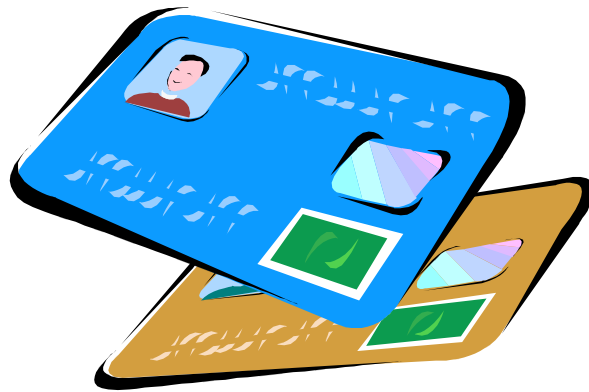


# THE UNIVERSITY OF ARIZONA PURCHASING CARD

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## USER GUIDE

PROCUREMENT AND CONTRACTING SERVICES

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<http://w3.arizona.edu/~pacs/pcard/default.htm>

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**THE PURCHASING DEPARTMENT IS PROUD TO BRING YOU A CONVENIENT, SAFE WAY TO MAKE SMALL DOLLAR PURCHASES AND MONITOR YOUR EXPENDITURES. THE PURCHASING CARD (OR PCARD) ELIMINATES, AS MUCH AS POSSIBLE, THE NEED FOR PURCHASE ORDERS AND DIRECT REIMBURSEMENTS BY ALLOWING DESIGNATED STAFF AND FACULTY TO MAKE PURCHASES WITH A UNIVERSITY CREDIT CARD.**

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## YOUR NEW CARD

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The University of Arizona Individual Purchasing Card is a **J P Morgan Chase Visa** card issued to an individual employee. The Department name appears on the card under the cardholder name for reference. Individual Purchasing Cards are nontransferable and non-assignable and remain the property of the University of Arizona and J P Morgan Chase.

The University of Arizona Departmental Purchasing Card is a **J P Morgan Chase MasterCard** issued to a University department. The University's name appears on the card under the Department name for reference. Departmental Purchasing Cards are transferable and assignable and remain the property of the University of Arizona and J P Morgan Chase.

**Purchasing offers two varieties of Purchasing Cards, whether they are set up as an individual or departmental PCard: *The Classic PCard* & *The Travel PCard* (for employee airline ticket and primary transportation purchases (i.e. bus, train, ferry, shuttle).**

Each Purchasing Card is assigned a default FRS account number and object code. The FRS account number and object code may be changed at any time. To change or split fund an account number or to change an object code on a single transaction, the cardholder must notify their reconciler when documentation is handed in for that transaction.

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## CARDHOLDER RESPONSIBILITIES

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- Safeguard Purchasing Card
- Report lost or stolen card immediately
- Review any discrepancies with the Reconciler; notify the Bank of suspected fraudulent activity
  - Note: In case of loss or theft of the card or misappropriation of the card account number, the bank forgives fraudulent charges ONLY if they are notified within 60 days from the date the charge appears in PaymentNet (this is called the notification period). The cardholder must call J P Morgan Chase Customer Service at 1-800-270-7760. If the bank is not contacted within the notification period, fraudulent charges could become the liability of the cardholder's department or if denied by the department, the liability of the cardholder.**
- Comply with all policies relating to the use of the card
- Forward all documentation (receipts, packing slips, etc.) to the Reconciler on a daily basis
  - Note: Failure to comply with PCard policy or failure to forward documentation for credit card purchases may result in suspension and/or cancellation of the PCard.**
- Resolve any discrepancies with the Vendor
- Obtain Travel Authorization number before purchasing travel related purchases and write T# on receipt.

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## PURCHASING CARD MISUSE & PYRAMIDING ORDERS

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The Purchasing Card is to be used for University of Arizona business only, not for personal use. All transactions made using the Purchasing Card must benefit and support the University's mission of education, research and public service.

Fraudulent or intentional misuse of the card will result in cancellation of the card and/or possible criminal charges. The Purchasing Card program is subject to the University of Arizona's Misuse of University Assets Policy. For more information go to <http://w3.arizona.edu/~policy/misuse.shtml>.

Pyramiding, or fragmenting, is making a purchase greater than \$5,000 and paying for the item(s) in separate payments of less than \$5,000 over an interval of time. Individual purchases to any merchant may not exceed \$5000 (including tax and shipping). Intentional fragmenting of a purchase may result in civil or criminal penalties under the Arizona Board of Regents Procurement Policy and/or cancellation of the Purchasing Card. For more information, go to: [http://pacs.web.arizona.edu/pacs\\_home.html](http://pacs.web.arizona.edu/pacs_home.html).

