



## **HOW TO GET AND USE THE OGL PURCHASE CARD ("P-CARD")**

*Before you pick it up....*

### **Determine your budget for the event**

*How much will it cost total?*

*What accessories do you need for the event?*

*Will you be going to somewhere to buy the items that is eligible for tax exempt?*

*Will this be open to all of the campus (AcFee) or will this be a "private event"?*

### **Complete the P-Card request form on Anchor Link**

*The form is titled " P-Card Request for OGL Fraternities and Sororities & Dance Marathon".*

*You'll receive a notification if it is approved or denied that will confirm you can pick it up on the date and time you indicated.*

### **Come in to sign it out on the day you were approved!**

*When returning it...*

### **Bring your original receipts**

*Tape them individually to a sheet of paper and indicate the date, organization you made the purchase for.*

### **Bring the event attendance record**

*Who attended? Print the attendance record off Anchor Link at the computer in our office or on your own. Attach this*

**Contact us at [greeklife@vanderbilt.edu](mailto:greeklife@vanderbilt.edu) or 615-322-2048 if you have any questions!**