

Purchasing Services  
Purchasing Resources  
Purchasing Card

## PURCHASING CARD

The purpose of a purchasing card is to provide an efficient, cost-effective method of purchasing and paying for a small dollar as well as high-volume, repetitive purchases. The P-Card Program is designed to shorten the approval process and reduce procurement process paperwork resulting in the reduction of purchase orders, petty cash, manual check requests and expense reimbursements. The goal of the program is to:

- Reduce the cost of processing small dollar purchases.
- Receive faster delivery of required merchandise.
- Simplify the payment process.

For card requests, profile changes, restrictions, or any other questions, please contact:

- Jose Vera, Senior Buyer – 408.453.6657 or [jvera@sccoe.org](mailto:jvera@sccoe.org)

For statement processing, contact Grace Lacap, Supervisor Accounting Services – 408.453.6747 or [glacap@sccoe.org](mailto:glacap@sccoe.org)