



P-Card Handbook

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Overview & Benefits

The Purchasing Card (PCard) is a great tool that helps you to procure non-travel, small dollar goods and services necessary in accomplishing the purposes and mission of your department and the University.

The benefits from using the PCard include:

- Purchases are an efficient and a cost-effective method for you and the University.
- Vendors not in UShop may prefer the PCard because it is faster and easier for them to process payments.
- Some payment situations require immediate payment and the PCard provides that option.

Eligibility

Purchasing Cards and Department Cards are available for University of Utah & Hospital faculty and staff. Student employees are not eligible to have a purchasing card or to be a card custodian.

Department cards can be checked out and used by staff, employees, and faculty – including student employees or students working in an administrative capacity on behalf of the University or hospitals.

To learn more about the application process, please [“Apply for a PCard”](#).

PCard Roles & Responsibilities

Role	Description
Cardholder	The person that is issued the purchasing card. To be a cardholder, you must participate in Cardholder Training.
Reallocator	The Reallocator is a person responsible to log into the PCard Reallocation System and assign the transaction to alternate chartfields. Reallocators must participate in Cardholder & Reallocator Training (In-Person/Zoom).
Account Executive	Located in Granting Financial Authority (GFA) for the card’s default chartfield. Responsible to sign each monthly PCard statement.

Cardholder Responsibilities

The PCard holder is ultimately responsible for each transaction and retaining the necessary documentation.

When a cardholder’s statement arrives, they must do the following within 30 days:

- Review the transactions
- Attach the appropriate documentation
- Sign and date the statement
- Notate the business purpose of the transaction (explaining why the purchase was made)

Reallocator Responsibilities

A reallocator has access to the Online PCard Reallocation System in CIS which enables them to review transactions electronically and assign purchases to alternate chartfields. Transaction information is uploaded from the bank into the online PCard Reallocation System the next business day after the transactions post.

A few things to keep in mind:

- All PCard accounts must have at least one authorized reallocator that has completed both cardholder and reallocator trainings.
- Someone in your department will be assigned as a reallocator; it is recommended that there are multiple reallocators authorized to have access to PCard accounts.
- The primary reallocator receives the monthly statement and distributes it to the cardholder.
- The primary reallocator may also be asked by the department to coordinate the annual audit.
- The cardholder is ultimately responsible for each transaction and for retaining the necessary documentation – not the reallocator.

Account Executive Responsibilities

Statements must be reviewed by the Account Executive within 30 days from the date the statement is received.

Signature lines on the statement are automatically populated with the cardholder's and the Account Executive's names. In the absence of an Account Executive, an Org Head can be the second signature. If the Account Executive needs to be changed, updates can be made in Granting Financial Authority (GFA) found in CIS or submit a Change Default Chartfield form [found on PCard Updates & Forms](#) to change the chartfield on your card to an activity which lists the correct Account Executive.

The approval signatures can either be a handwritten signature (which will be verified in GFA), or it must be an official University-approved certified electronic signature (DocuSign or Adobe Sign) according to [University Regulation 3-006](#).

Cardholders/Departments are required to keep all documentation for 7 years. All receipts, statements, and records for Federal Grants must be kept for 7 years after the end of the Grant.

Purchasing Card Training

Purchasing card training is required before anyone can apply for a PCard or become a reallocator. If you have previously taken this training, but have not been a cardholder or reallocator for at least 6 months, you will be required to take the trainings again. You can sign up for training by visiting [PCard Training](#).

Cardholder Training

Required before any cardholder is issued an individual purchasing card or a department card. If you will also want to become a reallocator, you will need to participate in the in-person (via zoom) training.

Reallocator Training

Before anyone can become a Reallocator, in-person (via zoom) training is required. This training is also required for employees hoping to obtain a Department Card.

Restricted Items List

The cardholder is ultimately responsible to be aware of restricted purchases found within (1) [University Rule 3-100D](#) outlining PCard Policy, (2) [University Rule 3-100E](#) governing University general purchasing restrictions, and (3) this comprehensive list. The individual funding source or department may add to restricted items within their policies.

The [Buying and Payment Guide](#) may also assist you in determining if the purchase is appropriate with the PCard.

