



P-Card Reconciliation

Department of Procurement and Business Services

Procurement Month 2024 Training

March 25, 2024

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Procurement Card Services Coordinator



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Important Dates

- Monthly Reconciliations are due on the 15th of each month.
- Reminder Notices are sent out on the 5th and 10th of each month.
- P-Cards for Cardholders with outstanding Cardholder Activity Statements on the 16th of the following month will be temporarily closed.
- Cardholders with outstanding Cardholder Activity Statements on the 20th of the following month jeopardize all P-cards within the department to be temporarily closed.



Responsibilities

CARDHOLDERS

- ❑ Ensure the P-Card is used for legitimate business purposes only.
- ❑ Ensure that P-Card transactions are in compliance with University purchasing policies, procedures, and state bid law.
- ❑ Maintain the P-Card in a secure location at all times.
- ❑ Obtain all sales slips, register receipts, and/or P-Card slips and provide them to the Department Reconciler for reconciliation and approval (refer to Cardholder Travel section for travel related purchases).
- ❑ Notify Department Reconciler if the default organization code should be changed on an individual transaction.
- ❑ Attempt to resolve disputes or billing errors directly with the vendor and notify the Procurement Card Services Team if the dispute or billing error is not satisfactorily.



Responsibilities

CARDHOLDERS

- ❑ Ensure that an appropriate transaction credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.
- ❑ Ensure that tax has not been charged.
- ❑ Immediately report a lost or stolen card to the Procurement Card Services Team.
- ❑ Return the P-Card to Director / Dean / Department Head/ or Procurement upon terminating employment with the University or transferring between Departments within the University.
- ❑ Understand that improper use of the card may result in disciplinary action, up to and including termination of employment.



Responsibilities

RECONCILERS

- ❑ Review vendor receipts for inappropriate purchases or uses of the P-Card and to ensure that tax has not been charged. Send original receipts to Procurement Card Services for Compliance on a monthly basis.
- ❑ Reconcile all Cardholder receipts to the Cardholder Summary report.
- ❑ Have the Cardholder Activity Statement for all reconciled transactions signed each month by the Cardholder ensuring that all purchases are appropriate. Approving Official signature ensuring that all purchases are appropriate and all appropriate documentation is attached.
- ❑ Attempt to resolve any disputes with the vendor not resolved by the Cardholder.



Responsibilities

RECONCILERS

- ❑ Notify the Procurement Card Services Supervisor of lost or stolen cards.
- ❑ Request that the Procurement Card Services Supervisor cancel a Cardholder's card (e.g. terminated employees, employees transferring to other departments, loss of P-Card privileges) as approved by the Director / Dean / Department Head.
- ❑ Collect cancelled cards from Cardholders and forward them to the Procurement Card Services Supervisor. Cancelled cards should be cut in half prior to forwarding them to the Procurement Card Services Supervisor.
- ❑ Assist Cardholders with erroneous transaction declines and emergency transactions.



Responsibilities

APPROVING OFFICIALS

- ❑ The University Officials that have fiscal responsibility for the organization code(s) to which VISA transactions are charged and have fiscal responsibility for the organization code to which P-Card transactions are charged.
- ❑ Must review and approve all transactions and documentation listed on the Procurement Card monthly statement and reconciliation report.
- ❑ May be the Dean, Director, Department Head, Budget Manager, Principal Investigator, or other approved official.
- ❑ Accepts financial departmental responsibility for all purchases made within policy.
- ❑ Are responsible for oversight of departmental budgets and assistance for department Cardholders and Reconcilers.



Responsibilities

- All transactions using the UAH P-Card must benefit and support the University's mission of education, research, and public service.
- Use of the P-Card for personal purchases is **strictly prohibited**.
- Procurement Card Services is responsible for monitoring the effectiveness of the P-Card Program and user compliance with the procedures outlined.
- The P-Card represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect the University's assets.
- As a Cardholder, you assume the responsibility for the protection and proper use of the P-Card.



Monthly Reconciliation Process

- All supporting documentation must be uploaded to US Bank Access Online by the 15th of the following month.
- The Cardholder Activity Statement with appropriate signatures must be uploaded to the first transaction for each Cardholder.
- Supporting documentation must be uploaded to each transaction as it appears on the US Bank Statement.
- Justification for the purchase must be included in the comment section. “Allocated by P-Card Team” must be replaced with a brief description for every transaction.

Note: Supporting documentation includes any correspondence as it relates to sale tax refunds when sales tax is charged to a transaction.



US Bank Navigation on How to Prepare Reconciliation

To Access Card Account Summary Page and Cardholder Activity Statement:

- Visit www.access.usbank.com
- On Login page, use “UAH” as Organization Short Name
- Input User ID and Password (sent to all department reconcilers and to cardholders)
- Select Transaction Management

usbank Access[®] Online

Contact Us
Login

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

UAH

User ID:*

mb

Password:*

.....

Login

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

usbank Access[®] Online

[Request Status Queue](#)

[Active Work Queue](#)

[System Administration](#)

[Account Administration](#)

[Transaction Management](#)

[Account Information](#)

[Data Analytics](#)

[Reporting](#)

[Data Exchange](#)

[My Personal Information](#)

Welcome to Access Online MARCEY BENNETT

Your last login was 03/21/2024

Message Center

[Message\(s\) from Access Online](#)



US Bank Navigation on How to Prepare Reconciliation (continued)

- Select the Transaction List link
- Input Cardholder information
- Click Search



Request Status Queue
Active Work Queue
System Administration
Account Administration

Transaction Management

Transaction Management

• Transaction List
Account Information
Data Analytics
Reporting
Data Exchange
My Personal Information

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)

Presents the Transaction list for the previous cycle.

