CAH PROCUREMENT CARD (P-card) POLICY

All Pcard activities must be conducted in accordance with all university policies and state and federal regulations found at: http://policies.ucf.edu. The F&A website is found at: http://www.fa.ucf.edu/. Select from the left side of the screen Disbursement Services and the link for Procurement Card. Under this link you can find the following information for reference:

- Contact Information
- Forms
- Business Process
- Manuals - Guidelines
  - Card Holder Procurement Card manual
  - Card Holder Training Guide (FPO125)
  - Approver Training Guide (FPO126)
  - Other Publications
    - Consumer Certificate of Exemption (DR-14)
    - Example of Prohibited Used of Procurement Card
    - Guidelines for Effective Pcard and Administration for Departments
    - Internal Control and Process Changes for Pcard and Property
    - Frequently Asked Questions
- Frequently Asked Questions

Along with UCF’s Finance and Accounting policies, the College of Arts & Humanities Pcard Procedures must also be followed.

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CAH PROCUREMENT CARD (P-card) PROCEDURES

To request a procurement card (p-card) for your area, approval is first needed from the Dean/or Dean Designee at the CAH Dean’s office. Once you have approval, the person who is requesting the p-card will need to go the Finance and Accounting website at: [http://www.financials.ucf.edu/Training/FPO125_main.html](http://www.financials.ucf.edu/Training/FPO125_main.html). Read over the course preview and follow the guidelines on how to register for course.

After training is finished, please complete the following forms located at: [http://www.fa.ucf.edu/Forms/Forms.cfm#Forms_PCard](http://www.fa.ucf.edu/Forms/Forms.cfm#Forms_PCard). Once the forms have the appropriate departmental signatures, please send them to CAH Accountant Denise Matias:

- Cardholder Agreement (form 41-967)
- Cardholder Profile/PCard Application (form 41-968) ([Dean/Dean Designee will also sign](#))
- Departmental Authorization Security Access Ethics Certification (form 41-566B)

When an employee who has a p-card, leaves the CAH unit, the p-card must be cut in half and the Cardholder Profile form completed to close the account. Per the Instructions on this form, only the Name field is needed to close the account. Send the card and form to CAH Accountant, Denise Matias.

Cardholder must immediately report a lost/stolen or compromised card to Pcard office (407-882-2235), Cardholder’s approver, and Bank of America (888-449-2273).

**ALL** Pcard forms must come through the CAH Dean’s Office. Please send them to the CAH Accountant Denise Matias. This includes the Procurement Card Credit Limit Change and Transaction Form for permanent changes.

For temporary request actions, such as monthly credit card limit increase, single purchase limit increases, or special one-time requests, the cardholder should email their Chair/Director for approval. Please type “Temporary Override Request” in the subject line. The following format should be used and completed by the cardholder. Please provide appropriate detailed information and if you need assistance, contact Denise Matias.

Cardholder Name:
Merchant Name:
Amount:
Reason:
Timeframe:

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The Chair/Director, should forward the email stated “approved” to Cathy Radzai at: Cathy.Radzai@ucf.edu and cc Denise Matias at: Denise.Matias@ucf.edu for review. The email will be sent to F&A from the CAH Dean’s office for processing.

Under no circumstances should a subordinate approve a supervisor’s Pcard charges. The Accountant at the CAH Dean’s Office will be assigned as the pcard approver for all Chairs/Directors. When the CAH Accountant is absent, the CAH Director of Research, Kristin Wetherbee, is set up as the backup pcard approver.

Pcard Statement Certification form (40-970), along with appropriate receipts are due to F&A PcardStatements within 30 days of the statement close date (either by email to pcardstatements@ucf.edu or hardcopy via campus mail/hand delivery).

Your area should have a written procedure for the processing of pcard transactions. A backup approver should also be setup for each CAH unit. However, an exception should be made so as no subordinate is the p-card approver for a supervisor. For these instances only, the responsibility is assigned to the Accountant in the CAH Dean’s office. The supervisor, usually a Chair/Director, will need to stamp the original receipt with the p-card stamp, complete the appropriate lines and forward the receipt to the CAH Accountant for approval. Print name on the card holder line.

Once the original receipt has been approved by the CAH Accountant for a Chair/Director, the receipt will be sent back to the department. The receipt should be reconciled in the respective area with the Procurement Card statement and follow the procedures setup by F&A PcardStatements on how to reconcile charges.

Please note: Per Finance & Accounting/Pcard a requisition is required for all non-travel purchases greater than $5,000.

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Please contact Denise Matias, CAH Accountant by email at Denise.Matias@ucf.edu or phone (407)823-3259 with any questions.

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