

# **P-CARD**

## **UNIVERSITY OF FLORIDA POLICIES**

**and**

## **DEPARTMENT OF MATERIALS SCIENCE**

## **PROCEDURES**

The MSE PCard office is located in 106 Rhines Hall.

The University of Florida Purchasing (PCard) is a VISA credit card issued by Bank of America. PCards are available for UF staff, faculty, graduate assistants, and OPS (technical and professional) employees who make purchases or travel for official University business. PCards are only issued to employees in good standing. Carrying a PCard is a privilege based on trust and can be revoked at any time.

Although the College or Department may have additional policies and procedures, University PCard directives and procedures can be found at

<http://www.purchasing.ufl.edu/departments/pcard/procedures/default.asp>

### **PCARD GUIDELINES**

- All PCard program participants must complete the required PCard certification training courses in order to become a cardholder, verifier or approver. Training should be completed every *two years* thereafter.
- Do not give your PCard or PCard information to anyone else. Your PCard is the property of the University of Florida. Only you, the cardholder, may use your PCard.
- Keep your PCard in a secure place. Do not post it or put it in a non-secure place.
- In the event that your PCard is lost or stolen, you should immediately contact the PCard Team to report the incident. If it is after hours, call Customer Service at 1-888-449-2273. This number can be found on the sheet that came with your card. You should also notify your verifier/approver.

### **MAKING PURCHASES**

- All PCard purchases must have a clear business purpose and be permitted by the funding source. For more information on allowable charges, please go to <http://www.purchasing.ufl.edu/departments/pcard/procedures/allowable.asp>
- Packages may not be shipped to personal addresses. Your bill to address is your department's address or your physical address on campus. If you are unsure which address to use, check with your department's fiscal staff, or ask the PCard Team via email to [pcard@ufl.edu](mailto:pcard@ufl.edu). Your bill to phone number is (352)392-1331.
- Conveying your PCard number to merchants-The safest way is to swipe the card in person at a merchant's terminal. If this method is not practical at the purchase, provide the number verbally to the merchant making sure that they do not keep your PCard number on file. Faxing, emailing and other non-secure methods of transmitting your PCard number is a violation of proper PCard usage.

- PCards may NOT be used for to pay for meals, including meals while traveling, or any item over \$2,000.
- PCards have a single transaction limit of \$2,000. Transactions intentionally split into two or more transactions in order to circumvent the Cardholder's Single Transaction Limit are considered misuse of the PCard and can lead to suspension or revocation of PCard privileges.
- If you need to make a purchase over your Single Transaction Limit please request a Purchase Order. If the vendor will not accept a PO or there is an emergency situation, see the department fiscal staff for assistance. The department typically receives a response from the PCard team within 24 hours of submission. You will need to provide the following information:
  - Cardholder Name:
  - Cardholder UFID:
  - Business Unit (4 digits):
  - Vendor Name:
  - Amount:
  - What is being purchased:
  - Business Purpose:
  - Anticipated charge date:
  - Fund Code (3 digits):
  - Has your budget manager approved this expense (yes or no):
  - Justification for why a PO can't be done:
  - Requisition/PO number:
  - TA number (must be approved):
  - Traveler's Name:
  - Agreement/Contract – a copy of the approved contract must be attached:
  - PCard Approver's Name:

### **AFTER THE PURCHASE**

- You must give your receipts and completed PCard form to the PCard office (Rhines 106) within 3 days of making a charge.
- You or the person actually receiving the goods or services must sign the receipt or other supporting documentation as proof the goods or services were received and were for official University business.
- These signed documents are scanned into myUFL and become the official University record of the purchase.

### **Receipt requirements**

Receipts are the critical part of the PCard program. Accurate, detailed records of PCard purchases allows your verifier/approver, the PCard Team, UF, and State auditors to audit purchases for compliance with University and State policy, rules and statutes.

Receipts must include specific information:

- Description of each item purchased
- Unit Cost of each item purchased
- Total cost of purchase including amount paid or \$0 balance
- Vendor name and address
- Date of purchase
- Date of Goods Received

**PCard form requirements**

The form must include:

- Vendor name
- Purchase total matching the cardholder's PeopleSoft record of expenses
- Purchasing type (for account codes)
- Funding source to be used
- Signatures from both the cardholder and the fund PI

**Returns & Credits**

Documentation is required for returns and credits. Provide a copy of all paperwork (invoice showing credit, RGA (Returned Goods Authorization) or RMA (Returned Merchandise Authorization) the original order number and invoice number to Rhines 106. Make a note where the credit was originally charged.

**Disputing a Charge**

If you do not recognize a charge, email the PCard Team at [pcard@ufl.edu](mailto:pcard@ufl.edu), and ask if they can provide information about the charge.