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## ACTIVATING YOUR CARD

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The cardholder should call the 1-800 number on the sticker of the Purchasing Card to activate the card. This automated line will prompt the cardholder for the credit card number (on the face of the card), social security number (use an Employee Identification Number or EID number, *not* a social security number) and mother's maiden name (if mother's maiden name was not used, enter chosen password).

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## RENEWING YOUR CARD

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The Purchasing card will automatically be renewed before the expiration date. Cards will be mailed directly to the cardholder's shipping address. The cardholder should call the 1-800 number on the sticker of the Purchasing Card to activate the card. This automated line will prompt the cardholder for the credit card number (on the face of the card), social security number (use an Employee Identification Number or EID number, *not* a social security number) and mother's maiden name (if mother's maiden name was not used, enter chosen password).

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## CANCELING YOUR CARD

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Upon termination of employment or transfer to another department the cardholder must return their Purchasing Card to the department liaison. The liaison will cancel and dispose of the card.

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## CARD LIMITS

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The purchasing card has four spending limits determined by the University of Arizona and each department.

1. Individual transaction limits \$ \_\_\_\_\_  
(The total transaction amount including tax and shipping may not exceed \$5000.
2. Monthly dollar limit \$ \_\_\_\_\_
3. Number of daily transactions \_\_\_\_\_
4. Number of monthly transactions \_\_\_\_\_

**Note:** The monthly cycle ends on the 6<sup>th</sup> of each calendar month. Your limits refresh on the 7<sup>th</sup>.

**Note:** To increase or decrease any of these limits please confer with the departmental liaison. The liaison will send a change form to the program administrator to effect the approved changes.

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## ALLOWABLE EXPENDITURES

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Suggested uses include operating supplies, lab equipment, computer equipment, conference registration fees, professional membership & dues; as well as non-contracted services such as cell phone bills and equipment repair.

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## STRATEGIC ALLIANCES & UNIVERSITY-WIDE CONTRACTS

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Strategic alliances & University-wide contracts are agreements for commodities and services established to benefit the University of Arizona. By using these agreements, departments gain access to discounted pricing and a dedicated support team; as well as assist the University in obtaining benefits such as sponsorships, student initiatives, grant programs, training, professional development and e-procurement initiatives.

Depending on the agreement with each vendor, use of the PCard to pay for items on a strategic alliance may or may not be allowed. The following list contains the University of Arizona Strategic Alliances and Contracts and the compatibility with the Purchasing Card.

1. **Office Supplies** – office supplies should be purchased on the University of Arizona agreement with Office Depot. The Purchasing Card may ***not*** be used in conjunction with the office supply agreement.

To sign up to place orders with Office Depot on the University contract, please contact Lucy DuVall at 520/621-8816 or [lduvall@u.arizona.edu](mailto:lduvall@u.arizona.edu).

Office supply purchases that are not on the University contract (i.e. to any other vendor) must be pre-authorized by Purchasing. Contact a Purchasing buyer for non-contracted office supply purchase via the PCard:

- **Rob McMullen** at 520/621-3067; [rmcmulle@u.arizona.edu](mailto:rmcmulle@u.arizona.edu)
- **Ted Nasser** at 520/621-5449 or [enasser@u.arizona.edu](mailto:enasser@u.arizona.edu)

2. **Printing Services** – printing services should be purchased on the University of Arizona agreement with Printing and Graphics. The Purchasing Card may ***not*** be used in conjunction with the printing services agreement.

To place orders with Printing and Graphics please contact:

- **Karen Campasano** at 520/621-9514 or [ksc1@email.arizona.edu](mailto:ksc1@email.arizona.edu)
- **Paul Lee** at 520/621-9516 or [pelee@email.arizona.edu](mailto:pelee@email.arizona.edu)

To request printing services not on the University agreement (i.e. to any other vendor) please contact a Purchasing buyer:

- **Mark Fastje** at 520/621-5447 or [mfastje@u.arizona.edu](mailto:mfastje@u.arizona.edu).
- **Ted Nasser** at 520/621-5449 or [enasser@u.arizona.edu](mailto:enasser@u.arizona.edu)

3. **Wireless Cell Phone Services and Equipment-** wireless cell phone service and equipment should be purchased on the University of Arizona agreement with Alltel. The Purchasing Card ***may*** be used in conjunction with the wireless cell phone service and equipment agreement.

Contact the **Alltel** representative to place a wireless order via the PCard:

- **Jeff Cuthbertson** at 520/419-2999 or [jeff.cuthbertson@alltel.com](mailto:jeff.cuthbertson@alltel.com).

