Using Your P Card

Things to NEVER FORGET about using your P-Card

Keep receipts of ALL Transactions! If receipts are not itemized receipts, request one. If that is not possible, write a description of the items on the receipt. If you have charges that do not have receipts to accompany them, accounting may request that the cardholder reimburse the University for the expense.

Keep a copy of all invoices (faxed, e-mailed, or in person). Staple credit card slips/receipts to the invoices.

If using P-Cards for meals/food/beverages, only use P-cards on location. Receipts must be itemized and must include the name of all attendees. Credit card receipts are not sufficient in the event the account is audited.

If shipping items, keep all receipts, packing slips and other shipping documents.

DO NOT use P-Cards for the following:

1. Travel related expenditures for meals or mileage for personal vehicles (Personal travel/meals, transportation to and from the US airport of departure, etc)
2. Alcoholic Beverages
3. Cash Advance
4. Individuals providing a service (i.e. game officials, speakers, consultants, etc.)
5. Rental payments to an individual, sole proprietor, or partnership
6. Medical services
7. Legal services
8. Prescriptions or controlled substances
9. Personal items
10. Radioactive and hazardous materials
11. Gift cards/certificates
12. On-campus purchases

LOST OR STOLEN PCARD

If your card is lost or stolen, immediately call JP Morgan Chase at 1-800-316-6056 and the Office of Public Safety at 270-809-2222. During working hours (8 am to 4:30 pm central time) call Procurement Services at 270-809-2703.