Request Status Queue
Active Work Queue
System Administration
Account Administration
Transaction Management
• Transaction List
Account Information
Data Analytics
Reporting
Data Exchange
My Personal Information

Home
Email Center
Contact Us
Training
TravelBank Travel & Expense

Transaction Management

Search & Select an Account

Cardholder Account Search

Search for an account by Cardholder Account Number, Account Unique ID, Name, or Social Security Number. You can also find a cardholder account by first [Searching for a Managing Account](#).

Account Number (Last 4 digits):

Account Unique ID:

OR

Last Name:

First Name:

OR

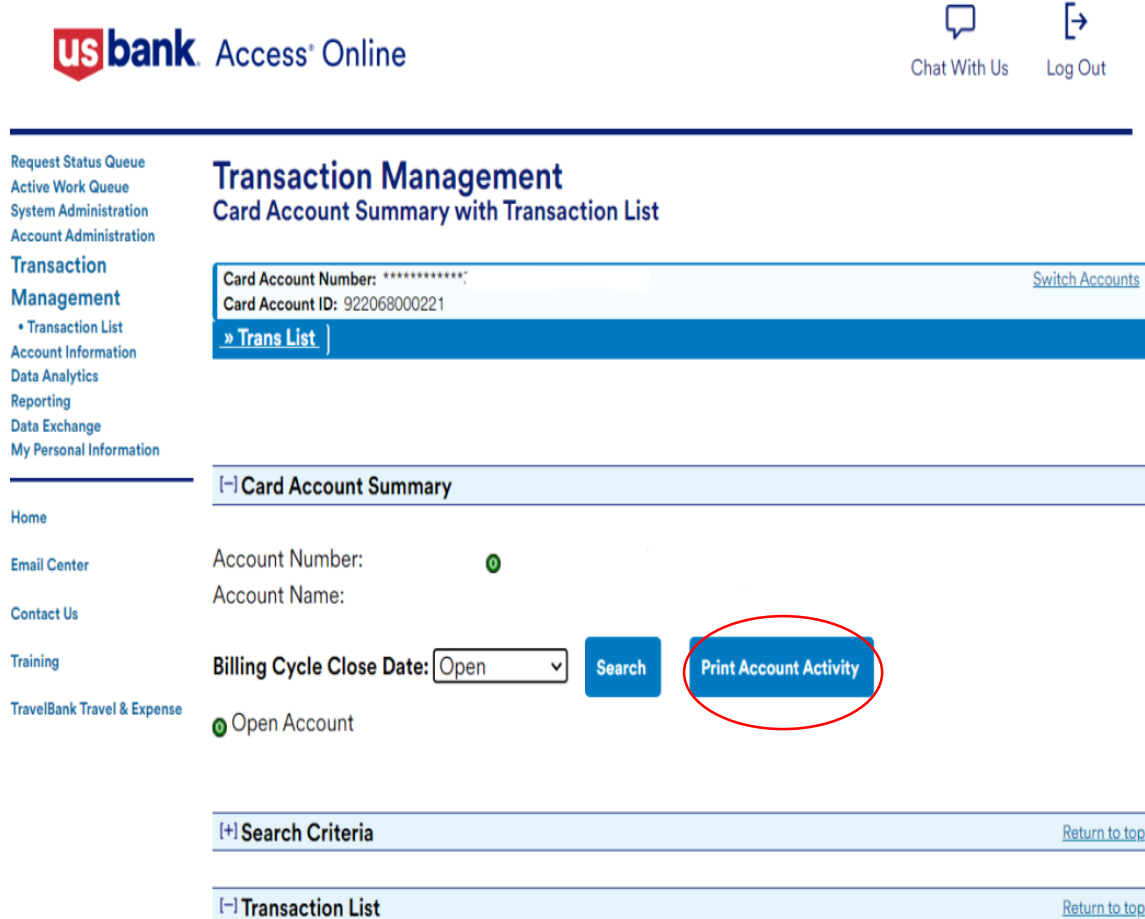
Social Security Number:

OR

Search

US Bank Navigation on How to Prepare Reconciliation (continued)

- Card Account Summary Page is now visible
- Select “Print Account Activity”
- Cardholder Activity Statement is now visible



The screenshot shows the US Bank Access Online interface. At the top left is the US Bank logo and 'Access Online'. Navigation links include 'Chat With Us' and 'Log Out'. The main header is 'Transaction Management Card Account Summary with Transaction List'. Below this, there are fields for 'Card Account Number' (masked) and 'Card Account ID: 922068000221'. A 'Switch Accounts' link is present. A 'Trans List' button is highlighted. Below the account information, there are sections for 'Card Account Summary', 'Search Criteria', and 'Transaction List'. A 'Print Account Activity' button is circled in red.

