University of Virginia Purchasing Card Programs

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Requesting, Changing, and Cancelling a Purchasing Card

Requesting a Pcard

Version 05052015
For University Employees

- Applicants must first take the UVA Pcard Training for Cardholders specific to the type of card they need (State or Local Funds).
- The Authorizer, which is your Human Resources supervisor unless they have delegated this role to another person, must take the training UVA Pcard Training for Authorizers.
- Once both have completed training the Application for a University Purchasing Card can be accessed.
- Once the application is completed and approved by the Authorizer, the University's Pcard Administrator will order the card. The card will be mailed to the cardholder's departmental address. It should arrive in 7-10 business days.

All non-UVA employees must be sponsored by a University department and linked to a supervisor that is a University employee in the Integrated System. The sponsoring department is responsible for setting up the cardholder in the University’s Human Resources system. The following information is required.

- Applicant Name
- Department
- Applicant Email Address
- Applicant Phone
- Applicant Date of Birth
- Applicant Gender
- Applicant's Home Address
- Applicant's Home City, State, Zip
- Sponsoring Department's UVA Address 1
- Sponsoring Department's City, State, Zip
- Applicant UVA Organization Code (5 digit code)
- Supervisor Name (must be a UVA employee)

Please send the required information to Amy Shifflett in University Human Resources. Once the information is received and reviewed by Human Resources, the non-UVA employee must complete the process detailed above for employees.

The applicant's Authorizer must complete on-line training called "Authorizer- Training for All Card Programs" before an applicant can access the purchasing card application. When a card application is submitted, the applicant's Authorizer will receive an automated e-mail requesting approval of the application. Detailed instructions for the approval process will be included in the e-mail.

**Card Activation**

To activate the card, call the number provided on the sticker on the card. You will be asked to enter the 16 digit card number and a verification code. The verification code is your 3 digit agency number (Wise = 246, SWC = 948, UVA = 207) plus your 6 digit employee number. Your employee number can be found at the top of your Timecard or Payslip in the Integrated System.
Problems with your Pcard

Please contact Bank of America as soon as possible if a card is lost or stolen (may call the number on the back of the card), or if there are fraudulent charges please call 1-866-500-8262.

If you are traveling outside your local area, please call the Bank of America phone number on the back of your Pcard to notify them of your travel dates and destination. It is recommended that you do this at least 2 days prior to traveling to ensure the bank authorizes your transactions while traveling. If the bank is not notified they may suspect fraud and suspend your Pcard.

Disputes with Vendors

If you see an incorrect charge on your Pcard statement such as overbilling (not fraud), make good-faith efforts to settle error directly with the merchant. If assistance from BOA is required, please follow these steps:

1. Call the BOA Dispute Department to notify them first. (800) 410-6465
2. Complete the Dispute form and fax it to (888) 678-6046. This must be done within 60 days from the billing close date. *Please note: Only the cardholder needs to sign the dispute form. "Authorized Participant Signature" may be left blank.
3. Keep a copy of the Dispute form with your statement as documentation.

Changing or Cancelling your Pcard

Please submit the Pcard Change Request form for the following cardholder changes: altering legal name, reporting to a different department, going on a leave of absence, leaving the university, cancelling the card, or adjusting spending limits or restrictions. Note: The Purchasing Card Administrators will annually review cardholders’ limits that are over $4,999 per transaction and/or $10,000 monthly. Cardholders may be placed in lower limits if their yearly spend does not warrant the higher limits.

University Purchasing Card -- Restricted Purchases

Restricted Purchases

The University Purchasing Card may NOT be used for:

- Purchases from, or payments to, any of the following:
  - Employees of the Commonwealth of Virginia
  - eBay
  - Direct payment to Paypal from a Personal or University Account. Paypal is ONLY allowed when Paypal is the payment processor and does not require you to set up an account.
- Purchases on Hospital Accounts
- Purchases of ETF Equipment

Version 05052015
• Purchases of Capital Equipment (cost of $5,000 or more)
• Purchases that require a Contract. Someone from PSDS must sign all contracts.
• eVA Non-Excluded Good and Services - See the Goods and Services Procurement Guide for more information on what goods and services are allowed on the Pcard.
• Any of the following:
  o ammunition
  o boats
  o carpet
  o firearms
  o prescription drugs
  o radioactive materials
  o renovation/construction services
  o security systems
  o tent rentals or purchases (non-camping)
  o travel insurance (personal injury or loss, trip interruption/cancellation, etc.)
  o vehicles
  o window treatments
  o gasoline for personal vehicles used for business travel
  o other travel expenses not reimbursable by University policy.

