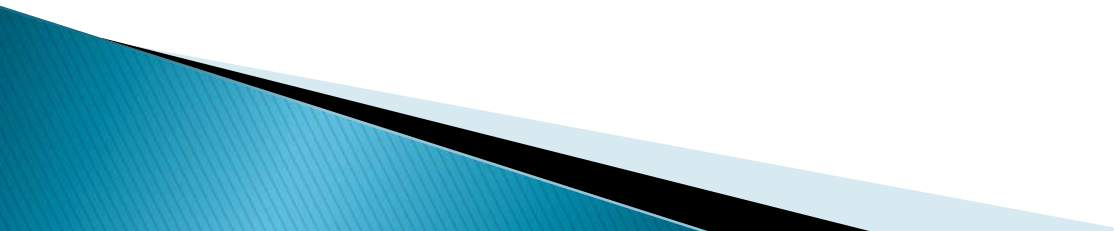


# MOLECULAR & CELLULAR BIOLOGY ECOLOGY & EVOLUTIONARY BIOLOGY DEPARTMENT

## UA Purchasing Card (PCard) Policies & Procedures

updated  
January 2016

# MCEEB PCard Personnel

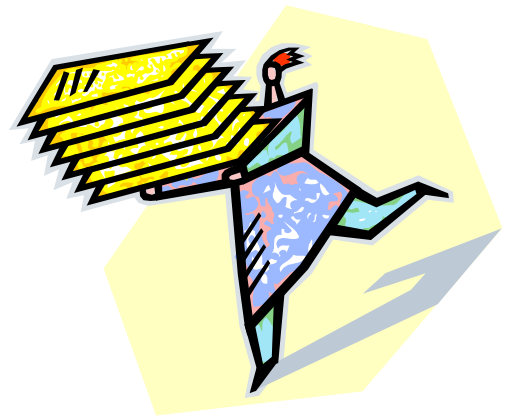
- ▶ Vince Leon – PCard Liaison  
Holds Ecology Dept. PCard
  - ▶ Kate Rottler – PCard Reconciler
  - ▶ Barb Johnson
  - ▶ LuAnn Cordero
  - ▶ Vince Leon
  - ▶ Jared Simte – Approvers for Assigned Grant Accts.
- 

# Purchasing Card Program

- ▶ Safe and convenient way to make small dollar purchases.
  - No purchases over \$5,000.00 allowed.
- ▶ Reduces need for Purchase Orders and employee reimbursements.
- ▶ Purchases can be made on-line, by telephone, via mail, or in-store.
- ▶ Individual cardholders must **not** allow others to use their PCard.
- ▶ If you purchase something immediately before leaving on travel/vacation, you are still responsible for submitting paperwork and handling any issues that may arise within the appropriate time limits.

# Paperwork Requirements

- ▶ MCEEB PCard log
- ▶ Backup documentation  
(Details to follow)



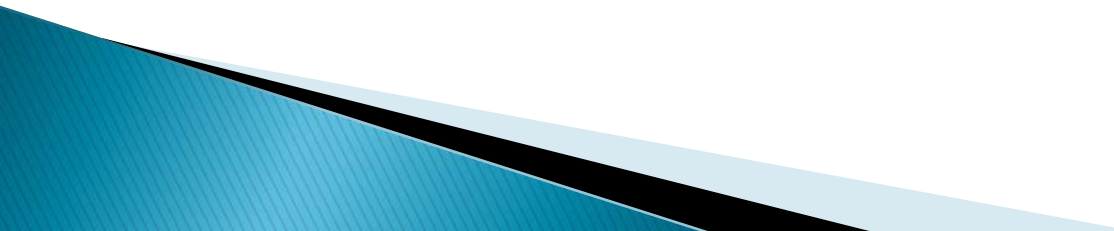
# Time Limits

The UA PCards process payments in a different manner than personal credit cards. Transactions are electronically downloaded from the bank to the UA system on a daily basis and must be reconciled and approved within a specified time limit. Therefore,

- ▶ PCard logs and initial backup documentation must be received by the business office within 24 hours of any purchase. Additional required documentation must be submitted as soon as received. No reminders of outstanding documents will be issued.
- ▶ If a charge posts without any documentation on file with reconciler, 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 reminder email will state “**This is the only reminder you will receive. If the requested information is not submitted, a Notice of Non-Compliance will be issued.**”



# Travel Status

- ▶ If you use your card while out of town and are unable to submit documents within required time limits, contact appropriate EEB business staff.
  - ▶ UA PCards **cannot** be used to reserve hotel lodging.
  - ▶ Due to difficulties encountered in PCard use during long term travel (more than five business days), PCard use will only be allowed under certain circumstances and with prior written approval of the PCard liaison.
- 

# Required Documents

\*\*\*No double-sided printing\*\*\*

- ▶ PCard log with confirmation number
- ▶ Order Acknowledgements
- ▶ Order Confirmations
- ▶ Order Shipping Notices
- ▶ Packing Slips
- ▶ Original Receipts/Invoices<sup>1</sup>

<sup>1</sup> As purchaser you may be required to contact the vendor directly to have an invoice emailed or faxed directly to reconciler as invoices sent through the US Mail normally arrive too late.

