

IMPORTANT P-CARD INFO:

MOST IMPORTANT: THIS IS YOUR CARD, TREAT IT AS IF IT WERE YOUR OWN INDIVIDUAL CREDIT CARD, YOU ARE RESPONSIBLE...

- Carrying a PCard is a privilege based on trust.
- Certification training is required for **all** PCard participants.
- PCard cardholders must have a designated verifier/approver and backup verifier/approver to handle incoming electronic PCard charges. Cardholders can be verifiers but may not approve their own charges.
- PCard users are accountable for appropriate use and security of PCards.
- PCard Cardholders **MUST** give all receipts to the verifiers/approvers within 3 days of purchase. PCard transactions must be approved by the department within 8 calendar days. Non-compliance with established time frames is considered mis-use and can lead to suspension or termination of PCard privileges.
- PCard users are personally responsible for inappropriate charges (see [Cardholder Agreement](#)).
- PCards are either for Gasoline, Travel, Commodities or Travel & Commodity. Know what kind of card you have been approved to carry or your charge may be declined.
- PCard misuse could lead to loss of PCard privileges .

Mis-Use of card privileges includes, but is not limited to, negligence in performance of Cardholders, Verifiers and Approvers duties. Responsibilities include compliance with established rules for appropriate purchases, transaction approval time, receipt documentation, record retention and card security.

Abuse of the PCard by any employee includes, but is not limited to, falsification of records, fraud, theft, using the card for personal gain, allowing another individual to use the Cardholder's card or account number, repeated non-compliance with processes and procedures, or divulging confidential information.

If you mis-use your PCard, written notification is sent to you, and the Dean, Director or Department Chair who approved your Cardholder Profile and may go to the Office of Audit and Compliance Review. You will have to reimburse the University for inappropriate charges. If reimbursement does not occur, your debt will be deducted from your salary warrant. As noted in the Cardholder Agreement, you can be terminated from employment. You can be prosecuted to the extent permitted by law.

Cardholders must take the training annually and the following situations require the training be taken more frequently:

1. If you are changing departments
2. If you have a name change
3. Any reason you would have to file an "Update" to your current PCard Application

It takes 3-5 working days from the time the card is swiped – depending on the vendor and it's location (local, out of state, foreign, etc.) for the charge to appear in PeopleSoft.

If you need to dispute a charge, you must handle this right away. You should call the vendor directly. If you are returning an item, you should request a credit. If you do not agree with the charge in PeopleSoft and cannot resolve this with the vendor, then you need to complete the Bank of America Dispute Form and fax to Bank of America at 888-678-6046 and send or fax a copy to the P-Card Staff at Elmore Hall, fax 352-392-8395, Box 115250. The dispute forms must be filed 60 days from the close of the billing cycle in which the charge was made. Approving the P-Card transaction does not prevent us from filing a formal dispute and later receiving a credit.

We are required in the Fiscal Office when approving P-Card charges to give as much detail in the description field as possible. We must depend on you for this information. This should be the exact description of the purchase and it's direct business purpose to the department purchasing if it is not obvious. If it shows numbers, we have no clue what that is.

You are not allowed to split a transaction. What this means is you split a charge into two or more transactions in order to circumvent your single transaction limit. This is considered misuse and your p-card can be taken away. If you need to make a purchase over the single transaction limit, please request a purchase order from the fiscal office or email Pcard@ufl.edu for assistance.

When ordering with your P-Card:

1. If the vendor is in-State, request tax exemption.
2. Tell the vendor not to process the charge until product is shipped.
3. Tell the vendor your **shipping** address. Be specific every time you order! Be sure to include all of the following: **Name of recipient of product, (title optional); Name of Department, Address of Department, Street Address**
4. If asked, your **billing** address is: 109 Elmore Hall, P.O. Box 115250, Gainesville FL 32611-5250, Phone:352-392-1331
5. Make sure you give the vendor your phone number in case there's a problem with the order.
6. If the vendor refuses to ship to an address other than the billing address, please contact Pcard@ufl.edu for assistance.
7. Ensure you get an itemized receipt. This can be faxed, e-mailed, a print-screen from an internet order or the vendor can include it with the shipment.

