

2014

Procurement Card Procedures



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## Applies to:

All UKANS business transactions for all units reporting to the Lawrence Campus.

## Introduction

The University of Kansas Procurement Card is commonly referred to as the P-Card. There are five types of Visa P-Card accounts at the University of Kansas:

1. The standard P-Card
2. The *Enhanced* standard P-Card
3. A Cardless Account
4. Automotive Account
5. Departmental Card

The standard P-Card is used for most transactions. It is a Visa Card with a transaction amount limit of \$3,000. Transaction limits greater than \$3,000 must be verified and substantiated. For allowable purchases, applicable KU employees can use the card anywhere Visa is accepted, including telephone and online ordering (see page 4 for examples of non-allowable purchases.) The *Enhanced* standard P-Card has additional purchasing features (see page 5 for details.) Items on state contract can also be purchased using a standard P-Card provided they are under the \$3,000 threshold. More than one individual in a department may have a standard P-Card.

The third option, the automotive card, is used for fuel and minor repairs to University vehicles (see page 12 for more details.)

The fourth option is a departmental card. It only has the department name on the face of the card. However, one person in the department is responsible for its proper usage. The card is checked-out to employees to make a purchase. Once the purchase is complete, the card is returned to person in the department who is the custodian of the card.

***As of July 1, 2010, University departments shall have no other charge cards than the KU P-Card.***

This document provides instructions, general polices, and proper procedures regarding the usage of P-Card accounts.

## Section 1

# How to Obtain a KU P-Card

To receive a KU Procurement Card, departmental representatives must take the following steps:

1. Complete the [University of Kansas P-Card Action Request](#) form.
2. Read through the Terms and Conditions located on page 3 of the [University of Kansas P-Card Action Request](#) form.
3. Submit the form to: Payables  
Carruth -O'Leary Hall, Room 20

An example of the [University of Kansas P-Card Action Request form](#) is located in Appendix B – P-Card Action Request (Application & Agreement) Form on page 17.

# Section 2

## Procedures and Acceptable Practices for using the P-Card

This section provides additional information on the University of Kansas procedures, and acceptable practices, related to the P-Card for purchase transactions.

### When to use your card

Usage of the KU Procure-to-Pay System (KUPPS) is the proper procedure for purchasing most goods and services. However, there are times when using the P-Card is the preferred option. For correct procedures regarding when to use the P-Card, please refer to the [Procurement Matrix](#). Improper usage of the P-Card may result in a reduction in cardholder monthly cycle limits or suspension of the P-Card.

### Non-Allowable Purchases

Most items can be purchased from vendors accepting Visa, using either a P-Card or a contract account. There are a few items that cannot be purchased using the P-Card. The following list gives examples of items that cannot be purchased with a P-Card. This is not an exclusive list, but meant to provide examples and give guidance.

**Table 1. Items that Cannot be Purchased with a P-Card**

• Personal items	• Renovation
• Construction (must go through DCM)	• Payments to KU departments
• Entertainment	• Leases (must go through Central Purchasing and General Counsel)
• Purchases involving trade-in	• Travel and related expenses (unless using Enhanced P-Card – page 5)
• Cash advances	• Personal meals while traveling
• Alcoholic beverages from liquor stores	• Payments to state agencies

Personal PayPal and other 3<sup>rd</sup> party payment tools are not the first choice for making payments. Optimally, payments are made directly to each vendor with the P-Card. However, payments to vendors can be made through department PayPal accounts, paid through Visa, but not through personal PayPal accounts.

Refer to the Procurement services website for items that require special approval to purchase. [Items for Which Special Approval is Required \(PDF\)](#)

### P-Card Payment for Items Not Allowed by State Funding

University departments may use the P-Card to pay for items typically not considered appropriate use for state funds (food, etc.) However, funding for these items must come from one of the following sources and must be approved prior to purchase:

- 720 – KUCR Grant Reimbursements\*
- 721 – KUCR Research and Unit Support\*
- 725 – Endowment Reimbursements

\* Use a KUCR P-Card if 100% of the transaction falls into the “not appropriate for state funding” criteria. For split funded transactions, use fund 720 and 721 to fund the applicable proportion of the transaction.

