Resources

Purchasing Card Program

Email: Purchasing-PCARD@umail.utah.edu
Phone: 801-581-7241
Website: http://fbs.admin.utah.edu/pcard/

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>E-mail Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
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</tr>
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<td>(801) 581-8158</td>
</tr>
</tbody>
</table>

J.P. Morgan

Customer Service Line: 1-800-316-6056

When contacting the bank you should be ready with:
1. Your 16 digit card number
2. Your Pin (last 4 digits of your Employee ID)
3. Your Billing address (YOUR campus address)
4. JPMorgan PaymentNet Website. For your convenience in using the PCard, JPMorgan has created an online banking system called PaymentNet. PaymentNet allows you to view pending and posted transactions, and if the need arises, it is a convenient way to dispute any of your transactions. You are welcome and encouraged to use this service, however, it is not mandatory nor will it affect the use or functionality of your PCard. For help in accessing the PaymentNet system, please contact a member of the PCard team.

Other Resources

Purchasing Website
AP Procurement Matrix
Tax Service—Other State Tax Exemptions
Contents

Resources .................................................................................................................. 2
Introduction .................................................................................................................. 4
Limits ............................................................................................................................ 5
Order Splitting ............................................................................................................. 5
Dates to Remember .................................................................................................... 6
Reallocators ................................................................................................................ 6
Statements ................................................................................................................... 7
Statement Review ....................................................................................................... 7
Audits ........................................................................................................................... 8
Documentation ........................................................................................................... 8
Business Meals .......................................................................................................... 9
Violations .................................................................................................................... 10
Keeping Your Card Secure ........................................................................................ 11
Lost or Stolen Cards .................................................................................................. 11
Declined Cards .......................................................................................................... 11
Disputes ..................................................................................................................... 12
Canceling a PCard ...................................................................................................... 12
General Instructions when Making a Purchase ......................................................... 13
State and University Contracts ................................................................................ 13
Trademark Licensing ................................................................................................. 13
Software ..................................................................................................................... 13
Contracts or Business Agreements ........................................................................... 13
Sales Tax ..................................................................................................................... 14
Internet Purchases .................................................................................................... 14
Restricted Purchases ................................................................................................. 15
Personal or Social Purchases .................................................................................... 16
Gratuities, Kickbacks, and Conflict of Interest ........................................................ 16-17
Forms ......................................................................................................................... 18-19
Revision History ....................................................................................................... 21
The Purchasing Card is a great tool in helping you procure the non-travel, small dollar goods and services necessary in accomplishing the purposes and mission of your department and the University. It is the most efficient and cost effective method for you and the University when purchasing items. Most merchants 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—knowing when the PCard is allowed and when PCard use is restricted.
- Departments oversee cardholders—having another person with supervisory responsibility of the cardholder review and approve PCard transactions.
- Documentation is complete and appropriate for all transactions.
- PCard Program information is current with updates to cardholder or accounting information and notification of cancelling the card when the employee’s responsibilities or employment changes.
Limits

The **Cycle or Monthly Limit** is the amount a cardholder can spend during the bank’s billing period. JP Morgan has established our billing cycle from the 12th of the month to the 11th of the following month. The University default cycle limit is $10,000, but can be lower, as requested, if your purchases are generally less than that amount during a 30-day period. You can also have a higher cycle limit with approval from your department and the Purchasing department.

For example:

**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 for “Not Enough Available Money”*

**Options:** 1) Request a cycle limit increase by completing a PCard Update form. This is recommended if your account balance regularly approaches or exceeds the cycle limit. 2) Wait to make the purchase on February 12, when the cycle limit will reset. Or 3) Request a temporary limit increase.

