

## College of Sciences - Office of Finance and Business Management

### PCARD GUIDELINES AND REQUIREMENTS For Use by Cardholders and Reconcilers

***\*Although an AP107/104 is the preferred form to use for documenting non-travel meal expenses and authorization, any college or department form and accompanying documents that include all information on an AP107/104 is acceptable.***

#### I. **MarketPlace vs State Contract vs PCard** ([Procurement Decision Trees](#))

##### A. **MarketPlace** - **Shop the MarketPlace First**

1. Check to see if vendor is in MarketPlace. If so, inform cardholder to use MarketPlace in the future.
2. If vendor is not in MarketPlace but there is a vendor who sells the same or similar item, inform cardholder to buy this item from the MarketPlace vendor.
3. If preferred vendor as well as no suitable substitute vendor are in MarketPlace, submit a [Request for a New MarketPlace Supplier](#) so the vendor can be added to the MarketPlace if it is a vendor the cardholder/unit uses regularly.
4. If using a sole source vendor, it cannot be in MarketPlace, and cardholder/unit orders regularly with known items, consider setting up a [blanket purchase order](#).

##### B. **State Contract** - Determine if item(s) can be purchased through a vendor on a state contract.

##### C. **PCard** - If no vendors on state contract carry same or similar items, then items may be purchased using a PCard.

#### II. **SOPs and Training Materials**

[PCard Cardholder Manual](#)

[PCard Training for Cardholders](#)

[Roles & Responsibilities](#)

[Video Tutorials](#)

#### III. **Purchasing Guidelines**

- A. Transactions cannot exceed the cardholder amount limits (per transaction; daily; monthly) without prior special approval.
- B. Transactions for the same vendor on the same day cannot be split if amount exceeds the single transaction limit for the cardholder (split transactions).
- C. Item purchased, amount charged, and vendor name must match receipt.
- D. Transaction amounts must not include NC sales tax. Refer to this [Sales and Use Tax](#) resource for a list of other states in which we are exempt from sales and use tax. Refer to this [Sales Tax Exemption Q&A](#) for a list of frequently asked tax exempt questions.
- E. PCards are to be used ONLY by the cardholder. A cardholder may use their card to purchase a service or goods for another person, but the cardholder MUST make the purchase themselves. It is a violation for the cardholder to give the card or the card number to another employee for their use.

F. Use PCard Office billing address and phone number:

NC State University  
2721 Sullivan Drive  
Campus Box 7212  
Raleigh, NC 27695  
919-515-8097

IV. **Shipping (physical goods delivered)**

- A. Shipping address **MUST** be an official NC State University address. If not an NCSU address, must include a justification on the uploaded documentation explaining why an address other than an NCSU address was used.
- B. Generally, it takes 3-4 days for a charge to appear in the PCard Center after a merchant processes the credit card transaction. Therefore, it is expected most items will have been received by the time the charge appears for reconciliation.
  - 1. For items received, confirm in acceptable condition.
  - 2. For items not received, confirm items have been shipped prior to reconciliation.
- C. Payment for items on backorder is **NOT** allowed.

V. **Receipts and Documentation Requirements**

- A. CPS# or CPC# not required to be on the receipt. This just adds extra work and time.
- B. Receipts are to be the 1<sup>st</sup> attachment followed by supporting documentation if required (or be the 1<sup>st</sup> page of the PDF if multiple page attachment).
- C. A legible and detailed receipt is required for **EVERY** transaction (debit or credit). Receipts must include the following information and match the information in the PCard Center:
  - 1. Vendor name
  - 2. Vendor address - this is preferable when at all possible, but not required (for example, some internet vendors may not include their address, or parking garage receipts, etc.)
  - 3. Date of transaction/order
  - 4. Itemized description of item(s) or service(s) purchased
  - 5. Quantity of each item and unit price
  - 6. Shipping charges and shipping address
  - 7. Total of the order
  - 8. Clear, detailed business purpose (in addition to the business purpose selected in the system)
  - 9. Project ID
- D. Comments - Comments section is only to be used to provide additional information not listed above in D to communicate amongst the cardholder, reconciler, and supervisor.
- E. Preferable receipts are an invoice, packing list, register receipt, delivery receipt, etc. If an order confirmation from an internet vendor includes the above information, this would be deemed acceptable. In that case, any packing lists, etc., if available, should also be included in the documentation.