Wireless purchases for NEW service or equipment that are not on the University agreement (i.e. to any other vendor) must be pre-authorized by Purchasing. Existing service bills may be paid on the PCard for any cell phone service. Contact a Purchasing buyer for non-contracted wireless purchases for NEW service or equipment via the PCard:

- **Ted Nasser** at 520/621-5449 or [enasser@u.arizona.edu](mailto:enasser@u.arizona.edu)
- **Denise Puella** at 520/621-3871 or [denisep@u.arizona.edu](mailto:denisep@u.arizona.edu)

4. **Furniture** - furniture should be purchased on the University of Arizona agreement with Walsh Brothers or Corporate Express. The Purchasing Card *may* be used in conjunction with the furniture strategic alliance.

Contact the **Walsh Brothers** representatives to place a furniture order via the PCard:

- **Debbie Danby** at 520/792-4200 x726 or [ddanby@walshbros.com](mailto:ddanby@walshbros.com)
- **Kathy Ryan-Green** at 520/594-6206 or [kryan-green@walshbros.com](mailto:kryan-green@walshbros.com)

Contact the **Corporate Express** representatives to place a furniture order via the PCard:

- **Victoria Marturello** at 520/434-6424 or [victoria.marturello@cexp.com](mailto:victoria.marturello@cexp.com)
- **Kris Skaggs** at 520/434-6426 or [skaggs@cexp.com](mailto:skaggs@cexp.com)

Furniture purchases that are not on the Tri-University furniture contract (i.e. to any other vendor) must be pre-authorized by Purchasing. Contact a Purchasing buyer for non-contracted furniture purchase via the PCard:

- **Ted Nasser** at 520/621-5449 or [enasser@u.arizona.edu](mailto:enasser@u.arizona.edu)

5. **Temporary Services**– Temporary services should be purchased on the University of Arizona agreements with the following vendors. The Purchasing Card *may* be used in conjunction with the temporary services agreements.

Contact one of the representatives below to place a temporary service order via the PCard:

<b>Vendor Name</b>	<b>Contact Name(s)</b>	<b>Telephone Number</b>
<b>A &amp; M Personnel Services</b>	Tom Campbell	520-323-8778
<b>AppleOne Employment Services</b>	Laure Altenes	520-323-6222
<b>Barrett Business Services</b>	Debbie Leber	520-512-8984
<b>Employment Hotline</b>	Betty McClure	520-795-1907
<b>Kelly Services</b>	Eleanor Euler	520-748-2681
<b>Manpower</b>	Saundra Weissmueller	520-290-2182
<b>PrideStaff Tucson</b>	Carol Ritter	520-326-2001
<b>The Temp Connection</b>	Ellie Patterson	520-323-3100
<b>Volt Services Group</b>	LeeAnne Hamon Jeff Hanley	520-323-6903 520-790-8658

Temporary services that are not on the University agreement (i.e. to any other vendor) must be pre-authorized by Purchasing. Contact a Purchasing buyer for non-contracted temporary service purchases via the PCard:

- **Rob McMullen** at 520/621-3067; [rmcmulle@u.arizona.edu](mailto:rmcmulle@u.arizona.edu)
- **Ted Nasser** at 520/621-5449 or [enasser@u.arizona.edu](mailto:enasser@u.arizona.edu)

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## RESTRICTIONS

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University Mandated Policy Restrictions that apply to the Purchasing Card:

- Alcoholic beverages
- Animals
- **Building construction**
- **Business meetings** or **business entertainment**
- Cash advances / Wire transfers / Money orders
- Conflict of interest vendors
- Ebay.com or any similar online auction vendor and any third party payment vendor, like PayPal.com or BidPay.com.
- Firearms or ammunition
- **Food**
- Gasoline for vehicles
- Gifts, donations or service awards including but not limited to **flowers and decorations**
- Hazardous materials including radioactive materials, compressed gas, bulk ethyl alcohol and DEA licensed materials.
- Hotels
- Independent Contractors
- **Medical services**
- Pre-paid cards including but not limited to gift cards and phone cards
- Relocation and/or moving expenses
- Rental Vehicles

### **Definitions:**

- **Business Meeting:** Costs of meetings when the primary purpose is the dissemination of technical information or conducting business. This includes the costs of meals, refreshments and other items incidental to the meetings. Business meetings require advance planning, involve groups of people and may have considerable cost. Examples include luncheons and dinners for groups, banquets, workshops, retreats and seminars.