The **Single Purchase or Transaction Limit** is the amount a cardholder can spend with one merchant at one period of time. The University default transaction limit is $3,000, but can be less, as requested. A single purchase limit can be increased up to $5,000 with approval from your department and

Order Splitting

The **State Procurement Code prohibits order splitting to avoid the single purchase limit.** The single transaction limit is set with the bank for an individual charge. Multiple charges to a merchant, totaling an amount that exceeds your single purchase limit, made on the same day or within a period of days, is a split transaction. **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 getting close to your Single Purchase Limit or the bid threshold, please call the Purchasing Card Department so we can assist you going forward.
Dates to Remember

The *transaction date* is the date the merchant enters your card information into their processing system. This is often when they are ready to ship the product. The *post date* is usually 1-2 days after the transaction date and indicates the transfer of funds is completed with the bank. The post date is used for University accounting which follows the calendar month.

*Reallocation cut-off is 5 business days after the end of the 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 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 has been processed to the General Ledger, it cannot be changed in the reallocation system. Changes must be made using a general journal entry or cost transfer for grants and projects.

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

Reallocators

- A reallocator has access to the University online reallocation system and can view transactions electronically and assign purchases to alternate chartfields. Transaction information is uploaded from the bank into the CIS online reallocation system the morning after the post date.
- All PCard accounts must have an authorized reallocator who has completed training.
- You or someone in your department will be assigned as a reallocator; if necessary, there can be multiple reallocators authorized to have access to your account.
- The primary reallocator receives the monthly statement and may attach the receipts and documentation for review by the cardholder and supervisor. The primary reallocator may also be the contact for the PCard auditor to schedule the annual audit.
- The cardholder is ultimately responsible for transactions and documentation, not the reallocator.
- Check with the Purchasing Card Program if you do not know who your reallocator is. Also, submit a PCard Update form to add or delete a reallocator’s access to your transaction information.
Statements

Around the 10th of each month, the PCard Program sends a statement to the primary reallocator assigned to your card. The statement contains a list of all the transactions that posted during the past month. The reallocator will give you the statement to review the transactions, compile the appropriate documentation, and sign/date the statement.

Next, the account executive listed on the statement will need to review, sign, and date the statement. If you are both the cardholder and the account executive (AE) for the default chartfield assigned to the card, your supervisor’s signature is required.

The signature lines are automatically populated with the cardholder’s name and the account executive’s name for the default chartfield. To change the name for the approver, you could change the default chartfield to an activity which lists the new approver as the AE by submitting a PCard Update form, or change the name of the AE on the current default chartfield by contacting General Accounting.

Statement Review

In reviewing and approving the monthly statements, verify the charges for accuracy and confirm that the correct chartfield was entered in reallocation. Be sure to attach supporting documentation and original receipts. Some questions to ask are:

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

_It is important to do this 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 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.

It is important to retain original documentation for each transaction to go along with your monthly statements. Be sure to note the business purpose or explanations of unusual purchases as you are collecting your receipts.

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.

Documentation

As the cardholder you will be responsible for gathering the receipts and documentation for each purchase. Documentation is required to have:

- Vendor information
- Date
- Shipping information—orders are to be shipped to University addresses only
- Dollar amount
- Itemized description
- The business purpose of the items purchased, if not apparent. This should answer the question, “How is this necessary to benefit the University?”

Acceptable forms of documentation could be an invoice, packing list, fax order confirmation, internet order confirmation with proof of delivery, or a conference registration confirmation. A combination of any of these documents may be necessary to include all of the required information listed above.

If you are missing a receipt and have tried unsuccessfully to obtain a copy of that receipt from the supplier, you can fill out the Missing Receipt form located on the PCard website. Please note this form should be used SPARINGLY.
Business Meals

Academic Deans or Directors in non-academic areas may approve use of PCards for business meals on an individual cardholder basis by signing the PCard application or submitting a memo to the PCard Program manager.

University Policy and the IRS requirements for documentation of business meals ask that the following information is included in addition to the original itemized receipt:

a) Date and location of the activity;
b) Purpose with respect to university business, the benefit gained;
c) 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; and,
d) Expense to be paid with allowable funds.

