P-Card Procedure

Effective Date: 01-13-26
Section: Facilities Management

Policy:

The University P-Card program, administered by the ASU Procurement Services Department, is available to individuals who are authorized to make small dollar purchases ($500.00 dollars or less), after completing the required application and training program. Each cardholder is responsible for compliance with all policies and procedures of the P-Card program as stated in the Procurement Card Manual.

- The FM department managers determine the number of cards, the line of credit for each card and the employees to receive the P-Cards for their department.
- The employee(s) selected will be subject to a credit check once approved employee will be issued a P-Card and trained by ASU Procurement Services on proper P-Card usage.
- The employee should understand that they are responsible for charges on the P-Card and that they should keep track of the card at all times.
- All employees will see the appropriate supervisor in their department with P-Cards for emergency purchases. If their supervisor is unavailable, the employee will go to FM Finance Manager, Director of Business Fiscal Support, or the Vice Chancellor of Facility Management to procure needed parts.
- The parts will be delivered by a vendor or picked up by a designated runner, buyer or management personnel except in extraordinary situations. (see FMOP Central Stores Shop Stock)
- FM's goal is to minimize "tool carrying staff" travel time to pickup or deliver material from a vendor.
- The itemized receipt for the P-card purchase will be returned on the same day as purchase to the P Card holder so the part can be charged against the appropriate work order The P-card holder is responsible for vouchering each transaction to the P-Card Concur System, the FAMIS/MC Software and maintaining the documentation for each transaction until the end of billing cycle.

- **Authorized Users:**

Every effort should be made to procure items through the approved requisition/purchase order process when at all possible. However, in certain circumstances purchases may need to be made using departmental P-cards. The information below is an attempt to address when and how P-cards should be used. By using the P-card you are responsible for making sure you are following all

procurement procedures that pertain to P-card use. Please refer to the procurement website for a complete list of P-card/ Procurement regulations.

- **P-cards are available for the following types of purchase:**
  - Small dollar purchases. Typically, $400 or less. Purchases that exceed $400 require prior authorization before the purchase is made.
  - Purchases from vendors that are not already authorized vendors of the university. (In the event purchases from these vendors will be recurring steps should be taken to bring on the vendor as an authorized university vendor.)
  - Emergency Purchases – defined as a purchase required to protect life and property, or to prevent economic loss or interruption of necessary service.

- **P-cards are NOT available for the following types of purchase:**
  - Purchases that exceed $2500 per transaction. (Transactions may not be split to circumvent the $2500 transaction limit.)
  - Purchases of food or drinks.
  - Purchases for named individuals without proper preauthorization. Class fees, individual memberships, etc. may require additional paperwork before the purchase is approved.
  - Non-Emergency purchases from established university vendors.

Employees who need to use a P-card should first check with their departmental supervisor to see if they have a departmental P-card available for use. If the departmental P-card is not available, individuals may check with the designated P-card holder in the Business Office for use of their P-card.

Employees should not store P-card information via websites or in any other way that allows the individual to make purchases without the pre-authorization of the P-card holder.

Employees using the P-card are responsible for making sure that all receipts and necessary paperwork are returned to the P-card holder immediately for appropriate processing.

P-card holders will expeditiously process P-card receipts on the same day of purchase to assure charges to work orders prior to work order closure and to simplify completeness of daily transactions

- The P Card holder will enter all transactions into the Concur System after retrieving their bank statement and submit the report for approval three business days after the end of the cycle.

- When P-Card logs are not turned in properly for timely payment, the P-Card will be deactivated.

Miscellaneous Cash Purchases

In isolated situations where an employee needs to make a small cash purchase, the employee should check with the FM Finance Manager or Warehouse Manager in advance. In some situations, the Warehouse Manager may authorize an employee to do an out of pocket purchase and receive reimbursement through a requisition in Banner.

If you have any questions, please contact Facilities Management at 870-972-2066.

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