# Contents

Resources ................................................................................................................. 3  
Introduction .................................................................................................................. 4  
Limits ............................................................................................................................ 5  
Order Splitting .............................................................................................................. 5  
Dates to Remember ...................................................................................................... 6  
Reallocators .................................................................................................................. 6  
Statements ................................................................................................................... 7  
Statement Review by Account Executive and Cardholder .............................................. 7  
Audits ........................................................................................................................... 8  
Documentation ............................................................................................................. 8  
Violations ..................................................................................................................... 9  
Keeping Your Card Secure ......................................................................................... 10  
Lost or Stolen Cards .................................................................................................... 10  
Declined Cards ............................................................................................................ 10  
Disputes ....................................................................................................................... 11  
Cancelling a PCard ....................................................................................................... 11  
General Instructions for Making a Purchase ............................................................. 12  
Sales Tax ...................................................................................................................... 12  
Trademark Licensing .................................................................................................. 12  
Contracts or Business Agreements ............................................................................ 13  
State and University Contracts .................................................................................. 13  
Software Purchases ..................................................................................................... 13  
Internet Purchases ...................................................................................................... 13  
Personal Purchases ..................................................................................................... 14  
Shipping Address ....................................................................................................... 14  
Restricted Purchase List ............................................................................................. 15  
Business Meals ............................................................................................................ 16  
SocialCourtesyPurchases ............................................................................................ 17  
What Is A Gift .............................................................................................................. 17  
Gratuities, Kickbacks, and Conflict of Interest ......................................................... 17  
Employees Who Are Subject to Procurement Code ............................................ 18  
Employees Who Are Exempt from Procurement Code ........................................ 18  
Forms .......................................................................................................................... 19-20  
Index .......................................................................................................................... 21
Resources

J.P. Morgan Chase

Customer Service Line: 1-800-316-6056

When contacting the bank you should be ready with:

- Your 16-digit PCard number
  - If your PCard is lost or stolen, enter “0” instead of your card number
- Your Social Security Number/Activation Code (Last 4 digits of your Employee ID)
- Your Billing address (Your campus address)

For your assistance in using the PCard, J.P. Morgan Chase has created an online banking system called PaymentNet. PaymentNet allows you to view your PCard’s available credit, see your pending and posted transactions, and dispute any of your transactions if the need arises. You are welcome to use this service, but it is not mandatory nor will it affect the use of your PCard. Please contact a member of the PCard Department to create your PaymentNet account.

Useful Links

J.P. Morgan Chase PaymentNet Website: https://www.paymentnet.jpmorgan.com/
Other States Sales Tax:
http://fbs.admin.utah.edu/tax-services/common-university-tax-issues/salestax/
Utah Sales Tax Exemption Certificate:
http://fbs.admin.utah.edu/download/secure/TC-721G.pdf
Introduction

The Purchasing Card is a great tool in helping you procure non-travel, small dollar goods and services necessary in accomplishing the purposes and mission of your department and the University. It is an efficient and cost-effective method for you and the University when purchasing items. Merchants not in UShop prefer the PCard because it is faster and easier for them to process payments.

The PCard is a useful and productive tool when:

- Cardholders understand and follow the regulations and policies—knowing when use of the PCard is allowed and restricted and obtaining the necessary approvals for certain purchases.
- Account Executives and Departments oversee cardholders—having the Account Executive on the Default Chartfield or another person with supervisory responsibility of the cardholder review and approve PCard transactions.
- Documentation is complete and appropriate for all transactions.
- PCard Department information is current with updates on cardholder or accounting information.
- Notification of cancelling the PCard when the employee’s responsibilities or employment changes is given to the PCard Department.
Limits

The **Cycle Limit** is the amount a cardholder can spend during the bank’s billing cycle from the 12th of the month to the 11th of the following month. The University’s default Cycle Limit is $10,000, but you can request it to be lower if your purchases are generally less than that amount during the 30-day cycle. You can also have a higher Cycle Limit with approval from your department and the Purchasing department.

Below is an example of a common situation most cardholders face a the end of the billing cycle:

**Cardholder’s Cycle limit** = $10,000  
**Purchases posted between January 12 and February 3** = $8,500  
**Purchase on February 9** = $2,000

*This purchase will be declined by the bank due to “Not Enough Available Money”.*

**Possible Resolutions:**

1) Request a permanent Cycle Limit increase by completing a “Change Cardholder Limits” form. This is recommended if your account balance regularly approaches or exceeds the Cycle Limit.

