



Purchasing Card

THE UNIVERSITY OF UTAH

HANDBOOK

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University Resources

Buying and Payment Guide — The Buying and Payment Guide gives a brief summary of the appropriate payment or procurement method for University purchases. <https://fbs.admin.utah.edu/accountspayable/payment/procurement-options/>

University Sales Tax Exempt in Other States — This is a list that shows what states honor the Utah State Sales Tax Exemption. <https://fbs.admin.utah.edu/tax-services/sales-tax/salestax/>

Utah Sales Tax Exemption Certificate — This certificate can only be used when paying directly with University funds. <https://fbs.admin.utah.edu/download/secure/TC-721G.pdf>

University Trademark and Licensing — When using a University Logo visit: <http://www.imgcollegelicensing.com/Licensing-Info/Client-License-List.aspx>

J.P. Morgan Chase Resources

If you would like a J.P. Morgan online account, please contact the PCard office

J.P. Morgan Phone Number: 1-800-270-7760

Please have the following information available when calling:

- Your 16-digit PCard number
 - If your PCard is lost or stolen, enter "0"
- You will be prompted for the last four of your SSN, use the last 4 digits of your UNID
- Your campus billing address



Purchasing Card

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Introduction

The Purchasing Card is a great tool that helps you to 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 procurement method for you and the University. Vendors 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.
- The PCard Department receives notification of cancelling the PCard when the cardholder's employment or responsibilities change.

Limits

The **Monthly Cycle Limit** is the amount a cardholder can spend during the bank's billing cycle from the 12th of the current month to the 11th of the following month. The University's default Cycle Limit is \$10,000, but it can be lower by request 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 situation that most cardholders face near the end of the billing cycle:

Cardholder's Monthly 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 Monthly 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 large quantity of purchases over a short period of time.

The **Single Purchase Limit** is the amount a cardholder can spend with one vendor for one transaction for a single purchase. The University's default Single Purchase Limit is \$3,000, but it can be lower by request. The Single Purchase Limit can be increased up to \$10,000 with approval from your department and the Purchasing Department, but it **cannot exceed \$10,000** 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 vendor that total an amount that exceeds your Single Purchase Limit or the Single Procurement Threshold (\$10,000) **and** are made on the same day or within a period of time is a split transaction. This includes voluntarily splitting the payment.

Per State Law, penalties for order splitting include 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 total 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 that the total procurement price is under your Single Purchase Limit before making the purchase on your PCard.

If you are making a purchase and the total amount is approaching your Single Purchase Limit or the Single Procurement Threshold (\$10,000), please call the Purchasing Department at 801-581-7241 so they can assist you.

Dates to Remember

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

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 the 30th or 31st and it posts in the bank on the 1st or 2nd of the next month, the transaction will show up on your next month's statement.

The **General Accounting Post Date** is when reallocated transactions post to the General Ledger each night and appear in the Management Reports the following morning.

Reallocation Cut-Off is the 5th business day of each month at 5:00pm. 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. 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 review 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 Trainings.
- 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 it to the cardholder so they can review the transactions, attach the documentation, sign, and give it to their Account Executive to review and sign.
- The primary reallocator may also be asked by the department to coordinate 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 the PCard the business day after Reallocation Cut-Off and it arrives mid-month. The statement contains a list of all transactions that posted during the previous month. When a cardholder's statement arrives, they have 30 days to review the transactions, attach the appropriate documentation, and sign and date the statement. Next, the Account Executive listed on the statement will need to review, sign, and date the statement.

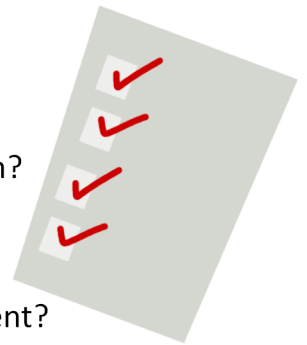
If the cardholder and the Account Executive are one in the same, the Account Executive's supervisor is required to review, sign, and date the statement.

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 submit a PCard "Change Default Chartfield" form to change your default chartfield to an activity which lists the correct Account Executive.

Statement Review by AE and Cardholder

While reviewing the monthly statements, 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. Before approving the statement, some questions to ask yourself during the review are:

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



Statements must be reviewed 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 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 that corresponds with your monthly statements. Be sure to note the business purpose or an explanation of any unusual purchases at the time of the purchase or as you are organizing 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.

