### PCard Policy

#### Summary of Changes - July 2014

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<tr>
<th>TOPIC/ACTION</th>
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| **1. Card Limits**  
Table updated to incorporate new standard limits on Department and Service Center Cards. | **Before** (Policy-Section II) --- Standard limits were: Service Center Card ($5,000/transaction and $50,000/cycle), Department Card ($2,500/transaction and $7,500/cycle).  

**After** (Policy-Section II) --- The new standard limits are as follows:  
- **Service Center Card** ($7,500/transaction and $50,000/cycle)  
- **Department Card** ($5,000/transaction and $10,000/cycle) |
| **2. Transaction and Retention Documentation**  
The PCard Transaction Form has been retired from active use with the PCard Program | **Before** (Policy-Section IV and Procedure-Section II) --- Departments should [further] document transactions with an approved eRequest (or appropriate alternative, such as eTravel Request or PCard Transaction Form) to capture business purpose and other transaction details.  

**After** (Policy-Section IV and Procedure-Section II) --- Departments should [further] document transactions with an approved eRequest (or appropriate alternative, such as eTravel Request) to capture business purpose and other transaction details. |
# PCard Policy

## Summary of Changes - September 2013

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| 1. Card Types, Uses and Limits | Before (Policy Section II, pg 1) --- Card types previously consisted of Purchasing Card, Travel Card and GET Card with various use restrictions and limit standard of $2500/transaction and $7500/cycle.  

After (Policy Section II, pg 2) --- Card types consist of 4 types as noted below:  

- **Service Center Card** (exclusive to Service Center - $5000/transaction and $50,000/cycle)  
- **Department Card** (formerly known as Purchasing Card - $2500/transaction and $7500/cycle)  
- **Individual Card** (formerly known as Travel Card - $5000/transaction and $10,000/cycle)  
- **GET Card** (no changes) |

| 2. Procurement Limitations Update(s) | Before (n/a)  

After (Policy, Section III. B, pg 3)  

- Bid Threshold – PCard purchases that exceed the university’s bid threshold are prohibited.  
- Capitalized Equipment – PCard purchases that meet the definition of capitalized equipment must be tagged according to Asset Management Policy.  
- Special Approvals – Goods and services deemed as special approval must be authorized before purchase, by the applicable university unit. See Purchasing Policy for special approval list.  
- Contracts/Agreements – Goods and services that require a signed contract, agreement or equivalent documentation must be authorized by the Purchasing Department before purchase.  
- Preferred Suppliers – When possible, card users should take reasonable steps to obtain the best pricing by using suppliers the Purchasing Department has established to provide university-wide discounted pricing. |

| 3. Sales Tax Recovery | Before (Policy Section V.A., pg 3) --- The university does not pay sales tax or use tax in Ohio and other states that have a sales tax exemption. Purchasers are responsible for making every reasonable effort to ensure that tax is not charged. If sales tax is charged, reasonable attempts to recover the charges must be documented.  

After (Policy Section III.C., pg 3) --- The university does not pay sales tax or use tax in Ohio and other states that have a sales tax exemption. Users of the PCard are responsible for ensuring that tax is not charged and for making reasonable attempts to recover any tax charged in excess of $10. |

| 4. Transaction Documentation | Before (Policy Section III. A., pg 5) --- Purchases must be documented by Transaction Form or eRequest, and supported by original, itemized receipts or equivalent documentation.  

After (Policy Section IV. A., pg 4)  

1. An original itemized receipt or equivalent documentation is required for any/all transactions.  
2. Transactions involving the purchase and delivery of goods must also be documented by a packing slip to validate receipt of goods. Packing slip must be scanned into eRequest (or appropriate alternative), if $75 or greater  
3. Transactions must be further documented by an approved eRequest (or appropriate alternative, such as eTravel Request or PCard Transaction Form) to capture business purpose and other transaction details. |

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### PCard Policy

**Summary of Changes - September 2013 (continued)**

| 5. **Record Retention** | Before (Policy Section VI. A., pg 3) --- The applicable Transaction Form or eRequest, required documentation, and the bank statements are the official record for card transactions and must be retained by the department consistent with the university’s record retention schedule and must be available for review and audit. 

   After (Policy Section IV. B. pg 4) --- The transaction receipt (or equivalent documentation) which must be scanned into eRequest (or alternative transaction documentation) and the bank statement are the official record for PCard transactions and must be retained by the department consistent with the university’s record retention schedule and must be available for review and audit. |
|-------------------------|--------------------------------------------------------------------------------------------------|
| 6. **Card Security and Tracking** Additional responsibilities for the Card Manager. | Before (Policy Section IV.C.1, pg 2) --- If the purchasing card is used by an individual other than the purchasing card manager, the transfer of custody must be recorded on the Purchasing Card Tracking Log. The purchasing card manager is responsible for maintaining this log.  

   After (Policy Section VI.B.1 and 2, pg 5) --- If the Service Center/Department Card is used by an individual other than the Card Manager, the transfer of custody must be recorded on the Tracking Log. 

   a. The Card Manager is responsible for maintaining this log to track the whereabouts of the PCard. 

   b. The Card Manager is responsible for ensuring receipts are collected. 

   c. The Card Manager has the authority to deny usage of the card. 

   d. The Card User is responsible for the security of the Service Center Card while in their possession. |
| 7. **Conduct and Consequences** Tracking misuse as an exception | Before (n/a)  

After (Policy Section VII. B. 1, pg 5) --- Misuse must be tracked as an exception according to the Expenditures Policy. |
| 8. **Financials System Approval Deadline** Approval deadline reconfigured for PCard transactions. | Before (Procedure Section V. B., pg 6) --- Transactions must be approved in the financial system no later than 30 days from the end of the month in which the transaction was made. For travel related expenses, approval must occur within 30 days from the end of the month in which the trip was completed.  

After (Procedure Section IV. B. 2, pg 7) --- Transactions must be approved in the financial system no later than 30 days from the transaction’s reallocation deadline. For travel related expenses, approval must occur within 30 days from the end of the month in which the trip was completed. |
| 9. **Account Cancellation** Accounts no longer managed by the original applicant must be cancelled to minimize risk. | Before (n/a)  

After (Procedure Section VII. B. 2., pg 8) --- All PCards should be immediately cancelled if a card manager or cardholder terminates employment, transfers to another department or assumes different duties that do not require use or management of the PCard. |