Cardholder Activity

Name: _____ Account Number: _____ Cycle End Date: 01/31/2024

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
01/02/2024	EMA*EMMA EMAIL MARKETING	\$212.00	USD	212.00
01/03/2024	800-5954401, TN	\$212.00	STATE	

Activity Totals \$212.00 Purchases \$212.00 Payments \$0.00

Cardholder Name: _____ Signature: _____
Supervisor Name: _____ Signature: _____



US Bank Navigation on How to Prepare Reconciliation (continued)

Univ of Alabama Huntsville
Report Date: 03/18/2024

Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
			UNIV OF AL HUNTSVILLE OC	No	Unmatched	SCANTRON CORPORATION	02/19/2024	\$ 450.90	02/17/2024	Not Reviewed	View Image

Attachment History

File Name: 17300671_923059000008_02192024_2
User Name:
Create Date: 02/20/2024
Create Time: 15:12:58

(After viewing attachment, click your browser Back button to return to this report)

			UNIV OF AL HUNTSVILLE OC	No	Unmatched	STAPLS76265043 85000001	02/19/2024	320.75	02/18/2024	Not Reviewed	View Image
--	--	--	--------------------------	----	-----------	-------------------------	------------	--------	------------	--------------	----------------------------

Attachment History

File Name: 17300671_923059000008_02192024_1
User Name:
Create Date: 03/01/2024
Create Time: 14:02:30

(After viewing attachment, click your browser Back button to return to this report)

			UNIV OF AL HUNTSVILLE OC	No	Unmatched	STAPLS76265043 85000005	02/22/2024	20.99	02/21/2024	Not Reviewed	View Image
--	--	--	--------------------------	----	-----------	-------------------------	------------	-------	------------	--------------	----------------------------

Attachment History

File Name: 17300671_923059000008_02222024_1
User Name:
Create Date: 03/05/2024
Create Time: 09:45:29

(After viewing attachment, click your browser Back button to return to this report)



Transaction Summary

Account Number	Name	Managing Account Number	Managing Account Name	Disputed Status	Matching Status	Merchant Name	Posting Date	Transaction Amount	Transaction Date	Transaction Status	Attachment
			UNIV OF AL HUNTSVILLE OC	No	Unmatched	EMA*EMMA EMAIL MARKETING	02/02/2024	\$ 68.00	02/01/2024	Not Reviewed	View Image



Invoice

Bill To:
UAH
301 Sparkman Dr.
Huntsville, Alabama 35899

Account ID: 1801929
Invoice Date: 02/01/2024
Invoice #: INV02000284
Payment Terms: Due Upon Receipt
Due Date: 02/01/2024
PO#:

YOUR SUBSCRIPTIONS	SERVICE PERIOD	TOTAL
Active Audience Level	01/01/2024-01/31/2024	\$68.00

Current invoice subtotal	\$68.00
Taxes	\$0.00
Current invoice total	\$68.00
Payment received	\$68.00
Adjustment	\$0.00
Credit Balance Applied	\$0.00
Current invoice amount due	\$0.00
Previous Balance	\$0.00
Total Account Balance	\$0.00

All amounts in USD

YOUR USAGE	USAGE PERIOD	INCLUDED	USED	TOTAL
Active Audience Level	01/01/2024-01/31/2024	0	4,451	\$68.00

Cardholder Activity

Name: Account Number: Cycle End Date: 02/29/2024

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
02/01/2024	EMA*EMMA EMAIL MARKETING	\$68.00	USD	68.00
02/02/2024	800-5954401, TN	\$68.00	STATE 247001 7153 Institutional Subscrip. Ema Emma	

Activity Totals Purchases Payments
\$68.00 \$68.00 \$0.00

Cardholder Name: Printed Cardholder Name

Signature: Cardholder Signature

Supervisor Name: Printed Approver Name

Signature: Approver Signature

Acceptable Supporting Documentation

Supporting Documentation provided must be clear, visible and include the following information:

- Date of Purchase
- Name of Vendor
- Detailed list of what was purchased (credit card slip is not sufficient)
- Amount of purchase must match the amount of the transaction on the report
- There should be no sales tax charged for purchases made in the State of Alabama or for Items shipped to an address in the State of Alabama



- **Amazon / Staples Purchase**

- ✓ Detailed Invoice/Receipt
- ✓ Must show the total that matches the total on the report
- ✓ Written totals may be recorded for backordered items when no subsequent backup is provided

amazon.com

Final Details for Order #111-4568566-7164212

[Print this page for your records.](#)

Order Placed: January 31, 2024
Amazon.com order number: 111-4568566-7164212
Order Total: \$17.29

Shipped on February 2, 2024

Items Ordered	Price
1 of: Duracell Coppertop AAA Batteries with Power Boost Ingredients, 24 Count Pack Triple A Battery with Long-Lasting Power, Alkaline AAA Battery for Household and Office Devices Sold by: Amazon.com Services, Inc Supplied by: Other	\$17.29

Condition: New

Shipping Address:

301 SPARKMAN DRIVE NW, UNIVERSITY OF ALABAMA IN HUNTSVILLE
HUNTSVILLE, AL 35899
United States

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa ending in

Billing address

301 SPARKMAN DRIVE NW, UNIVERSITY OF ALABAMA IN HUNTSVILLE
HUNTSVILLE, AL 35899
United States

Credit Card transactions

Item(s) Subtotal:	\$17.29
Shipping & Handling:	\$0.00
-----	-----
Total before tax:	\$17.29
Estimated tax to be collected:	\$0.00
-----	-----
Grand Total:	\$17.29

