Using a Procurement Card (P-Card)

A P-Card is a very helpful purchasing tool that comes with a great deal of responsibility. Refer to the information in this expanded Help Page to ensure that you responsibly manage your P-Card.

Table of Contents

P-CARD OVERVIEW

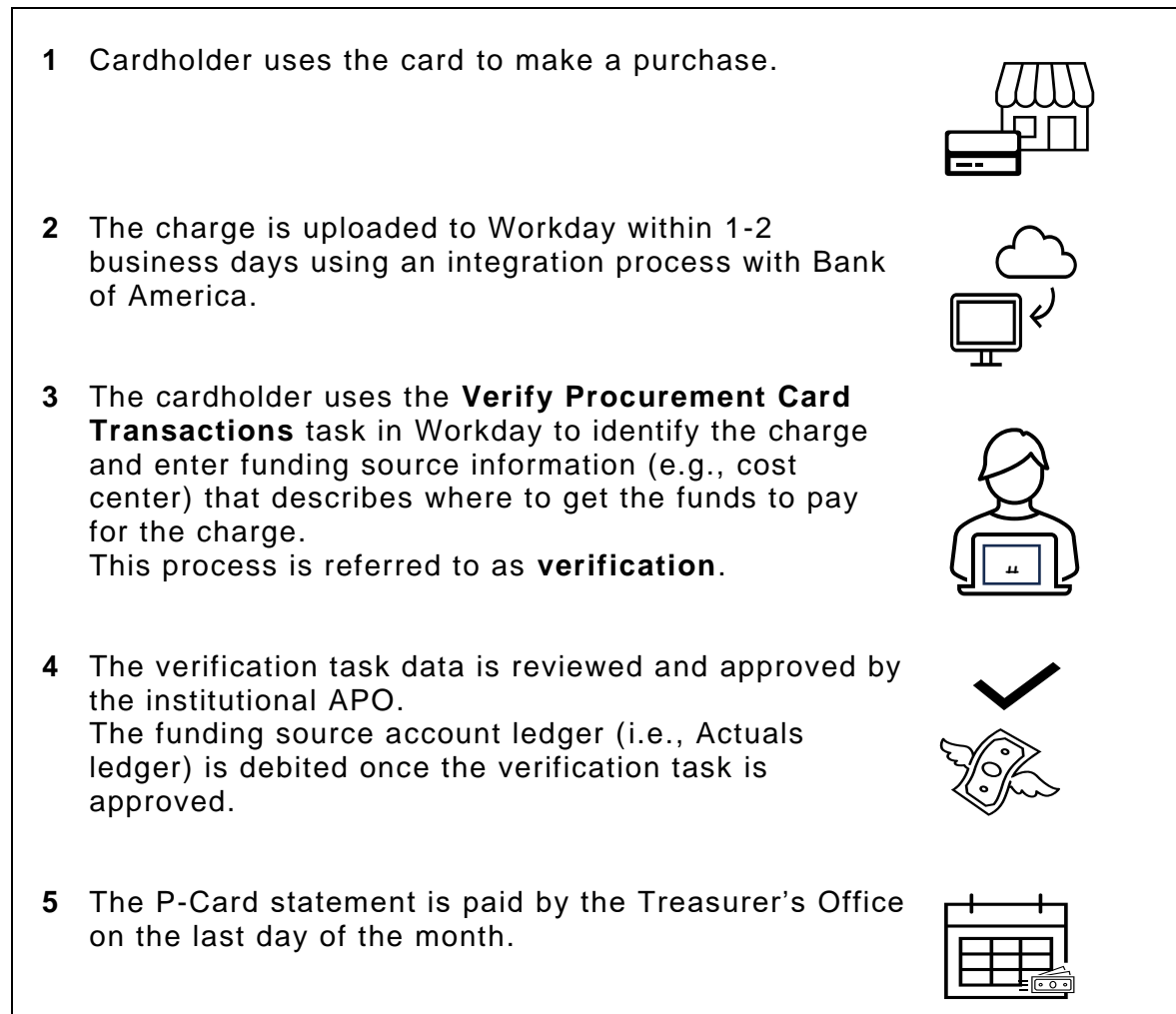A P-Card is a purchasing tool that functions as a credit card.

