

Facilities Management Operating Policies and Procedures Manual

Effective Date: 12-21-2007
Policy Number: 05-16-003R1
Section: Facilities and Services
Subject: P-Card

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, 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 on the ASU Procurement Web site <http://purchasing.astate.edu/policies/manual2008.pdf>.

- The FM department managers determine the amount of cards and the employees to receive the P-Cards for their department.
- The 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 Central Stores Manager to procure needed parts.
- The parts will be delivered by a vendor or picked up by a designated runner, buyer or management except in extraordinary situations. (see FMOP Central Stores 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 FM Work Control Center staff so the part can be charged against the appropriate work order. Work Control Center staff will

initial P-card receipts to verify parts are charged to the work order. P-card holders or designee should retrieve P-card receipts from Work Control Center staff then and transport to their departmental P-card Liaison. The departmental P-card Liaison is responsible for daily logging each cardholder's transaction to the P-card transaction log and maintaining the documentation for each transaction until the end of billing cycle.

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 collect transaction log and receipts from Departmental P-card Liaison at the end of billing cycle, verify information and forward monthly log to appropriate Director for review after receiving credit card statement. Each Director should forward P-card logs to the Director of Business operations or designee by 2 days prior to due date as specified by the ASU Procurement Office.
- The Director of Business Operations will verify transactions and accompanying paperwork meets University guidelines and forwards to ASU Procurement Services for payment.
- 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 warehouse supervisor in advance. In some situations, the warehouse supervisor may authorize an employee to do an out of pocket purchase and receive reimbursement through a requisition in Banner.