

## Cardholder Responsibilities

- Only use the PCard for official U of A Business
- Adhere to purchase limits/restrictions on your PCard.
- Keep up with receipts and submit them on time, complete additional 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.

## 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
- Birthday/Holiday/Greeting Cards
- Items for Personal Use
- Printing using a Printing Press
- Any Purchase with a U of A Signature required
- Airfare or other Travel expenses
- Gifts of any kind

For additional information visit the PCard website.

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### **Bank of America**

Customer Service – 1-866-500-8262  
Fraud Line – 1-866-500-8262

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# Procurement Card Pocket Guide



UNIVERSITY OF  
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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 Procurement Card issued by Bank of America. 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 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 charges require an itemized detailed receipt.

Cardholders should get in the habit of submitting their receipts to their PCard Verifier or Department Administrator at a minimum of once per week.

All receipts are due at the time of verification in Workday.

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

## Monthly Billing Cycle

The monthly billing cycle for PCards resets every 30 days on the 16<sup>th</sup> of each month. All charges incurred during a cycle must be verified by the last business day of the month in which the cycle ends.

## 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:

- Have detailed receipts for charges and/or credits been uploaded?
- Have the downloaded charges and credits been verified in Workday by the Verifications Due Dates?
- Are items being purchased that are non-allowable?
- Is the charge a possible split purchase to avoid the Single Transaction Limit?
- Is all the additional documentation being provided? (example: Business Justification Form, Membership Justification Form?)
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## How to get a PCard?

You will need to create a credit card request in Workday. The PCard will be ordered from Bank of America. Once it comes in you will be invited to attend training.