- F. Be sure that the full credit card number is not printed on any documentation (last 4 digits are allowable). PCard number, expiration date, and security code must be redacted from receipts. Refer to [Securing University Data](#) for more details.

**VI. Uploading and Matching Receipts**

- A. Receipts should be uploaded as soon as practicable to the cardholder's receipt filing cabinet in the PCard Center. Do not wait for the transaction to post.
- B. Reconcile posted transactions on a daily basis.
- C. DO NOT wait until the end of the billing cycle to upload all receipts. It is the responsibility of the cardholder to ensure receipts are uploaded to the PCard Center or provided to the reconciler as soon as practicable.

**VII. Travel Expenditures (expenditures incurred while in travel status)**

- A. Prepay as many travel expenses as possible using the PCard (airfare, car rental, other transportation, lodging, registration fee).
- B. Business Purpose:
  - 1. Use 'Travel' as the business purpose for airfare, car rental, or lodging expenses.
  - 2. Use 'Professional Development' as the business purpose for conference registrations while in travel status. Do not use 'Business Meeting/Workshop' which is to be used for expenditures incurred while hosting a business meeting or workshop while not in travel status.
  - 3. Use 'Business Meeting/Workshop' for restaurant type purchases.
  - 4. Use 'Donor/Gift Development' for the purpose of donor cultivation.
- C. Food/meals/refreshments for anyone's consumption other than the traveler and/or entertainment expenditures - complete an [AP107, Non-Travel Meal Authorization and Expense Form](#)\* and obtain the signature of the Dean or Department Head.
- D. Write Travel Authorization (TA) # on all receipts.
- E. Enter the TA# in the PCard Center

The screenshot shows a web interface for the PCard Center. It features a 'Business Purpose' dropdown menu with 'Travel' selected. To the right of the dropdown is a speech bubble icon. Further right is an orange 'Go' button. To the right of the 'Go' button is a 'Receipt' column with a checkmark icon. To the right of the 'Receipt' column is a yellow 'Travel Auth Nbr' field with a search icon.

- F. Lodging receipts must be itemized, listed in the traveler's name, and have a zero balance due amount. For third-party lodging, the [Pre-Approval for 3rd Party/Non-Commercial Lodging](#) form must be completed in advance of the travel.
- G. For non-employees, complete an [AP104, Non-Employee Travel Authorization Form](#)\*.

**VIII. Food and Refreshment Expenditures if Not in Travel Status**

- A. Ensure project has a food exemption.
- B. Complete an [AP107, Non-Travel Meal Authorization and Expense Form](#)\*. Meal and entertainment purchases while in non-travel status require the signature of the Dean or Department Head.
- C. Use 'Donor/Gift Development' for the business purpose of donor cultivation.
- D. Order of receipts
  - 1. 1<sup>st</sup> attachment – receipt

2. 2<sup>nd</sup> attachment – list of attendees and location of event (If entire department, public event or open attendance, state as such on receipt)
3. 3<sup>rd</sup> attachment – agenda/business purpose documentation
4. 4<sup>th</sup> attachment – AP107\*

**IX. Entertainment Expenditures if Not in Travel Status**

- A. Ensure project has an entertainment exemption.
- B. Contact PCard Administrator via email PRIOR to purchase to temporarily remove the restriction for this Merchant Category Code (MCC). Include vendor name, amount, and business purpose.
- C. Complete an [AP107, Non-Travel Meal Authorization and Expense Form](#)\*. Meal and entertainment purchases while in non-travel status require the signature of the Dean or Department Head.
- D. Order of receipts
  1. 1<sup>st</sup> attachment – receipt
  2. 2<sup>nd</sup> attachment – list of attendees and location of event (If entire department, public event or open attendance, state as such on receipt)
  3. 3<sup>rd</sup> attachment – agenda/business purpose documentation
  4. 4<sup>th</sup> attachment – AP107\*