2) Wait to make the purchase on February 12th when the Cycle Limit will reset.

3) Request a temporary Cycle Limit increase with the same “Change Cardholder Limits” form and specify a date range for the increase. This is suitable for rare circumstances that require you to make a larger quantity of purchases over a short period of time.

The **Single Purchase or Transaction Limit** is the amount a cardholder can spend with one merchant for one transaction. The University’s default Transaction Limit is $3,000, but it can be lower at your request. The Single Purchase Limit can be increased up to $5,000 with approval from your department and the Purchasing Department, but it **cannot exceed $5,000** which is the Single Procurement Threshold.

**Order Splitting**

The **State Procurement Code prohibits order splitting to avoid the Single Purchase Limit.** Multiple charges to a merchant that total an amount that exceeds your Single Purchase Limit or the Single Procurement Threshold ($5,000) **and** are made on the same day or within a period of time is a split transaction. This includes voluntarily splitting the payment.

Recent changes in the State law for splitting a transaction include penalties from a misdemeanor up to a felony and loss of employment.

When planning a purchase that will approach your Single Purchase Limit, be sure to consider the total procurement price. **The procurement price must include the total acquisition price, i.e. cost of goods/services plus shipping, installation, ancillary items, training, tips, etc.** It is imperative when you are making a purchase that the total procurement price is under your Single Purchase Limit.

If you are making a purchase and the total amount is approaching your Single Purchase Limit or the Single Procurement Threshold, please call the Purchasing Card Department so we can assist you.
Dates to Remember

The **Transaction Date** is the date that the merchant enters your card information into their processing system. This is often on the day you use your PCard at the merchant or when the items you purchased are shipped to your office.

The **Post Date** is usually 1-2 days after the Transaction Date and it indicates that the transfer of funds is completed with the bank. The Post Date is used for University accounting purposes which follow the calendar month.

*If you make a transaction on March 30th and it posts in the bank on April 1st, the transaction will show up on your April statement instead of your March statement.*

**Reallocation Cut-Off** is the 5th business day of each month at 5:00pm. At this time, any transactions with a post date in the previous month that have not been reallocated will automatically be charged to the default chartfield listed on the PCard Account. Reallocators will receive an email at the end of the month reminding them of the month’s Reallocation Cut-Off date.

Reallocations can be completed at any time throughout the month by an authorized, trained reallocator. Reallocations are sent to the General Ledger each night and processed. Once a charge is shown in a “PA” or “PD” status in the PCard Reallocation System, it **cannot** be changed in this system because it has posted to the General Ledger. Any further changes must be made by completing an E-Journal Entry or Cost Transfer for grants and projects.

Reallocators

A reallocator has access to the online PCard Reallocation System in CIS which enables them to view transactions electronically and assign purchases to alternate chartfields. Transaction information is uploaded from the bank into the online PCard Reallocation System the morning after the transaction’s post date.

- All PCard Accounts must have at least one authorized reallocator who has completed both Cardholder and Reallocator training.
- You and/or someone in your department will be assigned as a reallocator; it is recommended that there are multiple reallocators authorized to have access to your PCard Account.
- The primary reallocator receives the monthly statement and distributes the statement to the cardholder in order for the cardholder and the Account Executive to review and approve it.
- The primary reallocator may also be the departmental contact for the PCard auditors to schedule the annual audit.
- The cardholder is ultimately responsible for each transaction and for retaining the necessary documentation, **not the reallocator**.
Statements
The PCard Department sends a monthly statement to the primary reallocator assigned to your PCard the business day after Reallocation Cut-Off and it will arrive mid-month. The statement contains a list of all of the transactions you made that posted during the previous month. When your statement arrives, you must review the transactions, attach the appropriate documentation, and sign and date the statement within 30 days after you receive it. Next, the Account Executive (AE) listed on the statement will need to review, sign, and date the statement. If you are both the cardholder and the AE for the default chartfield assigned to your card, the Account Executive’s supervisor’s signature is required.

The signature lines are automatically populated with the cardholder’s and the Account Executive’s names. If the Account Executive on your statement needs to be changed, you can do either of the following:

1. Change your default chartfield to an activity which lists the new Account Executive by completing a PCard “Change Default Chartfield” form.