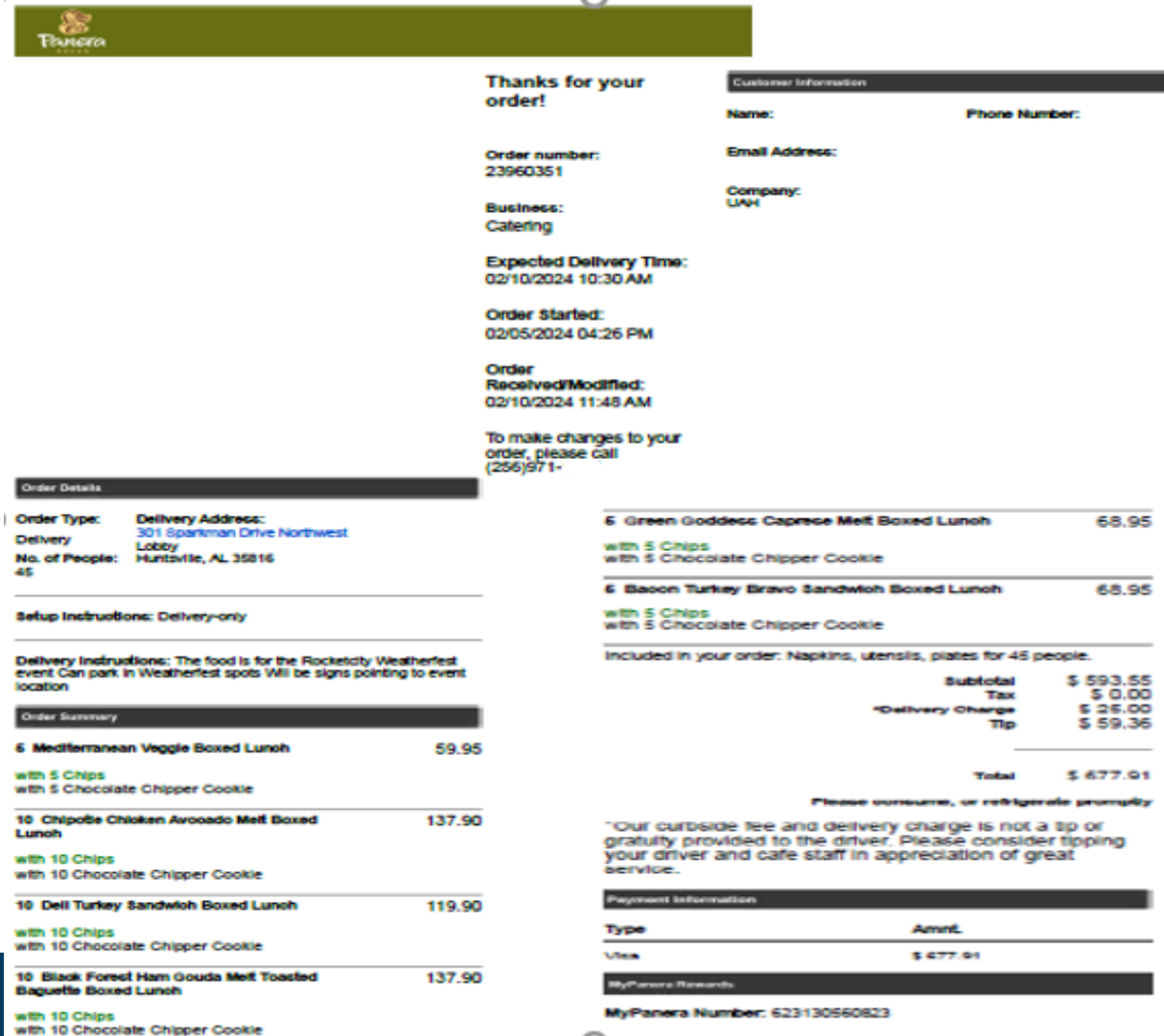
Visa ending : February 2, 2024: \$17.29

To view the status of your order, return to [Order Summary](#).



- **Food or Supply Purchase**

- ✓ Detailed Invoice/Receipt
- ✓ Must show the total that matches the total on the report
- ✓ Flyer or Invitation for the Event – this could be the Calendar of Events (such as WOW Events)
- ✓ Signup sheet for attendees (if available)
- ✓ Guest Speaker or Outside Guest information



Thanks for your order!

Customer Information

Name: _____ Phone Number: _____

Email Address: _____

Company: UAH

Business: Catering

Expected Delivery Time: 02/10/2024 10:30 AM

Order Started: 02/05/2024 04:26 PM

Order Received/Modified: 02/10/2024 11:48 AM

To make changes to your order, please call (256)971-_____

Order Details

Order Type: Delivery Address: 301 Sparkman Drive Northwest
 Delivery: Lobby
 No. of People: Huntsville, AL 35816
 45

Setup Instructions: Delivery-only

Delivery Instructions: The food is for the Rocketcity Weatherfest event Can park in Weatherfest spots Will be signs pointing to event location

Order Summary

5 Mediterranean Veggie Boxed Lunch	59.95
with 5 Chips with 5 Chocolate Chipper Cookie	
10 Chipotle Chicken Avocado Melt Boxed Lunch	137.90
with 10 Chips with 10 Chocolate Chipper Cookie	
10 Deli Turkey Sandwich Boxed Lunch	119.90
with 10 Chips with 10 Chocolate Chipper Cookie	
10 Black Forest Ham Gouda Melt Toasted Baguette Boxed Lunch	137.90
with 10 Chips with 10 Chocolate Chipper Cookie	

5 Green Goddess Caprese Melt Boxed Lunch	68.95
with 5 Chips with 5 Chocolate Chipper Cookie	
5 Bacon Turkey Bravo Sandwich Boxed Lunch	68.95
with 5 Chips with 5 Chocolate Chipper Cookie	

Included in your order: Napkins, utensils, plates for 45 people.