**X. Alcohol - DEAN'S PRIOR APPROVAL REQUIRED - SEE [SERVICE AND SALE OF ALCOHOL SECTION ON COS OFBM WEBSITE](#)**

- A. Alcohol purchases require a Dean's or equivalent signature to authorize the purchase PRIOR to the purchase. Meal and entertainment purchases while in non-travel status require the signature of the Dean or Department Head.
- B. Ensure project has an alcohol exemption.
- C. For alcohol purchased in bulk from vendors such as ABC Store, Total Wine, etc. (stores whose primary goods are alcohol), contact PCard Administrator PRIOR to purchase to temporarily remove the restriction for this Merchant Category Code (MCC). This does not apply to restaurants, grocery stores, etc.
- D. For on-campus events, ensure a [Request for Permission to Serve Alcohol](#) is approved prior to the purchase of the alcohol and the approved form is included in the PCard documentation. If a departmental policy exists requiring this form for off-campus events as well, include a pre-approved form for these transactions.
- E. Ensure purchase and serving of alcohol is in compliance with [Regulation 04.20.01 – Alcohol Regulation](#) and [Policy 04.20.02 – Alcohol Policy](#).
- F. Order of receipts
  1. 1<sup>st</sup> attachment – receipt
  2. 2<sup>nd</sup> attachment – list of attendees and location of event (If entire department, public event or open attendance, state as such on receipt)
  3. 3<sup>rd</sup> attachment – agenda/business purpose documentation
  4. 4<sup>th</sup> attachment – Request for Permission to Serve Alcohol, if applicable

**XI. Membership Fees and Dues**

- A. Please note very strict guidelines exist with respect to charging membership fees and dues to state funds. See COS SOP BO.05.00 for complete instructions.

- B. All membership fees/dues for individuals require approval of a Director, Dean or Vice Chancellor. All receipts/invoices for membership dues must have this approval on the receipt. Approval for one's own membership dues is not allowed.

**XII. Credits and Refunds**

- A. Include a credit memo/receipt from the vendor when at all possible. Every effort must be made to obtain this documentation.
- B. If unable to obtain a credit memo/receipt, include the original receipt and transaction CPS# with the returned item(s) circled.

**XIII. International Transactions**

- A. If you are making an international purchase or conducting international travel, contact Bank of America at 866-500-8262 to notify them in advance (not after you try to make a purchase and the card has been put on hold).
- B. Have the following information ready when you call the bank:
  - 1. Full name of cardholder
  - 2. Card #
  - 3. Expected date of purchase or exact dates of travel
  - 4. Specific destination of travel
- C. For an International Transaction Fee (bank fee for out-of-country currency conversion), a receipt is required. Attach the original vendor receipt and reference the transaction numbers for both the original purchase and international fee respectively.

**XIV. Reconciliation**

- A. Refer to the [PCard Billing Cycle Calendar](#) for billing cycle dates and deadlines.
- B. Ensure expenditures are in compliance with the spending guidelines/trust fund authority for the applicable projects.
- C. Item purchased, amount charged, and vendor name must match receipt.
- D. Reconcile transactions to the appropriate and allowable projects and account codes, prior to the end of the reconciliation period to avoid unnecessary journal voucher transactions.

**XV. Statements**

- A. Refer to the [PCard Billing Cycle Calendar](#) for statement cycle dates and deadlines.
- B. The reconciler, as well as the cardholder, has access to route the monthly statement.
- C. Statements can only be routed for approval when a fully documented receipt is attached to every transaction. A fully documented receipt includes all the information listed in the [Receipts and Documentation Requirements](#) section of this document.
- D. 1-5-10 rule
  - 1. Route statement by the 1<sup>st</sup> of the month
  - 2. Second person approves by the 5<sup>th</sup> of the month
  - 3. Supervisor approves by the 10<sup>th</sup> of the month

**XVI. Lost or Missing Receipts**

- A. If the cardholder makes a reasonable effort to obtain a receipt but is unable to do so, complete a [Missing Receipt Form](#).
- B. Attach a copy of the Missing Receipt Form to the transaction.

**XVII. Fraudulent Charges**

- A. If a charge is questionable and/or determined to be questionable, immediately contact the University PCard Administrator and vendor.
- B. Ensure expenditure distributes to an L-2 account pending review and possible credit.
- C. DO NOT allow a fraudulent expenditure to distribute to an L-5 account.
- D. If you are unable to resolve a dispute with a merchant, you must report it within 60 days to Bank of America. Please complete the [Dispute Form](#) and fax it to Customer Service at 888-678-6046. More information is available in the [PCard Cardholder Manual](#).

**XVIII. Retention/Storage of Receipts and Related Documentation**

- A. [NCSU Campus Specific Records Retention and Disposition Schedule](#) Section 5.26 - Refer to this schedule for records retention requirements based upon the type of funding used for the transaction to determine if original documentation can be destroyed after six months.
- B. University PCard Office is undergoing review of their requirements for receipt retention.