

EPSP P-Card Policies and Procedures

Policy Statement

The Purchasing Card (P-Card) eliminates, as much as possible, the need for purchasing orders and direct reimbursements by allowing designated staff and faculty to make purchases with a University credit card. It also allows for supervision around expenses and such. Purchases may be made over the phone, online, or in person (retail stores).

Reason for Policy

The P-Card **MUST ONLY** be used for University of Arizona business **ONLY**, not for personal use. All transactions made using the Purchasing Card must benefit and support the University's mission of education, research and public service.

Who Must Comply

All department employees must follow the policy for using the P-card.

Procedures

- The P-Card will be available in Room 321C. Please contact our Administrative Assistant, Lora Francois to request the use of the P-Card. She can be reached via email at llf@email.arizona.edu or by phone at 520.626.8538.
- When handed the P-Card, you must sign it out with your name and the time.
- The P-Card **MUST** be returned within three hours of checkout.
- Please **DO NOT** tape receipts, place them in an envelope and hand them in to Lora.

The Business Office has reported that they will remove P-Card privileges if receipts aren't obtained when the card is returned to Lora. Within 2 business days of any purchase, a receipt and/or backup documentation must be submitted to Lora in Room 321C. The EPSP office has five business days to reconcile and submit all documentation to the Business Office; otherwise, the card will be canceled.

If a charge posts without any documentation on file, only **ONE** email reminder will be issued. If backup documentation is not received by the deadline noted in the reminder email, a notice of non-compliance will be generated.

Notice on the reminder email it will state, **“This is the only reminder you will receive. If the requested information is not submitted, a Notice of Immediate Suspension will be issued”**.

List of Purchases NOT ALLOWED

- Alcohol
- Hotel (INCLUDES NO RESERVATIONS)
- Employee social or recreational functions where no business is conducted or business objectives are present (for example: memorial services, Christmas or other holiday related parties/celebrations, employee social functions)
- Tips to merchants (i.e. restaurants) exceeding 20% of total bill. Refer to the link: <http://policy.fso.arizona.edu/fsm/900/910>
- Cash awards or gift certificates/ gift cards to be used as awards.
- Taxable awards.

Non-Compliance Actions/ Immediate Suspension of P-Card use:

If documents are not submitted within the requested timeline, you will be suspended from using the P-Card. There are no exceptions.

- **Failure to provide original receipts.**
- **Failure to provide packing list or notice of receipt of order.**
- **Failure to comply with UA policies and procedures.**
- **Recording a credit card number for future use.**
- **Using a different P-Card and charge on Departmental Accounts without authorization.**

Frequently Asked Questions

Please click on the link to be directed to the UA FAQ's on the P-Card Policies and Procedures: http://pacs.arizona.edu/purchasing_card_faqs