Prohibited Procurements

Restricted Category	Description	Policy
Personal Use	The use of University funds to procure supplies for personal use is prohibited.	https://regulations.utah.edu/administration/rules/r3-010b.php
Alcoholic Beverages & State Appropriated Funds	Alcoholic beverages may not be purchased with state appropriated funds.	https://regulations.utah.edu/administration/rules/R3-100E.php

Purchasing Card Department Restrictions

Prior approval from the PCard Office must be obtained before using a pcard for the following items.

Cardholders must retain approval documentation supporting the exception. *Existing approvals may be revoked in the future if adjustments are deemed appropriate by the Purchasing Dept.*

<https://regulations.utah.edu/administration/rules/R3-100D.php>

Restricted Category	Description
Fuel for University Owned/Operated Vehicles	A Fuel Card (issued by Fleet Services) used at stations that participate in the fuel network is preferred. If a fuel network is not available, the PCard can be used if a fuel exemption is approved by the Purchasing Department.
Continuing Education	Including non-matriculated courses when the classes are being taken for an employee's own personal benefit – with no impact to their job or betterment for the University.
Cryptocurrency	Including the purchase of blockchain.
Employee Parking	Including employee campus parking, fines, or daily permits – to avoid doing payroll deduction.
Gift Cards	Gift cards can only be purchased by cardholders with a PCard Gift Exemption.
Purchases from Faculty or Staff	Including purchases from a University or UHealth Employee-owned business
Student Benefits	Including any type of student services, including events, travel, tuition, scholarships, health insurance or stipends.
Telephone Equipment	Procurement of new telephones or other telecommunications Services. Contact University Information Technology. Visit the university's IT site for assistance. https://it.utah.edu/
Trademark/Licensing Products from Non-Approved Vendor	Including vendors who are not considered an "approved vendor" by the Trademarks and Licensing Dept. To see a list of approved vendors, visit https://clc.com/license-search/ and search "University of Utah".
Travel for University Employees and Students	<ul style="list-style-type: none"> Airline Tickets Inflight Wi-Fi or Internet services Lodging – Hotels, motels, and houses (including deposits or holds) Vehicle rental, shuttle, and taxi services while traveling more than 100 miles from your work location Meals

Restricted Category	Description
Travel for Visitors to the University	<ul style="list-style-type: none"> Airline Tickets Lodging – Hotels, motels, and houses (including deposits or holds) Vehicle Rental <i>Local shuttle services are allowed</i> <i>University Guest House is allowed</i>
Venmo	This includes sending or receiving payments through any digital wallet app

Procurements that Require Special Approvals

The purchasing card may be used for the following purchases, **if you meet the requirements listed in the policy**. If you choose to move forward with the purchase, include all required supporting documentation with your purchasing card statement. **You do not need to request approval from the Purchasing Card Office to make these purchases.**

Restricted Category	Policy & Instructions on How to Obtain Approval
Capital Equipment	https://regulations.utah.edu/administration/rules/R3-100E.php
Construction Costs, Repair, Alterations to University Facilities	https://regulations.utah.edu/administration/3-205.php
Donations	https://regulations.utah.edu/administration/rules/R3-100E.php
IT Hardware	https://regulations.utah.edu/it/rules/Rule4-004C.php
Lease or Lease-purchase of Procurement Items	https://regulations.utah.edu/administration/rules/R3-100E.php
New Memberships	https://regulations.utah.edu/administration/rules/R3-100E.php
Nonstandard Furnishings, Office Equipment, Accessories	https://regulations.utah.edu/administration/rules/R3-100E.php
Organizational or Association Memberships	https://regulations.utah.edu/administration/rules/R3-100E.php
Printing and Mailing Equipment	https://regulations.utah.edu/administration/rules/R3-100E.php
Prepayment of Goods	https://regulations.utah.edu/administration/rules/R3-100E.php
Recruitment Advertising	https://regulations.utah.edu/administration/rules/R3-100E.php
Software Purchases	https://regulations.utah.edu/it/rules/Rule4-050A.php
Vehicle Maintenance	https://regulations.utah.edu/administration/rules/R3-100E.php
Vending Services/Machines	https://regulations.utah.edu/administration/rules/R3-100E.php

Procurements Subject to Special Limitations, Restrictions, or Procedures

The purchasing card **may** be used for the following purchases; however, approval is only given to a limited number of departments on campus. If you have questions about whether or not you can use your pcard to make the purchase, please view the item's associated policy.