PSDS must handle all purchases requiring a contract.

Unallowable Transactions on the Pcard

If an unallowable transaction is made on the pcard the employee will need to reimburse the University or deduct it from their travel reimbursement. If deducting from the travel reimbursement please include the Travel voucher number with cardholder’s documentation. To reimburse University funds, please take the completed Expenditure Credit form along with cash or check (made out to University of Virginia) to the Cashiering Office. Please keep a copy of the documentation with the cardholder’s statement where the original charge occurred.

Using The Purchasing Card

How do I use the Purchasing Card?

Purchasing Cards (Pcards) may be used for purchasing in the following situations:

• Pcard is the required payment method for purchasing goods and services from specific vendors (see below and for other uses, see the Goods and Services Procurement Guide)
• The Pcard can be used to pay for conference registration, air and rail tickets, hotel, and car rental. The State Pcard CANNOT be used for meals when in travel status. A Local Funds Pcards can be used to pay for additional travel expenses.
• When purchase orders are not reasonable to use:
  o Over-the-counter at a local merchant
  o Cardholder plans on using a vendor (that is not listed in the university vendor file) one time only
  o Necessary to the mission of the department and no reasonable way to purchase other than Pcard (example: item only available for purchase on the internet)

Version 05052015
After comparison shopping with UVa Marketplace vendors, counting all costs (eVA fees, shipping costs, etc.), the Pcard is cheapest option.

Please note that the non-eVA-Excluded transactions will still be considered "Non-compliant" with regard to eVA and the department will incur the full 2% eVA fee.

Before making purchases, the cardholder must be aware of the Cardholder Responsibilities (see below).

**Required Payment Method for Certain Vendors**

1. You must use your Pcard with these Vendors. No other method of payment is allowed.

<table>
<thead>
<tr>
<th>Vendor Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A &amp; A Limousine Service</td>
</tr>
<tr>
<td>A Goff Limo</td>
</tr>
<tr>
<td>Abbott Trailways</td>
</tr>
<tr>
<td>Albemarle Limousine LLC</td>
</tr>
<tr>
<td>Ambassador Limo</td>
</tr>
<tr>
<td>AT&amp;T</td>
</tr>
<tr>
<td>Calling Card for Business Use</td>
</tr>
<tr>
<td>Campbell Company Botanical Services INC</td>
</tr>
<tr>
<td>Camryn Executive Transportation &amp; Limousine</td>
</tr>
<tr>
<td>Century Link</td>
</tr>
<tr>
<td>Charlottesville Self Storage at Charlottesville</td>
</tr>
<tr>
<td>Charlottesville Self Storage at Crozet</td>
</tr>
<tr>
<td>Colonnade Club</td>
</tr>
<tr>
<td>Comcast</td>
</tr>
<tr>
<td>AEDM Americas</td>
</tr>
<tr>
<td>Enterprise Leasing Co.</td>
</tr>
<tr>
<td>Federal Express</td>
</tr>
<tr>
<td>Hertz Corporation</td>
</tr>
<tr>
<td>James Limousine Service Inc.</td>
</tr>
<tr>
<td>James River Bus Lines</td>
</tr>
<tr>
<td>Local Contract Hotels on the approved list</td>
</tr>
<tr>
<td>National Car Rental</td>
</tr>
<tr>
<td>North Charlottesville Self Storage/CW Investments</td>
</tr>
<tr>
<td>Ntelos</td>
</tr>
<tr>
<td>Patterson Pope</td>
</tr>
<tr>
<td>Pepsi</td>
</tr>
<tr>
<td>Plantscapes Florist</td>
</tr>
<tr>
<td>Quicks Bus Company</td>
</tr>
<tr>
<td>Roberts Oxygen</td>
</tr>
<tr>
<td>Shenandoah Water</td>
</tr>
<tr>
<td>Staunton Steam</td>
</tr>
<tr>
<td>Store It Right</td>
</tr>
<tr>
<td>T-Mobile</td>
</tr>
<tr>
<td>U Stor It Charlottesville</td>
</tr>
<tr>
<td>Woolen Mills Self Storage</td>
</tr>
<tr>
<td>United Parcel Service (UPS)</td>
</tr>
<tr>
<td>US Post Office</td>
</tr>
<tr>
<td>Utilities (cable, satellite, internet, land phone, cell phone, mobile data)</td>
</tr>
<tr>
<td>Verizon</td>
</tr>
<tr>
<td>Virginia Linen</td>
</tr>
</tbody>
</table>

