A payment card or P-card is similar to a gift card that can continually be reloaded with funds. A payment card is usually electronically-linked to the organization’s account.

All payment cards should be pre-loaded and distributed to appropriate staff well in advance of a disaster.

**Benefits of P-Cards**

» P-cards can be pre-loaded with funds by an administrator offsite.
» Staff can procure goods and services in a timely manner during an emergency.
» Staff can make purchases without having to use personal funds.
» Staff can make purchases without access to petty cash.

**Setting up P-Cards**

» Work with organizational leadership to determine which staff will have access to P-cards and their expense limits. Record these decisions on the *Payment Card Worksheet*.
» Contact your bank to set up and load P-cards with the desired amounts.
» Distribute P-cards to appropriate staff.

**Best Practices**

» Work with the Housing Chief and Logistics Chief to develop a list of items eligible for purchase.
» Conduct periodic audits to ensure P-cards are being used correctly, are loaded with necessary funds, and are not expired.
» Instruct staff to keep track of all receipts.

**Additional References**