

QUICK GUIDE TO BACKUP REQUIREMENTS FOR PCARD PURCHASES

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PROCUREMENT CARD TEAM CONTACT INFO

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**UPDATES TO THIS QUICK GUIDE TO BACKUP REQUIREMENTS CAN BE FOUND ON THE BUSINESS SERVICES WEBSITE
UNDER "FORMS" HEADING "OTHER HELPFUL DOCUMENTS"**

[HTTP://WWW.UAH.EDU/BUSINESS-SERVICES](http://www.uah.edu/business-services)

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BACKUP REQUIREMENTS FOR PCARD PURCHASES

**** Always CALL FIRST before making non-routine purchases****

General Information on Contracted Vendors

Please note that we are required to utilize our **Contracted Vendors** at all times. If our Contracted Vendors do not have what you're looking for, backup must include a written statement/justification for using a non-Contracted Vendor.

We are only allowed **\$15,000** per year (campus wide) for a given commodity purchased using non-Contracted Vendors. Exceeding that amount puts us in violation of State Bid Laws. So, please be sure to use Contracted Vendors at all times.

Check with us before making any kind of non-routine purchase to be sure you have the best price and use the best Vendor(s). Changes occur frequently. Be sure to call us first. We're happy to help!!!

Here is a **Sample List** of our contracted commodities:

- Office Supplies (including printer ink and toner)
- T-Shirts (check first for current Vendor information)
- Furniture (check first even for small office/computer table purchases)
- Car Rental
- Bus Rental
- Hardware Supplies

This is in no way a complete list. You can find information on our website or just give us a call to help keep the University compliant.

Bid information: <http://www.uah.edu/business-services/faculty-staff/open-bid-information>

WHAT BACKUP IS REQUIRED?

Acceptable Documentation

Backup provided must include the following information:

- Date of Purchase
- 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

The information listed above must be represented by the following documents. **NOTE:** You are not required to provide ALL of the following documents. Only provide the documents needed to supply the information listed above.

- Sales receipts
- Priced packing slips
- Credit card slips
- Merchandise advertisement
- Order confirmation
- Other information related to the purchase

Loose receipts must be carefully taped to an 8 ½ x 11 sheet of paper. Do not cover pertinent information with the tape. A thermal reaction could cause the print to disappear over time. Do not stack receipts. These pages are scanned and the entire receipt must be visible for the scan. Do not use staples.

What follows is an easy access list of backup required for various types of purchases. This is not a complete list and any questions should be directed to our PCard staff. Allow us to help you!

Advertisement Expenses

General Backup Requirements for all Advertisements

- ❖ Detailed Invoice/Receipt
- ❖ Ad Copy
- ❖ Artwork
- ❖ Advancement Approval on Artwork when using UAH Logo/Brand, etc.

Advertisement for Open Position/Position Announcement

- ❖ Authorization to Recruit
- ❖ Ad Copy

Amazon / Staples Receipts

General Backup Requirements

- ❖ 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

NOTE for Amazon: **Check with Procurement** prior to purchasing one-time or out-of-the-ordinary items. Additional approvals, use of other Vendors, or other backup may be required.

Bulk Food Purchases

General Backup Requirements

- ❖ Detailed Invoice/Receipt
- ❖ 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
- ❖ Must have appropriate approvals, including Procurement Approval, for these types of purchases

NOTE: **Catering Services** are not allowed on the PCard (See explanation on the Restrictions List)

Candidate Interview Expenses

General Backup Requirements

- ❖ Authorization to Recruit
- ❖ Interview Schedule or Agenda that reflects the Candidate's name(s)
- ❖ 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

Computer Equipment Purchases

Computers

- ❖ **Not allowed on the PCard.** Contact the Procurement Office for best method of purchase.

General Backup Requirements for Computer Peripherals (Keyboard, Mouse, External Hard Drive, etc.)

- ❖ Detailed Invoice/Receipt
- ❖ Must use Contracted Vendors where applicable

NOTE: Allowed on the PCard up to the Equipment Limit of \$999.99 (including shipping)

NOTE: Computer-type desks can be considered Furniture – Contact Procurement prior to purchase

NOTE: Adjustable height desk top units are now under contract – Contact Procurement prior to purchase

Equipment Purchases

General Backup Requirements

- ❖ Detailed Invoice/Receipt

NOTE: Allowed on the PCard up to the Equipment Limit of \$999.99 (including shipping)

International Transaction Fees

- ❖ No Backup Required for these transactions

Printed Items – T-Shirts, Novelty Items, etc.

General Backup Requirements for all Printed items

- ❖ Detailed Invoice/Receipt
- ❖ Artwork
- ❖ Advancement Approval on Artwork when using UAH Logo/Brand, etc.

