

Purchase Limits & Approvals



P-Card Limit	Purchase Limit before additional approval needed
\$2,500	\$500
\$5,000	\$1,000
\$10,000	\$5,000 (C.F.O. Approval)

For Example: An employee has a \$5,000 limit on their P-Card, they are purchasing supplies for a student activity that cost \$300, no upward approval is necessary.

The same employee makes a purchase costing \$1,200, the Purchasing Approval Form should be completed, signed by their supervisor and turned in attached behind the item receipt to be turned in with their P-Card Statement.

Don't know your limit? Email us purchasing@hocking.edu