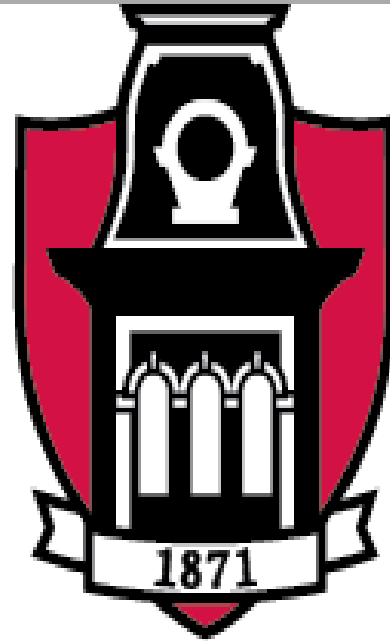




PCARD TRAINING



UNIVERSITY OF
ARKANSAS

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Procurement Card (PCard) Program



ABOUT THE PCARD

- ❖ You are now the owner of a PCard!
- ❖ Your PCard is a credit card issued by the University of Arkansas through US Bank to be used for official business purchases.
- ❖ This is the new “Chip & PIN Card”, made for the security of each cardholder. The “Chip & PIN Card” transition began in the US in March of 2015.
- ❖ These cards are used differently than other credit cards... You “Dip the Chip”!
 - ❑ Visit the [PCard webpage](#) for more information on the new cards
- ❖ This card comes with a PIN number; you may change your PIN number only ONCE within the first 30 days of activating your card.
- ❖ To activate your PCard, call the 800 number displayed on the front of your card and enter the following information as requested:
 - Card number*
 - Work phone number (either your number listed in the directory OR 479-575-2551)*
 - Zip code 72701*
 - Last 4 digits of your social*

Procurement Card (PCard) Program



MORE ABOUT THE PCARD

- ❖ If your card is ever lost or stolen, call US Bank Customer Service at 1-800-344-5696.
- ❖ If you suspect fraud on your PCard, please, call US Bank Fraud Department at 1-800-523-9078.
 - ❑ At anytime, you can check webBASIS for your eBusiness/PCard charges.
 - ❑ To do this, simply log into webBASIS as an employee, click "My eBusiness Charges", enter USBANK for PCard charges, and then enter the date.
- ❖ ALWAYS ship items purchased with a PCard to an official University of Arkansas address.
- ❖ When you need to use a billing address for a purchase, use the following:

*Your Name (Name on Card)
1125 West Maple Street
ADMN 321
Fayetteville, AR 72701*



Procurement Card (PCard) Program



SPENDING LIMITS AND BILLING CYCLES

- ❖ The standard single transaction limit is \$2500 (this means the final total, including shipping costs and taxes, if any).
- ❖ The standard monthly spending limit is \$5000.
- ❖ Your spending limits could be less, depending on your department.
- ❖ Your monthly spending limit resets every 30 days, with the Billing Cycle. You should keep up with the Billing Cycles for the PCard.
- ❖ The Billing Cycle resets on the 16th of every month, unless it falls on a Sunday.
- ❖ If you do not spend your monthly limit, money does NOT “roll over” to the next month.
- ❖ You have the ability to call US Bank Customer Service and check your current balance whenever you desire.
- ❖ Occasionally you may need to make a purchase over your limits, HOWEVER, if you need to do this, you **MUST** contact the eBusiness/PCard Administrator or Specialist for approval. Articulate what it is you need to purchase, explain why you can't use a PO, and give the final purchase amount including tax and/or shipping.
- ❖ You may go to the [PCard webpage](#) for information, important dates, and the PCard quiz.

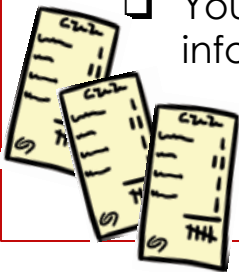


Procurement Card (PCard) Program



SUBMISSION OF PCARD RECEIPTS

- ❖ For each and every purchase you make using your PCard, you must submit an itemized, detailed receipt to be reviewed for validity and approval.
 - ❖ Some purchases made with a PCard require additional documentation, which must be submitted together with the receipt.
 - ❖ If a receipt requires additional documentation that was not submitted, we will contact you and you will have to gather the needed material and resubmit the receipt.
 - ❖ Make sure your receipts are legible so that when we receive them, we can approve them!
 - ❖ If you make a purchase and lose the receipt, first contact the vendor and request a duplicate receipt. If one cannot be obtained, then you must submit a [Lost or Unobtainable Receipt](#) form – this form should be used as a last resort.
 - ❖ Each department has a “PCard Approver”, this is who you will submit your receipts to, then your department’s approver will submit them to us (Business Services)!
 - ❖ Cardholders should get in the habit of submitting their receipts to their PCard Approver or department Administrator at a minimum of once per week.
- You may find documents, cutoff dates (PCard receipt approval deadlines), and more information on the [PCard webpage](#).