2. Pre-payment for all mass transit tickets including air, rail, and bus must be paid by the Pcard. A special procedure must be followed if the price of travel tickets exceeds the individual cardholder's established spending limits. The Purchasing Card Administrator can temporarily raise your spending limits, if necessary, to purchase air or rail tickets or remove the lodging restriction, if you submit the Pcard Change Request form with all requested information.

**Documenting Purchases**

Maintain detailed and dated packing slips and/or credit card receipts. If not received by the cardholder, the documentation must be signed and dated by the receiving person. All Pcard documentation must be kept in the cardholder’s department per the University's Record Retention policy. Periodically, the University or State will audit documentation to ensure...
compliance with all applicable guidelines. If a card is misused, cardholder privileges may be suspended or revoked.

Although a purchasing card log is not required, it can be used to track purchases and help analyze annual spend. To use the Pcard log, record each transaction as it occurs on the current Pcard transaction log in the Pcard Purchasing Log - Annual Workbook. This will ensure that the last two tabs of the log reflect annual usage.

**Monthly Reconciliation**

The cardholder will receive a monthly paper statement from Bank of America at the end of the Pcard billing cycle. If there are no transactions during the billing cycle the cardholder will not receive a paper statement. Cardholders can also view Pcard transactions anytime and print the statement one day after cycle close through WORKS. Example: For March 15 closing date, the electronic statement would be available March 16 in WORKS.

- Reconcile the Pcard monthly statement each month. Should be reconciled before receipt of next statement.
- Attach all receipts including order confirmations for online purchases to the Pcard
- Cardholders must sign and date the Pcard monthly statement
- Authorized Approver must sign and date the Pcard monthly statement
- Forward the Pcard statement and receipts to the "PTAEO Changer" (individual with "AP Pcard Holder" responsibility in the Integrated System responsible for changing PTAEO distributions on Pcard transactions as needed) in the department and then to the department's Recon@UVA Preparer for reconciliation to Grants Management.
- To run the Pcard Distributions Report, please use these instructions.

**Purchasing Card Billing Dates for 2016** *(Note: Monthly spending limits are based on the Pcard billing Cycle)*

<table>
<thead>
<tr>
<th>Month</th>
<th>Starting Date</th>
<th>Closing Date</th>
<th>Fiscal Month Transactions will post to PTAO</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>16-Dec</td>
<td>15-Jan</td>
<td>February 2015</td>
</tr>
<tr>
<td>February</td>
<td>16-Jan</td>
<td>13-Feb</td>
<td>March 2015</td>
</tr>
<tr>
<td>March</td>
<td>14-Feb</td>
<td>13-Mar</td>
<td>April 2015</td>
</tr>
<tr>
<td>April</td>
<td>14-Mar</td>
<td>15-Apr</td>
<td>May 2015</td>
</tr>
<tr>
<td>May</td>
<td>16-Apr</td>
<td>15-May</td>
<td>June 2015</td>
</tr>
<tr>
<td>June</td>
<td>16-May</td>
<td>15-Jun</td>
<td>Fiscal Year 15-16 July 2015</td>
</tr>
<tr>
<td>July</td>
<td>16-Jun</td>
<td>15-Jul</td>
<td>August 2015</td>
</tr>
<tr>
<td>August</td>
<td>16-Jul</td>
<td>14-Aug</td>
<td>September 2015</td>
</tr>
<tr>
<td>September</td>
<td>15-Aug</td>
<td>15-Sep</td>
<td>October 2015</td>
</tr>
<tr>
<td>October</td>
<td>16-Sep</td>
<td>15-Oct</td>
<td>November 2015</td>
</tr>
<tr>
<td>November</td>
<td>16-Oct</td>
<td>13-Nov</td>
<td>December 2015</td>
</tr>
<tr>
<td>December</td>
<td>14-Nov</td>
<td>15-Dec</td>
<td>January 2016</td>
</tr>
<tr>
<td>January</td>
<td>16-Dec</td>
<td>15-Jan</td>
<td>February 2016</td>
</tr>
</tbody>
</table>