Unlike personal credit cards, there are only a few categories of goods that can be purchased with a P-Card. Additionally, **the P-Card cannot be used to pay for/purchase services. It is exclusively used to purchase permissible goods**.

Additionally, **the P-Card may only be used for the small purchase** (i.e., <$20,000) **of goods that are not available through any of UAMS' procurement resources** (e.g., Workday catalogs, UAMS-Vendor agreements).

- P-Cards are governed by Arkansas OSP.

- The rules for use are strict, but in general, we find P-Cards most useful for:
    - Payment of license and membership fees
    - Purchasing books or other printed publications on Amazon.com.
    - Official Function expenses

- Most departments have one P-card holder.

- P-Card holders go through training to learn about allowable and non-allowable charges, as well as other duties associated with holding a P-card.

HOW P-CARDS WORK

This is an overview of how P-Cards function for the workplace; it does not represent instructions for use, which are covered in the next sections of this help page.

1   Cardholder uses the card to make a purchase.

2   The charge is uploaded to Workday within 1-2 business days using an integration process with Bank of America.

3   The cardholder uses the **Verify Procurement Card Transactions** task in Workday to identify the charge and enter funding source information (e.g., cost center) that describes where to get the funds to pay for the charge.
This process is referred to as **verification**.

4   The verification task data is reviewed and approved by the institutional APO.
The funding source account ledger (i.e., Actuals ledger) is debited once the verification task is approved.

5   The P-Card statement is paid by the Treasurer's Office on the last day of the month.

CARD HOLDER RESPONSIBILITIES

RESPONSIBLE AND PERMISSIBLE PURCHASES

☑ **Cardholder must ensure that the good they are purchasing is not available through:**

(A) One of the purchasing catalogs in Workday

(B) A current UAMS-vendor agreement

(C) A preferred vendor

> See Help Page – Utilizing Current Contracts and Agreements for information about items (A), (B), and (C) above.

☑ **Cardholder must ensure that the good they are purchasing is permissible per the Arkansas P-Card Manual.**

CARD STATEMENTS AND VERIFICATION

- P-Card statements are issued on the 15th of every month.

☑ **The cardholder should keep a record of their statements.**

☑ **All the transactions on a statement must be verified by the last business day of the statement month.**

   ❖ For example, every transaction appearing on the January 15 statement must be verified by January 31.

> See the article in Issue 2 of the Procurement Services newsletter for a great explanation of Verifying P-Card Transactions.

- Just like charges, returns (i.e., receiving a credit on your account) must be verified in Workday. Return receipt is uploaded during verification.

   ❖ Note that return credits may take a few days to appear in Workday.

   ❖ Reach out to UAMS APO if you do not receive credit for a return within 7 days of the return.

☑**The cardholder must provide a receipt for every transaction.** The receipt is uploaded during verification.

  ❖ Scanned images and/or pictures of paper receipts must be clear.

  ❖ Screenshots of electronic receipts are not acceptable.

• If a transaction is not verified, it will not be expensed to the correct funding source. Delays in transaction verifications can lead to expenses posting to the incorrect fiscal period.

☑**The cardholder must provide additional documentation when required**. See the Section Using a P-Card for Official Functions, Memberships.

☑**The cardholder must ensure all transactions correctly made their way into Workday.** Procurement Services recommends comparing your Bank Of America (BOA) statement to your transactions in Workday. See *Workday Report to Support the Cardholder* on the next page for instructions.

Verification Task Workflow

1. Purchase goods.

2. Gather receipts.

3. Complete **Verify Procurement Card Transactions** task in Workday. Procurement Services recommends completing the verification task the day after using the P-Card.

  ▪ Document date: enter the current date

    NOTE ABOUT BACKDATING
    To expense a transaction to a previous fiscal period, the Document Date may be backdated if the previous fiscal period has not been closed yet. If the fiscal period is closed, you will receive an error and be required to select a new date.

  ▪ Post date: enter the transaction date as indicated in your account

4. Buyer reviews and approves the verification.

5. The funding source for each transaction is debited when the verification task is approved.

6. The P-card statement is paid by the Treasurer's Office on the last day of the month.

Workday Report to Support the Cardholder

1. In Workday, enter **RPT – Find Credit Card Transactions** to enter desired report details.
2. Clear the dates that auto-populate in the **Transaction Date** fields.

