

# Payment Card Guide



*A payment card provides immediate funds to vital staff to help them buy emergency materials and services.*

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A payment card or P-card is similar to a gift card that can continually be reloaded with funds. A payment card is usually electronically-linked to the organization's account.

All payment cards should be pre-loaded and distributed to appropriate staff well in advance of a disaster.

### Benefits of P-Cards

- » P-cards can be pre-loaded with funds by an administrator offsite.
- » Staff can procure goods and services in a timely manner during an emergency.
- » Staff can make purchases without having to use personal funds.
- » Staff can make purchases without access to petty cash.

### Setting up P-Cards

- » Work with organizational leadership to determine which staff will have access to P-cards and their expense limits. Record these decisions on the *Payment Card Worksheet*.
- » Contact your bank to set up and load P-cards with the desired amounts.
- » Distribute P-cards to appropriate staff.

### Best Practices

- » Work with the **Housing Chief** and **Logistics Chief** to develop a list of items eligible for purchase.
- » Conduct periodic audits to ensure P-cards are being used correctly, are loaded with necessary funds, and are not expired.
- » Instruct staff to keep track of all receipts.

### Additional References

National Association of Purchasing Card Professionals,  
 How P Cards Work,  
<http://www.napcp.org/?PCardProcess>

