

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 \$15,000
- d) a non-contracted service under \$15,000
- 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
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** 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.*