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# PCard Policies

## 1.0 Introduction to the Program

Procurement and Contracting Services is proud to bring you a convenient, safe way to make small dollar purchases, and a means to monitor your business expenditures. The Purchasing Card (PCard) eliminates as much as possible, the need for purchase orders and direct reimbursements by allowing designated staff and faculty to make purchases with a University credit card.

The PCard is used for traditional small dollar purchases Ref: Purchasing Policy 3.3 <http://pacs.arizona.edu/purch/manual/mancon.html> (total cost not to exceed \$5,000, including freight and tax). Suggested uses include, but are not limited to: operating supplies; books; lab equipment; computer equipment; subscriptions; cell phone bills; equipment repair; conference registration fees; professional membership and dues.

The PCard is to be used for University of Arizona business only, not for personal use. All Transactions made using the PCard must benefit and support the University's mission of education, research and public service.

## 2.0 Requirements of Program

### 2.1 Roles & Responsibilities

#### 2.1.1 Department Head

The Department Head has the responsibility for ensuring that all of the following program requirements are met.

1. A system is established and implemented that promotes compliance with University and ABOR Policies and Regulations governing the use and security of the PCard.
2. A responsible person is designated to serve as a PCard Liaison for purposes of monitoring, recording and reporting PCard policy violations or any other misuse of the card by the unit. This employee will need top level authorization and on-going support. Any changes to a Liaison's PCard or responsibilities must be approved by the Department Head.

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3. The appointment of primary and backup Reconcilers & Approvers, to provide prompt and reliable reconciliation and approval.

- ***Effective upon implementation of Kualii:*** Fiscal Officers as assigned to respective budgets will perform the Approver process on PCard transactions.

4. The department establishes a system for processing transactional documentation, including order forms, receipts, invoices, packing lists, etc.

5. The department is solely responsible for obtaining ***original detailed transactional documentation*** and providing that documentation to FSO for records retention purposes.

6. The Reconciler and Approver have the computer hardware and software necessary to operate in the JPMorgan Chase PaymentNet website required for this program. (A computer is required for each, the Reconciler and Approver.)

- ***Effective upon Kualii Implementation:*** Transaction Reconciliation and Approval process will be performed in Kualii. 7. If a Cardholder is designated to reconcile and approve their own transactions, the Department Head will manually review and sign the monthly statements and forward to the PCard Office. This process must be pre-approved by PCard Administration.
- ***Effective September 1, 2009:*** Reconcilers may be cardholders, but cannot reconcile their own transactions.

7. Takes immediate action as appropriate upon learning of card use that constitutes or appears to indicate a violation of the UA Procurement Policy and Compliance Procedures or University of Arizona Misuse of Assets Policy. (Department Heads may suspend temporarily or cancel PCards based on the degree of misuse.)

### **2.1.3 Liaison**

The Liaison acts as the PCard departmental contact for PCard Administration.

Any changes to a Liaison's PCard or responsibilities must be approved by the Department Head.

The Liaison is the designated signer on all PCard documentation including but not limited to; change forms, delete forms, and new applications, as well as any departmental program changes.

The Liaison's roles and responsibilities are as follows:

1. Forwards applications and agreements to the UA PCard Office.
2. Maintains copies of cardholder applications, agreements and PCard numbers.
3. Serves as department contact for lost or stolen cards and notifies PCard Office.
4. Assists with disputed charges that cannot be resolved by the Cardholder.
5. Disseminates information from PCard Administrator to Cardholders.
6. Stores infrequently used PCards in a secured location.
7. Collects PCards from employees who terminate employment with the department:
  - For Department PCards: completes a Transfer Form and submits to the PCard Office.
  - For Individual PCards: submits Delete Form to the PCard office and disposes of Individual PCard.
8. Ensures that the ownership of a Department PCard is transferred or the card temporarily suspended during the absence of a responsible Cardholder (i.e. Sabbatical leave, vacation, extended illness, etc.) by notifying the PCard Office and processing necessary documentation.
9. Ensures that an Individual PCard should be temporarily suspended during the absence of a Cardholder (i.e. Sabbatical leave, vacation, extended illness, etc.) by notifying the PCard Office and processing necessary documentation.
10. Ensures that the PCard Office is notified of all Reconciler and Approver terminations and or transfers.
11. Notifies the PCard Office if a Cardholder or Responsible Cardholder will be traveling on University of Arizona business out of the country with the PCard.
13. Handles any staff questions related to the Purchasing Card Program.
14. Advises the Department Head of problematic cardholders or misuse of a PCard.
15. Monitors card activity of the department.

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16. Submits change forms if any cardholder usage indicates need for transaction limit changes.

17. Complies with the University of Arizona, Misuse of Asset's Policy and reports any suspected misuse of the PCard.

a. Reference: Misuse of Assets policy

<http://web.arizona.edu/~policy/misuse.pdf>

<http://www.hr.arizona.edu/policy/420>

18. Develops and enforces internal department policies and procedures.

## 2.1.4 Cardholder/Responsible Cardholder

Allowable Employment Status requirement of: "A" Active or "B" Retired/Back are required for Cardholders and Responsible Cardholder.

- **Effective July 31, 2009:** Legal Name as listed in PSOS/ISW must be used for issuance of Individual PCards.
- **Effective July 31, 2009:** Legal Name as listed in PSOS/ISW must be used for association of Responsible Cardholder of Department PCard.

The Cardholder/Responsible Cardholder's roles and responsibilities are as follows:

1. Ensure the PCard is 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.
  - Fraudulent or intentional misuse of the card will result in cancellation of the card and possible civil and/or criminal charges.
2. Comply with all PCard and University Policies relating to the use of the PCard.
3. Upon termination of employment or transfer to another department, must return their PCard to the department Liaison. The Liaison will cancel and dispose of an Individual Card or transfer ownership of a Department Card to another employee by submitting the necessary form(s) to the PCard Office.
4. Safeguard the PCard.
5. Reports a lost or stolen PCard immediately, to **JPMorgan Chase and the PCard Office**.

6. Reviews any transactional discrepancies with the Reconciler or Approver; notifies the Bank and PCard Administration of suspected fraudulent activity.

