



Cardholder PCard Quick Reference Guide

Check your transactions and download your monthly statement
at [BOA Global Card Access](#).

Do

- ✓ Obtain an itemized receipt for each purchase. Including but not limited to date, vendor name, line item detail, type of card used, and total.
- ✓ Watch your email for PCard program updates and monthly log submission reminders.
- ✓ Keep your card in a secure location.
- ✓ Complete your log making sure to enter all transaction information correctly including FOAP information. Watch out for Organization number errors!
- ✓ Double-check that your statement and log totals match.
- ✓ Obtain all required original signatures on your log and email a copy of your Excel log to smitchell28@atu.edu.
- ✓ Submit your hard copy log, statement, and receipts to Procurement before the deadline.
- ✓ Watch your individual limits to make sure you will not exceed them with an anticipated purchase.
- ✓ Include a detailed agenda for any conference registrations made on your PCard with your log.
- ✓ Contact the vendor first to request any lost receipt before completing the lost receipt form.
- ✓ Contact Procurement at 479-964-0583 ext. 3554 with any questions prior to using your card for any purchase.

Don't

- ✗ Allow anyone else to use your card including another employee.
- ✗ Take cash in lieu of a credit on your card for a return.
- ✗ Charge any items listed on the non-allowable list. Including but not limited to alcoholic beverages, food, travel accommodations, gifts, fuel, any items listed on mandatory agency or state contracts, any item that is to be inventoried and gift cards.
- ✗ Split purchases to avoid exceeding your card limits.
- ✗ Use your card for any personal purposes, even with the intent to repay the University.
- ✗ Submit your log late repeatedly or ignore requests for additional information from Procurement Services.
- ✗ Fail to report your lost or stolen card to Mastercard and Procurement Services.

Remember: Ultimate responsibility for use/misuse of charges rest with you, the Cardholder!