Printers

General Backup Requirements

- ❖ Detailed Invoice/Receipt

NOTE: Must use Contracted Vendors where applicable

Web / Internet Services

General Backup Requirements

- ❖ Detailed Invoice/Receipt
 - Must show the total that matches the total on the report

Out-of-State Travel

General Backup Requirements for ALL Out-of-State Travel

- ❖ Signed Travel Authorization(s)
 - Must be completed PRIOR to any purchases being made toward stated travel

NOTE: **One Set of Documents** is required for each month in which transactions appear

- ❖ Detailed Invoice/Receipt
- ❖ Must show a total that matches the amount of the transaction on the report

NOTE: **Meals** while on travel are not typically allowed for purchase with the PCard (See the Allowables List for more information)

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

NOTE: **Travel Insurance** is not allowed for purchase with the PCard

NOTE: **Upgraded Seating** is not allowed for purchase with the PCard
These items will be subject to reimbursement by the Cardholder

Airfare for Non-UAH Personnel (See also “Candidate Interview Expenses”)

- ❖ Authorization to Recruit
- ❖ Interview Schedule or Agenda that reflects the Candidate’s name(s)
- ❖ 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

NOTE: **Travel Insurance** is not allowed for purchase with the PCard

NOTE: **Upgraded Seating** is not allowed for purchase with the PCard
These items will be subject to reimbursement by the Cardholder

Car / Vehicle Rental

- ❖ Signed Travel Authorization
- ❖ Detailed Invoice
 - Must use Contracted Vendor, Enterprise – 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

NOTE: **Gas for Personal or UAH Fleet Vehicle** is not allowed for purchase with the PCard.

Out-of-State Travel (continued)

Hotel Accommodations for UAH Employees

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

NOTE: **Valet Parking** is not allowed for purchase with the PCard. If it is the only option provided by the hotel, backup must include a statement verifying that.

Hotel Accommodations for Non-UAH Personnel (See also “Candidate Interview Expenses”)

- ❖ Detailed Folio and/or Invoice
- ❖ Contract for Professional Services information, if applicable
- ❖ Letter of Invitation, if applicable

Registration for Out-of-State Conference

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

Taxi / Shuttle Services

- ❖ Signed Travel Authorization
- ❖ Detailed Folio and/or Invoice
 - If the receipt is not detailed, you may use the 8 ½ x 11 sheet of paper and write the additional details next to the receipt. Or, you may use the PCard Transaction Form to supply the additional details.
Link: <http://www.uah.edu/business-services/business-services-forms> under “Procurement Card Program.”
 - Be sure you stay within the 20% tip maximum. Any amount over the 20% maximum may be subject to reimbursement by the Cardholder.

Contact Us!

**Don't See the Information You Need??
CALL US!!! We are here to help in any way we can!!**

PCARD TEAM CONTACT INFORMATION

- ❖ **DEMETRICE MITCHELL, PROCUREMENT CARD SERVICES SUPERVISOR**
 - **256-824-1863**
- ❖ **VICKI WOODS, PROCUREMENT CARD COORDINATOR**
 - **256-824-6515**

NOT JUST FOR THE RECONCILER!

WHAT GOES IN THE BLUE ENVELOPE?

PCard Reconciliation Log (UAH Form)

- ❖ Acts as a “Cover Sheet” for the Reconciliation
- ❖ Record the Month and Year of transactions at the top
- ❖ Record your Department Name at the top
- ❖ Record the Total amount of Department spend (will populate at the bottom)
- ❖ Provide Preparer’s Signature
- ❖ Provide Approver’s Signature
 - If the Approver has transactions during that month, an alternate Approver is required
 - Alternate Approver must hold a higher position than Approver

NOTE: **Recording each transaction** is not required on this form. If you do this for your own recording keeping, by all means, continue. But we do not need it. The Department Report provides the transaction detail required for the Auditors.

Department Report

- ❖ Include ALL Cardholders for the Department
- ❖ No signatures are required on this form
- ❖ If you are certain that there is only ONE Cardholder with transactions, you may omit this report

Cardholder Report

- ❖ Prepare this report for EACH Cardholder
- ❖ Only the Cardholder is required to sign this report
- ❖ Backup for each transaction must appear in the order of the transactions on the Cardholder Report
- ❖ Backup is scanned so keep these things in mind about Loose Receipts:
 - **Loose receipts** must be carefully taped to an 8 ½ x 11 sheet of paper
 - Do not cover pertinent information with the tape. A thermal reaction may cause the print to disappear over time.
 - Do not stack receipts. The entire receipt must be visible for the scan. You may carefully cut the receipt into sections as needed so the entire receipt is visible. You may use several sheets of paper if needed.
 - Do not use staples to affix loose receipts.

For your convenience, what follows is the (partial) list of what CAN be purchased with the PCard (Allowables) and the (partial) list of what CAN NOT be purchased with the PCard (Restrictions or Non-Allowables).

