



## INFORMATION TECHNOLOGY P-CARD POLICY

All purchases, including P-card purchase, and information Technology (IT) related items must have IT EDP Review to assure compatibility with the technology environment of the university. These items include, but are not limited to:

- x Software
- x Computers and computer hardware,
- x any device that connects to a VSU network,
- x Peripheral devices that attach to or are installed on a VSU owned computer

See list of items that do not require IT EDP review at the end of this document.

Follow the steps below to properly purchase IT related items:

Follow VSU P-card policies & procedures and use the p-card purchase request process located at:  
[https://www.valdosta.edu/administration/finance/admin/financial\\_services/procurement/purchasing/purchasingprd.php](https://www.valdosta.edu/administration/finance/admin/financial_services/procurement/purchasing/purchasingprd.php)

- x If needed, request a Quote from IT by sending an email to [ITQuotes@valdosta.edu](mailto:ITQuotes@valdosta.edu)
- x If needed, request IT EDP pre-review from IT by email
- x Once IT responds to your request with an email attesting to IT EDP pre-review of the purchase, and use the p-card pre-approval purchase request process using the link provided above and select the purchase as an IT Purchase (attaches to computer or network)
- x When signing off on your transactions, make sure you use the correct account number (refer to the IT Procurement's handout with account numbers)
- x Attach the email containing any EDP pre-review and EDP number you might have received to the receipt that is turned in with your P-card Monthly Submission

Hard Drives/Flash Drives for Data (not for Photographic or Audio/Video Media or Content Delivery)  
x Complete the