

Tips from the Finance Office— January 2021

PCard

A PCard may only be used for purchases that are reasonable and for appropriate goods or services necessary to accomplish the mission of the University. Please do not use a PCard when purchasing from vendors that are available through the UF Marketplace (i.e. Fisher Scientific, Sigma Aldrich, Airgas)

UF's policy is that all cardholders must submit their receipts within 5 business days of making a charge and all PCard transactions are to be approved in 15 calendar days or less.

Required documentation for PCard transactions:

- Detailed receipt with packing slip, if applicable
- Funding Source with Approval from PI or Fund Admin
- Brief description/Business purpose

Don't forget, UF is exempt from paying Florida sales tax. If you are charged sales tax contact the vendor, ask if they will honor our Tax Exempt status and issue a credit to your PCard. You may need to provide the vendor with a copy of our [Consumer's Certificate of Exemption](#)

MSE requires an approved TA on file before making any travel related purchases.

For additional assistance, please check with the MSE Finance Office or refer to the provided links below.

Additional information: [UF PCard Procedures](#) or [UF Purchasing Directives](#)

MSE/NE Finance Office • email: finance@mse.ufl.edu

Virtual Drop-In Hours, Monday and Thursday, 9 am—11 am

Alisa Mountain: <https://ufl.zoom.us/my/amountain>

Ana Garcia: <https://ufl.zoom.us/j/6582615414>

or reach out to us schedule a Zoom meeting