Department Cards

Department P-Cards are cards that are not in any one University Staff member’s name, rather, the P-Card is tied to the Department holding the card.

Department P-Cards are most effective for using with ESM and other online purchases. The card may be used by several people in the department, who have permission from the Department Head, to use the card.

The Department P-Card can also be used to go to local stores, or even travel, however, any vendor has the right to refuse to accept the card given it does not have a specific person’s name on the card. Department P-Card authorizations are provided to use with the Department Card, which should reduce any chance the card would be denied through a vendor, however, it is recommended that anyone using the Department Card outside of the office, should have a back-up source for expenses.

Procedures for Department Cards

- There is a designated Department representative who handles the Department Card, keeping a record of who uses the card, and then reconciling card transactions as they occur.

  **Specific regulations for using Department P-Cards are as follows:**

- Each Department using a P-Card Department Card will have a designated liaison who handles the P-Card check out process and reconciles transactions made with the P-Card.

- Check out forms indicating the purpose for using the P-Card will be completed by the person who wants to use the Department P-Card.

- The Liaison will check the accounts prior to P-Card check out to determine available funds. If any changes need to be made to the card limits contact the Procurement Card Administrator to make any adjustments.

- Check out forms are reviewed to ensure purchases are within UA’s policies for allowable expenses.

- If needed, a tax exempt form will be provided.

- If needed, a P-Card authorization form will be provided.

- The Person using the Department P-Card will “Log out” the P-Card with a set return date, using the Department Visa Card Use & Agreement form.
• Cards will be returned by the designated date and itemized receipts will be required at that time.

• Once a card is checked back in, purchases will be reconciled by the Department liaison immediately.

• Bank of America “Works” will be monitored regularly by the designated liaison for transactions occurring on the P-Card.

• If P-Cards are not returned by date indicated, notification emails will be sent as reminders to return the card with documentation of use.

• Any misuse of the P-Card Policies and Procedures, will be flagged for violation and Department supervisors notified to determine any consequences for the misuse.