

# P-CARD REQUEST FAQs

## 1. What is a P-Card request?

A P-Card request is a request to use the SBA's credit card to make a purchase on behalf of your organization. The amount of the purchase will be deducted from your club's funds.

## 2. What will I need to submit a P-Card request?

You will need to upload screenshots of your itemized order request as well as a flier from the event that the purchase is for. The screenshots MUST be from the order confirmation page. Please see below for examples. Please make sure that the following is clearly visible:

- Name of Each Item
- Quantity of Each Item
- Delivery Date
- Delivery Time
- Delivery Address (Please provide the exact address, not just "George Washington University Law School")
- Contact Phone Number to Provide to Vendor for Delivery Updates

## 3. How do I place a P-Card Request?

You can fill out the P-Card request form [here](#).

## 4. How far in advance do I need to submit my P-Card Request?

P-Card requests must be submitted at least FIVE (5) days prior to the purchase date.

## 5. What Vendors can I purchase from?

You can purchase from [EZcater](#) or [Amazon](#). Alternatively, we are able to pay other vendors so long as you provide a payable invoice reflecting the University's tax exempt status (GW's tax exemption form can be found [here](#)). Please ensure that the invoice includes either a digital payment link/QR code or a place for us to enter the credit card information. If you choose this option, please upload the invoice in lieu of a screenshot of your itemized order.

### EZ Cater

#### Review & place your order

Delivery Address [Edit](#)      Date & Time [Edit](#)  
 GWU      Saturday, November 11 at 1:00 PM  
 2020 F St NE  
 Washington, DC 20002  
 201-285-9494

Payment [Edit](#)  
 ●●●● 8505 (MasterCard)  
 Spencer Sandusky  
[Add promo](#)

|                                      |                             |
|--------------------------------------|-----------------------------|
| Tigo's Peruvian Express » Food Items | <a href="#">View Menu »</a> |
| ✕ Chicken Empanadas × 1              | \$9.50                      |
| ✕ Ceviche de Pescado × 1             | \$14.00                     |
| ✕ Charbroiled Chicken for 20 × 1     | \$300.00                    |
| • Sides: Most Popular                |                             |
| Tableware                            | Free                        |
| ✓ Include: Napkins, Plates, Utensils |                             |
| Food/Beverage Total                  | \$323.50                    |
| Delivery Fee                         | \$32.35                     |
| Sales Tax                            | \$0.00                      |

My order is tax exempt

Tip for Driver/Catering Staff    10%    15%    20%    \$ 64.70

**Total**      **\$420.55**

Once complete, you'll earn 1,618 ezRewards points

### Amazon

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

**Order Summary**

|                                |                |
|--------------------------------|----------------|
| Items (2):                     | \$43.98        |
| Shipping & handling:           | \$0.00         |
| Total before tax:              | \$43.98        |
| Estimated tax to be collected: | \$0.00         |
| <b>Order total:</b>            | <b>\$43.98</b> |

How are shipping costs calculated?  
Prime shipping benefits have been applied to your order.

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5    [review items and shipping](#)

**Important message**

If tax exemption is applied to this order, you acknowledge your tax exemption certificate may be provided to any marketplace seller you purchase from when applicable.

Choose FREE Amazon Day delivery for fewer boxes and a \$1.50 digital credit.

**Arriving Nov. 9, 2023** if you order in the next 2 hours and 24 minutes (Details)

Items shipped from Amazon.com

**Bulk Assorted Fruit Candy - Starburst, Skittles, Swedish Fish, Air Heads, Jelly Rancher, Sour Patch Kids, Gold-Bears Gummy Bears & Twizzlers (32 Oz Variety Pack)**

**\$25.99** prime

Sold by: game store plus

**Subscribe & Save:**

Save 5% today. Save up to 10% on future auto-deliveries. [▼](#)

Delivery every: 1 month (most common)

Add gift options

Tax Exemption Applied. Remove

**Choose your Prime delivery option:**

**Thursday, Nov. 9**  
FREE Prime Delivery

**Friday, Nov. 10**  
FREE Amazon Day Delivery

**Fewer boxes, fewer trips.**

Change delivery day

Get a \$1.50 reward for select digital items. One reward per purchase. Details

**Or choose your pickup location:**

**Pickup available nearby**

Choose a location

Choose FREE Amazon Day delivery for fewer boxes and a \$1.50 digital credit.

**Arriving Nov. 9, 2023** if you order in the next 2 hours and 24 minutes (Details)

Items shipped from Amazon.com

**Luditek (2-Pack) Sound Activated Party Lights with Remote Control Dj Lighting, Disco Ball Light, Strobe Light Stage Lamp for Home Room Dance Parties**

**\$17.99** prime & FREE Returns

Sold by: Goodbuy mall

Add gift options

Tax Exemption Applied. Remove

**Choose your Prime delivery option:**

**Overnight & Tomorrow**  
\$2.99 - Fastest Delivery

**Overnight**  
7 AM - 11 AM

**Tomorrow**  
10 AM - 3 PM

**Thursday, Nov. 9**  
FREE Prime Delivery

**Friday, Nov. 10**  
FREE Amazon Day Delivery

**Fewer boxes, fewer trips.**

Change delivery day

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Choose a location