

# CSEE P-Card Request Guidelines

## Department P-Card Holders

Rosie Bacon - [rosiebacon@umbc.edu](mailto:rosiebacon@umbc.edu)

Geoff Weiss - [gweiss@umbc.edu](mailto:gweiss@umbc.edu)

## Purchase Requests

Please submit purchase requests by email and **include the budget reviewer on the email for approval**. Approval from the budget reviewer is required before a purchase can be made.

When requesting a purchase, please include:

- Vendor or website link
- Item name and description\*
- Quantity\*
- Cost per item\*
- Total cost of the order\*
- Chartstring to be charged
- Justification (brief note on why the item is needed for teaching/research)
- Attach an invoice, if available

\*can be included in an attachment such as a screenshot, invoice, etc.

## Email Template for Purchase Requests

Subject: Purchase Request – [Item Name]

Dear [Staff Name],

I would like to request the following purchase:

- Item name & description:
- Vendor/website link:
- Quantity:
- Total cost:
- Cost per item:
- Chartstring to charge:
- Justification:

[Attach invoice if available]

Budget Reviewer: [Name], please confirm approval.

Thank you,  
[Faculty Name]

# Conference Registration Requests

Please submit requests for conference registrations by email. Requests must include the budget reviewer on the email for approval. If the request is submitted by a student, the faculty member must also be copied for approval. If there is a completed travel pre-approval associated with the conference registration, please include it as an attachment.

When requesting a conference registration, please include:

- Name of the conference
- Registration due date
- Total cost of registration
- Chartstring to be charged
- Attach a travel pre-approval (if applicable)

## Email Template for Conference Registration Requests

Subject: Conference Registration Request – [Conference Name]

Dear [Staff Name],

I would like to request registration for the following conference:

- Conference name:
- Registration due date:
- Total cost:
- Chartstring to charge:

[Attach travel pre-approval, if applicable]

Budget Reviewer: [Name], please confirm approval.

(If a student request: Faculty member, please confirm approval.)

Thank you,  
[Name]