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

Documentation

The cardholder is solely responsible for gathering the original receipts and documentation for each purchase. All receipts and documentation are required to have:

- Itemized invoice or receipt
- Itemized invoice or receipt for PayPal transactions
- Vendor information
- Date
- Shipping information—orders are to be shipped to **University addresses ONLY**
- Dollar amount that matches the statement amount
- The business purpose of the items purchased, if not apparent



Acceptable forms of documentation are an itemized receipt, invoice with a University ship-to address, internet order with itemized information and proof of delivery, and a conference registration confirmation. A combination of these documents may be necessary to include all of the required information.

If you are missing a receipt, you should contact the vendor and ask them to reprint or resend it. Most vendors are willing to provide this information. If you cannot acquire the missing receipt, please 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 vendor 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 neglect of PCard policies, these actions will count as violations and the cardholder will be assigned points based on the action.

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

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 attend the in-person Purchasing Cardholder Training in order to be retrained and have their current points reduced. Completing the in-person training once 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.

The Purchasing Card Department reserves the right to require retraining or 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 ask you to make purchases for them, they should apply for their own PCard. Keep your card in a secure place as you would for your personal credit card. Also, give your card information **each time** you make a purchase. The PCard should not be set on a recurring payment plan because your card information is susceptible to change, your card is more prone to fraud, and the vendors can still post payments to your PCard even if it is closed. Vendors 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 J.P. Morgan Chase's 24-hour Customer Service (1-800-316-6056). Their phone number can be found in the PCard Handbook and on the back of your PCard, the laminated Restricted List, and the PCard website. Only the cardholder should contact the bank to accurately verify legitimate charges, identify fraudulent transactions, and provide personal security information.

The cardholder's department is liable for fraudulent transactions from when these purchases are made until the time that the card is reported lost or stolen.

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

Declined Cards

Occasionally, some PCard transactions might be declined. Possible reasons for a decline are:

- Your card information (card number, expiration date, etc.) was entered incorrectly.
- The purchase amount exceeded your Single Purchase and/or Cycle Limit(s).
- The transaction was with a vendor that is blocked by our card controls.
- There is a temporary hold on the card due to possible fraud.
- The vendor was flagged by J.P. Morgan Chase's fraud system as high risk and the payment was stopped.

You can call the Purchasing Card Department (801-587-7859) or J.P. Morgan Chase's Customer Service (1-800-316-6056) to discern the cause of the decline.

Disputes

Before initiating a dispute, you should contact the vendor. Most vendors prefer to resolve the problem directly with the cardholder and are willing to provide credits.

If there is a billing error, a charge you do not recognize, a fraudulent transaction, or a problem with a purchase and you are unable to resolve it with the vendor, 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 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. Also, the cardholder must cancel all recurring payments and deactivate any accounts associated to the PCard as scheduled payments will continue to post to the card although it is closed in the bank.

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 Account Executive and/or supervisor will review, approve, and sign the final statement.

All PCard documents must remain with the reallocator or another responsible employee 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 cardholder transfers to a new department and needs a Purchasing Card, a PCard Application for a new account 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.

Employees on any type of extended leave must contact the PCard Department to have their card temporarily suspended until they're scheduled to return to the University.

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 (pg. 15).
4. Get the best price—check UShop and other vendors before making a 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. Also, feel free to reference the [Buying and Payment Guide](#) for the best practices for purchasing goods and services at the University.

The Purchasing Department and the University of Utah support and recommend sustainable procurement practices. Please visit Purchasing's website to review 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 for ensuring that Sales Tax is **not** charged when making a purchase. You can find a [Certificate of Exemption](#) on the PCard website if a vendor requires the certificate. The University's Sales Tax License Number is **11874443-002-STC**. This number is also embossed on every PCard.

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 ask the vendor's customer service representatives about how they handle Sales Tax Exempt sales **before** you go to their location. For online purchases, call the vendor's customer service number to find out how to submit the Sales Tax Exemption Certificate before placing an order. If you are charged Sales Tax, contact the vendor 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 Sales Tax Exemption Certificate to the vendor before making your purchase.

Trademark Licensing



If you are placing an order or making a purchase that involves University trademarks, logos, or images, you must confirm that the vendor you are using is approved to print and distribute 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. Also, 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

Cardholders at the University are able to take advantage of special contract pricing. Before making a purchase, you can search in the [State of Utah's list of contracts](#) to find if the vendor you'd like to use has a contract with the University of Utah or the State of Utah. [UShop](#) also lists some of the frequently used commodity contracts.

