Personal Use of P-Card or Reporting P-Card Charge as a Personal Expense

Use of the P-Card for personal purchases is prohibited per Procurement Card policy. An employee who mistakenly uses their P-Card for a personal expense must reimburse the university.

The employee must import the P-Card charge into a report, use the Expense Type which best describes the purchase, fill in all required fields, and check mark the Personal Expense (do not reimburse) box. The user should put a note in the Comments box that they intend to reimburse the university for that amount. This report must be submitted within 10 business days.

The reimbursement must be paid to The George Washington University by check or money order and should include the Report Name & Date or the Report Key in the check memo. Checks should be mailed to:

    The George Washington University Expense Lockbox
    P.O. Box 826600
    Philadelphia PA 19182-6600