# PCard Log Details

- ▶ If you do not complete the PCard log electronically, **Please write legibly.**
- ▶ The PCard log is a legal document and anything on it is subject to audit.
- ▶ Credits are separate transactions and require separate, completed PCard logs.
- ▶ Please forward information about partial or incorrect shipments to the reconciler.
- ▶ Make sure you have turned in the original receipt with your completed PCard log. Areas highlighted in yellow (see sample) must be properly completed or the log may be returned to the purchaser.



**P-card Purchase Order Form  
MCB-EEB Business Center**

\*\*\*Complete ALL steps\*\*\*

\*\*\*Include specific detail on HOW items will be used in COMMENTS section\*\*\*

\*\*\*Department Pcard must be returned immediately after use\*\*\*

eDoc# :	_____
create date :	_____
Transaction ID:	_____
Post Date :	_____
Upload Date :	_____
(For Reconciler or Department Use Only)	

**PLACING A P-CARD ORDER:**

1. Order Date:     Date of Order
2. Card Name:     Name on PCard
3. Your Name:     (if different from above)
4. Your Email:     Your UA email
5. Principal Investigator (PI) Signature:     PI signature

6. Vendor:     Complete Vendor Name
- Vendor Address: \_\_\_\_\_
- Vendor phone:     Vendor Contract Phone #
- Vendor Website:     Website Address

**7. How is the order placed:**

- Internet (print order confirmation screen)
- Phone (request email or fax of order confirmation)
- FAX (request email or fax of order confirmation)
- In Person (original receipts from vendor required)

You MUST submit order confirmation, ORIGINAL invoice/receipt, and final packing slip when item(s) are received, for every transaction, including refunds

Be sure to ask out-of-state vendors to verbally itemize sales tax AND to send some form of documentation (packing slip, receipt, etc.) which includes such itemization. If the MCEEB Business Office does not receive this documentation, your order could be charged twice for tax, once for sales tax and once for the use tax (5.6%).

**IF THE VENDOR ASKS, YOUR BILLING ADDRESS IS:**

Molecular and Cellular Biology  
1071 E. Lowell  
Life Sciences South, Room 433  
Tucson, AZ 85721-0106

OR

Ecology & Evolutionary Biology  
1041 E. Lowell  
Biosciences West 310  
Tucson, AZ 85721-0088

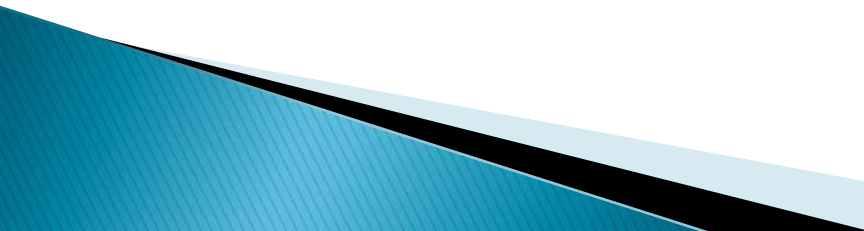
**8. Fill in form below:**

Item #	Quant.	Items Purchased	Price Per Unit	Total Price	Acct / Sub Acct (Not description)	Object Code
1	<u>    # Ordered    </u>	<u>    Item descriptions - not just part numbers    </u>	<u>    \$/unit    </u>	0.00	<u>    Acct # -7 digits    </u>	
2				0.00		
3				0.00		
4				0.00		
5				0.00		
6				0.00		
7				0.00		
				Tax	0.00	
				Subtotal w/Tax	0.00	
<b>Comments:</b>				Shipping	0.00	5560
<b>(BUSINESS or RESEARCH PURPOSE)</b>				<b>Total</b>	0.00	

    Provide information regarding the business purpose of the items purchased; how they will be used etc.    

