PURCHASED CARD PROGRAM
Quick Reference Guide

PROGRAM OVERVIEW
The Visa Purchasing Card Program is designed to make small dollar purchases within the limitations of the Visa Purchasing Card and its funding source. It is the cardholder’s responsibility to know the limitations of the card’s funding source. Please refer to the Purchasing Cardholder Manual for more in depth information or direction.

CARD LIMITATIONS
- The Visa Purchasing Card is for official University of Alabama business only.
- Personal expenses are not allowed on the card even when reimbursement is intended.
- All transactions must comply with established University purchasing policies and procedures, state of Alabama bid law, spending policies and travel policies.
- Purchases are limited to $4,999.99 per single transaction including freight charges.
- Splitting orders into separate Visa transactions merely to avoid the cardholder’s delegated single purchase limit is not allowed except when ordering items that are available on University standing contracts.
- University standing contracts must be used when applicable.

DOCUMENTATION INFORMATION
- An itemized receipt is required for each charge made to the P-Card. This may include:
  - Sales Receipts
  - Priced Packing Slips
  - Cash Register Receipts
  - Faxed Receipts
  - Emailed Receipts
  - Summary order information from internet sites
- If documentation has been lost, contact the vendor for a duplicate copy. If a duplicate copy is impossible to obtain, complete a “Purchasing Card Missing Receipt Affidavit” and forward to the department reconciler.
- All receipts smaller than 5”x8” must be taped (not stapled) to an 8½”x11” sheet of paper to prevent loss and accommodate the University’s imaging system.
- Statements cut off on the 27th day of the month.
- Completed P-Card Packets must be submitted to Purchasing Card Services (Box 870130) by the 18th of each month.
- Each department will be required to maintain a file of all documentation associated with Purchasing Card activity, in addition to the originals forwarded to P-Card Services. These files should be maintained for a minimum of two years.

CARDHOLDER RESPONSIBILITIES
- Ensuring the Purchasing Card is used for legitimate business purposes only.
- Maintaining the Purchasing Card in a secure location at all times.
- Adhering to the purchasing limits and restrictions of the Purchasing Card Program.
- Obtaining all sales slips, register receipts, and Visa receipts and providing them to your Reconciler.
- Attempting to resolve disputes or billing errors directly with the vendor.
- Ensuring that Alabama state sales tax has not been charged. Many states honor UA tax exempt status. Ask!
- Do not accept cash instead of a credit to the Purchasing Card account.
- Returning the Purchasing Card to Purchasing Card Services upon terminating employment.

RECONCILER RESPONSIBILITIES
- Reviewing vendor receipts for inappropriate purchases or uses of the Purchasing Card and to ensure that tax has not been charged.
- Reconciling all vendor receipts to Visa Transactions by the 18th of each month.
- Attempting to resolve any disputes not resolved by the Cardholder.
- Notifying Bank of America and Purchasing Card Services at 348-8645 of lost or stolen cards.
- Notifying Purchasing Card Services of Cardholders who have terminated, transferred to another department, or lost purchasing card privileges.
- Collecting canceled cards from Cardholders and forwarding to Purchasing Card Administrator.

APPROVING OFFICIAL RESPONSIBILITIES
- Ensuring that all reconcilers/cardholders have received training regarding their responsibilities.
- Serving as a source of information for department users.
- Communicating problems encountered to the Purchasing Card Administrator.
- Reviewing reconciled vendor receipts to ensure that all purchases are appropriate and that prohibited items have not been purchased.
- Ensuring that all proper and completed documentation is attached to the monthly bank statement.
- Resolving problems when procedures are not followed.

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