



In an effort to communicate policies, procedures, best practices and changes, I will periodically be sending out a Newsflash. Please feel free to contact me directly with any questions. Thank you all!

PCard News:

- **Bank of America Global Card Access** - Did you know that you can register your PCard with [Bank of America Global Card Access](#)? This allows you to have a single point of access to self-service tools such as PIN Check or changes, decline reasons, and Alerts registration. All users must self-register for access. Click [here](#) for the Bank of America Global Card Access Reference Guide. Instructions for registering the PCard start on page 4.
- **Tax Status on a PCard Charge**— As a rule, the purchase of tangible property is taxable. If the supplier charges the proper tax on the PCard transaction, then you must check ‘Sales Tax Collected’ when verifying the charge in Workday. If the proper tax was not charged by the supplier **AND** the item is taxable **AND** the supplier is an out of state vendor, you must self-asses tax. Full instructions can be found on the attached QRG. We also have a ‘[Common Tax-Exempt Purchases](#)’ help document that I have posted to the PCard webpage. This list is not all inclusive, but it lists the most common tax-exempt purchases.
- **Approvers Needing to be Added to PCard Listserv** – Once we switched to Workday there were a lot of individuals that were added to the approval chain for PCard verifications. These individuals previously had no responsibility for PCard verifications, so they most likely are not on the PCard Listserv. If you have anyone that you think needs to be added to the PCard Listserv, please send a request to pcard@uark.edu. Include the individual’s name and their UARK email address.

Reminders:

- **PCard Billing Address** – Make sure you are using the correct billing address when making PCard purchases. If you do not use the correct address listed below the supplier may not be able to process your transaction. Remember, DO NOT ship to this address. This is ONLY a billing address.
 - Your Name (always list the name on the card)
 - 1001 East Sain Street
 - UPTW 101
 - Fayetteville, AR 72703

NOTE: The phone number associate with account is (479) 387-9229.
- **Delegation of PCards** – If you delegate your PCard you must complete a [PCard Delegation Form](#) and upload it with the receipt in Workday. Remember, you are still responsible for the purchases made by the delegated employee. Make sure they understand the [Items NEVER Allowed to be Purchase Using the PCard](#), and that they need to provide a detailed, itemized receipt. You can find the full [Delegation of PCards Policy](#) on our PCard Policy Website, which also includes information regarding the new [PCard Tracking Log](#) requirement.
- **IT Purchases** – Most IT assets are no longer allowed to be purchased with a PCard. Please reference the [Information Technology Asset Management \(ITAM\) Policy](#) for full details. Purchasing IT assets with the PCard may result in the suspension of the PCard.

- **Returned PCard Verifications** – The majority of PCard verifications are returned to the initiator due to missing itemized receipts/documentation (i.e., Membership Justification Form, License/Certification Justification Form, etc.), and not enough information regarding the purchase. Remember, you can find all the supplemental documents associated with PCards on our [Forms Page](#). You can also use the Memo field in Workday when verifying the PCard charges to provide additional information regarding the purchase. A few words or a short note can go a long way. Examples are below.
 - **General purchase information:** Include a comment to clarify invoices/receipts with vague descriptions or department specific language.
 - **Registrations:** Include a comment stating, “No Travel Involved”. If travel is involved with the registration, the purchase must go on the TCard.
 - **Credits for Returns/Fraud:** Include a comment referencing the PC number of the original charge. i.e., This credit is for items originally purchased on PC-1234567.

Thank you,

Todd Walters

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