## Transaction Splitting

If a transaction exceeds the cardholder’s transactional limit and/or monthly cycle limit, complete the online [Temporary Changes to P-Card Request Form](#).



**DO NOT SPLIT TRANSACTIONS** to avoid the transaction limit.

## The Enhanced Standard P-Card – Travel Related Expenses

The *Enhanced* standard P-Card can be used to pay for all goods and services authorized for purchase using a Standard P-Card. In addition, **except for personal meals**, it can also be used to pay for travel expenditures associated with attending out-of-town meetings, conferences, conventions, and/or other travel for official business. Unlike the Standard P-Card, it can also be used to pay for travel and lodging expenses, including:

- Conference Registration
- Airfare
- Lodging; and associated expenses for official business, such as internet fees and phone usage.
- Automobile charges such as car rental fees, shuttle fees, taxi fees, and parking fees. However, state funds cannot be used to pay for transportation to/from restaurants.

Note the following conditions for using the Enhanced P-Card:

- All P-Card transactions are for business purposes only. Travelers are responsible for personal expenditures and shall not use the P-Card for these transactions.

- **Personal meals charged to the P-Card are not allowed when traveling. Travelers receive a [Meal Allowance](#) that is reimbursed upon their return.**
- **Receipts must be provided for the travel expenditures.**
- Decline additional insurance when renting a car as the University provides this coverage.
- Lodging for more than one night is not to be prepaid with the *Enhanced* P-Card. If there is a discount for pre-payment, the Director of Procurement (P-Card Coordinator) must authorize the transaction prior to the transaction being made. Be sure to include total payment amount and savings by prepaying. Include supporting documentation in the email. As a general rule, if requesting a pre-payment for more than one night of lodging, the total discount for pre-payment should exceed ~\$100.

When there are questions about the appropriateness of any P-Card transaction, please contact Payables (See Appendix A on page 15 for Procurement Services P-Card Contact Information.)

If paying for registration fees, the comments field must indicate if meals are or are not included in the registration fees when reconciling P-Card transactions in FSKU. In addition, the travel authorization number must be documented in the comments of the P-Card transaction.

## The Student Employee P-Card

The University of Kansas will issue procurement cards to some student employees that perform purchasing transactions. The *Student Employee* P-Card can be used to pay for all goods and services authorized for purchase using a Standard P-Card. The *Student Employee* P-Card is issued with the following restrictions:

- Student employees are only eligible for a Standard P-Card.
- The P-Card transaction total is limited to \$250.
- Supervisors of the student employees shall remain in possession of the P-Card when not in use.
- Upon completion of transactions, student employees must return the P-Card to their supervisor.

## Departmental Card

Departmental P-Cards are available in a department name and available for use by more than one person. They are intended to be checked-out and checked-in after each use. Documented procedures must be established for checking out the card and checking back in. The department shall maintain a log for departmental P-Card usage. It must be kept available for audit and review by procurement card administration.



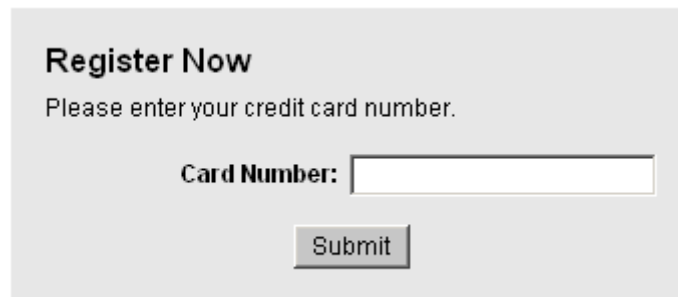
Failure to maintain and keep a usage log will result in the closure of the departmental account.

The departmental P-Card is for official use only for purchases by the UKANS business unit. It is not for use by student organization funds (SOFAS). No recurring expenses are permitted on this card.