**9. SUBMIT THIS COMPLETED LOG TO THE PCARD RECONCILER WITHIN 24 HOURS OF PURCHASE**

# PCard Backup Document(s) Preparation

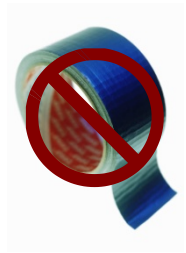
- ▶ There are precise instructions on document preparation. Documents not prepared correctly (next slide) may be returned to the PCard user. Documents consistently submitted in an incorrect/incomplete manner will generate a Notice of Non-Compliance.
  - ▶ All PCard documentation goes to FSO Compliance for scanning. **DO NOT HIGHLIGHT OR TAPE OVER ANY INFORMATION ON YOUR RECEIPT.**
  - ▶ FSO Compliance reviews all documents for compliance with UA policies.
- 



Staples



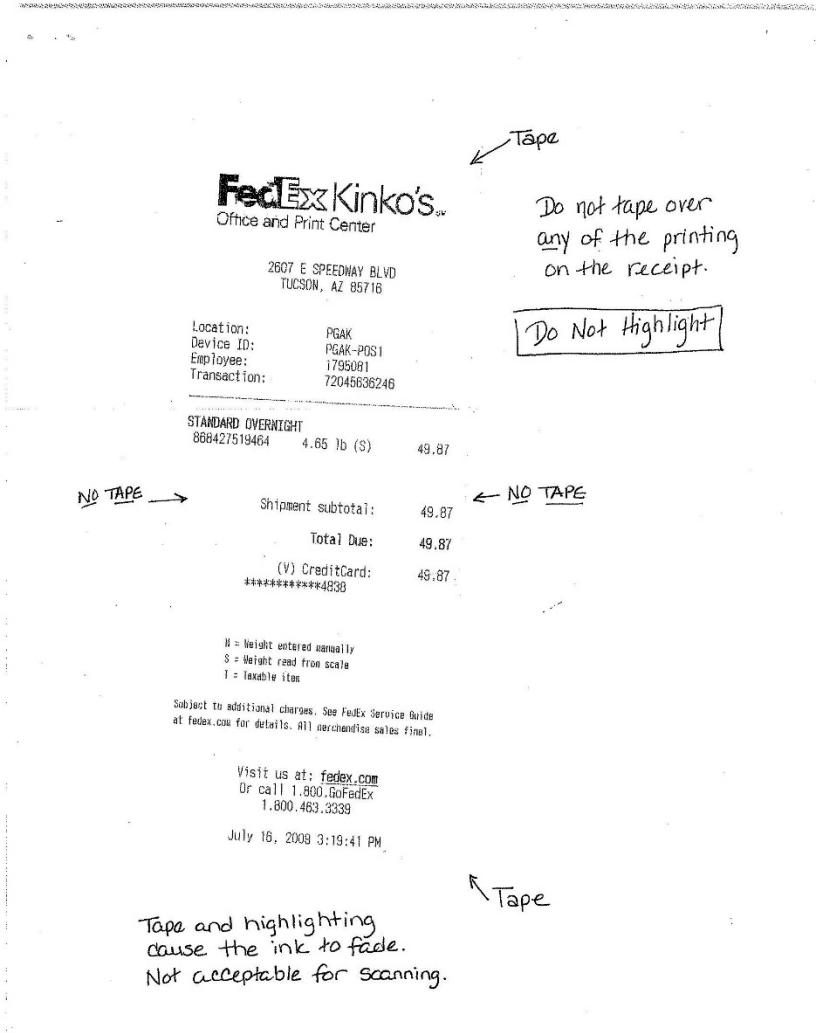
Masking tape



Duct tape



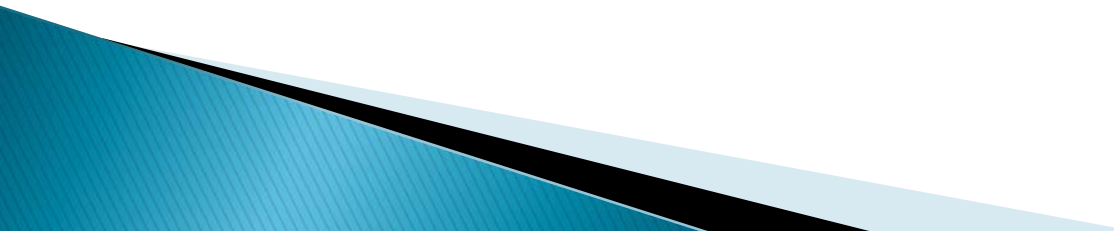
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# PCard Purchase Restrictions