2. Change the AE on your current default chartfield by contacting General Accounting.

Statement Review by AE and Cardholder
While reviewing and approving the monthly statements, you need to verify the charges for accuracy and confirm that the correct chartfield was entered in the Reallocation System. You must attach all supporting documentation and original receipts to the statement. Some questions to ask while reviewing your statements are:

- Is the business purpose apparent?
- Is there anything unusual or unique that might need additional explanation?
- Do you have all original documentation for the purchase?
- Do the receipt/invoice totals match the statement?
- Is the documentation complete including date, vendor information, shipping information, amount, and description of the item(s) purchased?
- Are the purchases appropriate to the mission of your department and of the University?

Statement reviews must be done on a monthly basis. Problem transactions must be disputed with the bank within 30 days after you receive your statement.

You are required to keep all of your documentation for 7 years. All receipts, statements, and records for Federal Grants must be kept for 7 years AFTER THE END OF THE GRANT.
Audits

As a Purchasing Cardholder at the University of Utah, you are subject to University, State, and Federal Audits at ANY TIME. You will be audited at least once a year by the PCard Department.

Original documentation for each transaction must be obtained in order to correspond with the transactions on your monthly statements. Be sure to note the business purpose and explanation of any unusual purchases shortly after you make the purchase. Often times, it is difficult to remember the purpose of each transaction and these notes will make it easier to answer any questions that may come up during the audit.

Prior to an audit, please have all documentation, statements, and receipts neatly organized to aide in the auditing process.

Documentation

As the cardholder, you are solely responsible for gathering the original receipts and documentation for each purchase. All receipts and documentation are required to have:

- Vendor information
- Date
- Shipping information—orders are to be shipped to University addresses only
- Dollar amount
- Description of items purchased
- The business purpose of the items purchased, if not apparent

Acceptable forms of documentation is an itemized invoice/receipt along with a packing list, order confirmation with proof of delivery, or a conference registration confirmation.

If you are missing a receipt, you should contact the supplier and ask them to reprint or resend another receipt. Most suppliers are willing to provide this information. If you cannot acquire the missing receipt, document your attempts to do so and attach it to the statement.

If you are missing a receipt and have tried to obtain a copy of that receipt from the supplier without success, you can fill out the “Missing Receipt” form located on the PCard website. Please note that this form should be used SPARINGLY.
Violations

Along with the benefits of having a Purchasing Card, there are certain responsibilities. You and your department will monitor your PCard activity by reviewing the monthly Purchasing Cardholder Statements and Management Reports. The Purchasing Card Department also reviews PCard transactions regularly. If there is any misuse of the PCard and violation of PCard policies, these actions will count as violations and the cardholder will be assigned points based on the action.

<table>
<thead>
<tr>
<th>Violation</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Purchase</td>
<td>150</td>
</tr>
<tr>
<td>Split Transaction</td>
<td>150</td>
</tr>
<tr>
<td>Purchase by One Other than the Cardholder</td>
<td>50</td>
</tr>
<tr>
<td>Purchase of Restricted Item</td>
<td>40</td>
</tr>
<tr>
<td>Insufficient/Missing Documentation (First Violation)</td>
<td>30</td>
</tr>
<tr>
<td>Shipping to a Non-University Address</td>
<td>30</td>
</tr>
<tr>
<td>Missing Signature, Each Occurrence</td>
<td>30</td>
</tr>
<tr>
<td>Each Additional Missing Document</td>
<td>15</td>
</tr>
<tr>
<td>Business Purpose Not Provided, Each Occurrence</td>
<td>10</td>
</tr>
<tr>
<td>Sales Tax Charge, Each Occurrence</td>
<td>10</td>
</tr>
</tbody>
</table>

When a total of 150 points has been accumulated during any one year (date to date), the PCard will be suspended. If a cardholder is approaching 150 points, they may be required to attend the Purchasing Cardholder Training in person in order to be retrained. One training session will reduce their current points in half on the date of attendance. If a cardholder goes violation-free for one year, their points will be reduced in half. If a cardholder goes two years without a violation, their points will be eliminated.

The Purchasing Department reserves the right to require retraining or to revoke PCards for repeated violations.
Keeping Your Card Secure

Your Purchasing Card is non-transferrable. You are the ONLY authorized user of your card. DO NOT lend your card to a student or colleague. If you are frequently having a colleague make purchases, they should apply for their own PCard. Please remember to keep your card in a secure place as you would for your personal credit card. Also, remember to give your card information each time you make a transaction. The PCard should not be set on a recurring payment plan because your card information is susceptible to change, your card would be more prone to fraud, and the supplier can still post payments to your PCard Account even if it is closed. Suppliers should not store your card information nor should you elect to save your card information to your Internet browser.

