HAS Department P-Card

- Use of Pcard
- Purchases Allowed on PCard
- Purchases Not Allowed on PCard
- 7-Steps to Using the Dept. Pcard
- Commonly Used Object Codes
- Sample Backup Documents

Use of the PCard

- The PCard is to be used for University of Arizona business only, *not* for personal use.
- All transactions made utilizing the PCard must benefit and support the University's mission of education, research and public service, and be supported by a receipt/invoice and a valid University business purpose.
- Fraudulent or intentional misuse of the card will result in cancellation of the card and/or possible criminal charges.

Items Allowed on PCard

- lab equipment
- computer equipment
- conference registration fees
- dues or memberships to professional organizations and associations
- abstract and publication fees
- airfare and hotel fees

Items Not Allowed on PCard

- Personal Travel
- Alcohol
- Cash Advances, Wire Transfers, Money Orders
- Employee Service & Achievement Awards, Gifts, Donations
- Flowers and Decorations
- Payments on behalf of Foreign Vistors including travel related: airfare, shuttle, train, hotel
- Prepaid Cards
- Pcard Manual 8.1 Restrictions/Requirements/Limitations. https://financialservices.arizona.edu/payments/pcard/manual/8

Step 1: Research your Purchase

- Many items can be purchased on the UA Website BuyWays from various vendors. To name a few:
  - Bio-Rad
  - Fisher Scientific / Thermo Fisher Scientific
  - BioLabs
  - Granger
  - Amazon
  - Dell, HP
  - Office Depot, Staples
- If you need to order from any of these vendors see Erma or Cindy.

Step 2: Get approval from your PI / Supervisor

- Once you have decided on your purchase, send your PI/Supervisor an email requesting approval and an account number.
- Include in your email to your PI the following information:
  - What you want to purchase
  - Vendor's Name
  - Cost
  - And Request a University Account Number.
- Once your PI has sent approval, save the email as one of the backup document to be sent to Cindy.

Step 3: Contact P-Card Holder

- Contact Erma Santander, ermasan@arizona.edu to check out the pcard.
- Once you are familiar with the process, Erma will need the same information you obtained from your PI to issue you a Log No. for your purchase.
- If your PCard purchase is related to travel (airfare/hotel), you must complete the Travel Authorization (TA) in the Concur program. Instructions can be found in Edge Learning. If you need further help with this, schedule an appointment with Cindy Barnett at Book Time with Cindy.

Step 4: Making your Purchase

- Make your purchase.
- The following information will be needed:
  - First Name – HAS
  - Last Name – Either Air or Water depending on the PCard being used.
  - Address – 1133 E. James E. Rogers Way, Tucson, Arizona 85721
  - Phone – 520-621-7120
  - Email – Use your email address as receipts and confirmations will be sent there.

Step 5: Saving your receipt

- Save your receipt for your backup document to Cindy.
- Your receipt must include
  - Name of Vendor
  - Title/description of each item purchased
  - An amount for each item purchased
  - Any tip – no more than 20% is allowed
  - Tax (if applicable)
  - Shipping (if applicable)
  - Other fees charged
  - A total that matches the charge to the P-Card

Step 6: Complete a PCard Form

- Go to HAS Website, under **Employee Resources** you will find the P-Card Form. Download the form and save it on your computer first. You can also click here for the **"P-card Authorization Form"**. Complete all information as follows:
  - Has Log # - Provided by Erma when you check out the card
  - Vendor – Name of Company you made purchase from
  - Card Used – Check if using Air or Water Card
  - Card User – Your Name
  - PI on Account – Person who the Account Belongs To
  - Receipt Number – Any number on the receipt
  - Travel Auth Number - Must provide if using pcard for travel
  - List item; Amount; KFS Account (Given by PI); Sub Account (If Given by PI) & Object Code (See Slide 12)
  - Add tax, shipping and tip if applicable.
  - Purpose of Purchase – Indicate here how your purchase benefits the account. If conference, list location, dates and times. For a restaurant purchase list event title, date, agenda and list of attendees.
  - Signature of PI – if you received an email with the PI's approval, enter "see attached email" in this section. If not, have the PI sign this section.

Step 7: Submit Backup Documents

- Within 24 hours send Cindy Barnett, at barnettc@arizona.edu your backup documents (see sample on Slide 13) which will include **in one pdf** file, the following:

  - P-Card Authorization Form
  - Receipt with all required information
  - Email from PI approving purchase
  - If attending a conference, a snapshot of the Conference Website showing name and dates of conference.