Software Purchases

Before purchasing any software from a vendor, 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 purchases of this nature, please 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.



Prior to purchasing anything from a new vendor, it is important to have detailed information about them to ensure that they are a legitimate business. If the vendor is unfamiliar, search for information about them including their physical address, customer reviews, and phone number. You may want to call the vendor's business number to ensure that someone is available to provide additional information and handle any concerns.

Be cautious about unsolicited emails, offers, and requests that seem unusual. Beware of imposters and phishing schemes. Some websites may have a similar appearance as well-known vendors. If you are unsure about the legitimacy of a website, find another way to contact their business and inquire about their services, products, and company information.

Internet purchases 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, your colleagues, and others.

If you accidentally made a personal purchase on the PCard, please contact the PCard Department **immediately**. We will instruct you on the reimbursement process and document this occurrence on your PCard account. If you made an intentional personal purchase on your PCard, you will need to reimburse the total procurement price 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**

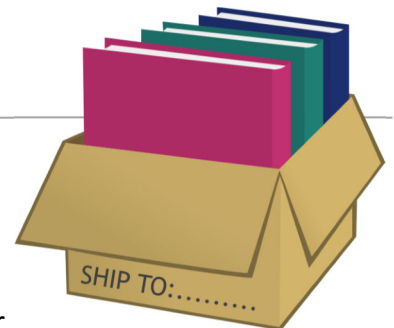
To decrease your probability of making a personal purchase, we recommend the following:

- 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 each time you 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 the same vendor, always double-check that you are 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 provided for the shipping information, not a residential or personal address, to ensure that they are for a legitimate business purpose. The invoice for the purchase will most likely have your department's or office's address as the shipping address. In the event that it doesn't include this information, you must include the packing slip with the shipping address with your documentation.

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 HIRING/HR RECRUITING** — Staff and faculty positions — Must have HR PRN number attached to the invoice with PCard statement
- **AUTOMOBILE EXPENSES** — Parking Fines, Gas, and Fuel
- **CHARITABLE DONATIONS** — Requires a prior approval from PCard office
- **CONSTRUCTION OR REMODELING** — Any structural changes
- **CONTINUING EDUCATION COURSES FOR STUDENTS** — Tuition costs can only be processed by Scholarship Administration
- **CONTROLLED SUBSTANCES** — DEA items, Radioactive substances, Gases, Ethyl Alcohol
- **EMPLOYEE INCENTIVES/BENEFITS/GIFTS** — Refer to University Policy R3-031A
- **FABRICATED AND CAPITAL EQUIPMENT** — Contact PCard office
- **GIFT CARDS OF MONETARY EQUIVALENTS** — Visa, MasterCard, and AMEX
- **GIFT CARDS FOR THIRD PARTY VENDORS** — Grubhub, Doordash or Ubereats
- **GIFTS, PRIZES, AND AWARDS** — Gift Certificates, Flowers, and Gift Cards all require a gift exemption from the PCard office—Gift Card Regulation see: regulations.utah.edu/administration/procedures/p3-100d.php
- **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 prior approval — Renewals of existing memberships are allowed
- **PARKING** — Parking fines, employee parking
- **PERSONAL PURCHASES** — For yourself, university employees, or others
- **SPECIAL SERVICES** — Independent Contractors, Consultants, etc. (anyone non-licensed and self-employed)
- **STUDENT BENEFITS** — 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
 - Lodging — Hotels, motels, and houses (including deposits or holds)
 - Vehicle rental, shuttle, and taxi services while travelling out-of-state — Self-serve moving trucks are allowed
 - Meals
- **TRAVEL** — *Visitors to the University*. This includes:
 - Airline Tickets
 - Lodging — Hotels, motels, and 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 prior to distributing items with the University Name and Logo. See CLC link on reverse side.
- **VENMO** — This includes sending or receiving payments through any digital wallet app

Business Meals

Academic Deans or Directors in non-academic areas may authorize the use of PCards for Business Meals by 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 mandate that the following information needs to be documented for Business Meals and included with the original, itemized receipt:

- Date
- Location of the activity
- Business purpose/benefit gained from the meal
- Names of attendees if under 10 persons
- Number of attendees or approximate number if the total number exceeds 10 persons

For assistance in documenting this information, please use the optional Business Meal Documentation form found on the 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.

