

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 US Bank at 1-800-344-5696 (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.

US Bank

Customer Service – 1-800-344-5696
Fraud Line – 1-800-523-9078

Procurement Card Pocket Guide



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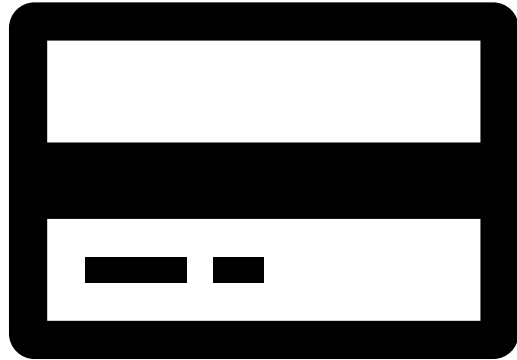
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IN ORDER FOR THE PCard PROGRAM TO BE SUCCESSFUL YOU MUST RETAIN AND TURN IN YOUR RECEIPTS TO APPROPRIATE PERSONNEL WITHIN YOUR DEPARTMENT.

How does the PCard Work?

The Procurement Card issued by US Bank. 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 Approver or Department Administrator at a minimum of once per week.

All receipts are due in our office or scanned through Kofax no later than 2 weeks after each cutoff date.

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 15th of each month. All charges incurred during a cycle must be approved by the Cutoff Date found on the PCard Website.

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 to Kofax or sent to the eProcurement Office?
- Have the downloaded charges and credits been approved in the BASIS by the Cutoff 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 be provided? (example: Business Justification Form, Membership Justification Form?)
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How to get a PCard?

A Procurement Authorization (PA) will need to be completed by your department. The PCard will be ordered from US Bank. Once it comes in you will be invited to attend training.

Trainings are listed on the PCard website.