Subtotal	\$ 593.55
Tax	\$ 0.00
*Delivery Charge	\$ 25.00
Tip	\$ 59.36
Total	\$ 677.91

Please consume, or refrigerate promptly

*Our curbside fee and delivery charge is not a tip or gratuity provided to the driver. Please consider tipping your driver and cafe staff in appreciation of great service.

Payment Information

Type	Amnt.
Visa	\$ 677.91

MyPanera Rewards

MyPanera Number: 623130560623

Rocket City Weather Fest 2024 Schedule

All Day Activities:
 Kids Experiments, Tennessee Valley Poster Contest, Exhibitor Booths and Vehicles, SWIRLL Tours
 Shuttle Pick-Up will be in Shelby Building Parking Lot at 10:30 AM

10:15 AM James Spann	SSB 112
11:30 AM Keynote Speaker: Grace Anello	SSB 112
11:45 AM James Spann Book Signing	SST 121
12:05 PM UPSTORM Balloon Launch	
Location: Shelby Lawn, Featuring Local News Station Meteorologists	
12:15 PM Natural Disasters Panel	SSB 112
12:50 PM National Weather Service Panel	SSB 112
1:20 PM UPSTORM Balloon Launch	
Location: Shelby Lawn, Featuring Local News Station Meteorologists	
1:30 PM Casey Calamaio Drone Research	SST 107
1:30 PM UAH Faculty Panel	SSB 112
2:15 PM UAH Grad Students Panel	SSB 112

- **Printed Items – T-Shirts, Novelty Items, etc.**
 - ✓ Detailed Invoice/Receipt
 - ✓ Must show the total that matches the total on the report
 - ✓ Artwork
 - ✓ Advancement Approval on Artwork when using UAH Logo/Brand, etc.

Staples
 FOR BILLING INQUIRIES:
 (913) 319-3100 OR (800) 848-8028

REMIT PAYMENT TO:
 STAPLES PROMOTIONAL PRODUCTS BIN# 150003
 P.O. BOX 80003
 MILWAUKEE, WI 53288-8003 USA

DATE 11/08/2023
 ACCOUNT NO. 27221325
 INVOICE NO. 27227534

PLEASE INCLUDE ACCOUNT NUMBER AND
 INVOICE NUMBER(S) WITH PAYMENT

ORIGINAL ORDER 27221325
 DRG ORG DATE 10/12/2023

BILL TO:
 E&I UNIVERSITY OF ALABAMA HUNT
 HUNTSVILLE AL 35890100 USA

SHIP TO:
 UNIVERSITY OF AL HUNTSVILLE
 301 SPARKMAN DR
 HUNTSVILLE AL 35890100 USA

Tax ID# 042895127

CUSTOMER PO NO.	PAYMENT TERMS	SHIPPED VIA	ORDER DATE	SALES PERSON	
CC	NET 30 DAYS	FQ-UPSIGRND COMM	10/12/2023	465	
QUANTITY ORDERED	QUANTITY SHIPPED	ITEM NO.	DESCRIPTION	UNIT PRICE	AMOUNT
500	500	001-80R1Q546	NON-WOVEN HET SPORTS PACK ROYAL BLUE	1.13	565.00
ORDERED BY: SHANNON WOMACK					
BILLING INSTRUCTIONS: UPI 4635					
CUSTOMER REFERENCE: MEMBER ID: 069817					
PAID BY VISA ENDING IN 5435 680.41					

ALL DOLLARS IN U.S. CURRENCY
 ADDITIONAL SERVICE CHARGES, INCLUDING LATE PAYMENT FEES, MAY
 BE APPLICABLE PER CONTRACTUAL TERMS AND CONDITIONS.

FOR INTERNATIONAL ORDERS: PLEASE PAY IN U.S. CURRENCY.
 ADDITIONAL FREIGHT, DUTIES, FEES, TAXES MAY FOLLOW.

Visit us online to view invoices and make payments by credit card or checking account.
<https://staples.highradius.com/RRDMSProject/signin.do>

ORIGINAL INVOICE MERCHANDISE 565.00
 SHIPPING 115.41
 SALES TAX
 TOTAL 680.41
 PAYMENT REC'D. 680.41

PLEASE PAY → DUE



LOGO-BUPVMMS27 - 'UAH' logo drawstring bag,

1 message

Mon, Oct 16, 2023 at 11:37 AM

Hi

This is approved

Your artwork is approved by OMC and per the UAH logo and brand guidelines. Please include this correspondence, along with any vendor proofs and artwork, when submitting your request for purchasing and/or Copy Center printing.

Thank you.

job reference:

- **Meals (including meals while on travel with a student team/group, team and coaches/chaperon's or recruitment with the prospective student)**

- ✓ Itemized receipts
- ✓ Must show the total that matches the total on the report
- ✓ Listing of all persons whose meal is being paid

		Jason's Deli #757 1395 Enterprise Way 256-971-5325
<p>Leader Interview Workshop</p> <p>Attendees Names:</p> <p>H. Morgan T. Stanley D. Hall M. Smith</p>	<p>Host: TERM2 Cashier: Alex</p> <p>Order Type: Delivery</p> <p>Muffaletta Ham Special (N)Chips & Pickle (N)Mac & Cheese Side Sweet Tea 24oz Lemon Wedge Cheesecake Strawberry Mesa Chicken Salad OTS Ranch Dressing Extra Cranberry Walnut Cookie Chocolate Chip Cookie Chicken Panini NO Tomato Roma (N)Chips & Pickle Strawberry Shortcake Plates Forks & Napkins (1 Utensils) @ 0.00 per Utensils No Plates Forks & Napkins DELIVERY FEE Delivery Fee</p> <p>Subtotal Tax Exempt #630520830</p>	<p>02/13/2024</p> <p>11:02 AM 120002</p> <p>10.49</p> <p>2.99</p> <p>4.69 11.89 0.69 1.79 1.79 10.79</p> <p>4.49 0.00</p> <p>0.00</p> <p>59.61 0.00</p>

