PCARD ACCEPTABLE AND UNACCEPTABLE

What are the acceptable purchases on the pcard?

What are the unacceptable purchases on the pcard?

ACCEPTABLE PURCHASES

• 5760 - Pc Peripherals and ADD ons
• 5761 - Computer Software – Allowed on the pcard up to $500.00, no recurring costs, and does not require a contract.
• 5510-5515 Maintenance repairs - must be for the service of actual repair cost - no maintenance agreement.
• 5240 - Employee Awards - must be less than $100 and given on an infrequent basis
• 6339 - Business meals with university employees
• 6340 - Business meals with non-university employees, names and titles should be included on form
• 6338 - Catering from Chartwells, meals served at event off campus and food brought from an outside vendor – Jason's deli, HEB and Walmart or Sams.

UNACCEPTABLE PURCHASES

• 5775-5799 Controlled Items - over $500 require approval from Will Hobart.
• 5211-5213 Membership - only if the vendor does not accept PO's and vendor is on President's list – First time purchase should be a PO.
• 5641 - Vendor does not accept PO's - Approval from Marketing Dept
• 5641 - Alcohol is not allowed on the pcard unless it's a university sponsored event - must use gift account.
• 5810-5871 - Rentals are accepted on pcard if the amount is less than $250
• 5670 - Other Contracted Services - can only be used to pay for online evaluation, translation and background check services.
• 4040 - Gases and chemicals - only authorized personnel can purchase chemicals.
EXPENDITURE GUIDELINES

Another way to help you code your purchases

See if there is any additional forms needed with your pcard receipt

Do you need to submit any approval from other departments? i.e. software purchases should go through IT

BUSINESS MEALS

- 6340 or 6341
- Business meals with non-university persons and others
- Faculty and staff recruiting
- Lecturers and Performers
- Distinguished guests of the University
- GIF, Local and IDC can be used
- Vice president approval not required

- 6339
- Business Meals within local area
- Off campus staff meetings
- Only university employees attend
- Meeting with only employees should be held at a minimum - specific business purpose needed
- Prior Vice President approval
- Business meal form and itemized receipt

CATERING

Chartwells - 6338
- All you need is the purpose and benefit on your description and the Chartwells receipt

- 6339
- Meals associated with event, workshop conference funded by grant-6374
- All you need is purpose and benefit and itemized receipt
- Whatever else your grant requires
CATERING CONTINUED

Catering meals served at event off campus-6338
• Business meal form
• List of attendees
• Itemized receipts
• State of the University
• Spending more than $5000 - must be routed to purchasing and contracts

Catering meals brought onto campus-6338
• Jason’s deli - HEB - Walmart
• Business meal form
• List of attendees
• Itemized receipt
• Exemption form from Food Service

RECOGNITION EVENT WITH MEALS-6335

• Administrative Professionals Day - Job Well Done - Retirement - Table included
• Only Local or gift accounts
• Vice President approval unless limits are exceeded
• List of attendees
• $25 person for breakfast, $50 person for lunch, $95 person for dinner

GIFT CARDS- 5241

• To Non-Employees, Volunteers, participants on a survey, random drawings
• Use only local or gift accounts
• Requires approval email from department head
• Gift Card Purchase form
• Must be less than $100

• Gift card to Grant Research Participant
• State 14XXX can be used
• Gift accounts can be used
• Handle like cash - cash handling procedures
• Account for inventory
• Require receipts and gift card form
TRAVEL

REPORT REQUIREMENTS

• GSA sheet
• Conference flyer/agenda
• Receipts
• Travel Request

SAFE HARBOR

Background: is focused on getting reimbursements to employees in a timely manner.
System Decision: Reimbursements to employees should be completed timely to be considered a valid expense. Timely manner, has been defined as 90 days.
Implementation: Employees have up to 90 days after the last date of travel to turn in receipts so that reimbursements are not taxable income.
* Expenses made on a University Travel Card are not an exception to the Safe Harbor rule.
CONTRACTED RATES

It is highly recommended that Travelers use Concur to book their travel arrangements. This allows for adjustments to be made to travel plans in a cost effective manner.

When using outside Vendors, such as Expedia or Travelocity, it is very difficult to get itemized receipts. Also, their booking fees exceed the allowable processing fee.

If the Traveler decides to go outside of Concur, it is their responsibility to obtain all required documentation and pay any overages not allowed.

REPORT SNAGS

• Baggage fees
  • Expense type should be Airfare Fee and supported with a comment “Baggage Fee.”
• Internet
  • Expense type should be Internet. A comment will need to be made to allude to the fact that this is a business expense.
• Conference Registrations
  • Conference flyer/agenda must be attached when the report includes a Conference registration expense. If a membership was required to obtain a lower price, please make a comment supporting that.
• Reimbursements
  • If a reimbursement is owed to the Traveler, they do not need to pay anything back, just mark the expense as personal.
• Upgrades
  • are NON-REIMBURSABLE!
• Comments
  • Are your BEST FRIEND.

FOREIGN TRAVEL

Required Documentation
- Justification Memo
- Faculty/Staff Foreign Travel Checklist
- Warnings
- Export Control Checklist
- Traintraq Transcript – Export Controls & Embargo Training and International Travel Safety: Safe Passage Presentation
THANK YOU!!

Together as a Team, we can do ANYTHING!!