

Frequently Asked Questions

- Can a Department Head with P-Card Transactions approve his or her Cardholder Activity Statement?

Answer- Per the Procurement Card Policy, “A separation of duties must be followed with the P-Card Program, as with any other financial transaction...For example, a Cardholder cannot also act as the Approving Official for their own transactions.” The department head is required to have his or her direct supervisor approve the Cardholder Activity Statement.

- What supporting Document is required when a transaction is disputed?

Answer- A written memo highlighting the transaction has been disputed.

- For the travel expenses in a given of a specific trip on the P-Card, does the Travel Authorization have to be uploaded for all the expenses?

Answer- The Travel Authorization can be Uploaded on the first travel expense of the month along with a memo listing all other travel expenses the Travel Authorization covers. If the memo is not included, then the Travel Authorization is required for all travel expenses. If subsequent travel expenses are posted in a different month, the Travel Authorization is required to be uploaded for each month.



Frequently Asked Questions

- Can the P-Card be used to Pay for Professional Services (such as DJ Services)?

Answer- No, Whenever departments require services that cannot be provided by an employee, a Contract for Professional Services can be executed with an individual or a company. The necessary form and Terms & Conditions are available online. The completed contract, approved by the Budget Unit Head and signed by the Contractor, should be submitted in duplicate to Business Services. All contracts are reviewed by Office of Counsel and signed by the appropriate Vice President. Please refer to Business Services Policies and Procedures Manual.

- Can the P-Card be used to purchase Capital Equipment (Equipment items greater than \$5000)?

Answer- No, the purchase of Capital Equipment must be completed via the requisitions process. Please refer the Procurement Services Policies and Procedures Manual found at <https://www.uah.edu/images/administrative/business-services/policies-procedures-manual-procurement-services.pdf>.

- Can the P-Card Be used to purchase beverages and food (coffee, sugar etc.) purchases for official business meetings?

Answer- Yes, per the expenditure guidelines refreshments used for official guests and/or external business partners of UAH is allowable on the P-Card provided that the supporting documentation includes a list of the attendees of the meeting and their relation ship to UAH. Please refer to the Expenditure Guidelines https://www.uah.edu/images/administrative/finance/accounting-financial-reporting/UAH-expenditure_guidelines.pdf



Frequently Asked Questions

- Who is responsible for ensuring sales tax is not Charged on the P-Card?

Answer- Per the Procurement Card Policies, the Cardholder is responsible for ensuring sales tax is not charged. Before making a purchase, verify with the vendor that sales tax will not be charged.

Note- Discounts on purchase in place of sales tax charge are not allowable.

- What is the procedure for making purchases of items not covered in the Procurement Card Allowable and Non-Allowable lists?

Answer- Please reach out to the Procurement Card Team to verify the allowability of such items, the required documents, and the process for making the purchase.



UAH'S P-CARD & TRAVEL TEAM

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