The person in the department whose name appears on the request is the custodian of the card, and ensures the proper documentation maintained for checking-out and checking-in the card. This person must obtain the supporting receipts from the purchaser for each transaction. Failure to report or document any purchase may be deemed an improper use of the P-Card and may result in suspension or closing of the account.

## Online Account Access

UMB is the commercial bank that issues the KU P-Card Visa card. Cardholders are encouraged to access their P-Card accounts online at UMB's [Commercial Card Center](#). A user name and password is required. To create this, enter the account number in the **Register Now** field and follow the prompts for more information.



**Register Now**  
Please enter your credit card number.

Card Number:

Submit

**Figure 1. P-Card Register Now Access Field**

Cardholders will see in real-time their transactions, account balances, and statements. A new card account can also be activated online.

## Account Activation

KU employees must contact UMB to activate a newly issued P-Card. Cardholders may contact UMB by phone or online. If calling to activate the card, cardholders must give UMB the last four digits of their KU Employee ID number (**not SSN.**)

The steps to activate the P-Card online through UMB's [Commercial Card Center](#) are simple. The activation procedure for all new cards, whether newly issued, normal expiration reissues, or replacement for lost or damaged cards is the same.

## Returning Items to a Vendor

Items purchased on the P-Card may be returned to the vendor. The credit amount can only be applied back to the P-Card account. Do not accept a cash refunds, store gift cards, or store credit.

## Card Ownership

The Procurement Card is the property of the State of Kansas. Goods and services purchased on the P-Card are for University of Kansas use only.

## Card Renewal

A new Procurement Card will automatically be sent to the cardholder around the same time as the expiration of the old card. Cardholders are notified when the new card arrives. Do not call UMB or Visa regarding a new card.

## Annual Review

If a P-Card account is not used for twelve consecutive months, the cardholder is contacted to see if the card is still needed.

## Canceling a P-Card

A P-Card is cancelled when a cardholder:

- Is no longer employed by the university;
- Transfers to another university department;
- Job description changes and she or he no longer needs a P-Card.

When the P-Card is cancelled, the card is cut in half and placed in the shred box to be destroyed.

## Temporary Changes to the Account

P-Card holders may occasionally need to modify existing restrictions on the account. Temporary changes to the P-Card account can be made that will allow:

**Table 2. Reasons to Request a Temporary Change for a P-Card Account**

<ul style="list-style-type: none"><li>• An increase in the cycle limit for the current billing cycle</li><li>• Specific international transactions</li><li>• Multiple transactions to the same vendor on one day</li></ul>	<ul style="list-style-type: none"><li>• A transaction to a previously denied vendor</li><li>• Transaction over \$5,000</li><li>• A temporary suspension of the card</li></ul>
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To request a temporary change in P-Card limitations, complete the online [Temporary Changes to P-Card](#) web form

## Card Security

Only the cardholder is authorized to use the P-Card. The cardholder should keep the P-Card in a safe place to prevent it from being lost or stolen. Also, do not let anyone else use your card.

Only departmental cards may be checked out to other persons in accordance with established procedures.

## Lost or Stolen Cards

If the Procurement Card is lost or stolen, contact Payables, (864-3790), as soon as it is discovered. (See Appendix A on page 15 for Procurement Services P-Card Contact Information.) If fraudulent charges have occurred, the cardholder will be asked to complete a dispute form. Completed dispute forms are sent to Payables.

## Errors, Disputes, Returns, and Credits

Cardholders may dispute a purchase made on the P-Card. A disputed charge could arise from a number of reasons, including those on the following list:

**Table 3. Reasons for a Disputed Charge with a P-Card**

<ul style="list-style-type: none"><li>• Failure to receive goods</li><li>• Defective merchandise</li><li>• Credits not processed</li></ul>	<ul style="list-style-type: none"><li>• Fraud or misuse</li><li>• Incorrect amounts</li><li>• Other reasons</li></ul>	<ul style="list-style-type: none"><li>• Altered charge</li><li>• Duplicate charges</li></ul>
--	---	--

If a vendor makes an error, contact the vendor as soon as possible. If the cardholder and vendor cannot reach an agreement, contact the P-Card Administrator in Payables (See Appendix A on page 15 for Procurement Services P-Card Contact Information.) Disputes may require a [Cardholder Dispute Form](#). Notification of the disputed charge must be received within 60 days of the last billing cycle. If necessary, print and complete the [Cardholder Dispute Form](#) then submit to Payables Room 20, Carruth O'Leary, or fax to 864-5267.

