



## Important Reminders for the Purchasing Card

### DO'S

- Primary method for all small purchases
- Airline tickets
- Car rentals
- Registration fees
- Subscriptions - mailed to University only
- Advertising
- Books - non library
- Classroom supplies
- Office supplies
- Recycled paper
- Trophies and Nameplates
- Hotel/Motel reservations

### DON'TS

- Printing - including quick copying
- Decorations for office or holidays
- Equipment over \$2000 - including computers
- Alcohol/Tobacco/Elicit Drugs/Weapons
- Fuel - Personal vehicle
- Membership Dues - Personal
- Flowers
- Services
- Cash Advances
- Gifts/Gift Cards
- Clothing
- Furniture

### Purchasing Card Responsibility for Card Users:

- Use Contracted Vendors if available.
- Seek competition and best value for non-contracted purchases.
- Stay within your budget.
- Obtain an itemized receipt.
- Give all documentation concerning the purchase to the Record Keeper of the card.
- Examples of Documentation:
  - \*receipts/invoices
  - \*approval documentation
  - \*pertinent vendor correspondence
  - \*roster

### Purchasing Card Responsibility for Record Keepers:

- Reconcile transactions in ActivePay weekly:
  - \*Verify transaction information
  - \*Allocate correct index and account code
  - \*Make transaction notes
  - \*Check "reviewed" box
- Monitor limits of the card.
- Print statement each month and obtain appropriate signatures.
- Maintain card files for 5 years.

### E-reconciliation Options:

- View Transaction Detail (Level 3 data) on-line when provided by vendor.
- Ability to change accounting information as necessary.
- Split transactions among multiple FOAPALS
- Contact Pcard Administrator for temporary increase in limits and open blocked MCCs for purchases when necessary.