

UITS P-CARD PROCEDURES

Effective February 1, 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 each fiscal year, we'll take the following three steps 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:
 - Late submissions of statements and receipts to the Finance Office.
 - Purchase of restricted items, such as software, gift cards, cell phones, furniture, travel expenses, alcohol, etc.
 - Accidental personal charges when you notify the Finance Office of the charges and immediately reimburse the University. However, if you do not notify the Finance Office of the accidental charge and we identify it, your card will be suspended until a review is completed.
 - Purchases from PO vendors.
 - Contacting Purchasing directly—without notifying the Finance Office—to request credit limit increases.
 - 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.
 - 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.
 - Purchases made for items that are available via the Shop Catalogs or contract vendors without approval from the Finance Office and Purchasing.

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.