If a transaction is disputed, it is placed in suspense status until resolved. All disputed transactions are charged to the departmental account and coded as 139990 (“suspense”) until resolution of the dispute occurs. When credits are received for a disputed charge, keep all documentation (receipts) explaining each item returned or exchanged. When a suspense item is resolved, it is coded 139980 and the correct account number is then entered as a separate line. If the department fails to resolve a disputed transaction in a timely manner, P-Card privileges will be cancelled.

## Sales Tax and Use Tax

The University of Kansas is exempt from paying Kansas sales tax and use tax in accordance with KSA 79-36-6(b). Information regarding exemption status is on the reverse side of the Business Procurement Card. To avoid inadvertent tax charges, remind the vendor of the tax-exempt status each time a purchase is made. A copy of the University’s Kansas sales tax exemption can be obtained by contacting Payables (see page 15.)

## Transaction Documentation

An itemized receipt document must be obtained from the vendor to support each transaction. These documents can be receipts, invoices, etc. Credit Card (P-Card) statements are not considered receipts or invoices. The document must include:

- A description of the items purchased
- Quantity purchased; and
- Unit cost

Print the receipt for online purchases. All transaction documents must be returned to the department P-Card reconciler weekly to enter the transaction into FSKU. These documents can be returned by mail, email, fax, or other appropriate method.

## Small Dollar Write-Off

If the transaction amount on the UMB statement is different than the amount of the receipt, no action is required as long as the amount is under \$5.00 per transaction. This includes sales tax and use tax charged when under \$5.00. If the difference is \$5.00 or greater, the transaction must be disputed and resolved in a timely manner.

## Blocked Transactions

Certain transactions are automatically blocked based on the vendors’ merchant category code (MCC). If a legitimate transaction is blocked, complete the [Temporary Changes to P-Card](#) to allow the transaction. (See Appendix A on page 15 for Procurement Services P-Card Contact Information.)

## International Transactions

International transactions within countries other than Canada, Mexico, or United Kingdom are automatically blocked. Complete the [Temporary Changes to P-Card](#) if an international transaction needs to be made. The P-Card Administrator will contact UMB so the transaction can proceed. Any currency conversion will automatically occur. The purchase amount downloaded to FSKU (that appears on the statement) will be the U.S. dollar amount paid by the department.

## Departmental Control

University departments are responsible for controlling spending and approval usage of the P-Card. These responsibilities include the following:

**Table 4. Department Control Responsibilities with a P-Card**

• Approvals	• Auditability	• Adjustments	• Recordkeeping
• Reporting	• Reconciliation	• Segregation of duties	• Supervision

In addition, departments are required to contact Payables (see page 15) when a cardholder:

- Transfers to another department
- No longer has purchasing responsibilities; or
- Is no longer employed at the University

# Section 3

## KU Procedures for using the Automotive P-Card

This section provides additional information on the University of Kansas procedures related to the Automotive P-Card for purchase transactions.

### Allowable Purchases

KU employees can purchase most fuel and minor automotive repairs, under \$500, from vendors that accept Visa. Repairs are not allowed on rental vehicles. The following table lists additional items that cannot be purchased with the Automotive P-Card.

**Table 5. Items that cannot be Purchased with Automotive P-Card**

• Alcoholic beverages	• Food	• Personal items
• Recruitment expenses	• Individual travel expenses	• Cash advances
• Purchases involving trade-in	• Leases and rentals	

### Account Activation

The automotive account is activated by the last 4 digits of the vehicle tag numbers. If there is difficulty activating the card, please contact Payables.