Lost or Stolen Cards

If your card is lost or stolen, you should immediately call the 24-hour J.P. Morgan Chase Customer Service phone number (1-800-316-6056) that can be found in the PCard Handbook, on the back of your PCard, on the laminated Restricted List, and on our PCard website. Only the cardholder should contact the bank as they will have to accurately verify legitimate charges, identify fraudulent transactions, and provide personal security information.

Your department is liable for the fraudulent transactions from when fraudulent purchases are made with the card until the time that the card is reported lost or stolen to the bank.

It is possible to have your PCard number stolen while you still have possession of your physical card.

Declined Cards

Occasionally, a merchant will tell you that the card has been declined. Possible reasons for a decline are:

- An invalid expiration date was entered.
- The purchase amount exceeded your Single Transaction and/or Cycle Limit(s).
- The transaction was with a merchant that is blocked by our card controls.
- J.P. Morgan Chase’s fraud system might have found a charge on your PCard that could possibly be fraudulent and put a temporary hold on your account.

You can call the Purchasing Card Department (801-587-7859) or J.P. Morgan Chase’s Customer Service (1-800-316-6056) to discern what is causing the decline.
Disputes

If there is a billing error, a charge you do not recognize, a fraudulent transaction, or a different problem with a purchase and you are unable to contact or resolve the problem directly with the merchant, you can initiate a dispute with J.P. Morgan Chase. The bank will issue a temporary credit while they investigate the charge. If the bank determines it is a valid transaction, the initial charge will be posted back to your account. If they determine that it was an error or fraudulent, the credit will remain posted to your account. A dispute must be reported within 30 days of receiving your monthly PCard statement.

Cancelling a PCard
Employee Termination or Transfer

When a cardholder leaves the University or transfers to a different department, their PCard must be cancelled. It is the cardholder’s responsibility to submit a “Cancel Card” form to the Purchasing Card Department. When the form is received, the account will be closed in the bank’s system and a confirmation email will be sent to the form’s requestor. Please shred the PCard after submitting the form.

After the PCard is closed in the bank, credits can still post to the account. Additionally, if the cardholder placed any recurring payments on the PCard, those payments will continue to post to the card although it is cancelled in the bank. Prior to closing the PCard, the cardholder must cancel all recurring payments and deactivate any accounts associated to the PCard.

The former cardholder’s account will continue to be listed in the reallocation system until all remaining transactions have been posted and reallocated and the final statement has been printed. The cardholder’s AE and/or supervisor will review and approve the final statement.

All PCard documents must remain with the reallocator or another responsible person in the department. Documentation is audited for current and former cardholders at the annual audit. All documentation needs to be kept for seven years, including documentation for cardholders that have left the department.

When a previous cardholder transfers to a new department and needs a Purchasing Card, a new PCard Application with the new department should be submitted after sending a “Cancel Card” form. This is required in order to obtain current chartfields and approval signatures from the new department. We reserve the right to require retraining. Retraining is mandatory for employees that have not been active cardholders for over 6 months.
General Instructions for Making a Purchase

1. Follow your department’s specific procedures for purchase authorization.
2. Check the list of vendors in UShop.
3. Check the PCard Restricted List.
4. Get the best price—check UShop and other vendors before making the purchase.
5. Be certain that the TOTAL PROCUREMENT PRICE does not exceed your Single Purchase Limit.
6. Use the Utah Sales Tax Exemption.

When making purchasing decisions, remember the option to “Keep It on Campus”. The Campus Bookstore, University Guest House, Chartwells, Office of Software Licensing, and other departments will accept the PCard.

The Purchasing Department and the University of Utah support and recommend sustainable procurement practices. Please see the Purchasing website for their Green Procurement initiatives and the “Environmentally Preferable Purchasing Guidelines” for more information.

Sales Tax

The University of Utah is Utah Sales Tax Exempt. Each cardholder is responsible to ensure that Sales Tax is not charged when making a purchase. You can find a “Certificate of Exemption” to show suppliers as necessary on the PCard website. The University’s Sales Tax License Number is 11874443-002-STC. This number can also be found embossed on each PCard.

It’s important to note that the Certificate of Exemption and Sales Tax License Number can only be used when paying directly with University funds.

When making a purchase in person, it is best to check with the vendor’s customer service representatives before shopping to know how they handle sales tax exempt sales. For online purchases, you should call the customer service number before placing an order to find out how to submit the Sales Tax Exempt Certificate. If you are charged sales tax, attempt to have it refunded or document your attempts for a refund.

