

# 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.

A completed PCard Use Form and receipt and/or backup documentation must be submitted to SNRE Business Office **within 3 days** of the purchase date to ensure the transaction is reconciled and approved timely. For online purchases, a final and/or shipped receipt is required. Order confirmations may not meet receipt requirements.

### Travel Status:

If you are out of town and unable to submit the documents within 3 business days, please notify the business office via email at [bizsnre@cals.arizona.edu](mailto:bizsnre@cals.arizona.edu).

By contacting the business office, notification that a purchase is valid has been made. Upon your return, the PCard Form and original receipt must be submitted. If you will be on long-term travel status, please make arrangements for PCard use prior to travel.

### 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.

### Original 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

- Continued occurrences of failure to turn in proper documentation within time limit (3 business days) will result in suspension of the PCard.

- Using the Department PCard to place an order without checking it out from the Business Office (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).
- Failure to provide original receipts will require a missing receipt form.
- If you have failed to comply with PCard Policy (whether overt or unintentional) you may self-report a violation. Instructions for self-reporting can be found at <http://www.fso.arizona.edu/compliance/pcard/violation-self-report>.

***I understand and agree to comply with the procedures outlined above. I also understand and agree to comply with all PCard and University Policies relating to the use of the PCard.***

\_\_\_\_\_  
Print Name (Cardholder/User)

\_\_\_\_\_  
(Cardholder/User Signature)

\_\_\_\_\_  
(Date)