For your convenience, a form template to document business meals has been included at the end of the PCard Handbook. While this form is not required for food purchases, the information it is asking for is required for your documentation to be sufficient.

Below are examples of insufficient and adequate business meal purposes:

<table>
<thead>
<tr>
<th>Insufficient Business Purpose</th>
<th>Adequate Business Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lunch for donor development.</td>
<td>Lunch to discuss fund raising project. Lunch meeting was necessary to accommodate schedules for all guests.</td>
</tr>
<tr>
<td>Needed food for student event.</td>
<td>Hosted student business fair, offered a sandwich lunch to encourage participation.</td>
</tr>
</tbody>
</table>

For larger meetings or events, attaching an agenda or flyer describing the activity is helpful along with the estimated attendance and a description of the group or their relationship to the University.

The cardholder and reallocator should verify the transaction is allocated to correct chartfield elements—fund, activity or project (if specifically allowed), account and A/U.

Meal expenses incurred while traveling on official university business should be included along with other travel costs on a travel reimbursement request form and submitted to the travel department.

Travel expenses are not allowed on the PCard.
Violations

Along with the benefits of having a purchasing card there are certain responsibilities. Your department will monitor purchasing card activity by reviewing the monthly Purchasing Cardholder Activity Statements and Management Reports. The Purchasing Card Program also reviews PCard transactions regularly. Inappropriate use counts as a violation and the cardholder will be assigned points based on the inappropriate 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>Lack of signature on monthly statement</td>
<td>40</td>
</tr>
<tr>
<td>Insufficient/Missing Documentation (First violation)</td>
<td>30</td>
</tr>
<tr>
<td>Insufficient/Missing Documentation (Second violation)</td>
<td>40</td>
</tr>
<tr>
<td>Insufficient/Missing Documentation (future violations)</td>
<td>50</td>
</tr>
<tr>
<td>Taxes charged on a purchase</td>
<td>10</td>
</tr>
</tbody>
</table>

When a total of 150 points has been accumulated during any one year (date to date), a card may be revoked. If a cardholder is approaching 150 points they should or may be required to complete Purchasing Cardholder re-training in person. One training session will reduce their points in half as they stand 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, their points will be eliminated.

Purchasing reserves the right to require retraining or to revoke cards for repeat violations.
Keeping Your Card Secure

Your Purchasing Card is **NON-TRANSFERABLE**. You are the **ONLY** authorized user of your card. **DO NOT** lend your card to a student or colleague. If you are having a colleague make purchases they should apply for their own card. Please remember to keep your card in a secure place as you would a personal credit card. Also, remember to give your card number each time you make a transaction. Suppliers should not keep your card number “on file”.

Lost or Stolen Cards

If your card is lost or stolen you should immediately call the 24-hour Customer Service phone number for JP Morgan listed on the PCard website (1-800-316-6056). It is best to have the card-holder contact the bank in order to accurately verify legitimate charges and identify fraudulent transactions.

Your department is liable when transactions are made with the actual card until the time that the card is reported lost or stolen.

- **Remember it is possible to have your card number stolen and still have possession of your card.**

Declined Cards

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

- Invalid expiration date has been entered.
- Purchase exceeds your transaction or cycle limit.
- Transaction is with a merchant that is blocked by our card controls.
- JPMorgan may have a reason to believe that possible fraud could have occurred on your PCard.

You can call the Purchasing Card team at 581-7241 or Customer Service at JP Morgan, 1-800-316-6056, to find out what is causing the decline.
Disputes

Before starting this process you should contact the supplier. Most merchants would prefer to resolve the problem directly with you and are willing to provide credits.