If you are purchasing goods online from an out-of-state vendor, please refer to the List of Other States that honor the Utah Sales Tax Exemption and provide the applicable tax exemption certificate to the merchant before making your purchase.

Trademark Licensing

If you are placing an order or making a purchase involving University trademarks, logos, or images, you must confirm that the supplier you are using is approved to print and distribute any of these items.

For a list of approved vendors, contact the University’s Trademark Licensing Department or refer to the IMG College Licensing (formerly CLC)’s list of approved vendors for the University of Utah.
Contracts or Business Agreements

It is important that you do **NOT** sign contracts or business agreements. Contracts may need to be reviewed by General Counsel. Many of the service agreements require indemnification or liability insurance. An exception to this would be a **catering** agreement. Please see the [Group Conferences & Catering](#) link for more information.

**State and University Contracts**

University Purchasing Cardholders are able to take advantage of special contract pricing. Before making a purchase, check to see if the University of Utah or the State of Utah has a contract with that merchant. You can access the [State of Utah’s list of contracts](#) and run a contract search. [UShop](#) also lists some of the frequently used commodity contracts.

**Software Purchases**

Before making any software purchases from a merchant, you should ask yourself, “Will this software store any privacy-sensitive information?” Private information could range from medical records to student contact information. If you are unsure about a purchase of this nature, you should contact the Privacy Analyst and Auditor, Milton Burbidge, at 801-587-6175.

As a reminder, all software that are purchased on the PCard can **only** be used on and downloaded to University-owned electronic devices, regardless of their use of sensitive information.

**Internet Purchases**

When you are making internet purchases, look for **BOTH** of these symbols next to the web address. These two symbols together indicate that the site you are using is secure.

![Secure](https://example.com)

It is important to have detailed information about a company/merchant prior to purchasing anything from them. If the seller is unfamiliar, search for information about the company including their physical address, customer reviews, and phone number. You may want to call their phone number to ensure that someone is available to provide additional information and handle any concerns.

Be cautious about unsolicited emails or offers and requests that seem unusual. Beware of imposters and phishing schemes. Some websites may have a similar look to a well-known company. If you’re not sure about a website, find another way to contact the legitimate business and inquire about their services, products, and company information.

Internet purchases made on the PCard that need to be downloaded such as software, e-books, music, and work-related applications can **only** be downloaded and used on [University-owned electronic devices](#). The ownership of the license is in the name of your department at the University of Utah, thus indicating that only University employees and devices can utilize it. The use of these items on personal electronic devices is **prohibited** as they are only to be used for work and University related purposes, **not** for personal use.
Personal Purchases

Personal purchases of any kind are prohibited on the PCard. This includes any purchases that do not benefit the University’s and your department’s business purposes and are NOT business related for yourself, colleagues, and others.

If you accidentally made a personal purchase on the PCard, please contact the PCard Department immediately and we will instruct you on the reimbursement process and note this occurrence on your PCard account. If you made an intentional personal purchase on your PCard, you will need to reimburse the total procurement cost of the purchase and remit an administrative penalty in an amount equal to 50% of the personal use expenditure to the University (Utah Code 53B-7-1-106).

For example:

**Total Procurement Price of Personal Purchase:** $1,500  
**Administrative Penalty (50%)**: $750  
**Total Reimbursement Amount:** $2,250

To decrease your probability of making a personal purchase, we recommend the following:

- Only make PCard purchases with your University-owned electronic device(s), NOT your personal device(s) or any other employee’s device(s) (business and personal).
- Do not give your PCard to employees as you are the only one authorized to use your PCard.
- Do not save your PCard information to any web browser on your and your colleagues’ electronic devices.
- Enter your card information every time that you want to make a purchase. If a vendor requires you to have an account, only keep that information on the vendor’s website and do not save it to any of your electronic devices.
- If you have a business and personal account with a certain vendor, always double-check that you’re using the correct account for all of your purchases.

Shipping Address

All items that are purchased remotely with the PCard must be shipped to a University address. As University and State funds are used for these purchases, a University address needs to be applied to the shipping information, not a residential or personal address, to ensure its legitimate business purpose. The order confirmation for the purchase will most likely have your department’s or office’s address, but in the event that it doesn’t include this information, the inclusion of the packing slip with the address is necessary in order to have complete documentation for the purchase.

