

## Cardholder Responsibilities

- Only use the PCard for official U of A Business
- Adhere to purchase limits/restrictions on your PCard.
- Keep up with purchase documentation and submit on time, with any supplemental documentation that may be required.
- Misuse of the card will subject the Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.
- If in doubt whether something can be purchased, please contact the eProcurement Office before making the purchase.

## Lost/Stolen PCards

Immediately report any lost or stolen PCard to Bank of America at 1-866-500-8262 (24 hours a day, 365 days a year). The Cardholder should then notify the University eProcurement Office at the first opportunity during University Business hours.

## Charges Never Allowed

- Alcoholic Beverages
- I.T. Equipment & Software
- Birthday/Holiday/Greeting Cards
- Items for Personal Use
- Personal Convenience Items
- Printing using a Printing Press
- Any Purchase that requires an Official U of A Signature
- Airfare or other Travel expenses
- Gifts of any kind

For additional information visit the PCard website.

### **Bank of America**

Customer Service – 1-866-500-8262

Fraud Line – 1-866-500-8262

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# Purchasing Card Pocket Guide



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

## How does the PCard Work?

The Purchasing 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.

## What Do I Do with My Receipts?

**ALL** PCard purchases require an itemized detailed receipt. Receipts that do 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 16<sup>th</sup> 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 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.