Department of Geosciences PCard Reference Guide

• Restricted Items
  - Food
  - Alcohol
  - Gifts
  - Flowers
  - Hotels
  - Rental cars
  - Prepaid gift cards
  - Prepaid phone cards
  - Relocation/moving expenses
  - Business meetings
  - Business entertainment
  - Cash advances/wire transfers/money orders
  - Hazardous materials including radioactive materials, compressed gas, bulk ethyl alcohol and DEA licensed materials
  - Independent contractors
  - Firearms
  - Fuel for vehicles (use Voyager card if needed)

• Strategic Alliance Contracts
  - The University of Arizona has Strategic Alliance contracts with several vendors. Specific items may only be purchased through these vendors. Deviation from the alliance must be pre-approved by Procurement and Contracting Services.
    - **Office Depot**: Office supplies must only be purchased through Office Depot. However, it is suggested that orders from Office Depot be placed by a member of the Business Office in order to get a discounted price and next day delivery. Office Depot purchases should rarely be made on the PCard.
    - **Alltel**: New cellular services and equipment should be set up with Alltel Wireless.
    - **IKON/HP/Xerox**: Copiers, printers and maintenance contracts should be ordered and set up only through these three vendors.
    - **Gateway**: All computer equipment must be purchased through Gateway only.
    - **Printing & Graphics Services**: All printing services must be ordered through the University of Arizona Printing & Graphics Services located at the Stadium.
    - **Walsh Brothers/Corporate Express**: All furniture must be ordered through these two vendors only.

• Travel
  - Before airline tickets may be purchased on the PCard, a Travel Authorization form **must** be completed by either Sharon Bouck or Heather Alvarez.
  - Airline tickets may only be purchased on the PCard for University of Arizona paid employees (anyone receiving a payroll check from the University) only.
  - After an airline purchase has been made, the itinerary must be brought to either Heather Alvarez, Denise Galindo or Sarah Cobb immediately.
  - Hotels and Rental Cars **may not** be purchased with the PCard, no exceptions.
• **Receipts**
  - An invoice/receipt is required for every transaction made on the PCard regardless of the dollar amount (even order returns).
  - A receipt must contain the merchant/vendor name, itemization of purchased items and the amount of the item(s), tax and shipping.
  - The Business Office must receive original receipts, not just photocopies or faxes.
  - Receipts are due in a timely manner, preferably the same day as purchase but no longer than 3 business days.
  - Receipt(s) must be submitted with orderlog form, no exceptions.
  - If a receipt is lost, the individual must fill out an affidavit of lost receipts, and a duplicate must be obtained from the merchant/vendor.

• **Monthly PCard 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 return the original to the Business Office.

• **Pyramiding**
  - Pyramiding is making a purchase greater than $5,000 and paying for the item(s) in separate payments of less than $5,000 over an interval of time. Individual purchases to any merchant may not exceed $5,000. For purchases over $5,000 a purchase order is needed, no exceptions.

• **Miscellaneous PCard Information**
  - PCard forms will be available online at [www.geo.arizona.edu](http://www.geo.arizona.edu).
  - All travel forms and purchase requisition forms will also be available on the Geosciences homepage.
  - The Department PCard must be physically checked out from the Business Office prior to use and may only be checked out for 1 business day.