Food Purchases

Meals for personal consumption when not in travel status and not at an official University function, or those involving only University employees not in travel status are prohibited under the Allowable Business Expenditure Policy.

Please include an attendee list with all non-travel food purchases and include the name of all employees and the role and quantity of guests (i.e., 17 students). An attendee list is not required for informal events.

P-Card Packet Signatures

Signatures of three individuals are required on all P-Card packets –
- Cardholder
- Higher level approver*
- Card coordinator* (sign below other signatures)

*Two signatures only when the card coordinator and higher level approver are the same person.

Which Zip Code Should Be Used?

- Use the 80210 zip+4 associated with your office address for P-Card purchases.
- Indicate University of Denver and use 80208 when giving out your office address for US Mail.

Purchases at the DU Bookstore

Please adhere to the following guidelines when making purchases from the DU Bookstore:

- Transactions over $100 requiring tax exemption must be paid via P-Card or purchase order. Purchases over $100 paid via other methods will be subject to tax.
- The DU tax exempt certificate must be presented for all purchases not paid with a DU P-Card or purchase order if requested by the Bookstore.
- P-Card transactions must be made by the cardholder either in person with the card present or by telephone.

Reminder: Gifts and computers are not allowable P-Card purchases. Bookstore gift and computer purchases should be made via purchase order.

Transaction Notes

Please type transaction notes into the 104 character field on the reallocation line in Access Online. Comments typed in the comments tab do not print out on the cardholder activity report.

Thank you!!

US Bank Access Online Organization Short Name:

DU or du

Printing PaymentNet Reports

Press F12 and under Browser Mode select IE8. Internet Explorer Version 10 does not work properly with PaymentNet reports.