- The Cardholder must call JPMorgan Chase Customer Service at 1-800-270-7760 to report loss, theft or fraud. In case of loss or theft of the card or misappropriation of the card account number, the Bank will initiate recovery efforts on fraudulent charges only on Individual PCards provided they are notified within 60 days from the Billing Statement date in which the charge appears in PaymentNet (this is called the notification period). If the Bank is not contacted within the notification period, fraudulent charges could become the liability of the Cardholder's department or if denied by the department, the liability of the Cardholder. UAPD must be contacted to obtain a case number, and PCard Office must also be notified of any loss, theft or fraud on any PCard.
- Department PCards do not have recovery Fraud Rights through JPMorgan Chase. Contact the PCard Office for assistance.
- To report loss, theft or fraud on a PCard after hours, weekends, or if unable to reach PCard Office contact JPMorgan Chase Customer Service at 800.270.7760. In addition, contact PCard Office and leave detailed message. The PCard Office will contact you for further assistance.

7. On a daily basis forwards all original transactional documentation (no copies) which includes; itemized receipts, itemized invoices, packing slips, etc., and any other documentation supporting the purchase to the Reconciler.

- Failure to comply with PCard policy or failure to forward documentation for credit card purchases may result in suspension and/or cancellation of the PCard.
- [http://www.fso.arizona.edu/internalcontrol/Pcard\\_documentation.pdf](http://www.fso.arizona.edu/internalcontrol/Pcard_documentation.pdf)

8. Prior to a dispute being initiated, attempt to resolve any discrepancies with the Vendor/Merchant. Contact the PCard Office prior to initiation of a dispute.

9. Obtains Travel Authorization number before purchasing travel related purchases and writes T# on receipt.

10. The Responsible Cardholder of a Department Card must pre-authorize the use of the PCard for each specific transaction.

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11. The physical checkout process of a Department PCard resides with the Responsible Cardholder and cannot be delegated to another individual.
12. Responsibility for the Department PCard should be transferred or the PCard temporarily suspended during the absence of a Responsible Cardholder (i.e. Sabbatical leave, vacation, extended illness, etc.).
13. An Individual PCard should be temporarily suspended during the absence of a Cardholder (i.e. Sabbatical leave, vacation, extended illness, etc.).
14. Comply with The University of Arizona Misuse of Asset's Policy and reports any suspected misuse of the PCard.
15. Complies with the provisions of The University of Arizona's Misuse of University Assets Policy since some unauthorized purchases may violate this policy. If it is determined through investigation that a purchase violates the Misuse of Assets Policy, the purchaser is subject to disciplinary actions.
  - a. Reference: Misuse of Assets policy  
<http://web.arizona.edu/~policy/misuse.pdf>  
<http://www.hr.arizona.edu/policy/420>

### **2.1.5 Department PCard – Authorized Individual for Specified Transaction**

The Individual that has checked out Department PCard with the Responsible Cardholder's approval may make only the specific transaction that has been pre-approved.

The Individual is to return the Department PCard and all receipts/documentation of the pre-approved transaction directly to the Responsible Cardholder of the Department PCard.

### **2.1.6 Reconciler**

Reconciliation of transactions is a mandatory process.

- **Effective: July 31, 2009:** Legal Name as listed in PSOS/ISW must be used for login set up.
- **Effective September 1, 2009:** Reconcilers may be cardholders, but cannot reconcile their own transactions.

The Reconciler's roles and responsibilities are as follows:

1. Receives daily original transactional documentation (no copies) which includes; itemized receipts/invoices, packing slips and any other documentation supporting the purchase from Cardholders and maintains it in a pending file until the transaction has been completed and reconciled.

- [http://www.fso.arizona.edu/internalcontrol/Pcard\\_documentation.pdf](http://www.fso.arizona.edu/internalcontrol/Pcard_documentation.pdf)

2. Ensures that correct financial budgetary accounts/object codes are used on transactions and that sales tax is coded correctly.

3. Reviews validity of transactions by scrutinizing the original receipt and ensuring compliance with PCard and University Policies.

4. Reviews and resolves discrepancies.

5. Ensures any purchase rewards obtained from PCard purchases are used to benefit the University of Arizona and that any rebate checks are deposited into the University account from which the purchase was originally made.

6. Comply with The University of Arizona Misuse of Asset's Policy and reports any suspected misuse of the PCard.

7. Complies with the provisions of The University of Arizona's Misuse of University Assets Policy since some unauthorized purchases may violate this policy. If it is determined through investigation that a purchase violates the Misuse of Assets Policy, the purchaser is subject to disciplinary actions.

- a. Reference: Misuse of Assets policy  
<http://web.arizona.edu/~policy/misuse.pdf>  
<http://www.hr.arizona.edu/policy/420>

## 2.1.7 Approver

Approving transactions is a mandatory process.

- **Effective: July 31, 2009:** Legal Name as listed in PSOS/ISW must be used for login set up in JPMorgan Chase PaymentNet.
- **Effective upon Kual Implementation:** PaymentNet Approver Login access will no longer be provided.

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The Approver's roles and responsibilities are as follows:

1. Reviews transactions and transactional documentation processed by the Reconciler.
  - If a Cardholder is designated to reconcile and approve their own transactions, then the Department Head must manually review, and sign the monthly statements and submit to the PCard Office. A pre-approved exception by the PCard Office must be on file.
    - **Effective September 1, 2009:** Reconcilers may be cardholders, but cannot reconcile their own transactions.
2. Ensures that correct financial budgetary accounts/object codes are used on transactions and sales tax has been coded correctly by the Reconciler.
3. Reviews validity of transactions by scrutinizing the transactional documents/receipts and ensures compliance with PCard and University Policies.
4. Ensures either thru their action or their designee, that original transactional documentation (itemized receipts, itemized invoices, packing slips, etc. and any other documentation supporting the purchase) is submitted on a monthly basis to FSO Financial Compliance for scanning and retention in accordance with [the](#) Records Retention Policy.  
<http://www.fso.arizona.edu/internalcontrol/index.html>
5. Comply with The University of Arizona Misuse of Asset's Policy and reports any suspected misuse of the PCard.
6. Complies with the provisions of The University of Arizona's Misuse of University Assets Policy since some unauthorized purchases may violate this policy. If it is determined through investigation that a purchase violates the Misuse of Assets Policy, the purchaser is subject to disciplinary actions.
  - a. Reference: Misuse of Assets policy  
<http://web.arizona.edu/~policy/misuse.pdf>  
<http://www.hr.arizona.edu/policy/420>

## 2.2 Training Requirements

### 2.2.1 All Cardholders/Responsible Cardholders shall:

1. Complete PCard Policy Training on-line or in class, including passing the PCard Exam.

**2.2.2** All Reconcilers and Approvers shall:

1. Complete PCard Policy Training on-line or in class, including passing the PCard Exam.
2. Complete Reconciliation and Approver Training.

