

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.
- 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.