Restricted Category	Policy & Instructions on How to Obtain Approval
Compressed Gases	https://regulations.utah.edu/administration/rules/R3-100E.php
Export Restricted Items	https://regulations.utah.edu/administration/rules/R3-100E.php https://regulations.utah.edu/research/7-007.php
Independent Contractors	https://regulations.utah.edu/administration/3-111.php
Items Imported from a Foreign Country	https://regulations.utah.edu/administration/rules/R3-100E.php
Medical Devices	https://regulations.utah.edu/administration/rules/R3-100E.php
Narcotics and Controlled Substances	https://regulations.utah.edu/administration/rules/R3-100E.php
Radioactive materials and Radiation-Generating Equipment	https://regulations.utah.edu/administration/rules/R3-100E.php
Research Animals, Birds, Fish, and Amphibians	https://regulations.utah.edu/administration/rules/R3-100E.php
Tax-Free Alcohol	https://regulations.utah.edu/administration/rules/R3-100E.php

How to Use the Purchasing Card

1. Follow your department's specific procedures for purchase authorization.
2. Check the list of vendors in UShop.
3. Check the PCard Restricted List (shown above)
4. **Get the best price** – check UShop and other vendors before making a purchase.
5. Be certain that the total procurement price does not exceed your Single Purchase Limit.
6. Ensure that the total purchase price does not exceed \$10,000 (which is the single procurement limit – anything above that amount must go through the procurement process).
7. Ensure that you are not paying Utah Sales Tax
 - Visit [University Sales Tax Exemptions-other states](#) to see what other states honor the sales tax exemption.
 - Check the merchant to see where their headquarters are located – to see if we are exempt in that state.

When making purchase decisions, remember the option to “Keep it on Campus” by taking advantage of the Campus Bookstore, University Guest House, Chartwells, Office of Software Licensing, and other departments that accept the PCard.

Reference [the Buying and Payment Guide](#) for the best practices for purchasing goods and services at the University.

The Purchasing Department and the University of Utah support and recommend sustainable procurement practices. Please visit Purchasing's website to review their Green Procurement initiatives and the Environmentally Preferable Purchasing Guidelines” for more information.

Proof of Purchase – Receipts

Each PCard purchase must have a receipt or invoice attached showing:

- Purchase Date
- Vendor
- Detailed List of Items Purchased (including the amount for each individual item)
- Total Transaction Amount
- Proof of Payment
 - An invoice alone is missing the proof that the payment was processed.
 - Having the proof of payment ensures that the invoice isn't paid twice – by other means of payment.
 - This can also be accomplished by a “PAID” stamp, an email confirming the payment was processed, or a note that the pcard was processed successfully (or something similar).

Attach Receipts to Statement

Once purchases are made, the receipts should be kept with the statement and both the cardholder and account executive should review/sign the statement. These documents must be retained for auditing purposes and kept for 7 years.

Missing a Receipt?

If you are missing a receipt, you should contact the vendor and ask them to reprint it or resend it. Most vendors are willing to provide this information. If you cannot acquire the missing receipt, please document your

attempts to do so and attach it to the statement. You can also complete the Missing Receipt Form found on the [PCard Updates page](#) of the PCard website.

PCard Reconciliation

Purchasing Card Statement Review

The Account Executive and Cardholder must both review, sign, and date the statement within 30 days from the date the statement is issued.

The approval signatures can either be a handwritten signature (which will be verified in GFA), or it must be an official University-approved certified electronic signature (DocuSign or Adobe Sign) according to [University Regulation 3-006](#).

When reviewing the statements, they must verify the charges for accuracy and confirm that the correct chartfield was entered into the reallocation system. All charges must have supporting documentation and original receipts attached to the statement.

By signing the statement, both the cardholder and the account executive are certifying that the expenditures incurred were for official University business and were in accordance with University policies.

If the cardholder and the Account Executive are one in the same, the Account Executive's supervisor is required to review, sign, and date the statement.

Before signing/approving the statement, ask yourself the following questions:

- Is the business purpose clearly apparent or included with the documentation (explaining WHY a purchase was made)?
- Is there anything unusual or unique that might need additional explanation?
- Do you have all the original documentation for the purchase?
- Do the total amounts on the receipts/invoices match those on the statement?
- Is the documentation complete – including date, vendor information, transaction amount, and description/price(s) of the item(s) purchased?
- Are the purchases appropriate to the mission of your department and of the University?