**2.2.3** All Liaisons shall:

1. Complete PCard Policy Training on-line or in class, including passing the PCard Exam.

## **2.3 PCard Issuance and Banking Software Access**

2.3.1 *Effective July 31, 2009:* Legal Name as listed in PSOS/ISW must be used for issuance of Individual PCards.

2.3.2 *Effective July 31, 2009:* Legal Name as listed in PSOS/ISW must be used for association of Responsible Cardholder of Department PCard.

2.3.3 *Effective: July 31, 2009:* Legal Name as listed in PSOS/ISW must be used for Reconciler login access to JPMorgan Chase PaymentNet System.

2.3.4 *Effective: July 31, 2009:* Legal Name as listed in PSOS/ISW must be used for Approver login access to JPMorgan Chase PaymentNet System.

2.3.5 Allowable Employment Status requirement of: “A” Active or “B” Retired/Back are required for Cardholders and Responsible Cardholder.

2.3.6 *Effective: July 31, 2009:* Issuance of a PCard from a Department other than the employee’s listed Department in PSOS/ISW will require submission of documentation from both Departments including acknowledgement of responsibilities associated with the PCard and transactions.

2.3.7 *Effective: July 31, 2009:* Multi-Card Issuance – Issuance of a PCard from home Department and other department(s) will require submission of documentation from both Departments including acknowledgement of responsibilities associated with the PCard and transactions.

## **3.0 Purchasing Card Process Overview**

Individual Cardholder makes a credit card purchase, or Responsible Cardholder of Department PCard authorizes transaction for check out of Department PCard for purchase to be made.

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Individual Cardholder gives itemized receipt to the Reconciler. Responsible Cardholder of the Department PCard receives receipts and PCard back from person who has been authorized to check out the Department PCard for the transaction.

Reconciler scrutinizes itemized receipt and reconciles charge. (The Reconciler/Approver has 10 business days (Includes Post Date) to both reconcile and approve).

Approver scrutinizes itemized receipt, reviews reconciliation and approves charge (The Reconciler/Approver has 10 business days (Includes Post Date) to both reconcile and approve).

- Both Reconciliation and Approval processes are mandatory.

Approver or designated individual reviews monthly statement and forwards documentation to FSO.

PCard Office conducts weekly transaction reviews for compliance with PCard Policies.

FSO Compliance performs post transaction reviews for compliance with PCard and University Policies.

PCard transaction documentation is retained on-line by FSO for 8 years.

## **4.0 Documentation Requirements for FSO**

For documentation requirements go to FSO Compliance and Internal Controls webpage <http://www.fso.arizona.edu/internalcontrol/index.html> , click on “Guidelines for Centralization of P-Card Document”.

## **5.0 Types of PCards Available**

### **5.1 Individual**

The University of Arizona Individual PCard is a JPMorgan Chase Visa card issued to an individual employee. The Department name appears on the card under the Cardholder name for reference. Individual PCards are non-transferable and non-assignable and remain the property of the University of Arizona and JPMorgan Chase.

### **5.2 Department**

The University of Arizona Department PCard is a JPMorgan Chase Visa card issued to a University department. The University’s name appears on the card  
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under the Department name for reference. A Responsible Cardholder is assigned and designated to perform duties of cardholder. Department PCards are transferable and assignable and remain the property of the University of Arizona and JPMorgan Chase.

- A Transfer Form is required to assign a new responsible cardholder.  
[http://pacs.arizona.edu/pcard/Forms%20Online\\_files/app\\_f.htm](http://pacs.arizona.edu/pcard/Forms%20Online_files/app_f.htm)

### **5.3 GHOST Card**

The University of Arizona GHOST PCard is a JPMorgan Chase single Visa card number issued to an Approved Contracted Merchant, as Approved and Authorized by Procurement and Contracting Services.

## **6.0 Card Enhancements (Forms Required)**

### **6.1 PCard Plus**

The PCard Plus Enhancement adds the ability to make purchases relating to: business meetings, business entertainment, special events and employee recognition/retiree farewell expenses. The Plus Enhancement can be added at the Departments request. Travel Enhancement option can be selected at the time of application process.

To add the Travel Enhancement to an existing PCard a PCard Plus Request Form must be submitted to the PCard Office.

<http://uabis.arizona.edu/eforms/Launcher.asp?FormID=223>

#### **6.1.1 Circumstances for Use:**

- Food, including but not limited to grocery stores, catering expenses & restaurants.
- Meeting room/event space.
- Related expenditures, including but not limited to meeting supplies, paper products, decorations, audio visual or other related equipment rental & small dollar (less than \$15.00) mementos.
- Service awards (non-cash, non-taxable awards for years of service) or achievement awards (non-cash, non-taxable awards for exceptional achievements with significant departmental impact).

#### **6.1.2 Unallowable Expenditures:**

- Alcohol.
- 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, employee social functions).
- Tips to merchants (i.e. restaurants) exceeding 20%.

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- Cash awards or gift certificates/gift cards to be used as awards.
- Taxable awards.