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

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

The cardholder and reallocator should also verify that the transaction is reallocated to the correct chartfield 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 could involve the purchase of social courtesies include:

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



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 or common handouts from the vendor to the public such as trinkets, pens, snacks, beverages, appetizers, etc. that are 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 vendor.
- Gift Card purchases: See University Procedure P3-100D: Gift Card Purchases and Requirements

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 vendors that work with the University.

There are two distinct University employee categories relative to gifts:

- Employees who have a procurement role by title or primary responsibility function and, therefore, are subject to Procurement Code’s unlawful gift provisions.
- Employees who are not subject to the Procurement Code’s unlawful gift provisions.

Do not accept anything from a vendor 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 any gifts from an interested vendor.

Employees Who Are Exempt From Procurement Code

Employees who are not subject to the Procurement Code's 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. The purpose of this Policy, a gift does not apply to occasional non-pecuniary gifts with an insignificant monetary value, as defined by the Utah Public Officer's and Employees' Ethics Act (\$75), that would not tend to improperly influence an Employee in the discharge of his/her duties. Gift Card Regulation see: regulations.utah.edu/administration/procedures/p3-100d.php

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.

Conflict of Interest

A financial conflict of interest is when the potential exists for an individual's personal financial interests or direct family relationships to influence one's judgment in executing a purchase. This could effect professional responsibilities to the University of Utah.

PCard holders must disclose conflicts of interest when purchasing on behalf of the University. This includes:

- Any PCard holder
- Any PCard holders making purchases on behalf of others with a Conflict of Interest

Conflicts of interest must be disclosed PRIOR to making or influencing purchasing decisions on the University Business Relationship Reporting system. The disclosure must be reviewed before proceeding with the purchase. This includes reporting business relationships external to the University while making purchases with them.

All University employees are subject to these restrictions.

Utah Code 67-16-9 — Conflict of interests prohibited.

No public officer or public employee shall have personal investments in any business entity which will create a substantial conflict between his private interests and his public duties.

Utah Code 67-16-11 — Applicability of provisions.

(1) As used in this section, "government position" means the position of a legislator, public officer, or public employee.

(2) The provisions of this chapter:

- (a) apply to all public officers and public employees; and
- (b) do not apply to a conflict of interest that exists between two or more government positions held by the same individual, unless the conflict of interest is also due to a personal interest of the individual that is not shared by the general public.

For more information about Conflicts of Interest, please contact the Conflict of Interest Office using the information below:

Phone: (801) 587-3232

Email: coi@hsc.utah.edu

Homepage: <https://coi.utah.edu>

Forms

In order to make any changes to a PCard Account, the appropriate PCard form must be sent to the PCard Department instead of requesting changes via email or over the phone. These forms are mandatory because most changes require detailed information and physical copies are kept for record-keeping purposes.

A cardholder **cannot** approve their own updates, except when cancelling their card and changing their cardholder information. The approval of the cardholder's supervisor, Account Executive, and/or Director or Dean is required for all financially-sensitive forms.

All forms must have a physical signature of approval. Electronic 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.

Forms can be faxed to 801-581-8609 or emailed to pcard@purchasing.utah.edu. Please only send forms to our department using one of these methods, not both, in order to not duplicate any information.

Below 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
- 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.

Prepayments and Pro Forma Invoices

Cardholders should not make prepayments or pay pro forma invoices for services not completed. Pro Forma Invoices are considered “Quotes”.

Payments should not be made for services before:

- It is verified the merchant is not an independent contractor or consultant (see restricted list)
- The services have been completed and the department is satisfied
- A formal invoice has been received (An exception to this would be a deposit for catering services.)

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Revision History

Version	Date Approved	Approved By	Summary of Changes
1.0	6/28/2013	Jane Scott	Original Document
2.0	12/02/2014	Jane Scott	Edit Business Meals, Restricted List, Gratuities, Kickbacks and Conflict of Interest
3.0	07/06/2016	Hamer Reiser	Update Restricted list, UShop, AE statement review, violation points, Update Staff
4.0	8/16/2017	JoLene Snyder	Updated grammar and forms.
5.0	9/10/2020	JoLene Snyder	Updated code and staff
6.0	2/28/2022	JoLene Snyder	Updated gift information and restricted list
6.1	01/06/2023	Ashley Hsia	Update Staff
6.2	07/23/2023	Melanie Conover	Update Staff