

**From:** [pcard-coordinators\\_finance\\_processors-request@lists.gatech.edu](mailto:pcard-coordinators_finance_processors-request@lists.gatech.edu) on behalf of [Leterle, Jessica L](#)  
**To:** [pcard-coordinators\\_finance\\_processors@lists.gatech.edu](mailto:pcard-coordinators_finance_processors@lists.gatech.edu); [pcard-cardholders@lists.gatech.edu](mailto:pcard-cardholders@lists.gatech.edu); [pcard-approvers@lists.gatech.edu](mailto:pcard-approvers@lists.gatech.edu)  
**Cc:** [Mu, Xin](#); [Patel, Ajay D](#)  
**Subject:** [pcard-coordinators\_finance\_processors] IMPORTANT CHANGE - FOUNDATION CHARGES  
**Date:** Tuesday, August 28, 2018 11:30:49 AM  
**Importance:** High

---

Hello All,

We have recently had some clarification from DOAS regarding the use of Foundation funds for Pcard purchases. **Per DOAS, using Foundation funds for Pcard purchases is unallowable.**

Moving forward, please make sure all the accounting in Concur for your Pcard purchases reflects this policy. This is effective immediately.

For reference, here is the relevant portion for the state Pcard policy.

§50-5-83 of the Official Code of Georgia, Annotated, prohibits the issuance of cards to employees of foundations associated with any State Entity. **The DOAS Legal Division has interpreted this to include a prohibition of use of the card by a State Entity employee when foundation funds will be used.**

[Jessica Leterle](#) | PCard Manager  
Business Services | [Georgia Institute of Technology](#)  
| 711 Marietta Street, NW | Atlanta GA 30332 | Direct: 404.385.5578 | Fax: 404.894.8552

| [jessica.leterle@business.gatech.edu](mailto:jessica.leterle@business.gatech.edu)