

College of Education and Human Performance 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/>.

Procurement Card (Pcard) Procedures

To request a procurement card (PCard) for your area, approval is first needed from the Dean or Dean Designee at the CEDHP Budget Office. The forms to be filled out to initiate this process are located at <http://fa.ucf.edu/forms/> and are:

“University of Central Florida Purchasing Card Program, Cardholder Agreement” (Form 41-967)

“Purchasing Cardholder Program, Cardholder Profile/PCard Application” (Form 41-968)

Once completed they are to be emailed to PCard@ucf.edu. At this point the person who is requesting the Pcard will need to log into MyUCF and register to take FPO135 “PCard Training for Cardholder” located under “Employee Self Service_Learning and Development_Request Training Enrollment”.

After training is finished, please complete “Departmental Authorization Security Access Ethics Certification” form located at <http://fa.ucf.edu/forms/> and have the employee’s supervisor or DDC sign and send to fntrain@ucf.edu. The PCard staff at Finance and Accounting will notify the employee when the card is ready for pick up.

It is the responsibility of the PCard holder to ensure the physical security of the PCard and protecting the account number from being used or seen by any other individual, including all UCF administrative personnel.

PCard Purchasing Procedures

Along with UCF’s F&A policies, the College of Education and Human Performance Pcard procedures must also be followed. The PCard may be used to purchase commodities, pay for services and facilitate travel expenses.

PCards should be used, when possible, for all expenditures related to UCF, CEDHP purchases. The purchases must be of benefit to the university/college and delivered to a UCF address. Prior to using a Pcard a Purchase Request Form (PRF) or a Travel Authorization Request (TAR) should be filled out by the requestor and approved by the DDC or RFO on the funding department or project number. No travel should be booked until there is an approved TAR. It is prohibited to ship items to a home address or PO Box. A list of prohibited items can be found at the follow link:

<https://fa.ucf.edu/wp-content/uploads/sites/2/prohibUses.pdf>

Addition information regarding PCard purchasing can be found at the following links:

https://fa.ucf.edu/wp-content/uploads/sites/2/PCard_Manual.pdf

<https://fa.ucf.edu/procurement-card-faq/>

https://fa.ucf.edu/wp-content/uploads/sites/2/Guidelines_for_Effective_PCard_Administration.pdf

A receipt or substitute documentation must support each purchase. It must include the vendor name, transaction amount, purchase date, and an itemized description of the goods or services received.

Please note: Per Finance & Accounting/PCard a requisition is required for all non-travel purchases greater than \$5,000.

For temporary request actions, such as monthly credit card limit increase, single purchase limit increase or special one-time requests the cardholder should email their Chair or Director for approval. Please type "Temporary Override Request" in the subject line. The following format should be used and completed by the cardholder.

Cardholder Name:

Merchant Name:

Amount:

Reason:

Timeframe:

The Chair or Director, should forward the email stated "approved" to Jim Clarke at email James.Clarke@ucf.edu and cc Lisa Filzer at email Lisa.Filzer@ucf.edu for review. The email will be sent to Finance and Accounting from the CEDHP Budget Office for processing.

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

When an employee who has a PCard, leaves the CEDHP unit, the PCard must be cut in half and the Cardholder Profile form completed to close the account. Per the instructions on this form, only the "Name" field is needed to close the account. Send the card and form to the CEDHP Budget Office.

PCard Approval Procedures

Under No circumstances should a subordinate approve a supervisor's PCard charges. An accountant at the CEDHP Budget Office will be assigned as the PCard approver for all Pcard holders in CEDHP.

The cardholder should provide the approver with the approved Purchase Request Form with the "PCard Approval to Pay" information filled in which includes PO # and line # if applicable, Account Code, Date Charged/Charged by and Date Approved/Approved by. This needs to be accompanied by the receipt which should include details of the item(s) purchased and the amount(s). All travel related Pcard charges must have a PO # associated with it in order to be approved.

Once the original receipt has been approved the receipt will be sent back to the PCard holder. The receipt should be reconciled in the respective area with the PCard statement and follow the procedures set up by Finance & Accounting Pcard Statements on how to reconcile charges.

Approving Tagable (OCO) Procurement Card Transactions

PCard transactions for materials, equipment, fixtures or commodities purchased for \$5,000 or greater and have an average life of one year or more are considered assets which must be tagged by the Property Section for proper accountability. In order for these transactions to be properly tagged, Profile IDs must first be assigned during the approving/reconciling process. Please go to the follow link for detailed instructions:

<http://fa.ucf.edu/wp-content/uploads/sites/2/BPE-PC-109.pdf>

Record Keeping

Within 30 days of the statement close date the departments must send via email address PCardstatements@ucf.edu a scanned copy of all PCard statements, receipts, and a signed copy of the PCard Statement Certification (Form 41-970) to F&A to be entered into the electronic DocView filing system (also known as ViewStar).