### 6.1.3 Responsibilities:

- Comply with The University of Arizona Policy for [Catering and Food Service](#), and [Purchasing Policy 6.4](#) – Catering Orders.
- Refer any rental agreements or contracts to The University of Arizona Contracting Office for review and signature:
  - Ernette C. Leslie  
CONTRACTS ADMINISTRATOR  
(520) 626-3919  
(520) 621-9847 fax  
[ecleslie@u.arizona.edu](mailto:ecleslie@u.arizona.edu)
- Record the date, business purpose and attendees of a meeting or entertainment/event by completing a *PCard Plus Use Form (or equivalent document)*. Include sign up sheet and/or meeting agenda if applicable.
- Verify the appropriate accounts are used for expenditures; see [FRS Policy 9.10](#), Table 1, for the Allowable Expenditure Summary.
  - **State and Sponsored FRS Accounts are not allowed on PCard Plus.**
  - Verify the appropriate object codes are used for expenditures.
    - Complete list of object codes:  
[http://www.fso.arizona.edu/fso/deptman/oc\\_quickref.pdf](http://www.fso.arizona.edu/fso/deptman/oc_quickref.pdf)
      - For Business meeting expense use OC 5170
      - For Business entertainment use OC 5550
      - For other events/service awards, consult with the appropriate Fund Accountant.
- Comply with The University of Arizona Policy for Employee Recognition, Employee Farewells, Business Meetings and Business Entertainment and Service and Achievement Awards under [FRS Policy 9.10](#).
  - **Employee Recognition**
    - The cost of each recognition event does not exceed \$15 per person per event to cover the cost of refreshments or a modest meal, minimal decorations, mementos etc.
    - The event is held preceding, during, or immediately following normal business hours.
    - The recognition events must be non-discriminatory and held for the benefit of all eligible departmental employees.
  - **Employee Farewell**
    - The retiree has been continuously employed at the University of Arizona for a period of no less than 10 years.
    - The cost of each retiree farewell event does not exceed \$15 per person per event to cover the cost of refreshments or a modest meal, minimal decorations, mementos etc.

- The event is held proceeding, during, or immediately following normal business hours.
  - **Business Meetings**
    - The primary purpose is to conduct business or disseminate information. Business meetings require advance planning, involve groups of people and have considerable cost. Examples include luncheons and dinners for groups, banquets, conferences, workshops, retreats and seminars.
  - **Business Entertainment**
    - The primary purpose of Business Entertainment is to further business relations. Business Entertainment is smaller in scale, includes a small number of people and is fairly low cost. Examples include business lunches or dinners, tickets to athletic, cultural or other events.
  - **Service/Achievement & Retiree Farewell Awards**
    - Non-taxable Service/Achievement awards \$75 or less
    - Non-taxable Retiree Farewell awards \$400 or less
- Maintain itemized original receipts and **PCard Plus Use Form (or equivalent document)** in conjunction with the Records Retention Policy.
  - <http://uabis.arizona.edu/eforms/Launcher.asp?FormID=224>

## 6.2 Travel Enhancements

The Travel Enhancement must be coded to a PCard by Departmental request. Travel Enhancement option can be selected at the time of application process. To add the Travel Enhancement to an existing PCard a Change Form must be submitted to the PCard Office. *The Travel Enhancement does not include hotel or food per diem for employees or non-employees.*

Travel related purchases on the PCard must comply with The University of Arizona FRS Travel Policy 14.00. <http://www.fso.arizona.edu/fso/deptman/14/>

The Travel Policy requires that in addition to the original itemized receipt, a travel authorization and expense report be completed for each traveler.

### 6.2.1 Employee Travel

The Travel Enhancement adds the ability to purchase EMPLOYEE airfare and primary mode transportation expenses (airfare, rental vehicle, shuttle service, train, taxi) and gasoline for rental vehicles or UA fleet vehicles.

Allowable **employee** travel expenses include:

- Airfare
- Shuttles

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- Trains
  - Taxi
  - Rental vehicles
  - Gasoline for rental vehicles or UA fleet vehicles
- **U of A Motor Pool:** Every attempt should first be made to use the UofA [Motor Pool](#) for renting vehicles and purchasing gasoline on In-State travel; as well as Out-of-State or Foreign travel that originates from Tucson. The PCard should not be used for gasoline in a Motor Pool vehicle.
  - **E&I Cooperative Contracts:** If a Motor Pool vehicle can not be used, the secondary preferred vendor for rental vehicle would be through the E&I (Educational & Institutional Cooperative Service) approved rental vehicle companies. Note that drivers should decline the collision damage insurance waiver (CDW) unless you are on foreign travel status or are under 25 years old. More information on insurance coverage for University employees and rental vehicles is available through [Risk Management](#).
  - **Voyager Fleet Cards:** The preferred payment mechanism for gasoline while using a rental company other than the Motor Pool would be the State of Arizona 'Voyager Gas Card'. If the Voyager card is not available, the PCard can then be used. Contact the PCard Office for Voyager Card Applications.
  - **Gasoline Justification:** PCard receipts for gasoline used in a University vehicle should include the vehicle number and business purpose for the gasoline. PCard receipts for gasoline used in a rental vehicle should include the business purpose for the gasoline. Purchasing gasoline for a personal vehicle is not allowed on the PCard; even if used while on University Business.

**Object codes 6140, 6240 or 6340 are to be used for University of Arizona employee travel purchases.**

## **6.2.2 Non-Employee Travel**

Non-employee is defined as a seminar/conference speaker, visiting expert, an unpaid employee, a candidate being interviewed for an open position (recruitment) or a student; as long as the non-employee is a U.S. Citizen or has U.S. Permanent Residency (green card holder) and is not a foreign visitor (non-resident alien).

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The department accepts full responsibility to ensure that the purchasing card is used only for airfare/primary mode transportation for non-employees. Only the designated cardholder is allowed to make travel purchases. The department business office will review travel itineraries for validity prior to the issuance of the airline ticket, and will maintain itineraries and other records in accordance with University policy and procedures.

Travel related purchases made on behalf of a non-employee should be refundable only to the specified University of Arizona PCard. In addition, any unused, non-refundable ticket is considered property of the University of Arizona and must be returned by the traveler to the University of Arizona.

Allowable **non-employee** travel expenses include:

- Airfare
- Shuttles
- Trains
- Taxi

Use the following object codes for non-employee travel purchases

- 3310 to record expenses associated with speakers
- 3310 to record expenses associated with visiting experts
- 5570 to record expenses associated with recruitment
- 3310 for unpaid employees/consultants
- 6140, 6240, or 6340 for University of Arizona students

Only those expenses related to the initial recruiting trip may be included in **Interviewing and Recruiting Expense**. Expenses incurred on subsequent trips made prior to the employment start date are considered relocation expenses and must be processed through FSO Operations – Accounts Payable.

