The UC Davis Purchasing Card program provides campus employees who are delegated as departmental buyers with an effective tool to purchase and pay for routine, low dollar cost products. Though it resembles and works like a personal credit card, there are significant differences:

- it is a charge or corporate purchasing card rather than a credit card
- full liability rests with the University for immediate payment to the bank for all transactions
- it is assigned by the bank to the employee but is issued in the name of and on the behalf of the University

We recommend that each lab have at least one p-card holder. As a p-card holder you must take the same care with it that you do your own credit cards. In addition, there are certain responsibilities prescribed by policy. Below is a brief overview of your responsibility as a cardholder. It is also important that you have a working knowledge of all associated policies before using the card.

Establishing Proper Controls
You are responsible for safeguarding the card, and for all purchases made with it. It's important that you work with your CNS purchasing contact to ensure all purchases are appropriate and in compliance with University policies.

Keeping Good Documentation
Always obtain the appropriate source documentation from the vendor for every purchase and forward it to your purchasing contact within 5 days of receipt of goods. Source documentation, usually a receipt, must contain details of the item purchased. It is especially important to maintain complete source documentation for charges made against a Purchasing Card assigned to a federally funded account.

The p-card holder is responsible for reconciling the monthly Purchasing Card bank statement. Keep a personal record of your purchases—an excel spreadsheet or something similar. Check for any erroneous charges, returns, or adjustments and ensure proper credit is given on subsequent bank statements. If fraudulent charges appear on your monthly statement, the Dispute Reporting Form should be completed.

http://pcard.ucdavis.edu/forms/DisputeReport.cfm

Safeguarding the Card
Purchasing Card numbers are considered confidential and proper care should be taken with the card and any documentation that contains the card number. Never give your card number or loan your Purchasing Card to anyone, including coworkers. Destroy old cards in a manner that ensures the card number and expiration date are no longer legible. Contact U.S. Bank, the police (if appropriate), your purchasing contact if your card is lost or stolen.
Purchasing Card Application
When you have obtained pre-approval from your PI & the p-card account Fiscal Officer, complete Purchasing Card training: [http://afs.ucdavis.edu/our_services/account_payable/procurement-card/training.html](http://afs.ucdavis.edu/our_services/account_payable/procurement-card/training.html)

Once training is completed you will be able to apply for your card.

Making Purchases
You may use your p-card to purchase SUPPLIES and CONFERENCE REGISTRATION ONLY under $4999 including tax and shipping. **P-cards cannot be used for travel-related (conference registration excepted) or entertainment expenses, services, repairs or office furniture in excess of $500.** Do not use a P-card for Amazon Web Services; obtain a PO from your purchasing contact. If you have any question about whether a purchase is allowable, contact your financial assistant.

Follow these steps in order to remain in compliance with University purchasing guidelines:
- Obtain complete source documentation from the vendor for your purchase. Source documentation must contain details of the item purchased, complete pricing including item price, tax amount and shipping charges.
- When you receive your purchase, verify your order is correct, sign & date your packing slip and turn in all your purchasing documentation to your purchasing contact with a completed purchasing card transaction cover sheet. **Turn in your purchasing documentation at least once a week.**

  Complete documentation will consist of 3 pieces:
  1. **P-card Cover sheet:** Be specific about what you purchased, associate items with project funding. Do not use federal funding for general office supplies.
  2. Itemized invoice showing the amount charged to your card including tax and shipping. (Not an order confirmation, order detail or order summary…the FINAL invoice with complete charges.)
      If you receive an invoice by email, simply forward this to your purchasing contact.
  3. Packing slip, signed and dated by the receiver. (For proper controls, this should be another person in the lab, not the p-card holder.) If there is no packing slip, state so on the cover sheet.

- When your p-card statement arrives, reconcile the statement to your personal record. Check for any erroneous charges, returns, or adjustments and ensure proper credit is applied for refunds given on subsequent bank statements.

For more help with purchases check out this handy Purchasing Decision Chart: [http://afs.ucdavis.edu/our_services/contracting-services/general-information/purchasing-decision-chart.html](http://afs.ucdavis.edu/our_services/contracting-services/general-information/purchasing-decision-chart.html)

If have disputed or unauthorized charges, look here for guidance: [http://afs.ucdavis.edu/our_services/account_payable/procurement-card/handling-problems/unauthorized.html](http://afs.ucdavis.edu/our_services/account_payable/procurement-card/handling-problems/unauthorized.html)

Card Renewal

Box: 1_CNS Resources:CNS Procedures & Guides:Office Guidelines:P-card Guide
Purchasing Cards are automatically reissued to all active cardholders prior to the expiration date—24 months following issue. You will be reminded every 12 months to complete Refresher Training to remain an active cardholder.