

University of Alabama at Birmingham

PURCHASING CARD (P-CARD) PROCEDURES

Revised June 15, 2023

Related Policies:

Purchasing Card Policy

These procedures apply to all purchases made with a University of Alabama at Birmingham (UAB) Purchasing Card (P-Card). Exceptions to these procedures may be authorized at the discretion of Financial Affairs' senior administration with a documented business purpose. The P-Card is a corporate credit card, which will not affect the Cardholder's personal credit; however, it is the Cardholders responsibility to ensure that the card is used within the stated guidelines of the P-Card program as well as all University of Alabama at Birmingham Policies and Procedures relating to the expenditure of University Funds.

Policies:

The policies and procedures governing the UAB P-Card program are designed to protect both the P-Card user and the University. Participation in the UAB P-Card program is considered a privilege and all P-Card users are expected to adhere to established policies and procedures.

All purchases must be made in compliance with:

- [State of Alabama Bid Law](#);
- [Alabama Ethics Commission](#);
- [Board Rules of The Board of Trustees of the University of Alabama](#);
- [UAB Purchasing Card Policy](#);
- [UAB Expenditure Guidelines](#);
- [UAB contract vendor agreements](#);
- [UAB Code of Conduct](#);
- [UAB Payment Card Processing and Security Policy](#);
- Cost accounting standards;
- Fiscal requirements of regulatory sponsor.

Procedures:

The UAB P-Card is designed to be a flexible form of payment that permits UAB employees to place orders for allowable purchases.

1.0 Eligibility and Approval Requirements

To become a P-Card cardholder all of the following must be completed:

- 1.1 The P-Card Application and Agreement must be submitted to P-Card Services for processing.
 - a. Application and Agreement must be electronically signed.
 - b. Application must be signed by the VP, Dean or Designee.

- 1.2 The Cardholder must complete all required training prior to having the card activated. Cardholders are expected to review and understand all University Policies, Procedures and Guidelines prior to use.
 - a. Training for UAB P-Card Policy and Procedures is available within the LMS and includes training on Oracle PCARD Review.
- 1.3 The Cardholder must be in one of the following eligible assignment categories:
 - 01 Full Time Regular
 - 03 Part Time Regular
 - 07 Interns and/or Residents
 - 12 Three Twelve-hour Shift
 - 20 Postdoctoral Scholar Trainee
 - 21 Postdoctoral Scholar Employee
 - 59 Affiliated Employees
- 1.4 Upon completion of training, cards will be approved for activation and assigned to the cardholder.

2.0 Roles and Responsibilities

2.1 Cardholder

Employees who have been assigned the responsibility of making purchases on behalf of the University should be designated as Cardholders.

Responsibilities include, but are not limited to, ensuring the following:

- a. Authorized use of the card for University purposes only.
- b. Adhere to the purchase limits and restrictions of the P-Card.
- c. Report compromised P-Cards (i.e. lost, stolen, suspected fraud, etc.) immediately to the card issuer and P-Card Services.
- d. Resolve any disputes or billing errors directly with the vendor. If unable to resolve, notify P-Card Services.
- e. Appropriate credit for disputed items or billing errors post to the card.
- f. Maintain the P-Card in a secure location at all times and never send the full P-Card number or photocopies of the card by text message or email.
- g. Transactions are submitted, approved, and received by Central Approvers within a period of 10 days from the date of the transactions' posting.
- h. Charges are not split in order to circumvent the transaction limits of the card and capital item thresholds.

2.2 Proxy

A Proxy is tasked with reconciling transactions for a cardholder within the same department. The Proxy must complete all required training before given access to reconcile P-Card transactions.

Responsibilities include, but are not limited to, ensuring the following:

- a. Transactions are submitted, approved, and received by Central Approvers within a period of 10 days from the date of the transactions' posting.

- b. Uploading the required documentation and business purpose.
- c. Report compromised P-Cards (i.e. lost, stolen, suspected fraud, etc.) immediately to the card issuer and P-Card Services.
- d. Resolve any disputes or billing errors directly with the vendor. If unable to resolve, notify P-Card Services.
- e. Appropriate credit for disputed items or billing errors post to the card.

3.0 Program Requirements

3.1 Department Controls

The department is responsible for ensuring compliance with the UAB P-Card Policy and these Procedures. Each department will establish internal procedures and controls for the management, oversight, and monitoring, including monthly reconciliations, of all P-Cards issued to Cardholders in the department. The department will also ensure approvers have the training, resources, and authority necessary to review and approve transactions. Policies within a department can be more restrictive than University policies, but never less restrictive.

3.2 Account Changes/Updates

Card changes including Cardholder name, single transaction limit, monthly credit limit, etc. may be requested using the [P-Card Account Maintenance Form](#).

3.3 Card Limits

P-Cards are issued with the UAB standard monthly credit limit of \$20,000 and a single transaction limit of \$4,999 (for campus) and \$1,999 (for hospital). Monthly credit limits can be adjusted when needed by submitting an approved [P-Card Account Maintenance Form](#).

Temporary increases to the single purchase limit outside of the University's e-procurement system (BuyUAB), may be granted on a case-by-case basis. The cardholder or proxy may request an increase by submitting a [P-Card Account Maintenance Form](#).

Temporary increases to the single purchase limit for purchases inside the University's e-procurement system (BuyUAB) will be handled automatically by the P-Card Services team upon review and approval of the transaction.

