Purchasing Card: What is it and when you should you use it.
The University Purchasing Card (P-Card) is a streamlined payment method that allows faculty and staff to pay for goods and services in a fast and efficient manner. P-Cards are intended for low dollar, low risk university business related purchases. Ideal situations for using a pcard include:
- Conference registrations and business membership dues
- One-time purchases, purchases that occur infrequently with suppliers not established in Ariba

For information regarding the P-card program, allowed purchases, training, the Travel Card program visit our Procure-to-Pay website and view "Purchasing Card" under the How To Buy tab. Oksana Empfield or Paula Fuestman are happy to help with P-card questions, email Pcard@nebraksa.edu for assistance.

Retaining your paper documents: Not necessary with electronic documentation.
When you receive a paper document, such as supplier quote, invoice, or P-Card receipt, you should attach these electronically through Ariba, Firefly, or SAP. Once attached, these digital receipts are stored in the University's official system of record. Maintaining paper copies of these documents is not necessary.

Holiday Shutdown
Holiday Shutdown for the University of Nebraska and the end of a sales quarter (December 31st) for suppliers is coming soon. Suppliers often provide special pricing incentives to purchase prior to the end of the year. To beat the year end rush, you are encouraged to complete your contract and purchase requests as soon as possible.

Procure to Pay offices will be closed from Wednesday, December 24th, 2025 to Sunday, January 4th, 2026. Tuesday, December 23rd is the last day direct payments will be reviewed prior to Shutdown. PO invoices will process without interruption thanks to invoice automation. Matheson gas purchase requisitions will also be processed without interruption.

Join us for the December User Forum
Thursday, December 18, 2025, at 9 A.M.
Register here OR go to the SAP Ariba landing page and click on the BRIDGE TRAINING tile and register.

Helpful Resources:
Stuck with questions? Who should you call? Go to "Meet the Team". Our website will display a current list of P2P team members and their special assignments along with their contact information.

Need Assistance? The P2P team offers:
- Two different courses: Buying and Invoicing and Contract and Sourcing
- Ariba Drop-in Sessions twice a week (Tuesday and Thursday) to assist with troubleshooting on real-time issues.

Log on to SAP Ariba in Firefly and click on the Bridge Training tile for scheduled sessions and register.

Contact us at P2P@nebraska.edu