NOTE: A packing slip may not be sufficient, because the receipt must show itemized pricing for each item and a total

Allowable Purchases	Fund Conditional Purchases
<p>Allowable purchases must be for official University related business with a clear business and/or research purpose. The following list contains examples of items that can be purchased with the PCard. As always, any PCard purchase is subject to review.</p> <p>Administrative Fees Licenses</p> <ul style="list-style-type: none"> • Background Check • Degree Verification • Fingerprinting • Notary License • Passport <p>Advertising</p> <ul style="list-style-type: none"> • Employment • Journal • Magazine • Newspaper • Radio 	<p>The following types of purchases may be made with the PCard but only under certain conditions or circumstances and with the proper funding source. The list contains hyper-links which will provide more information to help identify the special requirements or documentation for these types of purchases. The purchase must benefit the University, demonstrate a business purpose for the unit, or further the research purposes of the University</p> <p>Awards</p> <ul style="list-style-type: none"> • See Section B “Awards” of Disbursements Directive #4 <p>Cellular/Mobile Telephone and Service</p> <ul style="list-style-type: none"> • See Telecommunications: Responsibilities, Cell Phones, Wireless Devices, Internet Charges at the following Finance and Accounting Directives and Procedures #17 • See Purchasing and Disbursements Directives and Procedured - Telecommunications: Responsibilities,

<ul style="list-style-type: none"> • Research Participant • Television <p>Arts and Crafts Supplies Audio Visual Equipment (less than \$1,000.00) Batteries Books and Publications Library Books Non-Library (less than \$250.00) Building Maintenance and Repair Supplies Business Association Dues - See Conditional List (right column - Professional/Business Association Dues/Membership)</p> <ul style="list-style-type: none"> • Membership Dues • Professional Associations <p>Camera Supplies/Video Equipment/Digital Camera (less than \$1,000.00) Car Vehicle Detailing Service Cleaning/Janitorial Supplies Compressors (less than \$1,000.00) Computer Maintenance Support Computer PDA (less than \$1,000.00) Computer Supplies and Parts (less than \$1,000.00) Computers (less than \$1,000.00) Cooling AC Supplies Copier Fax Printer Service and Supplies Courier Delivery Service Dental Lab Fees or Services Dental Supplies Digital Camera Camcorder (less than \$1,000.00) DVD Players Recorders (less than \$1,000.00) Electric Utilities Electrical Hardware Supplies Electrical Wire or Cable Electronic Supplies Equipment Maintenance and Repair Supplies Fax Equipment (less than \$1,000.00) Fertilizers Soil Conditioners Film and Recording Media Flowers – lab and research only Flowers - Other - See Conditional List (right column) Furniture (less than \$1,000.00) Garden Tools (less than \$1,000.00) Gas Cylinder Rental or Lease Payment Gases Industrial or Specialty Hardware Nails Screws Bolts Hotels and Motels - Meeting Space ONLY Hotels and Motels - Lodging - See Travel Conditions (below right) Lab Coats or Scrubs Lab Consumable Supplies Lab Equipment Maintenance</p>	<p>Cell Phones, Wireless Devices, Internet Charges</p> <p>Clocks (less than \$1,000.00)</p> <ul style="list-style-type: none"> • See Section A “General Guidelines” of Disbursements Directive #3 • See Section C “Purchases of a Personal Nature” of Purchasing Directive #9 <p>Cooking Range Stoves</p> <ul style="list-style-type: none"> • See Section P “Hazardous Materials and Equipment” of Purchasing Directive # 13 <p>Education Certificates or Diplomas</p> <ul style="list-style-type: none"> • See Section C “Educational Courses” of Disbursements Directive #4 <p>Equipment Maintenance Contract</p> <ul style="list-style-type: none"> • See Section F “Maintenance or Service Agreement” of Purchasing Directives #13 • See Section H “Contracts” of Purchasing Directives #13 <p>Fans (less than \$1,000.00)</p> <ul style="list-style-type: none"> • See Section A “General Guidelines” of Disbursements Directive #3 • See Section C “Purchases of a Personal Nature” of Purchasing Directive #9 <p>Flowers - non-lab, non-research -</p> <ul style="list-style-type: none"> • The purchase of arranged flowers may be made from an Agency (9XX) or Foundation (171) funding source only. • The purchase of flowers must have a business purpose that benefits the University, State and Department AND be allowable under the fund source used. <p>Food</p> <ul style="list-style-type: none"> • The purchase of food from grocery stores (restaurants and caterers are excluded) may be made from certain fund sources - 9XX Agency, 171 Foundation, 191 Student Government funds, and some Auxiliary funds sources. Some Grant monies can be used for food but the expenditure must be specifically included in the grant. See Finance and Accounting Directives and
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Lab Scientific Equipment (less than \$1,000.00)

Mailing Supplies

Medical or Lab Services Fees

Medical Supplies

Meeting Facilities

Motors Generators (less than \$1,000.00)

Musical Supplies Items (less than \$1,000.00)

Network Routers (less than \$1,000.00)

Office Equipment (less than \$1,000.00)

Office Supplies

Oil and Gas Utilities

Pagers - Paging Services

Paint and Painting Supplies

Paper - Copier or Printer

Parking Fees Road Tolls

PDA Accessories (less than \$1,000.00)

