

Department of Teaching, Learning & Sociocultural Studies Purchasing Card Policies & Procedures

The University of Arizona Purchasing Card Program is a convenient, safe way to make small dollar purchases and monitor expenditures. The Purchasing Card (PCard) greatly reduces the need for purchase orders and direct reimbursements. Our having a Departmental PCard is a privilege and we need to make sure we are using it properly so that it is not a privilege we lose.

Travel Expenses:

The departmental approved travel agency is Bon Voyage Travel for flight reservations. You can contact them at (520) 825-2757. You must have a completed [Travel Authorization](#) prior to using the Department Pcard for travel purposes.

Amazon.com:

Purchases can only be made by Oscar Lujan or Yvonne Gonzalez.

Time Limits:

TLS has only one Department Pcard. The card should be returned within three hours of checkout.

Purchases may be made on-line, by telephone or in person (retail stores). Within 2 business days of any purchase, a receipt and/or backup documentation must be submitted to the Department of TLS (Education, rm 512).

Required Documents

- [Pcard Purchase Authorization Form](#)
- Order Acknowledgements
- Order Confirmations
- Order Shipping Notices
- Packing Lists
- Original Receipts/Invoices
- Account Number
- Business/Catering Events (purpose of event and list of attendees)
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If a charge posts without any documentation on file, **only** one email reminder will be issued. If backup documentation is **not** received by the deadline noted in the reminder email, a notice of non-compliance will be generated.

Notice on reminder email will state "This is the only reminder you will receive. If the requested information is not submitted, a Notice of Immediate Suspension will be issued."

Non-Compliance Actions/Immediate Suspension of Pcard use:

If documents are not submitted within the requested timeline you and your Project will be suspended from using the Pcard. There are no exceptions.

- Failure to provide original receipts.
- Failure to provide packing list or notice of receipt of order.
- Failure to comply with UA policies and procedures.
- Recording a credit card number for future use.
- Using a different PCard and charge on Departmental Accounts without authorization.

(Updated May 5, 2014)