Procurement Card (PCard) Program



NON-ALLOWABLE PCARD PURCHASES

- ❖ Attached is the non-allowable list for you to reference when you need to make a purchase. The list is also posted on the [PCard webpage](#).
- ❖ There are some basic non-allowable transactions for a PCard we will go over:
 - Alcoholic beverages
 - Personal Narcotics/Prescriptions or other over the counter medication for humans
 - Food purchases at a restaurant without prior approval
 - Travel expenses of any kind – use a TCard (Travel card) for this!
 - Software – no Adobe or Microsoft products
 - Printing via Printing Press
 - Personal purchases
 - Fuel – use the Voyager Card for this, you get fuel tax free! (or Tcard if in Travel status)
 - Split purchases – you can NOT split a large purchase in two transaction to try to get around your single transaction spending limit!
 - Bottles of water
 - Coffee/Tea or coffee/tea accessories, decorations, flowers/plants, or items used as reward or consolation
 - Donations, contributions, sponsorships, or pledges
 - Gift certificates, gifts cards, shopping cards, gifts or prizes – if you receive a gift card from a purchase made with a PCard, it is property of the University of Arkansas!
 - NO cash back is allowed with ANY returns, exchanges, or purchases on a PCard!



Procurement Card (PCard) Program



MAKING ONLINE PURCHASES – AMAZON & PAYPAL

- ❖ If you use your PCard to purchase anything from Amazon or to pay for an online purchase through PayPal, you are required to set up a separate account specifically for University Business use ONLY.
- ❖ When setting up a separate Amazon or PayPal account, you must tie this account to your University email to use for official business.
- ❖ Departments ARE allowed to purchase an Amazon Prime Membership, it is the decision of each department.
- ❖ It is recommended that only ONE membership is purchased within each department.
- ❖ If you receive any promotional gift card, coupons, rebates, or items while making online **OR** in store purchases, remember that these items belong to the University of Arkansas and are NOT yours to take home; you may accept these items as long as you turn them in to your department for further University business use.





WHAT TO DO ABOUT PCARD ISSUES

- ❖ What if your PCard is declined? There are 4 reasons your PCard may be declined:
 - 1) You did not use the correct billing address
 - 2) You have exceeded your single transaction limit
 - 3) You have exceeded your monthly spending limit
 - 4) You attempted to use your card and the merchant's category code is blocked
- ❖ If your card is declined you may check your monthly account balance by calling the 800 number on the back of your card.
- ❖ If you attempted to use your card and the merchant's category is blocked, you must contact the eBusiness/PCard Administrator or Specialist within 48 hours of attempting the purchase.
- ❖ If you suspect fraud charges on your card, first contact US Bank Fraud Department at 1-800-523-9078.
- ❖ If you have any questions about a purchase or how to submit your receipts, you may visit the [PCard webpage](#) or contact the eBusiness/PCard Administrator or Specialist.



Procurement Card (PCard) Program



RESPONSIBILITIES OF OWNING A PCARD

- ❖ Keep your PCard and account number confidential.
- ❖ Use your PCard for official University business ONLY and understanding the Non-allowable list.
- ❖ Keep up with your receipts and submit them on time, complete with any additional documentation that is required (such as a Membership or Justification form).
- ❖ Read the listserv messages.
- ❖ Do NOT receive cash back on any purchase, return, or exchange of items purchased on the PCard.
- ❖ Understand that intentional misuse or abuse of the PCard or PCard rules will result in immediate revocation of PCard privileges and possible disciplinary and legal action.
- ❖ Upon termination of employment or if a PCard is no longer needed, ask your department to cancel your PA and notify the eBusiness/PCard Administrator during normal business hours.
- ❖ Report a lost or stolen PCard immediately to the US Bank at 1-800-344-5696.





CARDHOLDER DELEGATION RULES

- ❖ **This procedure is NOT for continual use of your card by someone else.**
- ❖ The University developed a procedure so you may delegate the use of your card to someone else if the need arises.
- ❖ When you need to delegate your PCard to someone else, you must fill out and submit a Delegation Form along with your receipt for each transaction/purchase.
- ❖ When you delegate your card, make sure that the person you are delegating to understands the non-allowable PCard purchases and the need to submit an itemized, detailed receipt.
- ❖ If an employee needs continual use of another employee's PCard, they should obtain their own PCard so they are responsible for the purchases they make.





MISUSE OF YOUR PCARD

- ❖ For a first offense of a non-allowable purchase on your PCard, you will receive a written warning from Business Services and you will be offered more training.
- ❖ For a second offense of a non-allowable purchase on your PCard, you will temporarily lose your PCard privileges and have to face consequences.
- ❖ For habitual offenses, your card will be suspended and you and your PCard Approver will be notified.
- ❖ If you split a PCard purchase, your card will be suspended for a minimum of 30 days and you and your approver will be notified.
- ❖ If you do not submit your receipts to be approved before the cutoff, the charge will be flagged and subject to audit review and possible suspension of PCard privileges.
- ❖ If we suspect you are using your card fraudulently or inappropriately, your card will be suspended, you and your approver will be notified, internal audit will be notified, possible investigation and termination of employment.
- ❖ If you made a non-allowable PCard purchase and want to reinstate your privileges, you must contact the eBusiness/PCard Administrator.



Procurement Card (PCard) Program



CONGRATULATIONS YOU'RE READY TO USE YOUR PCARD!

- ❖ If you need any assistance, you can contact the eBusiness/PCard Administrator or Specialist for help:

Administrator:

Carol Wade

cawade@uark.edu

479-575-6279

Analyst:

Michael Senkevech

masenkev@uark.edu

479-575-5088

Specialist:

Bobbie Kennedy

bkenned@uark.edu

479-575-7044

- ❖ Frequently asked questions and more PCard information is available on the PCard webpage:

[PCard webpage](#)

- ❖ The Administrator and Specialist will provide support and assistance to cardholders and campus departments with any problems that may arise.

