With Chrome River, you have the ability to reconcile your transactions daily as they post. All transactions must be submitted within 15 days for approver review.

You will start receiving notifications from IU purchasing on any unsubmitted expenses 30 days past the transaction date.

Expense report title should contain the p-card name, statement date, username Ex. Finance Office 08.10.18 jpbodle

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

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.

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 cardholder 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:

For additional information, updates, training, and resources on Chrome River, please visit:
https://uits.iu.edu/projectrecharge

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.