**Card Fees**

Version 05052015
Visa and MasterCard will automatically impose a 1% foreign transaction fee on all charges processed outside the United States. This fee is in addition to any currency conversion fees.

As a result of a legal settlement to resolve claims brought by a group of U.S. merchants, merchants in the U.S. and U.S. territories may add a surcharge to certain credit card transactions with consumer disclosure and other requirements. Please notify the Purchasing Card Administrators if a merchant has added a surcharge to a transaction.

**Using the Pcard with Hotels**

The State Pcard can be used to pay for hotel accommodations. The lodging restriction must first be removed from the Pcard by completing the Pcard Change Request form “Remove Lodging Restriction.” When making a hotel payment on a Pcard, please contact the hotel in advance of the trip for procedures if the traveler is not the cardholder. The chart below shows allowable and restricted charges.

<table>
<thead>
<tr>
<th></th>
<th>Employee</th>
<th>Guests and Students</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ALLOWABLE CHARGES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room and tax</td>
<td></td>
<td>Room and tax</td>
</tr>
<tr>
<td>Internet access fees</td>
<td></td>
<td>Internet access fees</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
<td>Parking</td>
</tr>
<tr>
<td>Security/Safe fees</td>
<td></td>
<td>Security/Safe fees</td>
</tr>
<tr>
<td>Resort fees</td>
<td></td>
<td>Resort fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anything personal in nature per policy</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Resort fees</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anything personal in nature</td>
</tr>
<tr>
<td><strong>RESTRICTED CHARGES</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room and tax</td>
<td>Food and Beverage</td>
<td>Alcohol</td>
</tr>
<tr>
<td>Internet access fees</td>
<td>Laundry</td>
<td>Internet access fees</td>
</tr>
<tr>
<td>Parking</td>
<td>Movies</td>
<td>Parking</td>
</tr>
<tr>
<td>Security/Safe fees</td>
<td>Minibar</td>
<td>Security/Safe fees</td>
</tr>
<tr>
<td>Resort fees</td>
<td>Spa Services</td>
<td>Food, beverage and tax</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Spa Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Local Contract Hotels**

The Pcard is required be used with local hotels the University has contracted. For a current list of local contract hotels please click here. This list will be updated as new contracts are established. Contracted hotels have agreed to a number of requirements that allow for the use of the Pcard. The chart above list the allowable and restricted purchases that the hotel has agreed to enforce. In addition, the contracted hotels have agreed to provide a detailed receipt to the cardholder and the University's Pcard Administrator within 48 hours of the guest checking out. Cardholders are responsible for reviewing the receipt and resolving any unapproved charges.
Pcard payment for services with the local contract hotels requires removal of the local lodging restriction; additionally, Pcard limits may need to be increased to pay for conference services. Both of these steps can be completed by submitting a Purchasing Card Change Request ([https://www.procurement.virginia.edu/netbadge/pagepcardchangeform](https://www.procurement.virginia.edu/netbadge/pagepcardchangeform)).

