

MUSM INTERNAL PCARD PROCESS AND PROCEDURES

PCard Purpose

1. Purchasing Card does not replace the requisition system in Vantage.
2. Purchasing Card is for small dollar transactions and for travel.
3. The purchasing card simplifies some transactions but detailed documentation for **ALL** transactions and adherence to all policies and procedures are required in order to maintain the privilege of using the card.

Transaction Restrictions

1. No Alcohol purchases.
2. No Computer purchases unless pre-approved by IT.
3. No automated payments.
4. No personal purchases.
5. Do not split a transaction of an item to bypass the transaction limit.
6. **Do not loan your card; this means no one should have your Pcard details to pay for things on your behalf.**
7. Do not use for moving expenses or pre-moving expenses of Faculty/Staff.
8. Do not Purchase Lab Animals.
9. **No Gift Cards or purchases** for any form of compensation.
10. Travel charges are limited to the individual traveling for the University business and not anyone accompanying that individual.
11. **NO travel insurance (trip cancellation insurance).**
12. Merchandise **should not** be shipped to your personal address.
13. **NO personal Amazon accounts.** Use Mercer Amazon Prime Business Account only.

Receipt Requirements

1. A detailed receipt is required for **ALL** transactions.
2. If a detailed receipt is not initially provided you are required to request a detailed receipt.
3. If you aren't able to obtain an itemized receipt, you must complete a lost receipt affidavit.
4. If you are issued a credit for a purchase and have no documentation for this, you must complete a lost receipt affidavit.
5. Online transactions should also provide a detailed receipt by printing the online receipt/invoice.
6. If vendor detail receipt does not describe what is purchased, you should give detail on receipt or attach to receipt.
7. Packing slips and quotes are not acceptable as a substitute for receipts/invoices.
8. Transactions for events or meals should be noted on receipt of the event and business/event purpose and participants must be listed.

PCard purchasing guidelines and process:

1. Complete Pcard Authorization Form (attached) and email to Finance for approval – Melanie Townsend or Ben West. This form will be signed and emailed back to you as soon as possible, usually 1-2 hours.
 - All Pcard transactions require prior authorization *except* for purchases using external funds. (i.e. grants).
 - F&A accounts will require prior authorization, as these funds are internal institutional funds.
2. Place order, print receipt(s) and paper clip these to your Pcard Authorization Form.
3. Record all Pcard order information in your monthly Pcard Log (attached), including Pcard purchases made using external funds. While prior authorization will not be required for these purchases, we still need a monthly record of these purchases.
4. All of these forms should be included with your monthly Pcard Statement for reconciliation.