of parking/traffic fines
 - 4) Computer/audio-video equipment over \$500
 - 5) Bio-hazard/control substances (except for designated research)
- ❖ Please refer to *ProCard User Manual* and *Policy* for additional items

The ProCard makes business easier

- Transactions can be reviewed and allocated to the appropriate cost center/account code on-line

<https://pwnet.procard.com/georgetownu>

- There is no need to submit an Expense Voucher or Employee Reimbursement form
- Use of the on-line allocation combined with original documentation kept in the department is easy and provides the adequate level of audit control needed by the University
- There are no bank fees and service charges
- MasterCard is accepted widely around the world
- Limits for cardholders determined by campus/business unit
- Specific policies in place for reconciliation (see Policy FA161-07 and ProCard User Manual.)

Website: <http://www9.georgetown.edu/finaff/procure/Procard/procard.htm>

Questions: (202) 687- 0106