• 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:
  o **First Instance:** We’ll notify you by email of the issue.
  o **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.
  o **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:
  o Contacting Purchasing directly—without notifying the Finance Office—to request credit limit increases
  o 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
  o Purchase of restricted items, such as software, gift cards, cell phones, furniture, travel expenses, alcohol, etc.
  o 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.
  o Purchases made for items that are available via the Shop Catalogs or contract vendors without approval from the Finance Office and Purchasing
  o Purchases from PO vendors
  o Inability to produce a legible itemized receipt
  o 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:

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.