PCard Guidance

The UCF procurement card program is designed to provide a more efficient means of making routine purchases, which allows more control at the department level, defrays travel expenses, and streamlines the procurement cycle. Cardholders can use the UCF purchasing card to purchase allowable goods and services, as long as departments follow all the required state and university regulations and guidelines. The purchasing card is also referred to as a procurement card or, more commonly, a PCard.

The PCard program provides numerous benefits.

- Streamlines the processes for small dollar orders and payments. The cost of purchasing goods/services with a PCard is significantly less than purchasing items via a purchase order.
- Allows departmental personnel more time to perform other important tasks related to the university’s educational mission.
- Expands the vendor base by enabling cardholders to buy in person, by telephone, or online.
- Cardholders may also receive the lowest discounted price from vendors since vendors will be paid quickly. Pays merchants within 24 to 72 hours, depending upon how fast they transmit the transaction to their servicing bank and how quickly the bank routes transactions to Visa. Since merchants will be paid promptly, they should be more inclined to accept cardholders’ orders.

The CCIE Budget Office is responsible for approving all PCard transactions for the college.

- PCard transactions needing approval requires transactions to have a detailed description and receipt attached with a PRF (Purchase Request Form/Blanket Request Form).
- Travel transactions needing approval requires a detail description, transactions attached to a purchase order, and receipts uploaded.
- If transactions do not meet this requirement, they will be returned to the staged status with a note in the comments section, as well as an email to the PCard holder.

Effective October 1, 2019, the CCIE Budget Office, with advisement from the UCF PCard Administration, has established new procedures regarding suspensions due to the increasing number of PCards that are not being verified within the UCF requirement of 20 calendar days after the transaction date. In the past, PCards with transactions that were not verified by the 20th calendar day would be suspended until the transactions were verified. However, since that approach has not resolved the problem, the following changes have been implemented:

- A reminder email will be sent to PCard holders with transactions that are 15 calendar days old and the supervisor copied. Any extenuating circumstances causing a delay in verifying transactions should be discussed with the Budget Office. On Fridays, an email will be sent to the UCF PCard Administration requesting suspension of any PCards with transactions not verified by the close of business on the 20th calendar day. The PCard user will be notified by email and the supervisor copied.
- Suspension lengths will be:
  1. First suspension will be lifted on Friday for transactions verified with proper description, funding distribution and documentation by close of business on Monday.
  2. If PCard holders have a second suspension, Holder and Reconciler will be required to attend one-on-one training with CCIE Budget Office personnel. This training will include a questionnaire on why transactions were not verified by the 20th calendar day. The suspension will be lifted the Friday after attending the training.
  3. A third suspension will be permanent and the PCard holder will need to return the card. Only the dean, director or chair can request that the user receive another PCard.
  4. If reinstatement is granted and there is a fourth suspension, it will be requested that the PCard holder no longer be eligible to use the PCard and the action appropriately documented by Supervisor.
These procedures also are being implemented to mitigate audit issues. The PCard Administration routinely conducts random audits of PCard users’ statements to review how they are adhering to university guidelines. The findings are shared with the Pcard user, supervisor and Budget Office.

PCard transactions guidance:

Accessibility of Information – all PCard holders are responsible for attaching the required paperwork within 20 calendar days from the date of the transaction.

Appropriate Distribution – travel and goods and services purchased need to be coded to the correct department and account code for reporting/budgeting reasons. NOTE: Pcard are automatically defaulted to travel and department codes and need to be accurately coded for each transaction.

Detailed Description – all PCard transactions require a detailed description for items purchased or travel arrangements made (Who, What, When, Where, Why). Descriptions must be clear so that anyone who is reviewing the transaction knows exactly what was purchased or trips taken. For allowable food purchases, the name and the date event must be indicated. It is important to be aware of UCF employee’s responsibility to support business partnerships, such as selecting Coca Cola products for beverage purchases given the pouring rights exclusive contract with UCF: https://admfin.ucf.edu/across-the-board/.

Receipt – an itemized receipt is required for every transaction including credits. The receipt must have the vendor’s name, date of purchase, items or service listed, total amount of transaction. If there is no receipt provided or receipt has been misplaced, please use the Receipt Replacement Form, https://fa.ucf.edu/wp-content/uploads/sites/2/41-992.pdf.

Tax Charges – because UCF is Tax Exempt, tax should not be charged by any Florida owned business. If tax is charged by a vendor, a credit must be given for the tax.

Not Verified – every transaction must be reviewed to ensure that the transaction is valid. Once reviewed, transactions are then approved by the Budget Office (Approver). Transactions that have not been reviewed and approved are not verified.

NSF (Non-sufficient funds) – To ensure funds are available for the purchase, PCard holders are to check their budget and have an approved Purchase Request Form (PRF) or Travel Authorization Request (TAR) before making a purchase or travel arrangements.