Identifying and Correcting Errors

Statements must be reviewed on a monthly basis. **Problem transactions must be disputed with the bank within 30 days after you receive your statement.** To contact JP Morgan Chase, you can call the number on the back of your card or 1-800-316-6056.

Updates to PCards

Changes to PCard chartfields and updates to PCard limits must be authorized by someone listed in GFA (Granting Financial Authority) in CIS (Campus Information Services) for the cardholder's default chartfield. A cardholder may not approve their own update form – unless they are requesting to cancel/close their card or update their cardholder information.

The approval signatures can either be a handwritten signature (which will be verified in GFA), or it must be an official University-approved certified electronic signature (DocuSign or Adobe Sign) according to [University Regulation 3-006](#).

For the forms that do not require a GFA signature, requestors must ensure that they are authorized by either the cardholder, the cardholder's supervisor, or by someone authorized in GFA for the card's default chartfield.

To make updates to your card, visit [PCard Updates](#).

PCard Audits

As a cardholder at the University of Utah, you are subject to University, State, and Federal audits at ANY TIME. You will be audited periodically by the PCard Department.

It is important that you retain original documentation that corresponds with each transaction on your monthly statement. Often times, it is difficult to remember the purpose of each transaction after the fact, so we recommend that you include the business purpose for each charge on the statement. This will make it easier to answer any questions that may come up in the audit.

When you are notified about your audit, please have all documentation, statements, and receipts neatly organized to aid in the auditing process.

Audit Violations

Along with the benefits of having a Purchasing Card, there are certain responsibilities. If there is any misuse of the PCard and neglect of the PCard policies, these actions will count as violations and the cardholder will be assessed points based on the action.

Violation	Point Value
Intentional Personal Purchase	150
Split Transaction	150
Purchase by One Other than the Cardholder	50
Purchase of a Restricted Item	40
Insufficient/Missing Documentation (First Violation)	30
Shipping to a Non-University Address	30
Missing Signature, Each Occurrence	30
Each Additional Missing Document	15
Business Purpose Not Provided, Each Occurrence	10
Sales Tax Charge, Each Occurrence	10

When a total of 150 points has been accumulated during any one year, date to date, the PCard may be suspended. If a cardholder is approaching 150 points, they may attend the in-person (zoom) Cardholder Training in order to be retrained and have their current points reduced. Completing the in-person training once will reduce their current points by half on the date of the attendance. If a cardholder goes violation-free for one year, their points will be reduced in half.

The Purchasing Card Department reserves the right to require retraining or revoke PCards for repeated violations.

Security and Fraud Protection

Your purchasing card is **non-transferrable**. If you have an individual purchasing card, you are the **only** authorized user of your card. Do not lend your card to a student or colleague.

If you see a suspicious transaction or if you receive a fraud alert email from JP Morgan Chase, **call them immediately** at 1-800-316-6056.

Cardholders should remember that you are the only authorized user of your PCard. Do not lend your card to a student or colleague – unless it is a department card that can be checked out per policy. Keep your card in a secure location as you would with a personal credit card. Never send the full credit card number in ANY correspondence. Ensure that you give your card number each time you make a purchase. The PCard should not be set on a recurring payment plan because your card information is susceptible to change, your card is more prone to fraud, and the vendors can still post payments to your PCard even if it is closed. Vendors should not store your card information nor should you elect to save your card information to your Internet browser.

If you are planning on taking leave for maternity, paternity, or FMLA, contact the PCard Office to have your card suspended while you will be absent. Your card can easily be reinstated upon your return.

Lost or Stolen Cards

If your card is lost or stolen, you should **immediately** call JP Morgan Chase's 24-hour Customer Services 1-800-316-6056. The cardholder should be who contacts the bank to accurately verify legitimate charges, identify for fraudulent transactions, and provide personal security information.

Important Information for Cardholders

Employee Termination or Transfer

When a cardholder leaves the University or transfers to a different department, their PCard must be canceled. Visit the [PCard Updates page](#) and complete the Account Closure Request form.

All PCard documents must remain with the reallocator or another responsible employee in the department. Departments are required to maintain PCard documentation for all PCards (for current or previous employees).

Sales Tax

The University of Utah is **Utah Sales Tax Exempt**. Each cardholder is responsible to ensure that Sales Tax is **not** charged when making a purchase. You can find a Certificate of Exemption on the PCard Website if a vendor requires the certificate.