If you accidentally send goods that are meant for University business and service to a non-University address, please contact the PCard Department and we will instruct you on how to further proceed.
Purchasing Card Restricted List

The cardholder is ultimately responsible for restricted purchases found within (1) University Rule 3-100D outlining PCard policy, (2) University Rule 3-100E governing University general purchasing restrictions, and (3) this comprehensive list. The individual funding source or department may add to restricted items within their policies.

All items below are RESTRICTED.
For exceptions to specific items, please find them underlined.

- **ADVERTISEMENTS FOR HUMAN RESOURCE RECRUITING** — This includes staff and faculty positions — Must have HR PRN number attached to the invoice with PCard statement
- **AUTOMOBILE EXPENSES** — This includes employee parking on campus, parking fines, gas, and fuel
- **CONSTRUCTION OR REMODELING**
- **CONTINUING EDUCATION AND COURSES AT THE U** — Tuition costs should be paid through Scholarship Administration
- **CONTROLLED SUBSTANCES** — This includes DEA items, radioactive substances, gases, and ethyl alcohol
- **EMPLOYEE INCENTIVES/BENEFITS**
- **FABRICATED AND CAPITAL EQUIPMENT**
- **GIFT CARDS THAT ARE MONETARY EQUIVALENTS** — Visa, MasterCard, AMEX
- **GIFTS, PRIZES, AND AWARDS** — This includes Gift Certificates, Flowers, and Gift Cards — Please contact the PCard Department for approval
- **IMPORTS THAT REQUIRE CUSTOMS CLEARANCE** — Foreign purchases that do not require customs clearance are allowed
- **LIVE ANIMALS** — Including but not limited to research, display/entertainment, rental, or other purposes
- **NEW MEMBERSHIPS** — New organization/association memberships — Please contact the PCard Department for approval
- **PERSONAL PURCHASES** — For yourself, University employees, or others
- **SPECIAL SERVICES** — Independent Contractors, performers, consultants, speakers, honorarium, and legal fees
- **STUDENT SERVICES** — This includes events, travel, tuition, scholarships, textbooks, health insurance, and stipends
- **TELEPHONE EQUIPMENT** — Installation or service on campus and/or individual cell phone costs
- **TRAVEL** — University Employees and Students. This includes:
  - Airline Tickets
  - Inflight Wi-fi or Internet Services — With approval from Travel
  - Lodging- hotels, motels, houses (including deposits or holds)
  - Vehicle rental, shuttle, and taxi services — Self-serve moving trucks and State Motor Pool vehicles are allowed
  - Meals
- **TRAVEL** — Visitors to the University. This includes:
  - Airline Tickets
  - Lodging- hotels, motels, houses (including deposits or holds) — University Guest House is allowed
  - Vehicle rental — Local shuttle services are allowed
- **USE OF UNIVERSITY NAME/LOGO** — All vendors must be approved by the Trademark & Licensing Office for printing and distributing items with the University Name and Logo

Revised August 2017
Business Meals

Academic Deans or Directors in non-academic areas may authorize the use of PCards for Business Meals on an individual cardholder basis by approving and signing the “Authorization for Business Meals” section on the PCard application or submitting a signed memo to the Purchasing Card Department.

University Policy and IRS requirements for the documentation of Business Meals mandate that the following information needs to be included in addition to the original, itemized receipt:

- Date and location of the activity.
- Purpose with respect to University business and the benefit gained from the meal.
- Names of those in attendance or, if the total number exceeds 10 persons, an approximate number of attendees and a general description of the group which shows the business relationship to the University.

For your convenience, a template for documenting Business Meals has been added to our PCard website. While this form is not required for Business Meal purchases, the information listed therein is required for your documentation to be sufficient along with an original, itemized receipt.

<table>
<thead>
<tr>
<th>Sufficient Documentation</th>
<th>Insufficient Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A receipt listing all entrees, their individual prices, the total price, the restaurant’s name and address,</td>
<td>A charge slip only showing the total price, the tip amount, restaurant’s name, and the date.</td>
</tr>
<tr>
<td>A business purpose that details the reason why the meeting was held such as a specific activity, fund-raising agenda, project, etc.</td>
<td>A business purpose that is generic such as “lunch meeting” or “donor development”.</td>
</tr>
<tr>
<td>Listing all of the attendants by name and/or attaching an agenda or flyer for larger meetings or events.</td>
<td>Writing the name of the group or simply writing “staff” or “Administrative Team”.</td>
</tr>
</tbody>
</table>

The additional, required information provides details to substantiate the business nature of the meal or refreshments and confirms that this was not a personal purchase or for individual benefit.