If you believe there is a billing error or problem with a purchase and you are unable to contact or resolve the problem directly with the merchant, you can initiate a dispute of the charge with JP Morgan. The bank will issue a temporary credit while they investigate the charge. If the bank determines it is a valid transaction, the charge will be posted back to your account. If it is an error, the credit will remain. A dispute should 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, the card must be cancelled. It is the cardholder’s responsibility to be sure that a Cancel Card form has been submitted to the Purchasing Card Program. When the form is received, the account will be closed with the bank. Once you submit the form, please shred the plastic card.

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

The former cardholder’s account will continue to be listed in the reallocation system until we are sure all transactions have been posted, reallocated, and the final statement has been printed. The reallocator and cardholder supervisor should review and approve the final statement.

When a previous cardholder transfers to a new department and needs a purchasing card, a PCard Application for a new account should be submitted. This is required in order to obtain the current chartfields and approval signatures from the new department. We reserve the right to require retraining, but generally if a person has been an active cardholder in the previous 6 months, it is not necessary.
General Instructions when Making a Purchase:

- Follow your department’s specific procedures for purchase authorization
- Check PCard Restricted List
- Get the best price—use contract pricing if possible
- Be certain TOTAL PURCHASE PRICE does not exceed your PCard limit
- Use Utah Sale Tax Exemption

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 U of U or State of Utah has a contract with that merchant. You can access the State of Utah’s list of contracts or run a contract search. The University of Utah’s Supplier Directory also lists some of the frequently used commodity contracts.

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

Trademark Licensing

If you are placing an order or making a purchase involving University trademarks, logos or images, please check to see if the supplier you are using is approved.

For a list of approved vendors, visit the University’s Trademark Licensing Department.

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.

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 the above would be a *catering* agreement.
Sales Tax

The University of Utah is Utah Sales Tax Exempt. Each cardholder is responsible to make sure that 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 Customer Service before shopping to find out how they handle tax exempt sales. For online purchases, you should call the Customer Service number before placing an order to find out how to submit the Tax Exempt Certificate. If you are charged tax, attempt to have it refunded or document your attempts for a refund.

Internet Purchases

When you are making internet purchases look for https:// AND symbol.

Know who you’re dealing with. If the seller is unfamiliar, check for information on the company. Get the physical address and phone number in case there is a problem later. You may want to call the number to be sure someone is available to handle any complaints.

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 ask.

http vs https

http: Hypertext Transfer Protocol
https: Hypertext Transfer Protocol Secure
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.

