

# **Guidelines for Effective PCard Administration For Departments**

## **I. Office – General Guidelines**

1. There should be a PCard manual available or see F&A website at <http://www.fa.ucf.edu>.
2. Everyone who uses a PCard must have gone through training.
3. There should be a written procedure for the processing of PCard transactions.
4. Receipts should be filed in orderly fashion by fiscal year and retained according to statutory record retention requirements.
5. PCard administrator's office should be notified immediately when there is a change in the cardholder's status, i.e. termination, transfers, retirement, change in employment status, change in duties, etc.
6. Procedures should be in place to prevent fraudulent use of the card.
7. At the minimum a disputed transaction log must be kept.

## **II. Cardholder – Pre-Transaction Checklist**

1. Sufficient funds need to be available prior to the purchase.
2. Items to be purchased must not be on the prohibited transaction list.
3. Cardholder should periodically review the Departmental Purchasing Procedures/Forms in the Cardholder Instruction Manual.

4. Cardholders should guard their PCard and not give their card or card number for others to use.

### **III. Cardholder – Using Card**

1. Receipt should be checked to ensure no sales tax has been charged. The tax exempt number appears on the face of the card.
2. Obtain a detailed receipt indicating what was purchased. Some PCard receipts may need to be attached to a detailed invoice in order to get the required information.
3. Purchases should never be split to avoid card limits or to make a purchase appear not to be a tagable item.
4. Never use the card for personal expenses.
5. If a transaction is declined, call the toll free number on the back of the PCard. If assistance is still required, call the PCard administrator at 882-1039 or email [ocanon@mail.ucf.edu](mailto:ocanon@mail.ucf.edu).

### **IV. Cardholder – Post Purchase**

1. Original receipts and backup must be signed and approved prior to giving to approver.
2. Receipts and related backup are to be given to the approver within 24 hours of purchase.
3. If a person is traveling for any length of time, approved receipts should be faxed to the approver so that the approvals will be done timely. If this is not possible, the receipts should be given to the approver within 3 days of the traveler's return.

4. The information given to the approver should include a clear description of the items purchased, justification if necessary, and a reference to a travel purchase order. A regular purchase order should not be generated for a PCard purchase.
5. The receipt needs to have the appropriate account code indicated. See approver's manual on how to handle tagable purchases.
6. When a rebate or refund is involved, the information needs to be given to the approver for filing with the vendor and tracking purposes.

## **V. Approver's Guide**

1. Approver verifies that documentation turned in contains all the information mentioned in the prior section.
2. Approver cannot approve purchases without the necessary documentation to support the approval.
3. Any purchase receipts \$1,000 or over, must be faxed to the appropriate PCard staff upon receipt. See approver's manual for complete instructions.
4. The approver should check for reference to a purchase order and cross reference the information to reduce the possibility of duplicate payment.
5. Travel receipts should have copies sent to the travel department for further processing.
6. Information on any asset purchases must be account coded correctly and the information linked to Asset Management.
7. The approver manages the files and maintains the desired logs such as for disputed transactions, credit and/or rebates, etc.

8. The approver will follow the guidelines as set forth in the training guide.
9. The PCard administrator needs to be notified of any PCard charge that is going to be reimbursed by a third party.
10. Do not use the PCard as a mode of payment if a PO exists for the same vendor except for travel purchase orders.

## **VI. Rubber Stamp**

The following information should be part of every receipt. A rubber stamp containing the information below would assist a department in meeting all the criteria for audit purposes:

Approved: \_\_\_\_\_  
Cardholder: \_\_\_\_\_  
Dept #: \_\_\_\_\_  
Account #: \_\_\_\_\_  
PO/TAR #: \_\_\_\_\_  
Amount: \_\_\_\_\_

The heading could be the department/college name.