The cardholder and reallocator should also verify that the transaction is allocated to correct chartfield elements that will support this purchase, especially if alcohol was purchased. All Business Meal purchases must be paid with the appropriate funds.

Meal expenses incurred while traveling on official University business should be included along with other travel costs on a travel reimbursement request form to the Travel Department.

**Travel expenses are not allowed on the PCard.**
Social Courtesy Purchases

“Social courtesies” for fellow employees such as meals, cards, flowers, etc. are not allowed on the PCard.

Examples of events that might involve the purchase of social courtesies include:

- Illnesses
- Birthdays
- Wedding and Baby Showers
- Other office or co-worker celebrations

An alternative option for paying for these courtesies is taking a private office collection to pay for refreshments, cards, and/or flowers.

What Is A Gift?

A “gift” includes:

- Payment of travel expenses, meals, lodging, loans, entertainment tickets, flowers, and distribution of money, etc.—regardless of the value.

A “gift” does not include:

- Hospitality items: common handouts by the supplier to the public trinkets, pens, snacks, beverages, appetizers, etc., less than $10.00.
- Contributions to the University through the Development Office.
- Items at a training seminar (such as a meal) that is included in the contract.
- Meals provided by an association that is not a supplier.

Gratuities, Kickbacks, and Conflict of Interest

As a cardholder at a public institution, it is important that you are aware of the laws governing the ethics concerning receiving gratuities, kickbacks, etc. from the suppliers that work with the University.

There are two distinct University employee categories relative to gifts:

1. Employees who by title or primary responsibility function in a procurement role and are subject to Procurement Code unlawful gift provisions.

2. Employees who are not subject to the Procurement Code’s unlawful gift provisions.

Do not accept anything from a supplier if you are involved with a current procurement process.
### Employees Who Are Subject To Procurement Code

Employees who are subject to the Procurement Code’s unlawful gift provisions are:

1. **Procurement professionals** - Employees who by title or primary responsibility have authority over procurement decisions and are assigned to be engaged in the procurement process.

2. **Procurement contract administrators** - Employees who by title or primary responsibility have authority over procurement decisions and are assigned to be engaged in the process of administering a procurement contract or grant.

3. **Procurement independent contractors** - This is a unique situation wherein the individual is not designated as a University employee.

If you are currently engaged in any of these roles, it is unlawful for you or your family members to receive AND accept a gift from an interested supplier.

### Employees Who Are Exempt From Procurement Code

Employees who are not subject to the Procurement Code of unlawful gift provisions (63G-6a-2402) are still subject to (1) University Policy, 1-006 & 3-100, (2) Utah Public Officers and Employees Ethics Act, 67.16.Sections 1-15, and (3) Individual Departmental Policies regarding the acceptance of gifts.

All University employees are subject to these restrictions.

**University Policy 1-006, II.F — Gift Definition**

**Gift** includes money, non-pecuniary (non-monetary) gifts, excessive compensation, or non-commercial loans. For the purpose of this Policy, a gift does not apply to occasional non-pecuniary gifts that have an insignificant monetary value, as defined by the Utah Public Officer’s and Employees’ Ethics Act ($50), that would not tend to improperly influence an Employee in the discharge of his/her duties.

**University Policy 1-006, III.C.4. — Solicitation or Receipt of Gifts**

Solicitation or receipt of a gift by a University Employee, whether directly or indirectly through the institution, is not allowed, when:

a) The purpose or effect of the gift is likely to improperly influence the Employee in the discharge of his/her University responsibilities;

b) The gift is given to reward the Employee for official action taken; or

c) The gift is given in close proximity to recent past, present or future transaction between the University and the giver of the gift.
Forms

In order to make any changes to a PCard Account, you must submit the applicable PCard form(s) instead of requesting it in an email or over the phone. The forms are required because we need detailed information about what changes are needed and, most importantly, the physical signatures of approval from the appropriate authorities. E-signatures, stamps, stickers, and other alternatives are not considered as valid approvals. We verify all signatures through GFA, so please print the name and position of the individual whose signature of approval is on the form. A cardholder cannot approve their own updates, except when cancelling their card and changing their cardholder information. The approval from the cardholder’s direct supervisor, Account Executive, and/or Director must be obtained on all financially-sensitive forms. Forms can be faxed to 801-581-8609 or emailed to pcard@purchasing.utah.edu.