- **Business Entertainment:** Expenses incurred on behalf of non-University employees or appropriate University employees when the primary purpose of the activity is to further business relations but not to conduct business functions. This includes smaller scale business lunches or dinners, tickets to athletic, cultural or other events, and related expenses. Additionally, if dinner and a show are provided to conference attendees on the evening of the conference, these expenses are considered Business Entertainment.
- **Building Construction Expenses:** Costs or expenditures associated with building, construction, reconstruction, or rehabilitation of real property (including land and buildings), the installation of an integral component to real property, or the improvement of real property.
- **Flowers and Decorations:** Expenditures for flowers and/or decorations for neither employee social or recreational functions - where no business is conducted nor business objectives are present (for example, non-approved individual retirement farewells or employee recognition programs, picnics, or memorial services; Christmas or other holiday related parties and employee functions). Includes flowers purchased for any type of life event or holiday (for example, for condolence, congratulations, birthdays).
- **Food for Human Consumption:** Food purchased for business meetings, business entertainment, or food purchased for departmental or personal use including but not limited to departmental tea, coffee, bottled water and ice.
- **Medical Services:** Any expenses related to medical care or services, including but not limited to expenses incurred for insurance co-payments, prescription or nonprescription drugs, immunizations, laboratory, x-ray or other diagnostic testing, visits to or with physicians, nurses, chiropractors, therapists, technicians, or other health care providers, emergency room or urgent care visits and hospitalizations.

\*\*Due to the above policy restrictions, the following categories have been *electronically blocked* from your card:

- Airlines (on Classic PCard only)
- Cash machines
- Hotels / motels
- Restaurants
- Bars
- Liquor stores
- Travel agencies (on Classic PCard only)
- Vehicle rental

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## CONTRACTS

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**Contracted Purchases** – any purchase that includes a contract to be signed must first be reviewed by the Contracting Office, please contact Ernette Leslie at 520/626-3919 or <mailto:ecleslie@u.arizona.edu> to review the contract before using a PCard.

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## INVOICES / RECEIPTS / REBATES

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An invoice or receipt is defined as: documentation that lists the name of the company, itemization of purchased items and amount of the charge, (including a breakdown of shipping and tax charges if applicable). According to FRS #9.10, the invoice should also indicate what method was used for payment, i.e., credit card. The order and/or ship date is also helpful in case there are multiple purchases from the same vendor of the same types of items to avoid duplicate payments. Invoices printed from the Internet for PCard purchases are acceptable. An invoice / receipt are required for every transaction made on the PCard. Credits to a PCard are considered a transaction and require backup documentation. Rebate checks from purchases made via the PCard are property of University of Arizona and should be turned into the department reconciler for deposit into a University account.

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## PHONE AND INTERNET ORDERS

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The Purchasing Card may be used to place orders over the phone or on the Internet. Cardholders must provide the vendor with the following information: the Purchasing Card number and expiration date, quantity and description of goods to be ordered and detailed instructions on delivery. *In addition, the cardholder must request that an itemized invoice complete with sales tax information be sent directly to the cardholder's billing address.* Due to the uncertainty of shipping times and the need for prompt documentation to reconcile a charge, the cardholder should request a copy of the itemized invoice be faxed to them on phone orders; on internet orders, a copy of the invoice or confirmation should be printed. These copies will be sufficient to reconcile the bank charges; however the cardholder will still be required to forward the actual invoice to the Reconciler when it arrives.

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## SALES TAX INFORMATION

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The University of Arizona is subject to Arizona state sales tax only. We do not pay any other state's sales tax. If an out of state vendor does not have an Arizona state tax license, they may not charge tax; we will self assess a 5.6% Use Tax on these purchases.

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## CUSTOMER NUMBERS

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Customer numbers are a merchant's method for associating a billing and shipping address in their records. A merchant may already have a customer number for the University of Arizona set up with Accounts Payable as the billing address and Central Receiving as the shipping address. The cardholder should be sure to override, or set up their own customer number with merchants. The billing address should match the address used on their cardholder application.

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## BILLING AND SHIPPING ADDRESS

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Some merchants may verify the *billing address* with the bank when processing a charge for additional verification. If the vendor does not recite the address exactly, the bank may decline the sale. A copy of the billing address is on the cardboard, which comes attached to each card.

Invoices must be sent directly to the department, not to Accounts Payable or Purchasing. Please make sure to verify the billing address as well as the shipping address with a vendor.

Deliveries must be shipped directly to the department, not to Central Receiving. Cardholders should ask a merchant which delivery method they use (U.S. Mail or a commercial carrier) to give correct delivery information. A P.O. Box number must be used for US Mail, a street address for commercial carriers.

### **U S Mail**

Joe Zona  
Any Department  
Destination Building, Room 101  
P.O. Box 2100xx  
University of Arizona  
Tucson, Arizona 85721-00xx

### **Commercial Carriers (UPS, Fed Expr)**

Joe Zona  
Any Department  
Destination Building 77, Room 101  
140 East M Street  
University of Arizona  
Tucson, AZ 85721

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## HELP

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**P-Card Program Administrator: Misty McCormick 520/621-3288**  
[sandberm@u.arizona.edu](mailto:sandberm@u.arizona.edu)

**P-Card Program Coordinator: Dureen Berg 520/621-3099**  
[dberg@email.arizona.edu](mailto:dberg@email.arizona.edu)

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