### Conference Services

<table>
<thead>
<tr>
<th>ALLOWABLE CHARGES FOR CONFERENCE SERVICES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting/conference room space and tax</td>
</tr>
<tr>
<td>AV equipment and services</td>
</tr>
<tr>
<td>Food, beverage and tax (including alcohol*** for conference events)</td>
</tr>
<tr>
<td>Service fees</td>
</tr>
<tr>
<td>Attrition and/or cancelation fees</td>
</tr>
</tbody>
</table>

***While alcohol may be charged to a State Pcard, cardholders must reconcile those charges to ensure that State Funds are not used to pay for alcohol purchases. Local Funds alone must be used for alcohol purchases.

For conference services hosted locally, utilize the local contract hotels. Non-contract or non-local hotels often require a signed contract. If a signature is required, please enter a buyer assist form in the UVA Marketplace and attach the contract for a buyer to review. When entering the buyer assist form, please enter .0001 in the Quantity field and 1 in the Unit Price field to create a $0 order. Enter in Description line on or the Buyer Note field “to be paid by department’s cardholder.”

### Local Funds Pcard Program

The Local Funds Pcard program has the ability to make purchases that are not allowed on the State Pcard program. Please consult the Goods and Services Procurement Guide and Travel and Meals policies and procedures to see what is allowed. The Comparison of the State and Local Funds Programs shows exactly what can be purchased through the Local Funds Pcard. Transactions made on the Local Funds Pcard must be paid by Local Funds.

### Departmental Purchasing Card Responsibilities

**Cardholder’s Responsibilities**

- Always consult the Goods and Services Procurement Guide before making any purchases
- Do not buy Restricted Purchases
- Consult the Guidelines for Competition (in the Buying and Paying Procedures) to determine proper procurement method
- Do not use the card for personal purchases

Version 05052015
• Do not use the Pcard to circumvent other required University purchasing and payment methods
• Do not use the Pcard for cash transactions or receive cash credits
• Do not have more than one card active at any given time on the same program. This means two VISA cards or two MasterCards, but one VISA card and one MasterCard is allowed
• Never allow another person to use your card
• Do not authorize any purchase in excess of the established monthly or individual transaction limits
• Never "split" purchases in order to circumvent the Pcard transaction limit or requirements to seek competition
• Do not accept "store credit" for returned items. If returning merchandise, tell the vendor to credit the return to the Pcard. Notify the Purchasing Card Administrator if a merchant refuses to credit the Pcard for returned items
• Never put the full card number or the cardholder’s date of birth in a fax, email or mail. Disclosure of the last four digits of the card number is permitted
• Make internet purchases from secure web sites only. Website addresses begin with "https://" when the Secure Socket Layer is present, although this may not appear until the order is placed. Information on the vendor's security certification can be found under Help in the browser's toolbar
• Do not prepay for gasoline because the receipt will not provide details of the purchase. If for some reason the Pcard will not work at the pump, move to another pump that will accept the Pcard or show the store personnel the UVA credit card and have the transaction processed after the gasoline is pumped to ensure the details will appear on the receipt
• Only pay sales tax when required. Claim the Virginia sales tax exemption for goods and services, except for prepared food and air/rail tickets. For other states, see the State Tax Exemption Certificates website to determine exemption status
• Receive confirmation from the vendor for each order that the requested items are not subject to the Internal Traffic in Arms Regulation (ITAR) and document that information. If one or more items are subject to the ITAR, contact the UVA Office of Export Controls (OEC) at export-controls@virginia.edu or 434-982-5725 before proceeding
• Maintain documentation to support each transaction. Reconcile monthly statement to the documentation for each transaction
• Do not sign on behalf of the University. All contracts must be signed by PSDS

Failure to maintain these responsibilities could result in suspension or revocation of the Pcard.

**Cardholder's Authorizer**

All Pcards must be linked to an approved Authorizer. An Authorizer will automatically be the cardholder's supervisor as documented in the Integrated System Human Resources Module.

A cardholder's supervisor can designate someone else as the cardholder's authorizer by completing the "Delegate Authorizer for Purchasing Cards" form.
In general, the Authorizer should:

- Have authorization over the account being charged,
- Knowledge of the transactions,
- Not be a direct report of the cardholder,
- Cannot be the cardholder (self-approving).

