

## UNALLOWABLE EXPENSES

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Some common **unallowable** PCard expenses on University funds include:

1. Sam's Club (requires signing a contract)
2. Gift cards (considered a cash transaction)
3. Parking charges or vehicle expenses (toll-ways, fuel, repairs)
4. Car rentals or moving expenses such as moving vans/trucks
5. Pre-paid phones or phone cards, long distance and pay-phone calls
6. Drug Enforcement Agency licensed substances, medical drugs or narcotics
7. Lease Agreements
8. Radioactive materials and restricted chemicals
9. Materials to construct or remodel a University owned or leased facility and/or Construction Contractors
10. Guns and ammunition
11. Online auction transactions - (Buy It Now is allowable but discouraged due to difficult return policies)
12. Printing services without a waiver from Creative Services during CSU business hours. Exception: Copy Rite located on campus is allowed
13. Mobile Communications Provider Service Charges (i.e. cellular phone, tablet, etc.)
14. Willful negligence, determined by the Approving Official/PCard Administrator, with non-compliance of University tax exempt status
15. Non-compliance with the completion of Expense Documentation Related to Official Functions form when required

## VIOLATIONS

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If the Approving Official or Reallocator determines that a violation has occurred, he or she must issue a Violation Warning Form to the Cardholder. Transactions categorized as VIOLATIONS will result in revocation of the card for one full year upon the 3<sup>rd</sup> documented violation.

## PCARD INFORMATION

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Complete PCard information and applications for the Procurement Card, can be found on the Procurement Services website.

<http://www.purchasing.colostate.edu>

Information is also available from the PCard staff:

Lu Ann Herin  
PCard Help Desk  
970-491-5752 or [luann.herin@colostate.edu](mailto:luann.herin@colostate.edu) or  
[purch\\_acard\\_help\\_desk@mail.colostate.edu](mailto:purch_acard_help_desk@mail.colostate.edu)

Farrah Bustamante  
PCard Administrator  
970-491-1992  
[farrah.bustamante@colostate.edu](mailto:farrah.bustamante@colostate.edu)

## COMPLIANCE REPORTING HOTLINE

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Colorado State University is committed to conducting its affairs transparently, ethically and in compliance with all laws, regulations, and University policies. All members of the University community are expected to share in this responsibility and to help prevent, detect, and address violations. Consistent with this commitment, the University provides the Compliance Reporting Hotline for employees, students, and constituents to report issues, in good faith, regarding compliance with laws, regulations, and substantive University policies. This reporting mechanism allows people to report issues anonymously if they wish to do so.

To report suspected compliance violations of any kind, including violations related to ethics policy, financial reporting, internal accounting controls, or audit matters, please go <http://reportinghotline.colostate.edu/>



# PCARD QUICK GUIDE

[purch\\_acard\\_help\\_desk@mail.colostate.edu](mailto:purch_acard_help_desk@mail.colostate.edu)

*THE PCARD QUICK GUIDE IS NOT INTENDED TO REPLACE THE CARDHOLDER'S REVIEW OF THE ENTIRE PCARD PROGRAM HANDBOOK.*

## GENERAL RULE

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The Procurement Card Program (PCard) is a purchasing method to make small dollar, non-recurring purchases totaling \$3,000 or less when the use of a Shop Catalogs vendor, Automatic Purchase Order (APO) or Disbursement Voucher (DV) is not viable. Small dollar purchases are those purchases where it is NOT anticipated that future (in the fiscal year) purchases of like or similar goods or services will be needed, OR if it is anticipated, any future recurring (in the fiscal year) purchases will remain small, cumulatively \$5,000 or less. The reasoning behind this rule is small transactions that are recurring can add up to large purchases and should be subject to competitive bidding.

The authorized cardholder is able to purchase directly on behalf of CSU, thereby allowing tax-exempt use.

The PCard is a **point of sale** transaction process. This means that the Cardholder should give the card information to the supplier at the time of sale. **PCard should not be used to pay invoices for goods/services that have already been delivered or rendered.**

Sharing a card or card account number is strictly prohibited.

## LOST/STOLEN CARDS OR DECLINED TRANSACTIONS

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**Immediately** report lost/stolen cards to JPMorgan Chase at 1-800-316-6056. When prompted for ID, Cardholders must enter the last four numbers of their **CSU ID #** to speak with a customer service representative.

If the PCard declines during a transaction, the Cardholder may call the PCard Help Desk or the 800 number located on the back of the card for assistance.

## TRANSACTION DOCUMENTATION

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Valid documentation may be:

- Receipt and/or card transactions slip from the merchant

- An order form for dues, subscriptions, registrations, or similar items
- Email confirmation from the merchant for internet transaction

**All documentation must include the following information (handwritten if not printed on documentation):**

1. Merchant name
2. Description and quantity of each item purchased
3. Per item cost, if available from the merchant
4. Total cost of the order
5. Cardholder name

Receipts must be turned into Reallocator immediately if available or within 15 days of transaction.

## PROMOTION AND DEVELOPMENT

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If the PCard is used for Promotion and Development expenses (official functions, training, awards, recruiting, or other promotion and development), **AND** regardless if your card has standard capabilities or Full Official Function status (restaurants and hotel catering allowed), you **MUST** be aware of all documentation and approval requirements. Review all University policies surrounding these activities as outlined in the University's Financial Rules & Procedures.

PCard cannot be used for the purchase of alcohol, according to University policy and will be declined at liquor stores. However, PCard users with Full Official Function status (granted via Official Function Request Form signed by a Dean or VP and submitted to the PCard Administrator) are permitted to purchase alcohol at restaurants and catered events such as "drinks with dinner" situations.

PCard may never be used to book or pay for employee travel expenses, due to conflicting State Travel regulations! Although Cardholders with Full Official Function status may use their cards at hotels for meetings and other catering events, charges must never include lodging, meals (related to per diem) or other travel-related expenses.

## NON-EMPLOYEE TRAVEL EXPENSES

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Due to stringent University requirements, use of the PCard for **non-employee** hotel lodging and meal expenses (for visitors, guest speakers, recruits, etc.) is highly discouraged. However, it is allowed provided ALL of the following criteria are FULLY met:

1. Cardholder must have Full Official Function privileges on the card
2. Cardholder must have pre-approval from supervisor
3. **The use of the card is for Fort Collins area hotel charges and shuttle services to and from the airport for on-campus events only**
4. A proper, fully itemized receipt ("folio") is obtained for the hotel charges
5. All charges comply with University policy and are for the direct benefit of the University (i.e. no movie, gift shop, spa charges, valet, alcoholic beverages, phone calls, etc.)
6. The State of Colorado tax exemption is applied
7. Completed Documentation for Expenses Related to Official Functions, Training and Recruiting Form and approval (physical signature from an Official Function Approver) is provided

## CONFERENCE REGISTRATIONS INCLUDING LODGING & MEALS DEPOSIT

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Cardholders may use their PCard to register for conferences. If the conference registration form includes a lodging and/or meals deposit as part of the registration fee, they may use their PCard. When additional charges for lodging and/or meals are listed on the registration form, they may not use their PCard for those charges as they are considered travel expenses and are put on their travel card.

## FURNITURE

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The PCard cannot be used to purchase furniture and is blocked from furniture merchants, furniture stores, repair shops and parts stores. Furniture can be purchased from an authorized provider in KFS shop catalogs or you can contact Procurement Services for assistance.