

UITS P-CARD PROCEDURES

Effective February 1, 2017
(Revised November 10th, 2017)

- The deadline for submitting P-Card statements and receipts to the Finance Office will now be the **20th** of each month (or the next business day). *Please mark your calendars.*
- During any rolling 12 month period, the following three steps will be taken for instances of non-compliance:
 - **First Instance:** We'll notify you by email of the issue.
 - **Second Instance:** We'll notify you a second time and require you to submit the reason for non-compliance and how you will prevent it from reoccurring in the future; your manager will be required to sign and return it to the Finance Office.
 - **Third Instance:** Your P-Card will be suspended for one month. Reinstatement will require the approval of both your manager and the UITS Finance Director.
- Compliance areas include, but are not limited to:
 - Contacting Purchasing directly—without notifying the Finance Office—to request credit limit increases
 - Stacking - where multiple purchases are made at the same time with the same vendor for the same item in order to avoid a P-Card transaction limit
 - Purchase of restricted items, such as software, gift cards, cell phones, furniture, travel expenses, alcohol, etc.
 - Purchases from **foreign** vendors without first contacting the Finance Office. Please note, foreign P-Card transactions are usually grossed-up by FMS-Tax to cover IRS withholding requirements—a \$1,000 purchase results in a total cost of **\$1,428.57**. Please contact the Finance Office before purchasing to discuss options in order for the Finance Office to help you avoid the additional charge.
 - Purchases made for items that are available via the Shop Catalogs or contract vendors without approval from the Finance Office and Purchasing
 - Purchases from PO vendors
 - Inability to produce a legible itemized receipt
 - Late submissions of statements and receipts to the Finance Office. If P-Card submission will be late due to an unavoidable conflict, send an e-mail to UITSAP@indiana.edu before the 20th of the month detailing that a late submission will occur and providing the reason why and a date when the submission will be made.
- **Personal charges**, whether accidental or not: Immediately notify the UITS Finance Office of the charge(s) and reimburse the University. Personal charges made on a P-Card are a violation of IU policy and card holder fiscal responsibility, therefore all occurrences will be reviewed by the Finance Office and HR teams to determine severity and necessary follow-up actions to prevent recurrence. These actions may include, but are not limited to, suspension of P-Card privileges and up to termination of the P-Card holder.

Additionally, Indiana University and the UITS Finance Office reserve the right to suspend or revoke P-Card usage privileges at any time deemed necessary to protect Indiana University funds and their proper usage.

For additional information about P-Cards, including video tutorials, please visit:

<http://www.indiana.edu/~purchase/pcard/pcard.php>.

Thank you for your help in ensuring we maintain compliance with IU P-Card policies. If you have any questions, please direct them to UITSAP@indiana.edu.