NOTE: Personal meals while on travel status are not allowed on the P-Card



Airfare for UAH Employees

- ✓ Signed Travel Authorization
- ✓ Detailed Itinerary and/or Invoice
- ✓ Be sure the backup provides a detailed list of charges
- ✓ Must show a total that matches the amount of the transaction on the report

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE AUTHORIZATION FOR OFFICIAL TRAVEL

Name _____ Date _____

Charge to _____ Index Number _____

Destination _____ Dates of Trip _____

Reason for Making Trip _____

Estimate of Cost:

Transportation	_____
Lodging	_____
Registration Fee	_____
Meals	_____
Personal/Rental Car	_____
Miscellaneous	_____
Other-List	_____
Total Estimated Cost **	\$ 0.00

Plans for reservations and tickets are as follows:*** _____

Maximum amount allowed for reimbursement: _____

Traveler

Printed Name of Approver → Budget Unit Head or Principal Investigator

Printed Name of Approver → Dean or Director

Printed Name of Approver → Office of Sponsored Programs Administrator

Printed Name of Approver → Vice President

All travel claims shall normally be filed within sixty (60) days of the date that the expenses were incurred.
 **Signature and extra copy needed when any part of travel is charged to contracts and grants.
 ***Amended travel authorization with initial & date of approver is required if the total actual cost exceeds total estimated cost by more than 10%.
 ****Airfare should be obtained with at least 14 day lead time prior to departure to ensure the most economical airfare available.

2/28/23, 9:55 PM Receipt - United Airlines Wed, Mar 01, 2023

UNITED

Thank you for choosing United.

Confirmation Number: **BCNT8W**

Flight 1 of 1 UA1350 Class: United Economy (L)

Mon, May 08, 2023 10:34 PM Tue, May 09, 2023 06:32 AM
 Las Vegas, NV, US (LAS) New York-Newark, NJ, US (EWR)

Traveler Details
 HOWARD/JACQUELINE
 eTicket number: 0162461711000 Seats: LAS-EWR 34E
 eTicket number: 0162461711001 Seats: LAS-EWR 34F

Purchase Summary
 Method of payment: American Express ending in 1005
 Travel Certificate
 Date of purchase: Fri, Jan 27, 2023

Airfare:	166.51 USD
U.S. Transportation Tax:	12.49 USD
U.S. Flight Segment Tax:	4.80 USD
September 11th Security Fee:	5.60 USD
U.S. Passenger Facility Charge:	4.50 USD
Total Per Passenger:	193.90 USD
Total:	387.80 USD

NOTE: Travel Insurance is not allowed for purchase with the P-Card and Upgraded Seating is not allowed for purchase with the P-Card.





- **Car / Vehicle Rental**

- ✓ Signed Travel Authorization
- ✓ Detailed Invoice
- ✓ Must use Contracted Vendor– if questions, contact the Procurement Officer
- ✓ Must show a total that matches the amount of the transaction on the report
- ✓ Gas Receipts – Gas purchases are allowed for a Rental vehicle

- **Registration for Conference**

- ✓ Signed Travel Authorization
- ✓ Detailed Folio and/or Invoice
- ✓ Completed Registration Form, if possible
- ✓ Must show dates and destination of Conference



- **Computer Equipment Purchases**

Computers, iPad, Tablets, and other Wireless Devices are not an allowable P-Card purchase.

- **Computer Peripherals (Keyboard, Mouse, External Hard Drive, etc.)**

- ✓ Detailed Invoice/Receipt
- ✓ Must show a total that matches the amount of the transaction on the report
- ✓ Must use Contracted Vendors where applicable

- **Printers**

- ✓ Detailed Invoice/Receipt
- ✓ Must show a total that matches the amount of the transaction on the report
- ✓ Must use Contracted Vendors where applicable



Example of Incomplete Supporting Documentation

HARBOR
HUNTSVILLE AL 35814
4321 UNIVERSITY DR SUITE 2
HUNTSVILLE, AL 35814
Telephone: (256) 895-6934

SALE

66314 1/2IN DR COMPOSITE PAPER
61968 4PC 1/2IN DR QR EXTENSION

Subtotal	\$56.98
Tax Exempt No. 256824	
DEFAULT TAX RULE 0.000%	\$0.00
Total	\$56.98

Visa
Card No. XXXXXXXXXXXXXXX01111
Expiration Date XX/XX
Auth. No. 098416
VISA CREDIT

Chip Read
Signature Verified
Mode: Issuer
AID: A0000000031010
TVR: 8000008000
IAD: 06011203608000
TSI: 6800
ARC: 00

Please Retain for Your Rec.

Store: 00118 Res: 03 Ticket: 718462
Date: 1/22/2024 12:14:41 PM Recd: XXX-XXX
Ticket: 03718462

Item(s) Sold
Item(s) Returned




[External] Comfort Suites / UAH, .

no-reply@stayatchoice.com <no-reply@stayatchoice.com>

Mon, Feb 26, 2024 at 4:09 PM

Please open the attachment to view the folio.

for incidentals @ check out late c/o at 12:00pm

 AL333_Guest Folio Batch0d0b04a5-438e-4d90-9ba4-ab6ba12925aa.pdf
38K



Example of Incomplete Supporting Documentation

Logans Roadhouse
6226 University Dr.
Huntsville, AL
35806
256-337-7885

Oct 31, 2022 Base Plan
[view](#)

BAR/SA/IND 01/06/24 09:41:48 PM
Auth
STORE ID : 16187992007

Charges on Dec 30, 2023

CHECK NUMBER : 2633545
TABLE NUMBER : SCOTT

Payment method

AMOUNT : \$28.11
TIP : \$ 6.00

TOTAL : \$ 34.11

Visa 4K Plus
\$9.99
Base Plan
\$72.99
Tax \$0.00
Total \$83.88

TERMINAL ID : 26288200009
APPROVAL CODE : 057722
TRANSACTION STATUS : APPROVAL 057722
ENTRY MODE : Contactless

Get the mid-season price: Now \$49.99

AID : A0000000031010
TVR : 0000000000
IAD : 06011203A00000
ARC : 00
AC : F5203510CA7D66AE

Add NBA League Pass to watch your favorite teams' out-of-market games for the remainder of the season. Terms apply. No cancellations for one time payments.

CARD NUMBER : xxxxxxxxxxxxxx
CARD BRAND : VISA CREDIT
NAME ON CARD : DEFER/VISA

Add it now No thanks
54321

SIGNATURE

Cardholder amount : Card issuer above holder agreement



Example of Incomplete Supporting Documentation

- Providing only this receipt without also providing proper justification and complete supporting documentation, this transaction could be viewed as a personal purchase.

amazon.com

Final Details for Order #112-3031937-1482657
[Print this page for your records.](#)

Order Placed: February 8, 2024
Amazon.com order number: 112-3031937-1482657
Order Total: \$76.78

Shipped on February 8, 2024

Items Ordered

Item	Price
1 of: PermaShine - Reusable and Helium Free Balloon Bouquet - Permanent Plastic Indoor and Outdoor Balloons	\$66.18

Sold by: Balloon Innovations Inc. (seller profile)
Supplied by: Other

Condition: New

Shipping Address:
University of Alabama in Huntsville
301 Sparkman Drive,
Huntsville, AL 35899
United States

Shipping Speed:
Standard Shipping

Payment information

Payment Method:	Item(s) Subtotal:	Price
Visa ending in	\$66.18	
	Shipping & Handling:	\$10.60

	Total before tax:	\$76.78
	Estimated tax to be collected:	\$0.00

	Grand Total:	\$76.78

Billing address
University of Alabama in Huntsville
301 Sparkman Drive,
Huntsville, AL 35899
United States

Credit Card transactions
Visa ending in : February 8, 2024: \$76.78

To view the status of your order, return to [Order Summary](#).

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P-Card Forms

- ❖ Procurement Card Application
- ❖ Procurement Card Approver Update Form
- ❖ Procurement Card Exception Request Form
- ❖ Procurement Card Authorization Memo for Secondary User
- ❖ Procurement Card Missing Receipt Affidavit
- ❖ Procurement Card Reconciler Update Form
- ❖ Procurement Card Reconciliation Packet Due Date Extension Form
- ❖ Procurement Merchandise Authorization Form
- ❖ Procurement Card Additional Organization Code Application Form

***Forms can be accessed by visiting our Business Service Webpage**
<https://www.uah.edu/business-services/business-services-forms>



PROCUREMENT CARD ALLOWABLES

NOTE: This is intended as a guide. You must Review University Spending Policies, Travel Policies, Procurement Policies and Bid Guidelines to ensure the proper expenditure of funds. (www.uah.edu/finance/policies, and www.uah.edu/business-services/faculty-staff/open-bid-information)

- Advertisements (must include written approval/review by Advancement, when UAH logo is used)
- Ammunition (allowed for Campus Police ONLY)
- Books that will become the property of the University
- Clothing/T-Shirts and/or Uniforms (student and highly visible departments with prior Procurement approval)
- Coffee Pots, Refrigerators, Microwaves needed for research or conference situations only, documentation is required (not for individual use – must have a demonstrated business need with prior Procurement approval)
- Engraving when article to be engraved and engraving are purchased from the same supplier
- Equipment totaling \$3000 or less (this includes S&H)
- Floral Arrangements (official University functions, i.e. commencement)
- Food: Bulk food items for preparation typically purchased at grocery stores for students or business related meetings



PROCUREMENT CARD ALLOWABLES (continued)

- Framing Services (for official dept purpose - must include description of item being framed)
- Furniture (must contact the University's Interior Designer for approval)
- Industrial Supplies
- Internet Purchases for allowable items
- Lab Supplies (excludes DNA oligomers)
- Landscaping Supplies: Trees, Shrubs, Flowers, and Small Tools
- Meals (*see note)
- Medical Supplies (Student and Faculty/Staff Clinics, Nursing, Athletics Trainer & first aid kits-supplies)
- Memberships Dues (University and Department only)
- Mini Blinds
- Music Supplies
- Novelty Items with printing (i.e. pens, usb thumb drives, cups; must include written approval by Advancement)



PROCUREMENT CARD ALLOWABLES (continued)

- Office Supplies (must be purchased from current contract vendor)
- Parts for in-house repairs of UAH owned equipment
- Peripheral Equipment, Power and Network Equipment, and Supplies for Computers
- Photographic Film and Slide Processing
- Plaques/Awards/Christmas Cards/Retirement Cards (in limited circumstances, with documentation, if it is deemed that this expense is in the best interest of the University and promotes the purposes of the University – written pre-approval required by Dean/Chair/Director or designee)
- Postage and shipping expenses, USPS, FedEx, UPS, etc.
- Printer Cartridges: Must be purchased from current contract vendor or pre-approved by Procurement Services.
- Printing with prior approval (must have email from UAH Copy Center stating they cannot print the material)
- Registrations
- Rental Equipment
- Repair of UAH owned Equipment; including emergency repairs



PROCUREMENT CARD ALLOWABLES (continued)

- Signage (use for advertisement after approval by Advancement) Software (single use, off the shelf and does not require UAH signatures)
- Student Events (such as Orientations, Receptions, Residence Hall programs, Recruitment, WOW, and Homecoming with supporting documentation – refer to University Expenditure Guidelines)
- Subscription, Journals, Periodicals, and Book Renewals
- Travel (Out of State) with an approved Purchase Request (exempt from per transaction limit)
 - Air Fare for individuals for business related travel
 - Conference Registration Fees
 - Hotels (lodging for business related travel)
- Vehicle Rentals/Gasoline (for business related travel – not for personal vehicle)



PROCUREMENT CARD ALLOWABLES (continued)

- **Remember no sales taxes should be charged on purchases made with the procurement card and that itemized receipts, stated business purposes analyzer backup documentation is required for your purchases.**

*Meals 1) while on travel with a student team/group, team and coaches/chaperon's meals are allowed on the P-Card (with itemized receipts and listing of all persons whose meal is being paid).

2)while traveling doing recruitment, recruiter meals along with the prospective student are allowed on the P-Card (with itemized receipts and listing of all persons whose meal is being paid).

3)while traveling (coaches/recruiters) without a student team/group to attend a conference/meeting - meals are not allowed on the P-Card.



PROCUREMENT CARD RESTRICTIONS

- Alcoholic Beverages
- Ammunition, Firearms (Non UAH Police Personnel)
- Appliances – (not allowed for personal use)
- Cash Advances, Cash Instruments
- Catering (Setup, the replenishment of food and cleanup)
- Cellular Phones and Service
- Coffee, Cream, Sugar, Soft Drinks, Cups, Napkins, etc. – (When intended predominantly for consumption by University employees, unless otherwise covered by UAH Expenditure Guidelines)
- Computers, iPad, Tablets, and other Wireless Devices (See: <http://www.uah.edu/businessservices/faculty-staff/open-bid-information>)
- Contracts/Consulting for Professional Services
- Controlled Substances or Chemicals
- Cylinders: Containerized Gas Cylinders must be ordered through Central Receiving, unless special preapproval has been granted by Procurement Services.

- Donations/Contributions



PROCUREMENT CARD RESTRICTIONS (continued)

- Entertainment and Related Expenses – (Related to receptions, retirements, department Christmas parties and the like are NOT allowable)
- Equipment (which exceeds \$3000)
- Floral Arrangements (not for personal occasions, i.e. birthdays, weddings, etc.)
- Hazardous Materials (if unsure, consult the Office of Environmental Health and Safety)
- Hazardous Waste Removal • Greeting/Holiday Cards
- Items for non-University Purposes
- Insurance / Vehicle Insurance / Ticket Life Insurance / Ticket Cancellation Insurance etc.
- Laundry and Cleaning of Personal Items
- Leases / Rental – Land or Property
- Legal Services
- Live Animals
- Mailing Services (Bulk)



PROCUREMENT CARD RESTRICTIONS (continued)

- Maintenance or Service Agreements
- Meals for University Travel (exceptions per University Travel Policy with prior approval from Procurement)
- Medical Services
- Mini-Storage for University Owned Items
- Money Orders
- Moving Expenses
- Pagers
- Parking Services (Ex. Valet Services)
- Party Supplies / Holiday Decorations and Supplies
- Personal Expenses / Purchases (Amazon, PayPal, groceries, fans, heaters, radios, etc.)
- Pre-Paid Cards, Telephone Cards etc.
- Prizes / Gifts / Awards / Plaques, Gift Cards or other taxable expenses when not justified as benefiting the University



PROCUREMENT CARD RESTRICTIONS (continued)

- Radioactive Materials
- Relocation of Household Goods
- Sales Tax
- Software – Multiple License Agreements requiring a UAH signature
- Specialty Gases in Cylinders (helium, oxygen, nitrogen)
- Split Transactions – To avoid the single purchase limit unless the items are available on University contracts. A “split purchase” includes any action taken to “work around” or “bypass” the single transaction limits set on P-Cards. The splitting of purchases will not be tolerated and may result in revocation of your card.
- Sponsorships
- Temporary Labor Services
- Tax Title, License Fees
- Travel -- (In-State) - (Hotel expenses are allowed when attending a conference that is part of a national organization, with prior approval from Procurement. UAH students are exempted and should refer to UAH Travel Policy)



PROCUREMENT CARD RESTRICTIONS (continued)

- Note: Some items that are not allowed on the P-Card, may be allowed through the Requisition process, in accordance with the University's Expenditure Guidelines. Failure to abide by the List will result in Violation Policy Procedures and may end in termination of your card. *If unsure please contact the Procurement Card Services Department.



UAH P-CARD & TRAVEL TEAM

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