Allowables on the PCard (Partial List)

Transactions \$2,999.99 and below

NOTE: This is intended as a guide. You must consult 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)
- 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 \$999.99 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
- Framing Services (for official dept purpose - must include description of item being framed)
- Furniture (must be purchased from current contract vendor, if available)
- Industrial Supplies
- Internet Purchases for allowable items
- Lab Supplies (excludes DNA oligomers)
- Landscaping Supplies: Trees, Shrubs, Flowers, and Small Tools
- Meals (see notes below)
- 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)
- 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.

Allowables on the PCard (continued)
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- 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
- Signage (use for advertisement after approval by Advancement)
- Software (single use, off the shelf and does not require UAH signatures)
- Sponsorships (with VP approval)
- 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 Travel Authorization (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 vehicles)

The University of Alabama in Huntsville is considered an entity of the State, and therefore must comply with the State Competitive Bid Law. Requests for purchases of like or similar items or items to like or similar vendors that cumulatively total \$15,000.00 or more within a fiscal year period are subject to the competitive bid law. Periodically, expenditure reports (POs and PCards) will be reviewed to ensure that campus wide we are not exceeding the bid limit.

The per transaction limit does not apply when utilizing a current contract vendor
(www.uah.edu/business-services/faculty-staff/open-bid-information)

Remember no sales taxes and that itemized receipts, stated business purposes and/or other 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

Watch for updates to the Allowables List online:

<http://www.uah.edu/business-services> - Click on tab "Faculty & Staff Services" then "P-Card Services"

Restrictions or Non-Allowables (NOT Allowed) on the PCard

- **Alcoholic Beverages**
- **Ammunition, Firearms**
- **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, I pads, Tablets, and other Wireless Devices** (See: <http://www.uah.edu/business-services/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 pre-approval has been granted by Procurement Services.**
- **Donations/Contributions**
- **Entertainment and Related Expenses** – *(Related to receptions, retirements, department Christmas parties and the like are NOT allowable)*
- **Equipment** *(which exceeds \$999.99)*
- **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)**
- **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**
- **Radioactive Materials**
- **Relocation of Household Goods**
- **Sales Tax**
- **Software – Multiple License Agreements requiring a UAH signature**

Restrictions on the PCard (continued)
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- **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 PCards. The splitting of purchases will not be tolerated and may result in revocation of your card.*
- **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)*

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.

Watch for updates to the Restrictions (or Non-Allowables) List online:

<http://www.uah.edu/business-services> - Click on tab “Faculty & Staff Services” then “P-Card Services”

XII. PROCUREMENT CARD VIOLATION POLICY (Excerpt)

The P-Card is a corporate charge card. It is the Cardholder's and Department's responsibility to ensure that the card is used within the stated guidelines of the P-Card Program as well as Policies and Procedures relating to the expenditure of University funds. These Procurement Policies and Procedures include State Bid Guidelines, Spending Policies, and Travel Policies. The P-Card must **never** be used to purchase items for personal use or for non-University purposes even when the Cardholder intends to reimburse the University. The following point value has been assigned and will be assessed for P-Card violations discovered during routine audits of P-Card transactions and during a post audit of reconciled transactions. If a Cardholder accumulates a total of 150 points during any one Fiscal year, a card may be revoked, suspended, or permanently cancelled. In an event in which the department accumulates a total of 150 points times the number of Cardholders at any point during one Fiscal year, the department will lose the privilege to utilize the P-Card Program. Mandatory retraining and a memo from the Department Approver or appropriate Vice President will be required to reinstate a Cardholder or Department.

Cardholder Point Violation:

VIOLATION	POINT VALUE
Sales tax was paid and a full credit was not obtained	10
Itemized Receipt and/or justification for purchase (business purpose statement) is missing (First Violation)	30
Non use of existing competitively bid UAH contracts without prior approval	30
Failure to submit approved Travel Authorization for Out-of-State travel	40
Itemized Receipt and/or justification for purchase (business purpose statement) is missing (Second Violation)	40
Itemized Receipt and/or justification for purchase (business purpose statement) is missing (ALL Future Violations)	50
Purchase of Restricted Item(s) (Figure PC-8)	50
Incremental / Split Transaction used to circumvent the limitations of the P-Card including the use of another Cardholder's P-Card.	60
Overspend Departmental Budget	150
State Competitive Bid Law Violation	150
Personal Purchase	150

To review the full policy in the P-Card Manual online:

<http://www.uah.edu/business-services> - Click on tab "Faculty & Staff Services" then "P-Card Services"



Procurement Card Transaction Information

Org. Name/Code: _____

Cardholder: _____

Event/Reason for Purchase:

Please use **tape**, not staples. **Do not cover** information with tape (it disappears over time).
If receipt is too long to fit, **do not fold**. Carefully cut receipt and the tape sections.
Use extra pages if necessary.