

## CAH PROCUREMENT CARD (Pcard) POLICY

All Pcard activities must be conducted in accordance with all university policies and state and federal regulations found at: <http://policies.ucf.edu>. The F&A website is found at: <https://fa.ucf.edu/>. Under Departments, select Disbursements Services and Procurement Card. Under this link you can find the following information for reference:

- About Us
- Forms\*
- Procedures
- Guidelines\*\*
- Frequently Asked Questions

### CAH Recommendations for Review:

\*Look under the “Forms” tab to find the most frequently used forms including:

- Department Authorization Security Access Ethics Certification
- PCard Statement Certification

\*\*Look under the “Guidelines” tab to find “Examples of Prohibited Uses of Procurement Card”

Along with UCF’s Finance and Accounting policies, the College of Arts and Humanities Pcard Procedures must also be followed.

Updated 10/21/19

## CAH PROCUREMENT CARD (Pcard) PROCEDURES

To request a procurement card (Pcard), approval is first needed from the Supervisor. Once you have approval, the person who is requesting the Pcard will need to go the Finance and Accounting website at: <https://financials.ucf.edu/training-about/> and select "Curriculum and Registration". Follow the guidelines on how to register for course FPO135-Pcard Training for cardholders.

After training is finished, please log into UCF Financials. Please follow the Addy Notes below on how to navigate through the application process.

<https://financials.ucf.edu/addy-notes-pcard/> Accessing & Approving the PCard Application in UCF Financials

This above outlined process is now used for the following:

- Applying for a new PCard
- Closing an active PCard
- Updating an active cardholder's name
- Changing any cardholder information on form (Only permanent requests)

Prior to form submission in the system, the PCard applicant must complete the Ethics form and HR Background check. Background checks should already be completed for Faculty, A&P, and USPS, however employees who have been at UCF for many years, may not have a background check on file. If an OPS undergrad student is going to receive a PCard, a background check most likely was not done for this OPS employee and therefore a background check must be requested. Grad students and non-student employees should already have a background check on file. Please confirm with Talent if a background check is on file, and if not, a background check will have to be requested.

Since the new process is done through the Peoplesoft system, this will by-pass the CAH PCard Administrator, Joe Schofield. The DDC and the RFO should receive the email notification when a new request and/or change is requested in the system. PCards associated with E&G and auxiliary funds, please email Cathy Radzai and Joe Schofield the following information:

Name:

Employee ID:

Dept/proj #:

PCard Request: New, Increase/Decrease Limits/Special requests (permanent) or Closing PCard

PCards associated with grants/projects, please email Kristin Wetherbee and Denise Matias as outlined above.

Updated 10/21/19

Joe Schofield (NID: jschofie), Denise Matias (NID: dmatias) and Kristin Wetherbee (NID: kristin) should be setup as PCard approvers for all CAH Chairs and/or Directors.

If a Pcard holder leaves a CAH unit, the PCard must be shredded and the process to close the account is done online in the Peoplesoft system. Follow the Addy Notes. Please follow the email instructions and note in the email that the card was destroyed.

A Pcard holder must report a lost/stolen, or compromised card to the Pcard office (407-882-2235), the Cardholder's approver, and Bank of America (888-449-2273) immediately.

### **Temporary PCard Request** (Not done through the Peoplesoft system)

For temporary request actions, such as monthly credit card limit increase, single purchase limit increases (less than \$25K), or special one-time requests, the cardholder should email their Chair/Director for approval. Please type "Temporary Override Request" in the subject line. The following format should be used and completed by the cardholder. Please provide appropriate detailed information and if you need assistance, contact Joe Schofield.

**Cardholder Name:**

**Merchant Name:**

**Amount:**

**Reason:**

**Timeframe:**

The Chair/Director, should forward the email stated "approved" to Cathy Radzai at: [Cathy.Radzai@ucf.edu](mailto:Cathy.Radzai@ucf.edu) and cc Joe Schofield at: [Joe.Schofield@ucf.edu](mailto:Joe.Schofield@ucf.edu) for review. The email will be sent to F&A from the CAH Dean's office for processing.

Under *no* circumstances should a subordinate approve a supervisor's Pcard charges. The Accountant at the CAH Dean's Office will be assigned as the Pcard approver for all Chairs/Directors. Should Joe Schofield be absent, Denise Matias and Kristin Wetherbee, CAH Director of Research, are authorized Pcard approver.

PCard Statement Certification (form 41-970), along with appropriate receipts are due to F&A PcardStatements within 30 days of the statement close date (either by email to [pcardstatements@ucf.edu](mailto:pcardstatements@ucf.edu) or hardcopy via campus mail/hand delivery).

Each CAH unit should have a written procedure in place for processing Pcard transactions. A backup approver should also be set up in each CAH unit. Please note, an employee must not approve charges for their supervisor. For these instances only, the responsibility is

assigned to Joe Schofield in the CAH Dean's office. The supervisor, usually a Chair/Director, should stamp the original receipt with the Pcard stamp, complete the appropriate lines and forward the receipt to Joe Schofield for approval. Print name on the card holder line.

Once the original receipt has been approved by Joe Schofield for a Chair/Director, the receipt will be sent back to the CAH unit. The receipt should be reconciled in the respective area with the Procurement Card statement and follow the procedures set up by F&A Pcard Statements on how to reconcile charges.

**Please note:** Per Finance & Accounting, a purchase order is required for all non-travel Pcard purchases for \$5,000 or greater.

All Pcard activities must be conducted in accordance with all university policies and state and federal regulations.

Please contact Joe Schofield, CAH Budget Manager by email at [Joe.Schoofield@ucf.edu](mailto:Joe.Schoofield@ucf.edu) or phone (407)823-6496 with any questions.