UNIVERSITY PCARD PURCHASE AND RECONCILIATION PROCESS

Policy Statement

This policy provides guidelines, in conjunction with University Policy, on obtaining, usage, and reconciliation of University Purchasing Cards in the Department.

Definitions

PCard: The University’s State Purchasing Card that is used to make purchases external to the University system for various needs subject to specific guidelines.

Audience

This policy applies to all University PCard holders and reconcilers.

Roles and Responsibilities

Department Chair / Manager: Either individual has the authority within the Department to grant an individual the ability to obtain a University Purchasing Card or to request the University allowable exemptions (such as transaction, daily, or monthly limits).

PCard Approver: Individual that reviews all Department statements at month end to ensure that all charges are reconciled correctly and provide a final audit to charges for the month. Approver also works in conjunction with University PCard Office as requested for any information needed regarding charges and/or statements.

PCard Holder: Individual that has a Departmental PCard.

PCard Reconciler: Individual that keys in information to direct charges to specific university accounts and ensures that charges meet university / state guidelines.

Related Regulations, Statutes, and Related Policies

Allowable / Non-Allowable Charges:


(FINAN : 001) PCard Policy
University Purchasing Card Handbook:


Contacts

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<tr>
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<th>Telephone</th>
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<tbody>
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Procedures

The need for a PCard is defined by management based on operational needs.

The Department Manager, in conjunction with the Department’s Fiscal Office, will determine the appropriate individual that will reconcile the PCard Holder’s card. University policy does not allow for an individual to reconcile their own card.

Pcards can only be used for items that are under $5,000. There are transaction, daily, and monthly limits. It is the cardholder’s responsibility to know those limits and abide by those limitations.

At NO Time should a card holder make multiple purchases in order to avoid the $5,000 threshold.

The following documentation should be obtained with each purchase: original receipt of purchase and packing slip if available.

Charges to Amazon and/or PayPal not to be done unless approved by Dept. Manager and P-Card office. The following lists includes both allowable and non-allowable items on the PCard.
ALLOWABLE

Advertising
Conference Calls
Copying / Framing / Photo Development
Verification / Background Checks
Internet / Phone / Cell Phone
Medical License / DEA License
Passport Renewal
Newspaper / Magazine / Online Subscriptions
Printing
Postage / Shipping / Courier Costs
Reprints
State Contract Purchases
Supplies (Office / Shop / IT / Lab)
Utilities (Power / Water / Gas / Cable)
Vehicle Repairs

NON-ALLOWABLE

Agreements / Contracts
Alcohol / Tobacco
Anything over $5,000
Avoiding State Contracts
Cash Advance
Employee Educational Expense
Travel / Entertainment / Services
Gift Certificates / Gift Cards
Membership Dues
Personal Items
Radioactive Materials
Rentals
Research Gases
Restaurants
Hotel or Registrations

Upon receipt of the goods: stamp the invoice with the packing slip (if available) attached. Ensure that all fields are filled in that include: Chartstring, cost center if required, date received.

If the company charges tax, PCard holder is responsible to ensure that all tax charges are credited back to card. UNC’s tax exempt number is 40028.

If any mistakes are made on behalf of the card holder (accidental use of card, unallowable charge made, etc.) then the holder will provide a memo addressed to the Department Chair / Department Manager documenting what occurred and what corrective action was taken to correct the error and to ensure it would not occur again.

Provide reconcilers all documentation, including card statement, to reconciler prior to the 16th of every month. Card holders may retain a copy of their statement and documentation if they wish but original documentation should be delivered to the reconciler.

Reconcilers will forward all statements to the Department Fiscal Office, where they will be reviewed a second time by an Accounting Tech in the Fiscal Office as well as the Department Manager. If the Accounting Tech or Department Manager in question also has a PCard then that statement along with supporting documentation will be reviewed by the Department Chair for accuracy each month after review by the PCard reconciler on file.

(FINAN : 001) PCard Policy

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Effective: 06/01/2014
Revised: 04/13/2015
Standards

It is the policy of this Department that:

- Requests for PCards must be granted by the Department Chair and/or Department Manager. This includes requests for University allowable PCard exemptions.

- All purchases follow the State, University, and Department PCard policies / guidelines.

- All purchases are considered allowable and if transaction is in doubt that appropriate approval (University PCard Office) has been obtained.

- All transactions contain all the required justifications and documentation.

- Enforce PCard policy and consider revocation of card if PCard holder has issues adhering to policy.

Documentation

PCard Misuse Letter: