

# School of Natural Resources and the Environment

## Purchasing Card Policies & Procedures

The University of Arizona Purchasing Card Program is a convenient, safe way to make small dollar purchases and monitor expenditures. The Purchasing Card (PCard) greatly reduces the need for purchase orders and direct reimbursements by allowing designated staff and faculty to make purchases with an individual credit card. If used responsibly, the faculty and staff will find great advantages to using the PCard.

Please refer to the universities [PCard manual](#) for specifics.

PCard documentation must be submitted through Smartsheet at [nature.arizona.edu/biz-request](http://nature.arizona.edu/biz-request) within 3 days of the purchase date to ensure the transaction is reconciled and approved timely. The PCard Use Form is no longer required. For online purchases, a final and/or shipped receipt is required. Order confirmations may not meet receipt requirements.

### Time Limits:

Transactions are electronically downloaded from the bank to UAFinancials on a daily basis. These purchases must be reconciled and approved by the designated business office staff within a short time to meet PCard Compliance deadlines. Your cooperation is necessary to complete the accounting portion of the transactions and comply with University policy deadlines.

### Receipts:

- Invoices and/or receipts are mandatory for verifying tax, freight and total amounts paid.
- It is the cardholder's responsibility to make every attempt to secure receipts or invoices. In the unlikely event that an original receipt is misplaced or lost, the vendor will issue a duplicate if supplied with transaction date and amount of purchase. It is your responsibility to contact the vendor.

### Non-Compliance Actions:

- Failure to turn in proper documentation within time limit causing the PCard to auto approve will result in a warning, a second offense will result in the Pcard being set to \$1 until the PCard exam has been retaken and a process has been put in place to avoid this from happening in the future, a third offense will result in the cancellation of the PCard. If your card is taken away you will not be able to check out a department card for purchases.
- Using the Department PCard to place an order without checking it out from the Business Office using Smartsheet (i.e.: copying the PCard information for making future purchases) will result in immediate suspension to use the PCard.
- Failure to comply with University PCard policy and guidelines may result in the employee being financially responsible for the amount of the non-compliant purchase, and usage of the PCard may be limited in the future. The PCard Policy Manual can be found at [http://pacs.arizona.edu/pcard\\_policies\\_manual](http://pacs.arizona.edu/pcard_policies_manual) .

## **SNRE BIZ PCARD DOCUMENTATION REQUIREMENTS**

PCard documents must be received by the SNRE Biz within 3 business days of the original transaction date to ensure transaction is reconciled and approved timely.

### **REQUIRED PCARD DOCUMENTATION**

**1. invoices/receipts** must include:

- Name of the vendor
- A title / description of each item purchased
- An amount for each item purchased
- Tip (may be handwritten)
- Tax (if charged)
- Shipping (if charged)
- Other fees charged. Total must match the charge to the PCard

**2. Additional documents required** for PCard transactions relating to:

- Business meetings, business entertainment, special events and employee recognition/retiree farewell expenses:
  - Provide an attendees list, including affiliation to UArizona) along with original itemized receipts. Include the date and the business purpose. Include a sign-up sheet and/or meeting agenda if available.
  - Tips to merchants (i.e. restaurants) must not exceed 20% pre-tax amount.
- **Travel:** i. Travel Authorization Number – attach a copy of the Travel Authorization.

**Having a PCard is a privilege. Non-compliance will lead to loss of the PCard.**