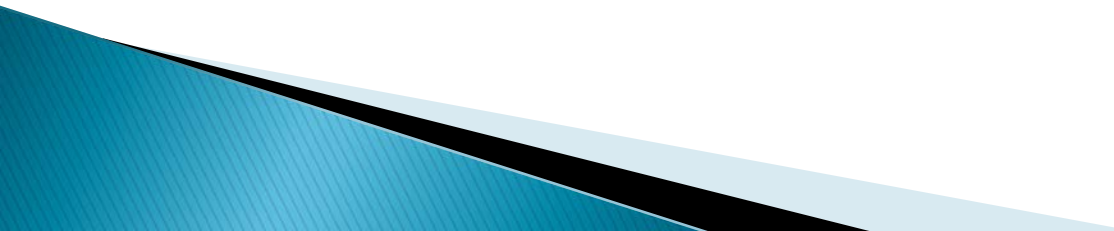
- ▶ There are classifications of items that are not allowed to be purchased/received with a UA PCard. Some important areas to avoid:
  - Air travel that includes personal time
  - Payments on behalf of foreign visitors
  - Hazardous materials as defined by the UA
  - Hotels
  - Prepaid Cards including gift and phone cards. This includes purchase reward cards.
  - Purchases over \$5,000.00 (including tax and shipping charges)
- ▶ Please refer to the following website for a complete list and additional details:
  - [http://pacs.arizona.edu/pcard\\_manual\\_page8#8\\_1](http://pacs.arizona.edu/pcard_manual_page8#8_1)

# LAB PCARDS

- ▶ A lab PCard is classified by the UA as a Department Card.
  - ▶ The responsible card holder for a lab PCard is the contact for any issues with that card.
  - ▶ The lab card must be checked out to each person who is using it in turn. The PCard Liaison may request to see your lab checkout sheet for audit purposes.
  - ▶ If the lab PCard is checked out, the next person in the lab who needs to use it must wait until it has been returned. The department PCard is not available for use by labs with lab PCards except under certain circumstances.
- 



# Department PCard

- ▶ MCEEB has only one Department PCard. The card should be returned within three hours of checkout.
  - ▶ Using the Department PCard without checking it out is an unauthorized use of the card and will result in the suspended use of the card for that user.
  - ▶ Documentation requirements/policies must be complied with by Department PCard users and individual card users.
- 

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**ECOLOGY DEPARTMENT PCARD CHECKOUT  
QUESTIONNAIRE**

The department card should be **returned to the office within three hours** of checking it out. It may not be checked out after 4:00 pm or overnight without prior authorization from the EEB Business Office.

A completed order log and available backup documentation must be turned in when you return the card. Additional paperwork (email notifications, packing slip, invoice/paid receipt) must be turned in to the Carol Freeman ([clf1@email.arizona.edu](mailto:clf1@email.arizona.edu)) immediately upon receipt.

**You are responsible for turning in all required paperwork. Invoices may require you to contact the vendor directly to request an email or fax copy be sent directly to Carol. The office fax number is 520-621-9190.**

**GENERAL PURCHASES**

PLEASE PROVIDE THE FOLLOWING INFORMATION:

What are you using the card to purchase? \_\_\_\_\_  
\_\_\_\_\_

Estimated dollar amount? \$ \_\_\_\_\_

Vendor: \_\_\_\_\_

UA FRS account number: \_\_\_\_\_

PI Approval Signature: \_\_\_\_\_  
(Required for purchases over \$100.00)

*Email approval from PI is also accepted. Please attach to this form.*

**TRAVEL**

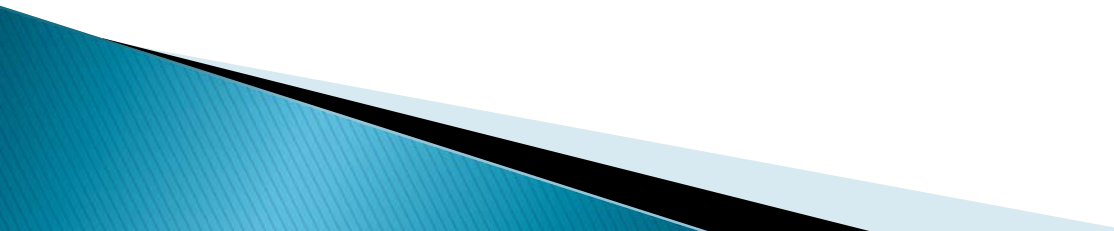
You must have a completed Travel Authorization prior to using the Department Pcard for travel purposes. Please see Jean Mason or contact her via email ([jeanm@email.arizona.edu](mailto:jeanm@email.arizona.edu)) with the appropriate information.