Commonly used Object Codes

- Manuscript/Journal Printing/Publications/Abstract Fees – 4860
- Field Supplies – 5190
- Research Supplies, Lab/Science – 5290
- Software - 4620
- Conference Registration Fees – 5520
- Membership Dues - 5540
- Travel Out of State – 6240
- Foreign Travel - 6340

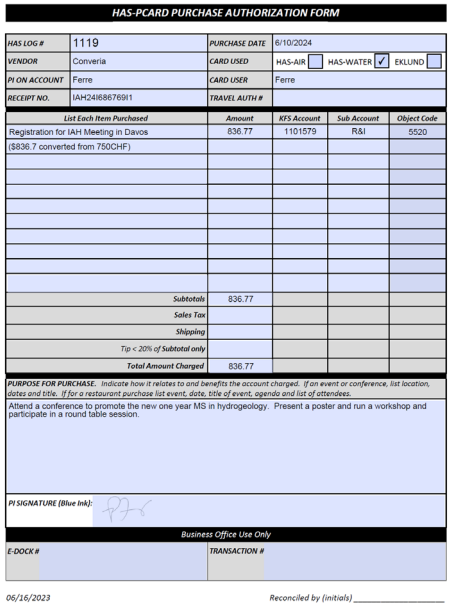
Sample Backup Documents – **In One pdf file** to Cindy.

PCard Authorization Form

Receipt

Conference Information If Applicable

PI's Approval Email



HAS-PCARD PURCHASE AUTHORIZATION FORM

HAS LOG #	1119	PURCHASE DATE	6/10/2024
VENDOR	Converia	CARD USED	HAS-AIR ☐ HAS-WATER ☑ EKLUND ☐
PI ON ACCOUNT	Ferre	CARD USER	Ferre
RECEIPT NO.	IAH24I68676911	TRAVEL AUTH #	

List Each Item Purchased	Amount	KFS Account	Sub Account	Object Code
Registration for IAH Meeting in Davos	836.77	1101579	R&I	5520
($836.7 converted from 750CHF)				
Subtotals	836.77			
Sales Tax				
Shipping				
Tip < 20% of Subtotal only				
Total Amount Charged	836.77			

PURPOSE FOR PURCHASE. Indicate how it relates to and benefits the account charged. If an event or conference, list location, dates and title. If for a restaurant purchase list event, date, title of event, agenda and list of attendees.

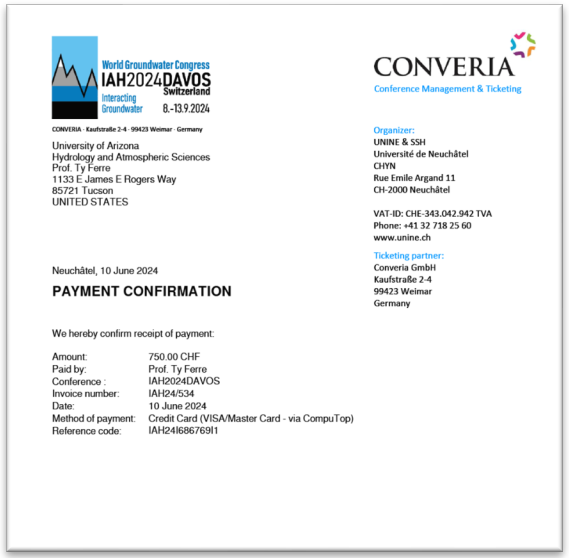
Attend a conference to promote the new one year MS in hydrogeology. Present a poster and run a workshop and participate in a round table session.

PI SIGNATURE (Blue Ink):

Business Office Use Only

E-DOCK # | TRANSACTION #

06/16/2023 Reconciled by (initials) _____



World Groundwater Congress IAH2024DAVOS Switzerland Interacting Groundwater 8.-13.9.2024

CONVERIA · Kaufstraße 2-4 · 99423 Weimar · Germany

University of Arizona
Hydrology and Atmospheric Sciences
Prof. Ty Ferre
1133 E James E Rogers Way
85721 Tucson
UNITED STATES

CONVERIA
Conference Management & Ticketing

Organizer:
UNINE & SSH
Université de Neuchâtel
CHYN
Rue Emile Argand 11
CH-2000 Neuchâtel

