

UF ISE
Draft PCard Use Policy
Effective January 11, 2018

[Motivation]

The ISE Department seeks to make University-related travel and purchases effective and convenient for faculty. To this end, the Department makes available (to requesting faculty) UF purchase (P) cards. At the same time, the Department seeks to ensure authorized uses of PCards and to prevent cards from being revoked by the University.

[Opportunity and General Requirement]

Any permanent faculty member can request a PCard through the Department. All requests must be motivated by specific purposes, such as use for travel-related expenses or research relevant purchases. Requests will be reviewed by the Department Chair and approved or declined based on the identified purpose of use. For faculty holding Pcards, use is considered to be a privilege and there is a need for all cardholders to remain in “good standing” in order to ensure continued use. In the event that a Pcard is misused, UF can immediately revoke the privilege without Department input or notification.

[Pcard Use]

The following actions represent misuses of a Pcard that can result in suspension or the card being revoked:

- Turning in incomplete receipts after 5 days from the expense date
- Failure to submit a receipt before the 15-day approval deadline
- Using a Pcard to purchase and ship items to a non-UF address (home or business)
- Allowing taxes to be charged for an expense without attempting to secure a refund or verifying that the vendor denies a refund request (for State of Florida taxes only)
- Using a Pcard for purchasing personal use items, including: travel upgrades, food/alcohol, gas for a non-rental vehicle
- Giving your Pcard to someone else for use

[Process]

This policy puts in place a process for monitoring and effectively managing Pcard use in order to ensure that the Department remains in good standing for future requests and allocation of Pcards. Each Pcard transaction is processed by Department fiscal staff. In the event of any of the above Pcard misuses, the cardholder will be notified of the misuse and the Department will record the event. The Department will follow a “three-strikes” policy in which three occurrences of Pcard misuse will result suspension of a card until further notice. The Department will contact the UF Pcard office and request suspension. The use of the Pcard will then be subject to review for possible future reinstatement.