

# Department of Geosciences

## 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.

Purchases may be made on-line, by telephone or in person (retail stores). Within 3 business days of any purchase, a completed PCard Orderlog (please see attached) and receipt and/or backup documentation must be submitted to the Department of Geosciences Business Office (Gould-Simpson, room 208).

### **Travel Status:**

If you are out of town and unable to submit the documents within 3 business days, please contact:

Heather Alvarez	520-621-4959	<a href="mailto:heather@geo.arizona.edu">heather@geo.arizona.edu</a>
Denise Galindo	520-621-4700	<a href="mailto:galindo@geo.arizona.edu">galindo@geo.arizona.edu</a>
Sarah Cobb	520-621-6000	<a href="mailto:scobb@geo.arizona.edu">scobb@geo.arizona.edu</a>

By contacting the appropriate accounting staff, notification that a purchase is valid has been made. Upon return, an orderlog and original receipt must be submitted. If long term travel status is required, please make arrangements for PCard use prior to travel.

**Time Limits:** Transactions are electronically downloaded from the bank to the U of A software on a daily basis. These purchases must be reconciled and approved by the designated business office staff within a short time. Your cooperation is necessary to complete the accounting portion of the transactions and comply with University policy.

### **Original Receipts:**

- The transaction is incomplete without a receipt and will not pass an audit. Because purchasing card documents are the original documents of record, Federal, State and internal auditors have mandated that invoices and related documents are to be kept on file for 8 years after date of purchase.
- Invoices and/or receipts are mandatory for verifying tax, freight and total amounts paid. It is advisable to always submit packing slips to the

Business Office for verification of item orders or when back-ordered items are involved.

- 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.

**IMPORTANT NOTE:** Individual purchasing cards may not be delegated or assigned to any other persons (e.g. student employees). For individuals without access to an individual purchasing card, a department purchasing card is available in the Department of Geosciences Business Office.

### **PCard Monthly Statements**

Individuals with PCards will receive a statement from JP Morgan Chase bank every month. It is the cardholder's responsibility to keep a photo copy of the statement and to submit the original to the Business Office as soon as possible.

### **New Cardholder Probation**

New cardholders will be placed on a four month probationary period. Any occurrence of non-compliance will result in suspension of the purchasing card.

### **Non-Compliance Actions/Immediate Suspension**

- Continued occurrences of failure to turn in proper documentation will result in suspension of the PCard.
- Allowing someone else to use your card will result in immediate 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 of the PCard.

### **Non-Compliance Actions/Notice of Non-Compliance**

A written notice of non-compliance will be issued for each occurrence of non-compliance. Three notices of non-compliance may result in suspension of the individual's purchasing card.

### **Non-Compliance Definitions:**

- Failure to submit orderlog and backup documentation within time limit (3 business days)
- Failure to provide original receipts

- Consistent failure to complete orderlog correctly
- Failure to provide packing list or notice or receipt of order
- Failure to comply with UA policies and procedures. The PCard Training Guide can be found at [http://pacs.web.arizona.edu/pacs\\_home.html](http://pacs.web.arizona.edu/pacs_home.html). This training guide describes in detail purchasing card policies.

### **Suspension Review**

If a purchasing card has been suspended due to non-compliance, the cardholder may request a review. The cardholder must submit a review request which details the circumstance(s) of the non-compliance issue(s). A description of steps to be taken to prevent a re-occurrence must also be submitted. The cardholder will have 5 days after notification of the PCard suspension to submit a request for review. The request will be reviewed by a panel consisting of the reconciler, approver and the Purchasing Card administrator. Prior PCard history will be considered when suspension is reviewed.

### **Reactivation of Purchasing Card**

*First suspension: the card will be reactivated after a 1 month waiting period.*

*Second suspension: the card will be reactivated after a 3 month waiting period.*

*Third suspension: the card will not be reactivated.*

***I understand and agree to comply with the procedures outlined above.***

\_\_\_\_\_  
(Cardholder)

\_\_\_\_\_  
(Cardholder signature)

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