

UITS Chrome River P-card procedures

Effective July 11, 2018

- 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:

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

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.