

## OVERVIEW

Agencies may use a procurement card (P-Card) for dues and subscriptions totaling up to \$5,000, so long as:

- The membership dues and/or subscription fees identified on the invoice provide services, resources, and/or other benefits to the State agency that directly relate to the agency's mission and purpose;
- The vendor identified on the invoice offers specialized services not available by other means;
- The costs stated on the invoice are the due/fees specific to the identified vendor and are set by the vendor; and
- The invoice clearly indicates the period of time covered by the dues/fees.

Membership dues and subscription invoicing amounts greater than \$5,000 may qualify for P-Card use based on special request from the agency and approval by the Division of Procurement Services. Please contact your agency point of contact within Procurement Services or the Director of Procurement Services with these requests.



NOTE: End user license agreements for software are not approved for P-Card use.

DUES/FEEES ARE \$5,000 OR LESS	DUES/FEEES ARE GREATER THAN \$5,000
<ul style="list-style-type: none"> <li>• Use a P-Card; <b>OR</b></li> <li>• Create a purchase order (PO) in Advantage.</li> </ul>	<ul style="list-style-type: none"> <li>• Contact Procurement Services for approval to use P-Card.                             <ul style="list-style-type: none"> <li>⇒ If approved, Procurement Services will temporarily lift the dollar threshold restriction.</li> </ul> </li> </ul> <p style="text-align: center;"><b>OR</b></p> <ul style="list-style-type: none"> <li>• Enter a requisition (RQS) in Advantage.                             <ul style="list-style-type: none"> <li>⇒ Attach invoice with description.</li> <li>⇒ No additional forms required.</li> <li>⇒ Procurement Services will create the buyer purchase order (BPO).</li> </ul> </li> </ul>

**Questions?** Contact your *agency point of contact (APOC)* in the Division of Procurement Services.