

## Using the State Pcard

**The State of Iowa Purchasing Card is the preferred payment method when feasible.**

**STEP 1:** Make sure the purchase process has followed State procurement and internal Agency guidelines.

Is the purchase from:

- a) a competitively bid [Master Agreement](#)
- b) a [Targeted Small Business](#) (under \$25,000)
- c) a non-contracted good under \$5,000
- d) a non-contracted service under \$5,000
- e) a formally or informally competitively bid, Agency-direct purchase per the employee's purchasing authority

YES

NO

MAYBE

**STEP 2:** Is the good or service a permitted Pcard purchase? (See Pcard Manual for [Allowed/Prohibited](#) Uses & internal policies for any agency restrictions.\*)

NO

Choose a different payment method or submit exception request.

YES

**STEP 3:** Does the vendor accept Pcards? (See [PCard-Accepting Vendor List](#) – or ask the vendor directly.)

NO

Choose other payment method. Contact Pcard Team for vendor assistance with future Pcard acceptance.

YES

**Make Pcard purchase.**  
*Be sure to save itemized receipts and any informal quote documentation!*

**STOP**

All purchases must follow State procurement guidelines. (See [DAS Central Procurement](#) and [Administrative Rules 11 IAC 117 & 11 IAC 118.](#))

State of Iowa PCard Contact  
pcard@iowa.gov  
Heather Johnson,  
Office: 515-321-5284; Email:  
heather.johnson@iowa.gov

*\* Note: Interagency purchases (such as Iowa Prison Industries) are NOT allowed on Pcards; payments should be made via a Payment Request Commodity Internal (PRCI) for POs or DOs, or Internal Exchange Transfer (IET) to correct an incorrectly applied expense payment.*