Here is a list of the forms that are available on the PCard website:

- PCard Application
- Add or Remove Chartfields
- Add or Remove Chartfields for Multiple Cardholders
- Change Cardholder Limits (Temporarily or permanently change the Single Purchase and/or Cycle Limit)
- Cancel Card
- Add/Delete Reallocator
- Add/Delete Reallocator for Multiple Cardholders
- Change Default Chartfield
- Change Cardholder Information (name/address/phone/email)
- Cardholder Agreement Form
- Tax-Exempt TC-721G (Exemption for Utah State Sales Tax)
- Missing Receipt Form
- Business Meal Documentation Form
- Account Executive Checklist

If you are a Hospital employee, please see our page with [UUHC PCard Forms](#) that are specifically tailored to the financial needs and policies of your organization.

*You can see one of our most commonly used forms on the next page.*

*Notes about using the form are in yellow.*
PCard Update Form – Add or Remove Chartfields

Contact Information for Requestor:
Name: ________________________________
Department: __________________________
Phone: ________________________________

Cardholder Information:
Name: ________________________________
Department: __________________________
Phone: ________________________________
Employee: ______________________________
Last 10 Digits of Card: ____________________

ADD OR REMOVE CHARTFIELD(S)*

<table>
<thead>
<tr>
<th>Add or Remove (Please Specify)</th>
<th>BU(2)</th>
<th>ORG(5)</th>
<th>FUND(4)</th>
<th>ACTIVITY(5)</th>
<th>PROJECT(8)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*In the event there are more than 5 Chartfields, please attach an Excel Spreadsheet with your remaining requests.

By signing this agreement, I confirm that I am the Account Executive or Authorized Alternate of the stated Chartfield(s) and the identified Cardholder is authorized to allocate to these funds.

Name of Account Executive or Authorized Alternate: ______________________________

(Please Print)

**Approved By: ______________________________ Date: __________________________

(Signed by Account Executive or Authorized Alternate)

Have the Account Executive or an Authorized Alternate for the requested chartfield(s) sign here.

As some forms ask for access to accounts (like this one) or alteration of PCard Limits, they require the Account Executive’s signature or the signature from an authorized alternate approver. If you have questions regarding any of our forms, please don’t hesitate to contact us at 801-587-7859.
Index

Audits........................................................................................................... 8
Business Meals.......................................................................................... 16
Canceling a PCard...................................................................................... 11
Contracts or Business Agreements.......................................................... 13
Dates to Remember................................................................................... 6
Declined Cards............................................................................................ 10
Disputes....................................................................................................... 11
Documentation........................................................................................... 8
Forms............................................................................................................ 19-20
Employees Who Are Subject to Procurement Code............................... 18
Employees Who Are Exempt from Procurement Code........................... 18
General Instructions for Making a Purchase............................................. 12
Gratuities, Kickbacks, and Conflict of Interest.......................................... 17
Internet Purchases..................................................................................... 13
Introduction .............................................................................................. 4
Keeping Your Card Secure......................................................................... 10
Limits........................................................................................................... 5
Lost or Stolen Cards................................................................................... 10
Order Splitting............................................................................................ 5
Personal Purchases..................................................................................... 14
Reallocators............................................................................................... 6
Resources................................................................................................... 3
Restricted Purchase List............................................................................. 15
Revision History........................................................................................ 22
Sales Tax.................................................................................................... 12
Shipping Address...................................................................................... 14
Social Courtesy Purchases....................................................................... 17
Software Purchases................................................................................... 13
State and University Contracts................................................................. 13
Statement Review by Account Executive and Cardholder....................... 7
Statements.................................................................................................. 7
Trademark Licensing.................................................................................. 12
Violations.................................................................................................... 9
What Is A Gift............................................................................................ 17
<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved By</th>
<th>Summary of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>6/28/2013</td>
<td>Jane Scott</td>
<td>Original Document</td>
</tr>
<tr>
<td>2.0</td>
<td>12/02/2014</td>
<td>Jane Scott</td>
<td>Edit Business Meals, Restricted List, Gratuities, Kickbacks and Conflict of Interest</td>
</tr>
<tr>
<td>3.0</td>
<td>07/06/2016</td>
<td>Hamer Reiser</td>
<td>Update Restricted list, UShop, AE statement review, violation points, Update Staff</td>
</tr>
<tr>
<td>4.0</td>
<td>8/16/2017</td>
<td>JoLene Snyder</td>
<td>Updated grammar and forms.</td>
</tr>
</tbody>
</table>