What is my default organizational ("org") code on the p-card eForm?

Tell Me

1. The Default Org Code field on the p-card eForm refers to the level 5 organization of your department. You can find this code on the University's Banner Organization Code Hierarchy on the Financial Systems Support website.

2. Where you have access to more than one organization for allocation choose the organization code to be used for unallocated transactions at the end of the billing cycle.

Note
The default fund cannot be a contract or grant fund.

Related FAQs

- Can I still use the paper Purchasing Card (p-card) forms?
- How do I apply for a purchasing card ("p-card")?
- What is my default organizational ("org") code on the p-card eForm?
- Which "Spend Control Profile" should I select on the p-card eForm?
- What name should be listed in the "Application Approver" field on my p-card application eForm?