**Monthly**

Review cardholder documentation for compliance with Purchasing Card Policies and Procedures to ensure that:

- The cardholder’s monthly credit card statement is reconciled and the cardholder has signed and dated the statement
- Original receipts are provided to support each transaction on the statement
- All purchases have a legitimate business purpose
- Merchandise purchased with the card has not been returned for store credit
- Sales tax was not paid
- Restricted items were not purchased
- Card has only been used by the cardholder
- Limits have not been exceeded or orders split
- No more than the last 4 digits of the card number has been faxed or emailed
- The authorizer signs and dates the cardholder(s) monthly Purchasing Card statement

**Annually**

The Authorizer should:

- Take the on-line "Authorizer-Training for All Card Programs." If training is not completed, delegated cards will be suspended. Emails will be sent when training is about to expire
- Conduct a review of employees that have cards by using the Pcard Holder/Authorizer Info Search page. Search by email ID to review all delegated cardholders to ensure they have the correct type of card(s) -- State and/or Local, still need their card, and have appropriate spending limits and restrictions
- If changes are needed, request cardholders submit changes to the Purchasing Card Administrator by submitting the Pcard Change Request form. Forms will automatically be routed to the Authorizer for approval

**AP Pcard Holder**

Departments are responsible for making sure Purchasing Card transactions are linked to the right PTAEO. Every department that has a cardholder must have at least one individual (a “PTAEO changer”) with AP Pcard Holder responsibility in the Integrated System to change PTAEO distributions on Purchasing Card transactions as needed. It is normally the department's Fiscal Administrator but does not need to be. Pcard transactions are automatically mapped to a default
expenditure type based on merchant type and history of usage at UVA. This is an inexact mapping, but should result in fewer PTAEO changes for expenditure type.

The PTAEO changer must:

- Enter a correct expenditure type for a purchase during the allotted time period, if the mapping does not produce the correct one
- Ensure that the default PTAO for the cardholder(s) is active and valid at all times. Submit changes in default PTAO by using the Pcard Change Request form immediately. Purchasing Card transactions with an invalid PTAEO will default to the department's OTPS Suspense PTAO until a Pcard Change Request form is received with a valid PTAO for the card
- Receive a monthly e-mail indicating when the ten-day window will occur, during which they can log into the Integrated System application and change PTAEO distributions
- Enter the required information in the Description field for the following types of transactions:
  - Air/Rail tickets- Provide a detailed invoice/itinerary (which may also be identified by the air carrier as a receipt), as long as it shows all times of departure, flight numbers, class of service, fare basis, ticket number or confirmation number, and cost of ticket, along with proof of payment (i.e., card being charged). Documentation that does not include this information is not acceptable as a receipt. Traveler must supply a hotel receipt or additional receipts to prove the trip occurred.
  - Catering/Meals-business purpose, including type of meal (breakfast, lunch, dinner, appetizers), number of people, alcohol purchased (yes or no)
  - Lodging-location, name of traveler, daily lodging rate, number of nights, travel voucher number if traveler also received reimbursement for travel expenses
  - Gifts (florists included)-recipient, business purpose
  - Human Subject Payments-list IRB (Institutional Review Board) number (assigned by the IRB once payment compensation has been approved for participants in research trials)
- Run the report UVA- Pcards Distributions Report in the Integrated System. This report can only be run during the window of opportunity. It will allow Pcard Holders to immediately review entered PTAEO distributions for accuracy before charges are posted
- Make changes to the PTAEO distributions by an expenditure batch in the Grants Management module, if not made during the designated ten-day period

**Recon@UVA Preparer**

The Recon@UVA Preparer receives the Pcard statement signed by the cardholder and his/her Authorizer with all receipts and supporting documentation.

The Recon@UVA Preparer must:

- Reconcile this package of materials each month to the Recon@UVA system. Pcard transactions must be marked as outstanding items if the Pcard statement is not signed and...
dated by the cardholder and his/her authorizer. Once the signatures and dates are obtained the outstanding items can be cleared

- Keep the statement, all receipts, and all supporting documentation in departmental files per the University's Record Retention policy
- Inform the AP Pcard Holders when the default PTAEO for a Pcard in changes