The University's Sales Tax License Number is **11874443-002-STC**. This number is also embossed on every PCard.

The Certificate of Exemption and Sales Tax License Number can only be used when paying directly with University funds.

When making a purchase in-person, it is best to ask the vendor's customer service representatives about how they handle Sales Tax Exempt sales **before** you go to their location.

For online purchases, call the vendor's customer service number to find out how to submit the Sales Tax Exemption Certificate **before** placing an order. If you are purchasing online from an out-of-state vendor, please

refer to the List of Other States that honor the Utah Sales Tax Exemption and provide the applicable Sales Tax Exemption Certificate to the vendor before making your purchase.

What to do if a merchant refuses to remove the sales tax charge:

1. Attempt to have it refunded.
2. If you are unsuccessful at obtaining a refund, clearly document your attempts to address the issue and include that information in your pcard documentation.
3. It may be that the merchant is in a state that doesn't honor the University's sales tax exemption. Visit [University Sales Tax Exemptions-other states](#) to see what other states honor the sales tax exemption.
4. Cardholders may also work with the University's Tax Services Dept to request a refund of the sales tax paid in their quarterly request.

Trademark Licensing

If you are placing an order or making a purchase that involves University trademarks, logos, or images, you must confirm that the vendor you are using is approved to print and distribute these items. For a list of approved vendors, contact the University's Trademark Licensing Department or refer to [CLC's Licensee Search website](#) and search for "University of Utah". The Trademarks and Licensing Department also has a website with a lot of helpful information. <https://licensing.utah.edu/licensing-101/>

Order Splitting

The State Procurement Code prohibits order splitting to avoid the single purchase limit. [Utah Code 63G-6a-506.8](#)

Multiple charges to a vendor that total an amount that exceeds the Single Procurement Threshold (\$10,000) **and** are made on the same day (or within a period of time) is a split transaction. This includes voluntarily splitting the payment.

Per State Law, penalties for order splitting include a misdemeanor up to a felony and loss of employment.

When planning a purchase that will approach your Single Purchase Limit, be sure to consider the total procurement price. The total procurement price must include the total acquisition price, i.e., cost of goods/services plus shipping, installation, ancillary items, training, tips, etc. It is imperative that the total procurement price is under your Single Purchase Limit before making a purchase on your PCard.

If you need to make a purchase that is above the Single Procurement Threshold (\$10,000), contact the Purchasing Department at 801-581-7241.

Personal Purchases

Intentional personal purchases of any kind are **prohibited** on the PCard. This includes any purchases that do NOT benefit the University's and your department's business purposes and are NOT business-related for yourself, your colleagues, and others.

If you made an intentional personal purchase on your PCard, you will need to reimburse the total procurement price of the purchase **and remit an administrative penalty in an amount equal to 50% of the personal use expenditure to the University** ([Utah Code 53B-7-1-106](#)).

For example:

Total procurement price of purchase \$1,500
Administrative Penalty (50%): \$750
Total Reimbursement Amount: **\$2,250**

If an **accidental purchase** is made on your PCard, please do the following:

1. Attempt to have the transaction refunded.
2. If that is not possible, ensure that the employee repays the university (via a departmental deposit) – and the supporting documentation clearly shows that repayment.
 - To make a departmental deposit, we recommend speaking with an accountant in your department, or [contacting the Income Accounting Department](#) to make the payment.
3. Ensure that the supporting documentation includes a clear note about what happened, how soon it was identified, and what measures will be taken to prevent it from happening again in the future.
4. We also recommend that cardholders avoid saving their pcard number on any website or app – to avoid future issues.

Conclusion

By following the guidelines in this handbook, you can ensure that you are using your purchasing card responsibly and in compliance with University of Utah policies and procedures. You can help to ensure the success of the University of Utah PCard Program.

Please feel free to reach out to the Purchasing Card Office if you have any questions. We're happy to assist you with your purchasing needs!

Contact Us:

Purchasing Card Office

M-F 8:00 a.m. – 5:00 p.m.

Park Building Rm. #159

Pcard@purchasing.utah.edu

REVISION HISTORY

VERSION	DATE APPROVED	SUMMARY OF CHANGES
1.0 – 6.2	6/28/2013 – 7/23/2023	Previous handbook versions 1.0 – 6.2 available in archive and can be provided upon request.
3-2024	March 5, 2024	Original Document Handbook fully revised – including updated Restricted Items List