VAT-ID: CHE-343.042.942 TVA
Phone: +41 32 718 25 60
www.unine.ch

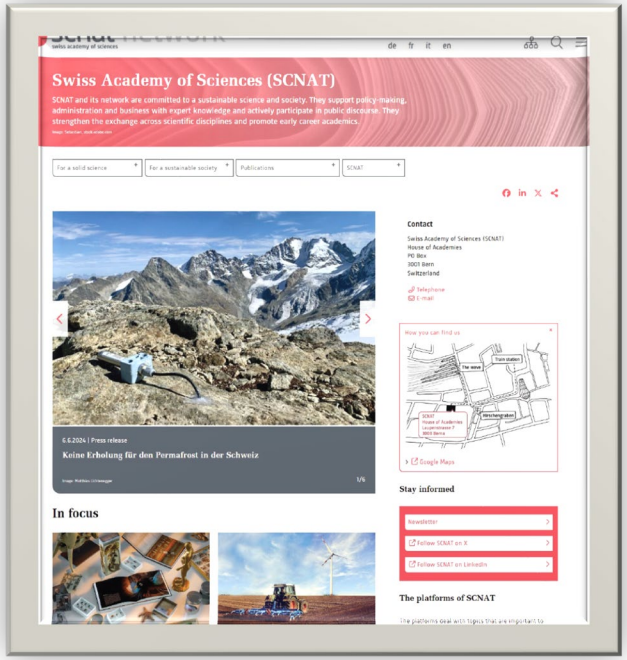
Ticketing partner:
Converia GmbH
Kaufstraße 2-4
99423 Weimar
Germany

Neuchâtel, 10 June 2024

PAYMENT CONFIRMATION

We hereby confirm receipt of payment:

Amount:	750.00 CHF
Paid by:	Prof. Ty Ferre
Conference :	IAH2024DAVOS
Invoice number:	IAH24/534
Date:	10 June 2024
Method of payment:	Credit Card (VISA/Master Card - via CompuTop)
Reference code:	IAH24I6867691I



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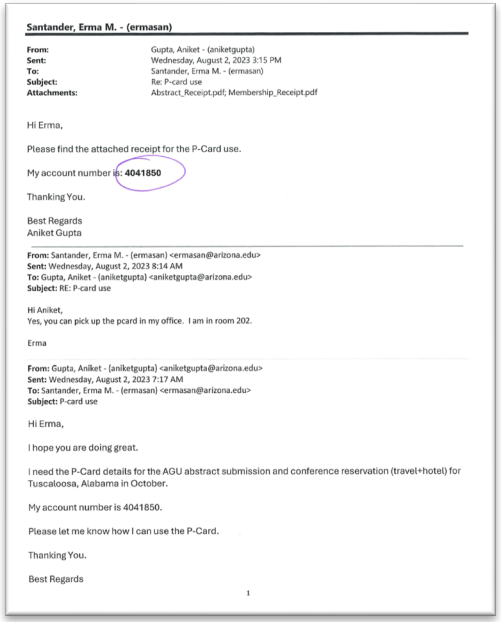

Santander, Erma M. - (ermasan)

From: Gupta, Aniket - (aniketgupta)
Sent: Wednesday, August 2, 2023 3:15 PM
To: Santander, Erma M. - (ermasan)
Subject: Re: P-card use
Attachments: Abstract_Receipt.pdf; Membership_Receipt.pdf

Hi Erma,

Please find the attached receipt for the P-Card use.

My account number is: **4041850**

Thanking You.

Best Regards
Aniket Gupta

From: Santander, Erma M. - (ermasan) <ermasan@arizona.edu>
Sent: Wednesday, August 2, 2023 8:14 AM
To: Gupta, Aniket - (aniketgupta) <aniketgupta@arizona.edu>
Subject: RE: P-card use

Hi Aniket,
Yes, you can pick up the pcard in my office. I am in room 202.

Erma

From: Gupta, Aniket - (aniketgupta) <aniketgupta@arizona.edu>
Sent: Wednesday, August 2, 2023 7:17 AM
To: Santander, Erma M. - (ermasan) <ermasan@arizona.edu>
Subject: P-card use

Hi Erma,

I hope you are doing great.

I need the P-Card details for the AGU abstract submission and conference reservation (travel+hotel) for Tuscaloosa, Alabama in October.

My account number is 4041850.

Please let me know how I can use the P-Card.

Thanking You.

Best Regards