

UFIT Business Center PCard Process

CARDHOLDERS:

UFIT staff must have approval from their respective Unit Director and IT Business Manager to be a UF PCard holder. If approved, a PCard application must be filled and submitted to BC. The following annual online training is required before purchases can be made:

- PST077 Commodities
- PST076 Travel
- PST975 What Every PCard Holder Needs to Know

In addition, PCard holders must be aware that:

- All documentation must be submitted to the BC **within THREE DAYS** from date of purchase.
- If a PCard charge appears prior to the BC receiving any documentation, the cardholder will be notified by the BC. The cardholder **must respond immediately** to verify this is a legitimate charge.
- For travel transactions, **make sure to note the TA # on the receipts.**
- For any questionable purchases or disputed purchases please follow instructions at <http://www.purchasing.ufl.edu/departments/pcard/default.asp>

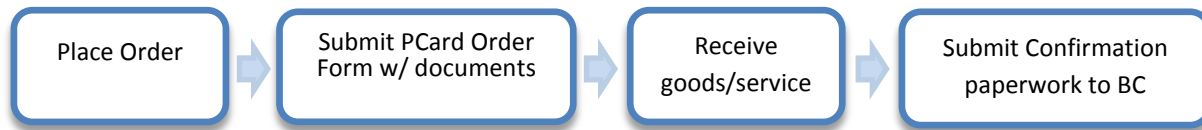
Authorized PCard holders must follow the process below to make purchases.

PCard Purchases made in Person:



- 1) Make the in-person purchase.
- 2) Submit documentation to BC.
 - a) PCard Form (to complete with department to be charged)
 - b) Signed receipts (Fax, scanned copy by email or original).
- 3) **Cardholder must retain original receipts for one year or forward to BC for retention (for audit purposes).**

PCard Purchases NOT made in Person:



- 1) For purchases not made in person (web, phone, fax, etc.) using the Pcard, submit to the BC the PCard Order Form with any back up documentation (order acknowledgment email, order forms, screen print, etc.).
- 2) When items are received or the service is complete, submit the appropriate paperwork (packing slip, email, print outs, etc.) confirming receipt to BC. Documents must be signed by the cardholder (scanned receipts from cardholder are acceptable).