Photocopying

Photographic Service

Plumbing Fixtures and Supplies

Postage

- Bulk Mail

Printer / Copier (less than \$1,000.00)

Printing and Reproduction

Projector Supplies or Bulbs

Publications Reprints

Publishing

Signs Banners (less than \$1,000.00)

Software (less than \$1,000.00)

Sports Equip Supplies (less than \$1,000.00)

Storage Lockers (less than \$1,000.00)

Subscription

- Database
- Periodical

Teacher Resource Materials

Telephone Service

Toner Cartridges

Tools (less than \$1,000.00)

Uniforms

Vehicle Maintenance and Repair Services

Vehicle Parts and Supplies

Veterinary Drugs

Welding Supplies

Window Treatments Blinds

The preceding listings are only examples of acceptable purchases and is NOT all inclusive. If you are unsure if the PCard can be used to make a purchase please contact the PCard Team at pcard@ufl.edu.

Procedures, 13. Disbursements, 3 Expenditure Policy, Section B, item 3 Contract & Grant funds

<http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.13.3>

- The purchase of food must have a clear business purpose AND be allowable under the fund source used. See Finance and Account Directives and Procedures, 13. Disbursements, 3 Expenditure Policy, Section B, item 4 "Other Funds"
- <http://fa.ufl.edu/uco/handbook/handbook.asp?doc=1.4.13.3>

Gasoline

- See [PCard Gasoline link](#)

Internet Service Provider (ISP)

- See Section S "DSL or Cable Internet Connections in Personal Residences" on [Purchasing Directive #13](#) – **Perquisite required** - see [Perquisite link](#)

Microwave Oven

- See Section P "Hazardous Materials and Equipment" of [Purchasing Directive #13](#)

Professional/Business Association Dues/Memberships

- See Section K "Memberships" of [Disbursements Directive # 4](#) – **ORC required** - See [ORC Application Form](#)

Refrigerators/Freezers (less than \$1,000.00)

- See Section P "Hazardous Material and Equipment" of [Purchasing Directives #13](#)

Registration for Meetings or Conferences

- See Section A "Travel Authorizations" of [Travel Directives # 7](#)

Safety Apparel

- See Section Q "Perquisites" of [Disbursements Directive #4](#) - **Perquisite Required** - see [Perquisite link](#)

Services - which require a contract such as:

- Advertising Services

Please find Category/Account Code Mapping help on the following spreadsheet : [PCard Category/Account mapping spreadsheet](#)

- Architectural Services
- Cleaning/Janitorial Services
- Document Storage Services
- Environmental Services
- Grounds Maintenance Services
- Plumbing Heating AC Services
- See **Section H “Contracts”** of [Purchasing Directives #13](#)

Storage Rental

- See **Section H “Contracts”** of [Purchasing Directives #13](#)

Travel

- Airline
- Car Rental
- Hotels or Motels
- Taxi
- Train
- Travel Agency Fees

Purchases Not Allowed

- Attorney/Legal Services
 - Automatic Payments
 - Capital Equipment / Asset items costing \$1,000.00 or more
 - Cash Advances - ATM, Money Order, Wire Transfer
 - Cash Credits and Refunds
 - Contributions or Gifts
 - Gift Cards or Gift Certificates
 - Greeting Cards
 - Guns
 - Household Moves - must be processed through the [Purchasing Department](#) (see Section Q)
 - Insurance - must be approved and processed through [Risk Management Department](#)
 - Leases - Office Space or Residential Space - must be processed through the [Purchasing Department](#)
 - Liquor
 - Meals and Restaurant Purchases
 - Parking Citations
 - Personal Convenience (items that are for personal use or benefit only one person)
 - Radioactive Materials
 - Any Item Prohibited by Law, Regulation or Policy
 - Anything costing more than your Single Transaction Limit (no splitting of charges to circumvent your Single Transaction Limit)
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Allowable travel purchases include:

For Travel-Only PCards:

- [Hotel Lodging](#) - room only
- [Car Rental](#)
- [Airline Tickets](#) - economy only
- [Gasoline](#) - State vehicle and rental car

For Travel & Commodity PCards:

All of the above plus:

- [Conference Registrations](#)
- Taxi Service
- Bus Service
- Tolls

You must have a Travel Authorization in place before using the PCard for conferences, conventions or foreign travel.

Best business practices recommend travel authorizations are used for all travel.

Important: The cardholder and department are responsible for ensuring a Travel Expense Report (reimbursement voucher) is filed for **all** travel PCard transactions, even when funds are not due to the traveler.

Note: If your Cardholder Profile establishes your PCard for Commodity Only Use, you will NOT be able to use your PCard for travel.