**Non Employee Travel:** (Visiting Non-employees as well as Visiting Non-employee students)

- 1) Provide a statement certifying that the traveler is a US Citizen or has US Permanent Residency (green card holder).

*Note: Payments to or on behalf of a foreign visitor are not allowed on any University Purchasing Card.*

- 2) Provide the detailed UA business purpose and any additional documentation such as the following:

Visiting Speakers & Visiting Experts

- Brochure/flyer
- Copy of the conference program with listings of individual sessions and speakers
- Independent Contractor Form

### Visiting Students

- Student Admission Recruitment Invitation or UA Brochure or Workshop Invitation for Visiting Student Programs
- Reference:  
<http://www.fso.arizona.edu/fso/deptman/9/9120uts.html#chart>

Sub-section: “Independent Contractor Payment Summary Chart”

3) If original itemized receipts are not submitted, the business related expense will be reported to the IRS as taxable income on a form 1099 for the independent contractor.

- <http://www.fso.arizona.edu/fso/deptman/9/9120uts.html>

•  
Sub-section: “Reporting Payment for Services”

General Information: <http://www.fso.arizona.edu/fso/deptman/9/>

### **Employment Recruiting Travel:**

Provide the job # and the letter of invitation to interview for a specific job posting relating to any employee/graduate/post doc employment recruiting travel. Only those expenses related to the initial recruiting trip may be included in **Interviewing and Recruiting Expense**. Expenses incurred on subsequent trips made prior to the employment start date are considered relocation expenses and must be processed through FSO Operations – Accounts Payable.

Reference Financial Services Office: [9.10, Requisitions/Reimbursements](#)

## **7.0 PCard Specifications**

### **7.1 Spending Limits**

The PCard has four spending limits determined by the University of Arizona in collaboration with each Department.

#### **7.1.1 Single Purchase Limits**

- Individual transaction limits = (The maximum single transaction amount, including tax, shipping & handling and any applicable fees, may not exceed \$5,000. Lower

- single transaction limits may be requested by the Department.)

### **7.1.2 Monthly Purchase Limits**

- Monthly dollar limit = The maximum dollar spend per card per month.

### **7.1.3 Transaction Limits**

- Daily: Number of daily transactions per card, per day.
- Monthly: Number of monthly transactions per card, per day.

The monthly cycle billing ends on the 6<sup>th</sup> of each calendar month.

Unless:

- The 6<sup>th</sup> falls on a Saturday the billing cycle ends on the 5<sup>th</sup>.
- The 6<sup>th</sup> falls on a Sunday the billing cycle ends on the 7<sup>th</sup>.

The monthly limits refresh on the day following the billing cycle date.

All permanent increases or decreases to any of these limits require a Change Form from the Department Liaison.

## **7.2 FRS Accounts for PCard Program**

### **7.2.1 Defaults**

Each PCard is assigned a default FRS account number and object code. Sponsored Projects FRS Account numbers (range of 3-00000 – 4-99999) cannot be used as **Default** FRS account numbers for PCards. The FRS account number and object code may be changed during reconciliation or approval process. To change or split fund an account number or to change an object code on a single transaction, the Cardholder must notify their Reconciler when documentation is handed in for each transaction.

Requests to change the defaults must be submitted in writing by assigned department Liaison to the PCard Office.

### **7.2.2 Restricted FRS Accounts**

Agency FRS Account numbers range of (9-00000 – 9-39999) cannot be used with the PCard Program.

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## 8.0 Transactions for Goods/Services

### 8.1 Restrictions/Requirements/Limitations

POLICY RESTRICTIONS BY PROGRAM

Expenditure Category	PCard	Travel Enhancement Option	PCard Plus Enhancement Option
Alcohol	Not Allowed	Not Allowed	Not Allowed
Airfare / Primary Mode Transportation	Not Allowed	Allowable (4)	Not Allowed
Animals (6)	Not Allowed	Not Allowed	Not Allowed
Business Meetings / Business Entertainment	Not Allowed	Not Allowed	Allowable
Cash advances / Wire transfers / Money orders	Not Allowed	Not Allowed	Not Allowed
Conflict of interest vendors	Not Allowed	Not Allowed	Not Allowed
eBay or PayPal (if used in conjunction with eBay)	Allowable(1)	Not Applicable	Not Applicable
Employee Service & Achievement Awards	Not Allowed	Not Allowed	Allowable
Firearms or ammunition	Not Allowed	Not Allowed	Not Allowed
Flowers as Decorations/ Decorations	Not Allowed	Not Allowed	Allowable (2)
Food	Restricted (3)	Not Allowed	Allowable
Foreign Visitors (Non-Resident Alien) (Payments to or on behalf of a foreign visitor; including travel related expenditures such as airfare, shuttle, train, etc.)	Not Allowed	Not Allowed	Not Allowed
Gifts / Donations	Not Allowed	Not Allowed	Not Allowed
Hazardous Materials (Hazardous materials are defined as radioactive materials, compressed gas, bulk ethyl alcohol, DEA licensed materials, including prescription drugs and all chemical purchases of acids, bases, flammables (organic solvents, alcohols, etc.), explosives and toxic chemicals of any kind.	Not Allowed	Not Allowed	Not Allowed
Hotels	Not Allowed	Not Allowed	Not Allowed
Payments to Individuals	Not Allowed	Not Allowed	Not Allowed