### Returning Items to a Vendor

Items purchased on the Automotive P-Card may be returned to vendors. However, the credit amount must go on the Automotive P-Card account. When using the KU P-Card, do not accept cash refunds or store credit.

### Card Ownership

The Automotive P-Card is the property of the State of Kansas. Purchases using the Automotive P-Card are for State of Kansas owned vehicles whose tag number appears on the application, or for fuel on rented vehicles from a contract vendor.

## Card Renewal

A new Automotive P-Card will automatically be sent to each cardholder as the old nears expiration. Payables will notify cardholders when new cards arrive. Do not call UMB or Visa regarding a new card.

## Annual Review

If an Automotive P-Card account is not used for twelve consecutive months, Payables will contact the staff responsible for the card to determine if it is still needed.

## Canceling an Automotive P-Card

Payables cancels the Automotive P-Card when a vehicle is sold, transferred to another department, or new tags are issued.

## Card Security

Each department must have internal controls to prevent improper use and theft of the Automotive P-Card. Each department/office must submit a written copy of these controls with each application. For example, all departments must record every purchase in a departmental vehicle use log. Departments must submit a copy of the log along with each application for card approval. Every month, the individuals responsible for the cards must verify that all transactions are correct and allowable by signing the log. This log is kept in the department for audit.

## Lost or Stolen Cards

Immediately contact Payables, Aimee Garcia 864-5964 or main Payables number 864-3790, if the Automotive P-Card is lost or stolen.

## Errors, Disputes, Returns, and Credits

Cardholder may need to dispute a charge when discrepancies occur. A disputed charge could arise from a number of reasons including the following list of items.

**Table 6. Reasons to Dispute Charges on the Automotive P-Card**

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"><li>• Failure to receive goods</li><li>• Defective merchandise</li><li>• Credits not processed</li></ul> | <ul style="list-style-type: none"><li>• Fraud or misuse</li><li>• Incorrect amounts</li><li>• Other reasons</li></ul> | <ul style="list-style-type: none"><li>• Altered charge</li><li>• Duplicate charges</li></ul> |
|--|---|--|

If a vendor makes an error, contact that vendor as soon as possible. If the cardholder and vendor cannot reach an agreement, contact the P-Card Administrator in Payables

(See Appendix A on page 15 for Procurement Services P-Card Contact Information.) Disputes may require a [Cardholder Dispute Form](#). Notification of the disputed charge must be received within 60 days of the last billing cycle. If necessary, print and complete the [Cardholder Dispute Form](#) then submit to Payables Room 20, Carruth O'Leary, or fax to 864-5267.

When a department disputes a transaction, it is placed in suspense until resolved. If a department fails to resolve a disputed transaction in a timely manner, the Automotive P-Card privileges will be cancelled.

When departments receive credit, they must keep the documentation that explains each item returned or exchanged. All disputed transaction to the Automotive P-Card are charged to the departmental account and coded as 13999 until resolution of the dispute occurs.

## Sales Tax and Use Tax

The University of Kansas is exempt from paying Kansas sales tax and use tax in accord with KSA 79-36-6(b). Information regarding exemption status is on the reverse side of the Automotive P-Card. To avoid inadvertent tax charges, remind vendors of the tax-exempt status each time purchases are made.

## Transaction Documentation

Every P-Card transaction requires an itemized receipt document from the vendor to support the transaction. These documents can be charge receipts, invoices, etc., but it must include a description of the items purchased as well as the quantity purchased and unit cost.

- When purchasing gasoline, the receipt must include the number of gallons purchased.
- In rare situations, when a vendor does not provide a receipt document, prepare a note summarizing the transaction. Department representatives must sign this note and submit as the receipt.
- Include a signed note when the only vendor documentation is a credit card charge receipt that does not include transaction details. Each transaction must include the:
  - Merchant name
  - Description of purchase
  - Unit cost
  - Quantity
  - Total cost



## Small Dollar Write-Off

If a transaction amount on a UMB statement is different than the transaction document:

- A. Take no action if the difference is less than \$5.00 (per transaction). This includes Kansas sales tax and use tax charged when under \$5.00.
- B. If the difference is \$5.00 or greater, dispute the transaction and resolve the discrepancy in a timely manner.

