

Procurement Card (P-card): A P-card is a credit card issued by Vanderbilt for the purpose of paying for expenses related to Vanderbilt departments and student organizations. P-cards may be checked out through a variety of offices. Below you will find a list of offices with p-cards available for check-out.

If your organization is affiliated with or advised by one of the following offices, please contact these departments directly to check out a p-card. You will need to follow their individual policies/processes for checking out the card:

Active Citizenship & Service (OACS)

- Contact: Holly Jones, holly.j.jones@vanderbilt.edu, 615-343-7878
- Office Location: Rand Hall 305

Greek Life

- Contact: Karen Seezen, karen.seezen@vanderbilt.edu, 615-322-2048
- Office Location: Sarratt Student Center 207

Intercultural Affairs:

- Contact: Martha Harris, martha.d.harris@vanderbilt.edu, 615-322-6400
- Office Location: Sarratt Student Center 310

International Student Scholar Services (ISSS)

- Contact: Radhika Reddy, radhika.reddy@vanderbilt.edu, 615-343-0029
- Office Location: Student Life Center 103

LGBTQI Life

- Contact: Terrie Barrow, terrie.barrow@vanderbilt.edu, 615-875-0660
- Office Location: KC Potter Center, 312 West Side Row, Euclid House

Margaret Cuninggim Women's Center

- Contact: Brenda Caplinger, brenda.caplinger@vanderbilt.edu, 615-322-4843
- Office Location: 316 West Side Row, Franklin House

Project Safe

- Contact: Terrie Barrow, terrie.barrow@vanderbilt.edu, 615-875-0660
- Office Location: KC Potter Center, 312 West Side Row, Euclid House

University Chaplain and Religious Life

- Contact: Mike Zimmerman, mike.zimmerman@vanderbilt.edu, 615-343-9808
- Office Location: Community Partnership House

If your organization is not affiliated with a particular office, please follow the guidelines listed below in order to obtain access to a p-card. Be sure to make your requests in advance, as cards are limited:

Dean of Students Central P-Cards

- You must e-mail the following information to dospcard@vanderbilt.edu at least 24 hours prior to your need for the card AND copy your student organization's adviser on the message:
 - Student Checking out P-Card:
 - Phone #:
 - Email:
 - Organization:
 - Organization's Center Number:
 - Reason for Purchase:
 - Vendor Name(s):
 - Estimated Cost:
 - Requested Date to Check Out P-Card:

- Contact: Andrea Wall, dospcard@list.vanderbilt.edu, 615-322-8936

- Office Location: Office of Student Leadership Development, Sarratt Student Center 339