Refer to FSO Policy 9.12			
Medical Services (Medical Services are defined as expenses related to medical care or services.)	Not Allowed	Not Allowed	Not Allowed
Pre-paid Cards including Gift Cards and Phone Cards	Not Allowed	Not Allowed	Not Allowed
Purchases over \$5,000	Not Allowed	Not Allowed	Not Allowed
Relocation / Moving Expenses for Employees	Not Allowed	Not Allowed	Not Allowed
Rental Vehicles/Gasoline	Not Allowed	Allowable (5)	Not Allowed
<b>NOTES:</b>			
<p>(1) Purchasing cardholder must identify the seller on eBay before making a purchase through eBay or PayPal (if used in conjunction with eBay). Seller info must be printed from eBay or PayPal if complete, or an email response from seller, which includes: full name and complete address (including state / country) must be printed and attached to the itemized invoice. Purchasing cardholder agrees to review the “seller information page” in eBay before making a purchase. If the seller information page reflects a negative / problem seller, or if the seller refuses to identify the necessary information required, the cardholder agrees NOT to bid on or purchase the item(s) in question</p>			
<p>(2) Flowers as Decorations / Decorations are restricted where no business is conducted nor business objectives present, (for example, a life event such as a birthday or memorial service, a holiday related party or employee social function).</p>			
<p>(3) Food for research, animal feed, water for research, food for patients (i.e. snacks for patients after blood draws); food for training (nutritional research or classroom use) is currently allowed on the PCard without the PCard Plus Enhancement Option.</p>			
<p>(4) Airfare and Primary transportation (shuttle, bus, train, and taxi) may be purchased for employees or on behalf of non-employee; non-employee being defined as a seminar / conference speaker, visiting expert, an unpaid employee, a candidate being interviewed for an open position (recruitment) or a student. Non-employees must be a US Citizen or permanent US resident (Green card holder) and not a foreign visitor (non-resident alien) to use the PCard.</p>			
<p>(5) Purchasing Rental vehicles or gasoline on behalf of a non-employee is Not allowed; Purchasing gasoline for a personal vehicle is Not allowed on the PCard; even if used while on University Business.</p>			
<p>(6) Animal is a Vertebrate. Including: Fish, Reptiles and Amphibians. Animals require a protocol.</p>			

## 8.2 Strategic Alliances & University-Wide Contracts

Strategic Alliances & University-wide Contracts are agreements for commodities and services established to benefit the University of Arizona. By using these agreements, departments gain access to discounted pricing and a dedicated support team; as well as assist the University in obtaining benefits such as sponsorships, student initiatives, grant programs, training, professional development and e-procurement initiatives.

Depending on the agreement with each vendor, use of the PCard to pay for items on a Strategic Alliance or University-Wide Contract may or may not be allowed. A list containing the University of Arizona Strategic Alliances and Contracts, contact information and compatibility with the PCard is available at <http://pacs.arizona.edu/purch/StrategicAllianceVendors.htm>.

First consideration is to be given to suppliers with a University-Wide Contract or Strategic Alliance. However, when it is in the best interest of the end user to make a purchase from another vendor, justification for these transactions will be made by the end user and maintained in the departments/units files.

The justification will not be required to be submitted with PCard transaction records sent to FSO, but departments/units justification should be readily available in case of audit.

## 8.3 Preapprovals

Certain types of purchases under FRS Policy require pre-approval. These purchases must be pre-approved in writing before a PCard may be used. The written pre-approval memo, email or form (e.g. Art Approval) must be retained with the PCard documentation.

**Building Construction Expenses:** Costs or expenditures associated with building, construction, reconstruction, rehabilitation or maintenance of real property (including land and buildings), the installation of an integral component to real property, or the improvement of real property must be pre-approved. Examples include landscaping, electrical, plumbing, painting, carpeting and security systems. It is the sole responsibility of Facilities Management to provide these services to campus. Please contact the Director of Facilities Management at 520/621-1228 or [tarcolaa@fm.arizona.edu](mailto:tarcolaa@fm.arizona.edu) for pre-approval.

**Contracted Purchases:** Any purchase that includes a formal written contract must be reviewed and signed by the Contracting Office. The Contract processing time is approximately two to three (2-3) weeks. The Contracting Office will only

make changes to the legal terms and conditions; any non-legal business terms and conditions must be reviewed and approved by the Department. Contact Ernette Leslie at 520/626-3919 or [ecleslie@email.arizona.edu](mailto:ecleslie@email.arizona.edu) to review and sign the contract before using a PCard.

**Art Approval - Trademarks & Licensing:** Costs or expenditures associated with designing products to bear a University of Arizona trademark must be pre-approved by the Office of Trademarks & Licensing. An “Art Approval Form” must be completed and submitted with final sample artwork when seeking approval. Approval forms are available online at:

<http://www.athletics.arizona.edu/artapproval/>. For questions regarding the Policy on Product Licensing and Trademark Usage, please link to <http://policy.web.arizona.edu/~policy/trademark.shtml>.

Additional Listing of Signatures required by other departments for documents can be located at:

<http://www.fso.arizona.edu/fso/deptman/9/910reimb.html#signatures>

## 9.0 Reconciliation and Approval

Reconciling and approving transactions are mandatory processes.

Ten business days from the post date, the transactions will be fed to FRS regardless of whether or not they are reconciled or approved. Transactions not reconciled and approved will upload with the default FRS account number and object code that the department provided when the PCard was issued. If the default FRS account number and/or object code are not appropriate for the charge, it may be necessary to complete a Request for Accounting Assistance Form (RFAA).

- [http://uabis.arizona.edu/eforms/more/rfaa\\_interim.html](http://uabis.arizona.edu/eforms/more/rfaa_interim.html)

Transactions not reconciled and/or not approved within the allotted time period are subject to the PCard Compliance review for policy violation.

If a transaction uploads without approval, please enter a note in PaymentNet in the Transaction detail screen indicating that the transaction is approved and notate the approval date and your name.

- ***Effective upon Kualı Implementation:*** Transactions will post in Kualı for Reconciliation and Approval. The Ten business day time period in which to complete the process will remain in effect.

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## 10.0 Disputable Transactions

Disputed transactions are errors in billing between the merchant and Cardholder. Some examples include: multiple billing, billed wrong amount, billed without receiving merchandise, billed on a cancelled order. This is not the same as an unrecognized/unauthorized transaction (see [Fraudulent Transactions Section 11.0](#)).

The Cardholder should contact the merchant to try to resolve the error. If the Cardholder is unable to resolve the error with the merchant, they should inform their PCard Reconciler and/or Approver who will initiate the dispute in PaymentNet.

Notify the PCard Office Prior to the initiation of a dispute.

The dispute process does not stop or delay the payment of the charge. The merchant has been paid if the charge appears in the JPMorgan Chase PaymentNet and the charge will post to FRS after 10 business days.