3. Enter the BOA statement Start and End dates in the **Posted Date** fields.
4. Enter your last name in the **Cardholder Name** field.
5. Enter the last four numbers of your P-Card in the **Last 4 Digits of Credit Card Number** field.
6. Select UAMS PCARD from the **Corporate Credit Card Billing Account** field.
7. Click OK to run the report.

8. Compare the report transactions to the BOA statement transactions to ensure alignment.

Some transactions require more than just a receipt to be attached during Verification. See this section for additional information.

USING A P-CARD FOR OFFICIAL FUNCTIONS

Before You Start

- Official Function expenses require a Spend Authorization.
- UAMS has a list of preferred catering vendors/restaurants. Email procurement@uams.edu or reach out to your Assigned Buyer for information about preferred vendors.

Tax Exemption

- The cardholder must provide vendors with UAMS' tax exemption Permit *before* payment is made so that the vendor may remove tax charges accordingly.

  The UAMS Sales and Use Tax Exemption Permit is available on the Procurement Services Forms webpage.

Verification Attachments

- The following information and/or attachments are required to verify transactions for official functions:

  (A) Spend Authorization number
  (B) Official Function Form
  (C) Itemized receipt

USING A P-CARD FOR PROFESSIONAL MEMBERSHIPS

Verification Attachments

- The following information and/or attachments are required to verify transactions for membership dues/payments

  (A) Membership Form
  (B) Receipt

     Information on receipt must include: vendor name, purchase date, total dollar amount, itemized cost description

ALLOWABLE CHARGES

In general, the P-card may be used for small purchases of goods that are not available through one of our catalogs. For example:

- Books for students, residents, and faculty.
  - The purchase of 20 or more copies of a text should be facilitated through the library and processed on a requisition.
- Postage
- Memberships (requires membership justification form)
- Licenses or certifications required for an employee to work (e.g., ASMB)
- Online webinars or conferences (may also be purchased using a travel card)
- Publication fees, as long as it has been verified that the journal is not considered a predatory journal
- Event catering and meals for official functions
- Roadside emergencies of UAMS vehicles

NON-ALLOWABLE CHARGES

Non-allowable charges as read in the Arkansas P-Card Manual:

1. Any non-allowable transaction to the card that could result in disciplinary action.
2. Alcoholic beverages of any kind.

> **!** The purchase of alcohol is never permitted using a P-Card, regardless of funding source.
>
> Violations will result in suspension of the account.

3. Cash advances.
4. Personal type purchases of any kind, items or services (gift certificates, food, cards such as get-well, birthday, etc. flowers, etc.).
5. Printing subject to Amendment 54 to the Arkansas Constitution and Arkansas State Procurement Laws.
6. Travel expenses or travel related expenses unless authorized.
7. Vehicle rentals unless approval has been granted by the Credit Card Manager.
8. Any items listed on mandatory agency or state contracts without vendor approval. The item may be paid for using the purchasing card *if the contract (see OSP website) allows the payment of items with the P-card or prior approval from the contractor is received.*
9. Split purchase or any other form of incremental purchasing.
10. Any purchase that would involve trade-in.
11. Any equipment or other items, both high and low value according to AASIS standards, which should be included on an agency inventory listing.

In addition to the rules issued by the State of Arkansas, the following charges are not allowed per institutional policy:

1. Payment for services (i.e., work performed for payment)
2. Medications
3. IT equipment
4. Capital equipment
5. Fixed assets (i.e., an asset that is depreciated)
6. Employee appreciation events
7. Items for which there is a current agreement or can be purchased through a punchout catalog. For example:
    o Medical or lab suppliers
    o Medical devices
    o Medical equipment
    o Personal protective equipment
    o Janitorial supplies
    o Office supplies
    o Office furniture
8. Convenience items for use in a breakroom (e.g., coffee, coffee makers, refrigerators, ice makers)
9. Moving/relocation expenses
10. Pre-paid cards
11. Construction or remodeling
12. Decorative items, unless for a public area.

ADDITIONAL HELP AND INFORMATION

Issue 2 of the Procurement Services newsletter addresses the topic of permissible P-Card expenses.

UA System QRG – Verify Procurement Card Transactions

Quick Reference Guides (QRG) contain instructions for completing tasks in Workday, including screen-by-screen and field-by-field information.

State of Arkansas P-Card Program Policies and Guidelines Manual