## Departmental Control

Each department has specific Automotive P-Card control responsibilities. These responsibilities include are listed in the following table.

**Table 7. Automotive P-Card Department Control Responsibilities**

• Approvals	• Audit-ability	• Adjustments	• Recordkeeping
• Reporting	• Reconciliation	• Segregation of duties	• Supervision

In addition, each department is required to contact Payables when the individual responsible for the card transfers to another department or is no longer employed at the University.

# Appendix A – Procurement Services P-Card Contact Information

Contact	Reason
<b>Rick Beattie</b> <b>P-Card Coordinator</b> Phone: 785-864-5971 Email: <a href="mailto:rbeattie@ku.edu">rbeattie@ku.edu</a> Fax: 785-864-5829	<ul style="list-style-type: none"> <li>• <b>Approval of P-Cards for University Departments</b></li> </ul>
<b>P-Card Administrator</b> Phone: 785-864-5964, Email: <a href="mailto:payables@ku.edu">payables@ku.edu</a> Fax: 785-864-5267	<ul style="list-style-type: none"> <li>• <b>Distribution of New P-Cards to University Departments</b></li> <li>• <b>Lost Card Administration</b></li> <li>• <b>Problems with P-Card</b></li> </ul>

	<ul style="list-style-type: none"><li>• <b>Transaction Issues with Vendors</b></li><li>• <b>Training on P-Card</b></li></ul>
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# Appendix B – P-Card Action Request (Application & Agreement) Form

A [P-Card Action Request \(Cardholder Application & Agreement\) form](#) can be downloaded from this link.

Figure 2--Example of a Procurement Cardholder Agreement form

## UNIVERSITY OF KANSAS

### PROCUREMENT CARD (P-CARD) ACTION REQUEST

**Requestor Information**

Name	Department Name	Phone
Office Street Address	City	ZIP
Email	Monthly Cycle Limit Requested <small>(\$5,000 minimum for regular cards, \$500 for Automotive cards, \$250 for student/employee cards)</small>	KU Employee ID <small>(For new accounts)</small>
Requestor Signature*		Date

By signing, the requestor indicates agreement to all terms and conditions on page two.

**Supervisor Information**

Name	Phone	Email
Supervisor Signature*		Date

By signing, the supervisor indicates the department is in agreement with this request. If the P-card is for a student employee, the supervisor must initial #7 of the terms and conditions indicating the supervisor will follow these procedures.

**Select Action Requested**

New Accounts	Changes to Existing Accounts
<ul style="list-style-type: none"> <li>Standard Poard</li> <li>Enhanced Poard</li> <li>Student Employee Poard</li> <li>Cardless Account</li> <li>Automotive Poard</li> <li>Departmental Poard</li> </ul>	<ul style="list-style-type: none"> <li>Permanently Increase Cycle Limit to Amount Indicated In Requestor Section Above</li> <li>Change Account to Enhanced Standard Poard</li> <li>Close Poard/Account</li> </ul>

Vehicle Tag	Vehicle Make	Vehicle Model	Vehicle Model Year
Rick Baette, P-card Coordinator		Date	

Send All Pages of completed form to: Payables,  
Carruth O'Leary Hall, Room 20

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## Related Procedures:

[Procurement Policy](#)

[Purchasing Procedures Manual](#)

## Keywords:

BPC, Business Procurement Card, Procurement Card, Purchasing Card, P-Card, pcard, P-card, Pcard,

## Links:

[University of Kansas P-Card Action Request Form](#)

[Procurement Matrix](#)

[Items for Which Special Approval is Required \(PDF\)](#)

[Meal Allowance](#)

[Commercial Card Center](#)

[Temporary Changes to P-Card](#)

[Cardholder Dispute Form](#)