Transactions on the Purchasing card may not be split into multiple transactions, or deferred into several billings, to circumvent P-Card limits. Likewise, it is not permissible to use several P-Cards within a department to make a purchase that in total exceeds the single transaction limit for the purchasing card.

3.4 Billing Cycle

The billing cycle for all UAB P-Cards is approximately 30 days ending on or near the last day of the month. Statements are available via the card issuer's website.

3.5 Lost, Misplaced or Stolen P-Cards

Compromised P-Cards must be reported immediately to the card issuer using the number on the back of the card. The Cardholder must also notify any card Proxies as well as P-Card Services about the lost or stolen card at the first opportunity during normal business hours.

3.6 Card Renewal

Cards are valid through the last day of the expiration month printed on the card. Cards will be renewed by the card issuer every three (3) years and should arrive shortly before or during the expiration month. Cards will be sent to the P-Card Services team and the cardholder will be notified.

3.7 Canceling a Card

To cancel a card, the cardholder must submit a [P-Card Account Maintenance Form](#) and cut the card in half.

3.8 Cardholder Responsibility/Liability

The P-Card must never be used to purchase items for personal use or for non-University purposes even if the Cardholder intends to reimburse the University. A Cardholder who makes an unauthorized purchase with the P-Card or uses the P-Card in an inappropriate manner may be subject to disciplinary action including possible card cancelation, termination of employment and criminal prosecution.

3.9 Reconciliation through Oracle PCARD Review

Oracle will be used by the University for allocating P-Card charges. This system allows Cardholders and Proxies to have easy access to transaction activity for which they are responsible. Transactions are available on a daily basis enabling Cardholders and Proxies to reconcile as often as necessary to meet the deadlines set forth by P-Card Services and/or Financial Accounting. To ensure timely completion of P-Card transactions, it is required that all transactions are submitted within 10 days of posting. Email notifications will be sent to Cardholders and Proxies once a transaction is posted for review. For any transactions that remain incomplete, daily notifications will commence on the 10th day to remind all parties involved.

3.10 Disputed Transactions

The Cardholder/Proxy should first contact the vendor to resolve any discrepancy in posted charges and verify that the correction posts within the next billing cycle. If the matter cannot be resolved with the vendor, contact pcardservices@uab.edu. Any disputed items must be reconciled in Oracle and allocated to the appropriate account string. Any credits resulting from disputes should be allocated to the same account string as the original charge.

3.11 Declined Transactions

There may be situations when a vendor receives a transaction-declined message at the point-of-sale when processing a P-Card transaction. If you do not know the reason for the decline, you may contact pcardservices@uab.edu.

3.12 Grant and Contract Purchases

Purchases charged to a Grant Account (GA) must be made in accordance with the terms and conditions of the funding agency/entity in addition to meeting the other requirements of the UAB P-Card Policy and Procedures.

3.13 Tax Exemption

The University of Alabama at Birmingham (UAB) is exempt from Alabama sales tax. When making purchases within the State of Alabama, inform the vendor in advance of UAB's sales tax exemption status. A copy of UAB's tax-exempt number is located on the top of the P-Card. A copy of UAB's sales tax exemption certificate may be found [here](#). Should a merchant charge sales tax, it is the cardholder's responsibility to contact the merchant and request a refund to be credited back to the card.

3.14 Refunds/Credits

All refunds must be credited back to the card. Under no circumstance should the cardholder or user accept the refund as cash / gift card / check.

3.15 Billing Instructions

Please ensure that the vendor is clearly instructed to send the invoice/receipt directly to the Cardholder or Proxy via their email or campus mailing address. It is important not to provide the P-Card Services email to vendors for billing or receipt purposes.

4.0 Documentation

Every transaction made using the P-Card must be supported by an itemized receipt or another form of acceptable documentation that verifies the date of purchase, vendor name, individual items purchased, and the price of each item. To meet the itemized receipt requirement, you may submit any of the following:

- Sales Receipt
- Priced Packing Slip
- Cash Register Receipt
- Faxed Receipt
- Emailed Receipt

4.1 Document Preparation

Ensure that all required receipts are scanned into a legible imaged file format such as .pdf or .jpg. These files must be uploaded into Onbase when submitting the transaction within Oracle PCARD Review.

4.2 Itemization

In cases where an itemized receipt is not available, it is necessary to obtain itemized supporting documentation. For orders placed via telephone or fax, a priced packing slip may serve as the required itemization.

4.3 Missing Receipts

If a receipt has been lost or misplaced, contact the vendor to request a duplicate copy. If obtaining a duplicate copy is not possible, complete a [Missing Documentation Affidavit](#) and attach it to the transaction. It is important to note that repeated use of this method may result in the loss of P-Card privileges.

4.4 Document Retention

All supporting documentation should be maintained until the transaction has been fully approved within Oracle.

5.0 Periodic Review

Periodic reviews may be conducted to determine a department's adherence to the P-Card policy and these procedures, including review of supporting documentation related to selected P-Card transactions. Missing or incomplete supporting documentation may result in the revocation of P-Card privileges.

6.0 Revision History

Document Revision History			
Name	Version	Change Description	Date
Release	1.0	Initial Release	
Edits	1.1	Updated Policy	07/02/2021
Edits	2.0	Updated Policy for new Card Issuer and Layout	06/15/2023