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 $10,000)

c) a non-contracted good under $1,500

d) a non-contracted service under $5,000

e) a formally or informally competitively bid, Agency-direct purchase per the employee’s purchasing authority

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

- **YES**
- **NO**

Choose a different payment method or submit exception request.

**STEP 3:** Does the vendor accept Pcards? (See Pcard-Accepting Vendor List or ask the vendor directly.)

- **YES**
- **NO**

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

**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 Team
Heather Johnson
State Pcard Program Administrator
Office: 515-321-5284; Email: heather.johnson@iowa.gov

Need Assistance? Email: Pcard@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.