



**Division of Business & Financial Affairs  
Procurement Office**

**Purchasing Card versus e-Requisition**

**P-Card:**

Office Supplies

Business Cards

Letterhead

Envelopes

Lab Supplies

Lab Equipment less than \$2,499

Printing Services less than \$2,499

Registration, Memberships, and Dues

**E-Procurement Requisition:**

Computers and Computer Peripherals

Equipment greater than \$2,499

Printing Services greater than \$2,499

Furniture to include File Cabinets and Chairs

Maintenance/Service Contracts and agreements

Consulting Services