# PCard Safety

- ▶ PCards must be stored in a secured place.
- ▶ Do not email any credit card number information. **Contact vendors via fax or phone with card details.**
- ▶ Individual PCards must be signed.
- ▶ The Department PCard must be returned to accounting staff personnel. Do not leave it on someone's desk.
- ▶ Make sure you order from websites with “https” at the start.
- ▶ Do not store your credit card information on a vendor website.
- ▶ Only download information from reputable sites as some can contain malware, viruses, etc. that can cause credit card information to be illegally obtained resulting in fraudulent use.
- ▶ If you receive a phone call or email from someone claiming to be the bank requesting credit card information, do not respond. Contact the PCard Liaison or, in her absence, UA PCard Administration at 626-9091.

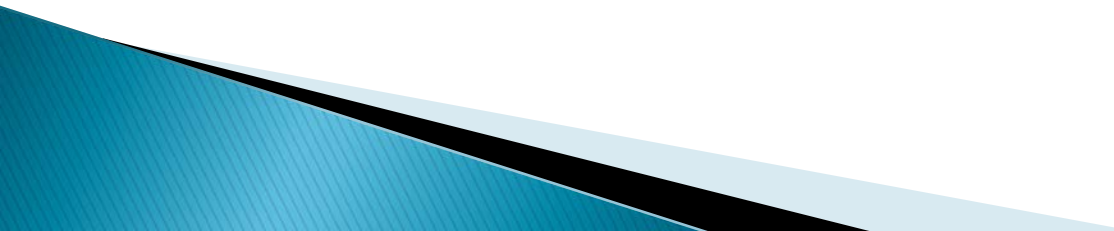
# New Cardholder Probation

- ▶ New cardholders will be placed on a four (4) month probationary period. Any occurrence of MCEEB policy non-compliance will result in suspension of their purchasing card. Use of the Department Card will not be allowed during this time period.
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# Non-Compliance Actions

- ▶ Immediate suspension
  - Not attending mandatory PCard training.
  - Allowing someone else to use your individual PCard
  - Using a Lab or Department PCard without checking it out.
  
- ▶ Notice of Non-Compliance
  - A written Notice of Non-Compliance will be issued for EACH occurrence.
  - Two notices will result in the suspension of the PCard. A notice can be generated on the department level or by UA PCard Administration.

# Non-Compliance Definitions

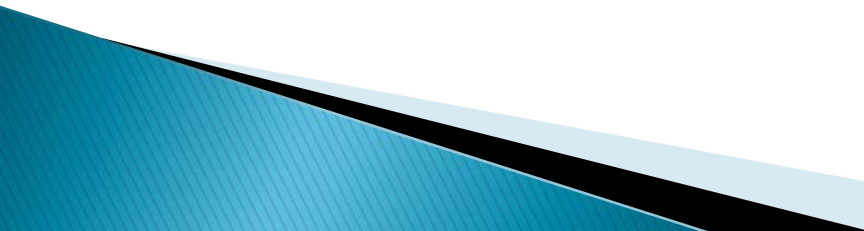
- ▶ Failure to submit properly completed PCard log and backup documentation within required time limits.
  - ▶ Failure to provide original receipts.
  - ▶ Consistent failure to complete PCard log correctly.
  - ▶ Failure to comply with applicable UA policies and procedures.
  - ▶ Recording a credit card number for future use.
- 

# Suspension Review

- ▶ If a purchasing card has been suspended due to non-compliance, the cardholder may request a review.



# Request for Review

- ▶ Details of the circumstances of the non-compliance(s).
  - ▶ Description of steps to be taken to prevent re-occurrence.
  - ▶ Request submitted to the liaison no later than five days after notice of suspension.
  - ▶ Review panel will consist of reconciler, liaison, and EEB business manager.
  - ▶ Prior PCard history will be considered.
- 

# Reactivation

- ▶ First suspension: reactivated after a two (2) month waiting period and attendance at PCard orientation class including the EEB Department PCard Policy training.
- ▶ Second suspension: card will not be reactivated.



- ▶ Please remember that holding and/or using a UA PCard is a privilege.
- ▶ PCard holders and/or users are responsible for staying up-to-date with UA PCard Policy. Please visit:
  - [http://pacs.arizona.edu/pcard\\_policies\\_manual](http://pacs.arizona.edu/pcard_policies_manual)



Happy Shopping!



# EEB Website PCard Tools

- ▶ <http://http://eeb.arizona.edu/business-office/purchasing>
- ▶ <http://mcb.arizona.edu/admin-services/business-office/purchasingshipping>
- ▶ Contains links to:
  - MCEEB PCard Log Form
  - PCard Usage Restrictions
  - UA's PCard Administration Website
  - MCEEB PCard Policies & Procedures