

Procurement Card Frequently Asked Questions

General

Q: How do I obtain a card?

A: Information regarding how to obtain a P-card is located in the [forms](#) section at:

<http://www.procurement.ku.edu/p-card-forms>.

This website includes an p-card procedure manual, general information, forms, statement dates and deadlines, and instruction information

Q: What do I do when my card arrives?

A: Cardholders are notified via email when the p-card arrives. To receive the new card or renewal, cardholders are to successfully complete the p-card assessment located at

<http://www.procurement.ku.edu/p-card-forms>.

Q: How do I enter a P-card transaction within PS?

A: P-card instruction information reconcilers and department approvers is located at

<http://www.procurement.ku.edu/p-card-instruction-information>.

The department is responsible for searching for each cardholder's transactions. This can be done on a daily, weekly or monthly basis by the department. We encourage them to complete this search several times each month.

Q: When are transactions required to be completed?

A: All transactions must be completed by the due date each month. The due dates are located at <http://www.procurement.ku.edu/p-card-statement-dates-and-deadlines>. Transactions not completed by the deadline still need to be completed. However, due to their "closed" status, more work is required.

Q: My department has an employee that needs to make purchases off-campus but his/her supervisor doesn't want them to carry a P-card at all times or employee has consistently made purchases without turning in appropriate documentation.

A: A KULC P-card is a tool that carries with it a certain level of responsibility. Employees that demonstrate an inability to meet this responsibility may be handled one of three ways: (1) Disciplinary discussion with employee regarding P-card responsibilities possibly followed up with additional training; (2) P-card may be checked in/out with supervisor to ensure proper documentation is received immediately and that charges are reviewed immediately; (3) The account is inactivated until employee can demonstrate responsibility.

NOTE –Abuse of KULC P-card by an employee is both a disciplinary issue as well as a financial issue. If you are aware of potential misuse of a procurement card, notify both Procurement as well as Human Resources.

Q: What procedures need to be followed when making a purchase exceeding \$5,000 or other special approvals?

A: KULC P-cards have a set transaction and monthly limit. Temporary increases may be requested via the "Temporary Changes to P-card" on-line web form located at <http://www.procurement.ku.edu/temporary-changes-p-card>

If any portion of funding involves KUCR funds (9xx funds), the request will be referred to KUCR for additional approvals. (KUEA: TBD)

Q: What about P-card vendors that charge a "convenience fee"?

A: Departments are not required to use their P-card if a vendor charges an additional fee to accept the P-card payment. Visa regulations do not allow a charge transaction to cost more than a cash transaction. If this occurs, the amount can be disputed. This does not apply to certain convenience fees.

Q: How do I obtain a KUCR Credit Card?

A: Information regarding how to obtain a KUCR Credit Card can be found at the following websites:

KUCR Credit Card Manual:

<http://www.rgs.ku.edu/forms-policies/downloads/KUCRCreditCardManual.pdf>

KUCR Credit Card Quick Reference Guide:

<http://www.rgs.ku.edu/forms-policies/downloads/KUCRCreditCardReference.pdf>

KUCR Credit Card Application and cardholder agreement:

<http://www.rgs.ku.edu/forms-policies/downloads/KUCRCardApplicationForm.pdf>

Travel

Q: I'm traveling for a conference and my spouse/significant other is coming with me. Can I charge his/her airline ticket to my P-card?

A: Personal travel is not permitted to be charged to the KULC P-card. Spousal airfare purchased at the same time as an employee's airfare must be charged to a personal credit card.

Q: I'm attending an out-of-state conference and plan to extend my stay through the weekend. Can I leave the additional days on my P-card?

A: Extended hotel nights cannot be charged to the KULC P-card. Travelers that stay additional nights must provide the hotel with a personal credit card to be charged at the time of checkout or the entire trip should be placed on a personal credit card and the traveler submits a travel reimbursement request upon return.

Q: My department is renting a vehicle for an interview candidate (non-employee); can we pay for car rental insurance?

A: Car rental insurance coverage is built into the KU P-card program for all employees. Rentals paid for non-employees are therefore an exception to this coverage. Ideally for tax reporting purposes, non-employees including interview candidates should be reimbursed for car rentals rather than paid directly by a department. If any portion of the rental is determined to be a personal benefit, the individual will receive a 1099 for the personal benefit received.

P-card & Reimbursable Fund Questions.

Q: Can KU Memorial Union charge accounts still be maintained? Will they accept credit card payments?

A: The KU Memorial Unions currently accept P-card payments, and the KU Memorial Unions Business Office has specifically requested that departments use their P-card for periodic bookstore purchases or other miscellaneous purchases rather than using the departmental "charge account". The exception to this request is catering events involving more complex invoices that departments would like to review prior to payment. Departments that currently send student employees to make KU Bookstore purchases are highly encouraged to obtain a student employee P-card.

Q: Use of the KULC P-card rather than departmental credit cards or store charge accounts will require departments to enter more vouchers instead of requesting one payment from KUEA using the statement from the vendor (e.g. Hy-Vee individual charges are sent on a monthly statement), has Procurement considered this increase?

A: Procurement, KUCR & KUEA all recognize this increase in transactions within the financial systems. Additionally all three units do not currently process any payments based upon a summarized statement only and require additional details to be submitted at the time of payment. Finally, all three units believe that the benefits KU achieves by lowering its internal control risk related to these accounts is worth the increase in transaction numbers.

Q: What happens if a KULC (UKANS) charge is placed on a KUCR Credit Card or vice versa a KUCR (KURES) charge is placed on a KULC P-card?

A: These mistakes are fixable; however employees with both cards should be cautious with their purchases. The process currently in place is that the business unit with the incorrect charge will place the charge in suspense and require a check/ACH payment to be received from the appropriate business unit.

Q: Are there any special guidelines required by KUEA for food purchases, business meals or hospitality?

A: Transactions that have a business purpose and meet the purpose restrictions of the KUEA fund being used may be placed charged on the KULC P-card. This includes department hospitality and other business related purchases that are typically not allowed on state funds.

Q: Travel rules: If the UKANS card is used, but reimbursed with KUEA or KURES funds, which guidelines are used?

A: KULC/State travel rules apply to all P-card charges. KUCR has specifically requested that KUCR funded travel NOT be charged to a KULC P-card. Departments should instead use their issued KUCR Credit Card. To minimize travel reimbursement confusion related to P-card charges, Procurement and KUEA Finance Office agreed that state rules will be applied. Departments will still have the option to submit travel reimbursement expenses following KUEA's travel policy via KUEA's check reimbursement process.

Q: Are alcohol purchases permitted from a liquor store?

A: Due to liability issues, the KULC P-card may NOT be used to purchase alcohol directly from a liquor store. Alcohol may ONLY be purchased using the KULC P-card if it is purchased from a vendor with an Alcohol Beverage Control (ABC) license.

Examples:

- ALLOWABLE - Event is held at KU Alumni Association where alcohol is served by licensed server and payment is made directly to the Alumni Association. In this situation the Alumni Association has an ABC license and therefore is liable for the distribution of the alcohol and has liability coverage for any incidents related to alcohol consumption by an attendee.
- NOT ALLOWED – Event is held at private home where alcohol was purchased by university employee from liquor store. In this situation the individual/employee purchasing the alcohol and the University are liable for any incidents related to alcohol consumption by an attendee – this is NOT a risk that either an employee or the University should take on.

In addition, the University policy regarding alcoholic beverages at University events must be followed. <http://www.policy.ku.edu/chancellor/university-events-liquor-regulations>