The JPMorgan Chase Dispute Department may request information from the Cardholder. It is important that the Cardholder respond to the JPMorgan Dispute Department within the specified time frame if they wish to continue disputing the charge.

- ***Effective upon implementation of Kualu:*** Disputes will no longer be processed in PaymentNet. A link within Kualu will be available to complete an e-form. Notation must be made within the Kualu transaction e-doc indicating transaction in dispute.

## 11.0 Fraudulent Transactions

Fraud is defined as unauthorized transaction(s) made with a lost, stolen, compromised or counterfeit card/ card number.

- To report loss, theft or fraud on a PCard after hours, weekends, or if unable to reach PCard Office contact JPMorgan Chase Customer Service at 800.270.7760. In addition, contact PCard Office and leave detailed message. The PCard Office will contact you for further assistance.

### 11.1 Individual PCards

The Cardholder must call JPMorgan Chase Customer Service at 1-800-270-7760 to report loss, theft or fraudulent transaction. In case of loss or theft of the card or

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misappropriation of the card account number, the Bank will initiate recovery for fraudulent charges on Individual PCards ONLY if they are notified within 60 days from the Billing Statement date in which the charge appears in PaymentNet (this is called the notification period).

If the Bank is not contacted within the notification period, fraudulent charges could become the liability of the Cardholder's department or if denied by the department, the liability of the Cardholder.

The PCard Office must be notified of any loss, theft or fraud on any PCard.

UAPD must be notified by the Cardholder on all Fraudulent PCard Transactions and a case number obtained.

Internal Fraud- Reference Misuse of Assets Policy:

<http://web.arizona.edu/~policy/misuse.pdf>

<http://www.hr.arizona.edu/policy/420>

## **11.2 Department PCards**

The Cardholder must call JPMorgan Chase Customer Service at 1-800-270-7760 to report loss, theft or fraudulent transaction. Department PCards do not have Fraud Rights through JPMorgan Chase.

The PCard Office must be notified of any loss, theft or fraud on any PCard.

UAPD must be notified by the Responsible Cardholder on all Fraudulent PCard Transactions and a case number obtained.

The PCard Office will provide information/instructions necessary for possible recovery through State of Arizona Risk Management.

The Department must notify Risk Management, UAPD and PCard Administration on any subsequent credits issued relating to the fraudulent transaction(s).

Internal Fraud- Reference Misuse of Assets Policy:

<http://web.arizona.edu/~policy/misuse.pdf>

<http://www.hr.arizona.edu/policy/420>

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## 12.0 Sales Tax Information

The University of Arizona is not a tax-exempt organization for Arizona State and local Sales Tax, so it generally pays sales tax to Arizona in-state vendors as charged. The University also self-assesses the application of Use Tax on items that are purchased from an out-of-state vendor and used in Arizona, unless the out-of-state vendor possesses an Arizona Tax License and charges Tax accordingly.

For complete Tax information refer to FSO Tax Services:

<http://www.fso.arizona.edu/Tax/>

## 13.0 Phone & Internet Ordering Information

**Phone & Internet Orders:** The PCard may be used to place orders over the phone or on the Internet. Cardholders must provide the merchant with the following information: the PCard number and expiration date, quantity and description of goods to be ordered and detailed instructions for delivery. In addition, the Cardholder must request that an itemized invoice complete with sales tax information be sent directly to the Cardholder's billing address. Due to the uncertainty of shipping times and the need for prompt documentation to reconcile a charge, the Cardholder should request a copy of the itemized invoice be faxed to them for phone orders; for internet orders, a copy of the invoice or confirmation should be printed. These copies will be sufficient to reconcile the bank charges; however the Cardholder will still be required to forward the actual invoice or receipt to the Reconciler when it arrives.

**Customer Numbers:** Customer numbers are a merchant's method for associating a billing and shipping address in their records. A merchant may already have a customer number for the University of Arizona set up with Accounts Payable as the billing address and Central Receiving as the shipping address. The Cardholder must be sure to override, or set up their own customer number with merchants. The billing address must match the address used on their Cardholder Application.

**Billing and Shipping Addresses:** Some merchants may verify the billing address with the Bank when processing a charge for additional verification. If the merchant does not recite the address exactly, the Bank may decline the sale. A copy of the billing address is on the cardboard, which comes attached to each PCard. Invoices must be sent directly to the department, not to Accounts Payable or Purchasing. Please verify the billing address as well as the shipping address with a merchant. Deliveries must be shipped directly to the department, not to Central or AHSC Receiving. Cardholders should ask the merchant which delivery method they use (U.S. Mail or a commercial carrier) in order to provide the correct delivery information. A P.O. Box number must be used for US Mail, a street address for commercial carriers.

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## **14.0 Compliance**

The Procurement & Contracting Services Department along with the Financial Services Office (FSO) Financial Compliance section has an established process for notification of possible PCard non-compliance and violations.

Non-Compliance and Violations may result in, but are not limited to, one or more of the following; verbal or written warnings; suspension or cancellation of the PCard; disciplinary action (including loss of employment); and civil or criminal penalties.

Reference: Purchasing Policy 1.2: General Acquisition and Violation Procedures  
<http://www.pacs.arizona.edu/purch/manual/man1.html#GeneralAcq>

### **14.1 Pyramiding**

Pyramiding, or fragmenting, is making a purchase greater than \$5,000 and paying for the item(s) in separate payments of less than \$5,000 over an interval of time, to avoid the mandatory competitive selection process. Individual purchases to any merchant may not exceed \$5,000. Purchases exceeding \$5,000 must be made as a result of a competitive solicitation in accordance with [Purchasing Policy 4.5](#). Intentional fragmenting of a purchase to avoid the solicitation process will result in cancellation of the PCard and (in addition to any other disciplinary action) may result in civil or criminal penalties.

### **14.2 Not Approved**

Approver review process is required. If a transaction has not been approved the PCard Office will send out a notification of possible non-compliance. If requested documentation is not submitted to the PCard Office within the noted time frame the PCard will be suspended until such time as the documentation is submitted and has satisfied the requirement.