<table>
<thead>
<tr>
<th>RESTRICTED</th>
<th>EXCEPTION (IF ANY)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TRAVEL—University Employees and Students.</strong></td>
<td></td>
</tr>
<tr>
<td>Travel includes:</td>
<td></td>
</tr>
<tr>
<td>• Airline Tickets</td>
<td>• Self-serve moving trucks</td>
</tr>
<tr>
<td>• Lodging—hotels, motels, housing (including deposits or holds)</td>
<td>• State Motor Pool</td>
</tr>
<tr>
<td>• Vehicle rental, shuttle, and taxi services</td>
<td>• Conference registrations</td>
</tr>
<tr>
<td>• Meals</td>
<td></td>
</tr>
<tr>
<td><strong>TRAVEL—Visitors to the University.</strong></td>
<td></td>
</tr>
<tr>
<td>Travel includes:</td>
<td></td>
</tr>
<tr>
<td>• Airline Tickets</td>
<td>• University Guest House is the <strong>ONLY</strong> hotel allowed.</td>
</tr>
<tr>
<td>• Lodging—hotels, motels, housing (including deposits or holds)</td>
<td></td>
</tr>
<tr>
<td>• Vehicle rental</td>
<td></td>
</tr>
<tr>
<td><strong>GIFTS</strong>—This includes:</td>
<td></td>
</tr>
<tr>
<td>• Gift Certificates</td>
<td></td>
</tr>
<tr>
<td>• Employee incentives/Benefits</td>
<td></td>
</tr>
<tr>
<td><strong>ADVERTISEMENTS FOR HUMAN RESOURCE RECRUITING.</strong></td>
<td></td>
</tr>
<tr>
<td>This includes staff and faculty</td>
<td></td>
</tr>
<tr>
<td><strong>CONTINUING EDUCATION.</strong> Tuition costs should be paid through Scholarship Administration.</td>
<td><strong>CLASSES</strong> outside of the University.</td>
</tr>
<tr>
<td><strong>CONSTRUCTION OR REMODELING</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CONTROLLED SUBSTANCES</strong>—DEA items, radioactives, gases, ethyl alcohol</td>
<td></td>
</tr>
<tr>
<td><strong>GAS/FUEL FOR VEHICLES</strong>—including employee parking on campus, parking fines</td>
<td></td>
</tr>
<tr>
<td><strong>NEW MEMBERSHIPS</strong>—New Organizational/Association Memberships</td>
<td><strong>Membership Renewals</strong></td>
</tr>
<tr>
<td><strong>FABRICATED AND CAPITAL EQUIPMENT</strong></td>
<td></td>
</tr>
<tr>
<td><strong>IMPORTS THAT REQUIRE CUSTOMS CLEARANCE</strong></td>
<td><strong>Foreign purchases NOT requiring customs clearance</strong></td>
</tr>
<tr>
<td><strong>LIVE ANIMALS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PERSONAL PURCHASES</strong>—For yourself or others</td>
<td></td>
</tr>
<tr>
<td><strong>SPECIAL SERVICES</strong>—INDEPENDENT CONTRACTORS, PERFORMERS, CONSULTANTS, SPEAKERS</td>
<td></td>
</tr>
<tr>
<td><strong>STUDENT SERVICES</strong>—events, travel, tuition, scholarships, textbooks, health insurance or stipends</td>
<td></td>
</tr>
<tr>
<td><strong>TELEPHONE EQUIPMENT</strong>—installation or service on campus; individual cell phone costs</td>
<td></td>
</tr>
</tbody>
</table>
Personal or Social Purchases

“Social courtesies” for fellow employees such as meals, cards, flowers, etc. are not allowed on the PCard. Examples would include illnesses, birthdays, showers, weddings and other office or co-worker celebrations. An alternative option is a private collection to be taken to pay for refreshments and/or cards.

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 involved with a current procurement process.

Employees who are subject Procurement Code

Employees who are subject to Procurement Code unlawful gift provisions are:

1. **Procurement professionals**—employee who by title or primary responsibility has procurement decision making authority and is assigned to be engaged in the procurement process.

2. **Procurement contract administrators**—employee who by title or primary responsibility has procurement decision making authority and is assigned to be engaged in the process of administering a procurement contract or grant.

3. **Procurement independent contractors**—unique situation; 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 accept a gift from an interested supplier. It is also unlawful for the supplier to give gifts to you or your family members.
What is a Gift?

“Gift” includes:

- Travel, meal, lodging, money, loan, entertainment tickets, raffle, etc.—regardless of the value.

“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.
- Item at a training seminar (such as a meal) that is included in the contract.
- Meal provided by an association that is not a supplier.

Employees who are not subject-Procurement Code

Employees who are not subject to the Procurement Code 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, 67-16-1 to 15, and (3) Individual Department Policies regarding the acceptance of gifts.

All University employees are subject to these restrictions.

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

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 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
To provide consistency and to confirm authorization and information for any changes to the PCard account, we ask that you submit a PCard Update form instead of sending an email or calling on the phone. We verify the signatures, so please print the name and position of those who approve the form. Generally, a cardholder should not approve their own updates, except when cancelling their card.

You can find the forms for the PCard Department on our website.

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

- PCard Application
- Add or Remove Chartfields
- Change Cardholder Limits (per purchase or monthly limit)
- Cancel Card
- Add/Delete Reallocator
- 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

You can see one of our most commonly used forms on the next page. Notes on using the form are in yellow.
19

Purchasing Department

P-Card Update Form - Add/Remove Chartfields

Contact Information for Requestor:

Name: __________________________
Department: ____________________
Phone: _________________________

Cardholder Information:

Name: __________________________
Department: ____________________
Phone: _________________________
Employee ID: ____________________
Last 10 Digits of Card: ____________

Enter Chartfields to Add or Remove in the Reallocation System.

