

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 \$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

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 Team

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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.