

P-cards and Alcohol Purchases

According to an e-mail dated 3/16/2018, from Ron Smith, WSU Controller, P-Cards may be used to pay for both food and alcohol for entertaining potential employees during recruitment visits as long as two requirements are met:

- 1) the purchase must have approval of a dean or equivalent level administrator and
- 2) if the P-Card used for the purchase defaults to an E&G account index, then the purchase costs must be reallocated to an appropriate non-E&G account index as soon as possible (at least within 30 days). The two requirements outlined are WSU policy stipulations (PPM 3-30b and 5-25d).