



IN ORDER FOR THE PCard PROGRAM TO BE SUCCESSFUL YOU MUST RETAIN AND TURN IN YOUR RECEIPTS TO APPROPRIATE PERSONNEL WITHIN YOUR DEPARTMENT.

What Do I Do with My Receipts?

ALL PCard purchases require an itemized detailed receipt. A receipt that does not show what was purchased is insufficient purchase documentation.

Receipts are uploaded into Workday when the charges are verified. Cardholders should get in the habit of verifying their charges, or submitting their receipts to their PCard Verifier at a minimum of once per week.

Some purchases made with a PCard require additional documentation, which must be submitted together with the purchase documentation. You can find forms and other information on our PCard website.

Monthly Billing Cycle

The monthly billing cycle for PCards resets on the 16th of each month. All charges incurred during a billing cycle must be verified by the last business day of the month in which the cycle ends.

Example: All charges incurred October 16th through November 15th would need to be verified no later than November 30th.

How does the PCard Work?

The Procurement Card (PCard) is a credit card issued by Bank of America to be used for official business purchases only. It works similarly to your personal credit cards, except the charges are billed directly to the University and paid by the eProcurement Office.

The PCard establishes a more efficient, cost effective alternative for departments to make small commodity purchases. Using your PCard will be a benefit to the University of Arkansas, its suppliers, and to you and your department.

How Will My PCard Be Audited?

PCard charges are audited both by the eProcurement Office as well as system auditors. Auditors will be looking at the following for compliance:

- Is there a detailed receipt for charges and/or credits uploaded?
- Have the downloaded charges and credits been verified in Workday by the Verifications Due Date?
- Are there any non-allowable items that were purchased?
- Is the charge possibly a split purchase to avoid the card's Single Transaction Limit?
- Is all supplemental documentation being provided? (example: Official Function Form, Membership Justification Form?)

How to get a PCard?

You will need to create a credit card request in Workday, using the "Create Request" task. A fully completed PCard Cardholder Agreement must be attached to the request. Once the request has been approved, the PCard will be ordered from Bank of America. You will be contacted by the eProcurement Office with additional instructions for completing the required training, and obtaining your PCard when it arrives.