### **14.3 Not Reconciled**

Reconciliation process is required. If a transaction has not been reconciled the PCard Office will send out a notification of possible non-compliance. If requested documentation is not submitted to the PCard Office within the noted time frame the PCard will be suspended until such time as the documentation is submitted and has satisfied the requirement.

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## **14.4 Single Established PCard Limit Violations**

A Single Purchase Violation is making a purchase greater than the established single transaction limit assigned to your PCard. This violation includes splitting the transaction to avoid the established single transaction limit on your PCard and paying for the item(s) in separate payments. \* If limit is \$5,000 reference [14.1 Pyramiding Violation](#).

## **14.5 Unauthorized Sharing of a PCard**

A unauthorized Sharing of a PCard includes but is not limited to; allowing another person to use an Individual PCard, Department PCard being checked out and then given to another individual to use, unauthorized physical check out process of a Department PCard being performed by an individual other than the Responsible Cardholder on file.

## **14.6 Purchase Rewards**

Purchase rewards received from a PCard purchase are the property of The University of Arizona, not the cardholder. Purchase rewards from a merchant may include, but are not limited to, the following: rebate checks, store reward cards, promotional items, etc. Any reward should be turned into the department Reconciler/Business Manager and any rebate checks deposited into the University account from which the purchase was originally made.

## **14.7 FSO PCard Compliance**

14.7.1 Links to FSO (Restricted commodities/personal purchases/University Policies/FSO Policies)

<http://www.fso.arizona.edu/>

<http://www.fso.arizona.edu/internalcontrol/index.html>

## **14.8 University of Arizona's Misuse of Assets Policy**

All staff must comply with the University of Arizona -[Misuse of University Asset's Policy](#) and report any suspected misuse of the PCard.

The PCard is to be used for University of Arizona business only, not for personal use. All Transactions made using the PCard must benefit and support the

University's mission of education, research and public service.

The Department Head, Liaison, Reconciler, Approver and Cardholder must comply with the provisions of The University of Arizona's [Misuse of University Assets Policy](#) and report immediately any suspected misuse of the PCard. Suspected misuse must be reported to any Manager or Supervisor in the chain of authority (Director, Department/Unit Head, Dean, or appropriate Vice President) and to the PCard Office.

If it is determined through investigation that a purchase violates the Misuse of University Assets Policy, the responsible party(s) is subject to disciplinary action.

Reference: Misuse of Assets policy  
<http://web.arizona.edu/~policy/misuse.pdf>  
<http://www.hr.arizona.edu/policy/420>

## **15.0 Activating/Renewing/Cancellation of PCards**

### **15.1 Activation**

An Individual Cardholder must call the 1-800 number on the sticker of the PCard to activate the card. This automated line will prompt the Cardholder for the credit card number, social security number (use an Employee Identification Number or EID number, not a social security number) and mother's maiden name (if mother's maiden name was not used, enter chosen password). Please contact your Liaison for the password if unknown.

Department PCards will be activated by the PCard Office upon receipt of signature confirmation Activation Form.

Individual PCards should be signed by the Cardholder upon receipt. Department Cards should not have an individual's signature on them.

All PCards that are mailed to Liaisons/Individuals require the return of a signature confirmation Activation Form to the PCard Office to complete the activation process.

### **15.2 Renewal**

The PCard is valid until the last day of the month in which it expires. The PCard will automatically be renewed before the expiration date. JPMorgan Chase Bank

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will mail the replacement PCard directly to the Cardholder. The Cardholder must call the 1-800 number on the sticker of the PCard to activate the card. This automated line will prompt the Cardholder for the credit card number (on the face of the card), social security number (use an Employee Identification Number or EID number, not a social security number). The card has been activated when the automated line provides the available balance on the card.

### **15.3 Cancellation**

Upon termination of employment or transfer to another department the Cardholder must return their PCard to the department Liaison.

Department PCards are transferable and assignable and remain the property of the University of Arizona and JPMorgan Chase. The department PCard should be given to the Liaison. The Liaison will complete a transfer form to transfer the responsibility to a new Responsible Cardholder.

Individual PCards are nontransferable and non-assignable and remain the property of the University of Arizona and JPMorgan Chase. The Liaison will submit a delete form to the PCard Office and dispose of the card.

## **16.0 Program Resource Links**

- Purchasing and Contracting Services – Purchasing Policies  
<http://pacs.arizona.edu/purch/manual/mancon.html>
- Misuse of Assets policy  
<http://web.arizona.edu/~policy/misuse.pdf>
- University of Arizona's FRS Travel Policy  
14.00<http://www.fso.arizona.edu/fso/deptman/14/1410trav.html>
- University of Arizona's Motor Pool  
<http://www.fm.arizona.edu/motorpool/index.cfm>
- Educational & Institutional Cooperative Service  
<http://www.campustravel.com/university/arizona>
- Risk Management  
<http://risk.arizona.edu/insurance/autolossclaims.html>.

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- Non Resident Alien Payment Procedures  
[http://www.fso.arizona.edu/nr\\_alien.html](http://www.fso.arizona.edu/nr_alien.html)
- University of Arizona Policy for Food & Catering  
<http://w3.arizona.edu/%7Epolicy/catering.shtml>
- FRS Policy 9.10, Table 1, for the Allowable Expenditure Summary  
<http://www.fso.arizona.edu/fso/deptman/9/910reimb.html-table1>
- Object Code Quick Reference  
[http://www.fso.arizona.edu/fso/deptman/oc\\_quickref.pdf](http://www.fso.arizona.edu/fso/deptman/oc_quickref.pdf)
- Employee Recognition, Employee Farewells, Business Meetings, Business Entertainment and Service and Achievement Awards  
<http://www.fso.arizona.edu/fso/deptman/9/910reimb.html#general>
- Guidelines for Centralization of PCard Documentation  
[http://www.fso.arizona.edu/internalcontrol/PCard\\_documentation.pdf](http://www.fso.arizona.edu/internalcontrol/PCard_documentation.pdf)
- Export Control  
<http://www.vpr.arizona.edu/export-control>
- Ethics and Compliance Hotline  
[http://www.president.arizona.edu/prescomm\\_more.cfm?f\\_ID=60](http://www.president.arizona.edu/prescomm_more.cfm?f_ID=60)

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