CARDHOLDER RESPONSIBILITIES

The Cardholder must only use the PCard for legitimate University of Arkansas business purposes. Misuse of the card will subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

The Cardholder MUST:

- Only use the PCard for University business.
- Adhere to purchase limits/restrictions imposed on your PCard.
- Obtain ALL sales slips, register receipts, etc. and provide these to the person within your department who will be responsible for reconciling these charges in the BASIS system.
- Return the PCard to the Office of Business Affairs upon terminating employment, or if no longer using the PCard.
- If in doubt as to whether or not something can be purchased, please contact the Office of Business Affairs.

LOST/MISPLACED/STOLEN PROCUREMENT CARDS

Cardholders are required to immediately report any lost or stolen Procurement Card to US Bank toll-free at 1-800-344-5696 (24 hours a day, 365 days a year). The Cardholder should also notify the University eBusiness/PCard Administrator at the first opportunity during normal University business hours.

CHARGES NOT ALLOWED

- See the PCard Non-Allowable List for more details
- Airfare, Hotel, Car rental, restaurants (Anything to do with Travel)
- Alcoholic Beverages
- Any purchase that would involve a trade-in
- Cash Advances or Gift Certificates
- Fuel
- Phone services
- Professional Services, Contracted Services, etc
- Purchases with Internal Vendors (i.e.: Printing Services, Facilities, Telephone Office, etc.)

US BANK

Customer Service

1-800-344-5696

PCard Billing Address:

Your Name
Office of Business Affairs ADMN 321
Fayetteville, AR 72701

To activate your PCard you must call the 800 number displayed on the front of the card along with the following information:

- Card Number
- Work Telephone Number (Your direct line OR 479-575-2551)
- Zip Code of 72701
- Last 4 digits of your SSN

Last Update: 06.2015 HF
HOW DOES THE PROCUREMENT CARD WORK?

The Procurement Card issued by US Bank is a special VISA credit card. It works similarly to your personal credit cards, except the charges are billed directly to the University and paid by the University Business Office.

The purpose of the State of Arkansas Procurement Card program is to establish a more efficient, cost effective alternative for departments to make supply type purchases. The PCard should greatly reduce, if not eliminate, the need for blanket Purchase Orders, which are now being generated.

Using the PCard will be a benefit to the University of Arkansas, its suppliers, and to you and your department. The University will save time and money by consolidating paperwork, suppliers will receive payment more quickly, and you and your department will get the supplies you need without unnecessary delays.

PERSONAL CHARGES ARE STRICTLY FORBIDDEN. The adherence to policy allows continued process savings, accountability, and audibility of purchases.

WHAT DO I DO WITH MY RECEIPTS?

!!!IMPORTANT!!!

Whether a purchase is made in person or via telephone, internet, fax, or mail, you must obtain some form of official supporting documentation, such as:

- Detailed cash or sales receipts
- Packing slips with dollar amounts
- Any other detailed document, which shows the cost and the vendor name.

These documents MUST be given to whoever in your department is responsible for approving the electronic charges sent from US Bank.

As charges are approved, the receipt is sent to Accounts Payable where it will be imaged for later retrieval by department and audit personnel, when required.

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

MONTHLY BILLING CYCLE

The monthly billing cycle for PCards will be the 15th of each month. All charges incurred on your PCard must be approved by a Cutoff Date defined in BASIS on the EBP Tables. Receipts must be provided to Business Affairs within 5 days of the Cutoff Date.

HOW WILL MY PCARD BE AUDITED?

Not only will PCards be audited by Legislative and system auditors, but they will also be audited by Procurement staff. Auditors will be looking at the following for compliance:

- Have detailed receipts for charges and/or credits been uploaded or sent to Business Affairs for scanning?
- Have the downloaded charges and credits from US Bank been approved in the BASIS system?
- Are items being purchased that are not allowable due to Purchasing regulations and/or laws?
- Is the charge being split in order to avoid the transaction limit on card?

Non-compliance with any of the above may result in a minimum 30-day suspension for first offense. Second offense could result in complete removal from card program.

MERCHANDISE RETURNS AND EXCHANGES

When necessary, items should be returned according to vendor specifications. The cardholder is responsible for ensuring that proper credit is posted for any returned items.

Documentation showing the credit for the return must be retained and given to the person within your department who is responsible for approving downloaded charges and credits.

Receiving cash or checks to resolve a credit is prohibited.