

Description of Purchase	Disbursement Request or Contract	P-Card	Travel Card
Type of purchase	Preferred Payment method for non-travel or business entertainment goods and services purchases.	Acceptable payment method for purchase of goods only.	Preferred payment method for all travel purchases.
Abstract Fees			Y
Airlines			Y
Amazon		Y	
Alterations/Tailor/Seamstress	Y	Y - If Only Payment Method Accepted	
Auto/Home Supply Store	Y	Y	
Automotive Parts & Supplies	Y	Y	
Books/Newspaper/Periodicals	Y	Y	
Book Store - University of Pittsburgh		Y	
Bus Tickets			Y
Campgrounds	Y		Y - With SORC Approval
Caterers - Does not include Sodexo	Y		
Computer Network/Hosting Svc/Internet Access	Y	Y - With SORC Approval	
Computers/Computer Equip/Software/Maintenance	Y	Y - With SORC Approval	
Conferences, Registrations, Memberships, Dues	Y		Y
Construction Materials/Hardware Stores	Y	Y - If Only Payment Method Accepted	
Courier Services	Y	Y	Y
Donations / Sponsorships - Not Reimbursable	Y		
Drapery/Window Coverings	Y	Y	
Electronic Stores	Y	Y - If Only Payment Method Accepted	
Events - See SORC Contract page for on campus	Y		
Fleet Cars (Rental- Parking Dept)	Not Permitted Contact SORC	Not Permitted Contact SORC	Not Permitted Contact SORC
Floor Coverings/Rugs	Y	Y	
Florist	Y - With SORC Approval	Y - With SORC Approval	Y - With SORC Approval
Gift Cards	Not Permitted Contact SORC	Not Permitted Contact SORC	Not Permitted Contact SORC
Hotels/Motels/Air Bnb/Vrbo			Y
Home Depot	Y	Y	
Household Appliance Stores	Y	Y	
Industrial Supplies	Y	Y	
Office Supplies	Y	Y	
Paint/Paint Supplies	Y	Y	
Pitt Shop - University of Pittsburgh	Not Permitted Contact SORC	Not Permitted Contact SORC	Not Permitted Contact SORC
Political Donations - Not Reimbursable	NOT PERMITTED	NOT PERMITTED	NOT PERMITTED
Services - See SORC Contract page for on campus	Y		
Software See Computers Listed Above	Y	Y - With SORC Approval	
Supplies for Event		Y	Y
Ticket / Tours	Y		Y
Uniforms/Clothing/Footwear Stores	Y	Y	
Van Lines	Y		Y - With SORC Approval
Wholesale Club With Or W/O Membership Fee		Y - Items NOT including Food	Y

*Please see SORC for University Store or Pitt Shop purchases that cannot be made online

*Items with SORC approval or Contact SORC should be directed to the SORC office before purchase.

*Disbursement requests should be made at least 30 days prior to payment due date.

*The methods listed are the recommended payment method before using your own funds to purchase items. Reimbursements can be done for food or other items where the P-Card or Travel Card is listed as an approved payment method. If the only approved method is by Disbursement Request you should check with SORC to make sure you can be reimbursed before you purchase the item.

*P-Card/Travel Card Hours:
M-F 9:30 AM - 11:30 AM
Tues and Thurs 2pm - 6pm
Mon, Wed, Fri 2pm-4pm
Semester/Holiday Breaks M-F 8:30 am -5pm