<table>
<thead>
<tr>
<th>ADD/REMOVE CHARTFIELD(S)*</th>
<th>Add/Remove</th>
<th>BU(2)</th>
<th>ORG(5)</th>
<th>FUND(4)</th>
<th>ACTIVITY(5)</th>
<th>PROJECT(8)</th>
</tr>
</thead>
<tbody>
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</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: __________________________
(Please Print)

**Approved By: ___________________________ Date: ____________
(Signed by Account Executive or Authorized Alternate)

The cardholder can authorize some of the forms themselves like “Change Cardholder Information”. Because some forms ask for access to accounts or higher limits (like this one) they require the Account Executive’s signature or a higher level management signature. If you have questions regarding any of our forms, please don’t hesitate to contact us at 801-581-7241.
Index

Audits............................................................... 8
Business Meals.................................................. 9
Cancelling a PCard.............................................. 12
Contracts or Business Agreements......................... 13
Dates to Remember ........................................... 6
Declined Cards ................................................... 11
Disputes ........................................................... 12
Documentation .................................................... 8
Forms ............................................................... 18-19
General Instructions when Making a Purchase .......... 13
Gratuities, Kickbacks, and Conflict of Interest .......... 16-17
Internet Purchases .............................................. 14
Introduction ....................................................... 4
Keeping Your Card Secure ..................................... 11
Limits ............................................................... 5
Lost or Stolen Cards ............................................ 11
Order Splitting .................................................... 5
Reallocators ....................................................... 6
Resources .......................................................... 2
Restricted Purchases ............................................ 15
Revision History .................................................. 21
Sales Tax .......................................................... 14
Personal or Social Purchases ................................ 16
Software .......................................................... 13
State and University Contracts .............................. 13
Statements ......................................................... 7
Statement Review ............................................... 7
Trademark Licensing .......................................... 13
Violations ........................................................ 10
## Revision History

<table>
<thead>
<tr>
<th>Version</th>
<th>Date Approved</th>
<th>Approved By</th>
<th>Summary of Changes</th>
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<tr>
<td>1.0</td>
<td>6/28/2013</td>
<td>Jane Scott</td>
<td>Original Document</td>
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<tr>
<td>2.0</td>
<td>12/08/2014</td>
<td>Jane Scott</td>
<td>Edit Business Meals, Restricted List, Gratuities, Kickbacks and Conflict of Interest</td>
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Business Meal Documentation Form
For internal use only, retain with the PCard monthly statement.

Use of this form will ensure that you have documented the required information supporting all food purchases. For more information regarding business meals or recruitment/entertainment, please refer to Policy 3-031. All business meal procurement must comply with this policy including no meals while on travel status. For a complete description, consult the Purchasing Card Handbook.

Keep this form with the itemized receipt.

Cardholder Name: ________________________________________________________________

Merchant Name and Location: _______________________________________________________

Date of purchase: ____________________________ Number of people in attendance: __________

Business relationship of participants (occupations, names, titles or other designations).
If the number of people in attendance is 10 or less, list the names of those present:

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

*Please note: an employee must be present at business meals.

Business purpose, benefit gained or nature of the business discussion. Please be specific.

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Was alcohol purchased? ________________

If yes, to what fund was it reallocated? ____________________________

No alcohol can be paid from state-appropriated funds, contract, and grant funds, reimbursed overhead funds or ASUU funds unless there is written approval from the cognizant vice president.

This would only allow funds: 2000-2404, 4900-4913, 6000 or 9000.

Purchasing Card Department.
Phone: 801-581-7241 Email: pcard@purchasing.utah.edu.