P-CARD
CARDHOLDER TRAINING
CORPORATE CARD

• Bank of America is the card provider (bank)

• *The WORKS website* is used for the Reconciler online transaction review.

• The ASU card is a CORPORATE card and not a Consumer card. It has nothing to do with your *personal* credit.
CARD FORMAT/DESIGN

• The ASU logo appears on the plastic.

• It states "For official use only".

• It lists the ASU tax exempt number (400020).

• It's embossed with the Cardholder name as it is listed on file with the ASU HR department.

• There is a CHIP embedded in the plastic.
SIGN THE BACK IN THE WHITE STRIPED AREA.

The 4-digit number on the back of the card is the last 4 digits of your 16-digit account number.

The 3-digit number is the CVV (security number)
CHIP and PIN OVERVIEW

• ASU is now a Chip & PIN client of Bank of America.
• The 4-digit personal identity number (PIN) is required to complete any cash-register based card transactions.
• This only applies to point-of-sale transactions and not to online or telephone transactions. (i.e.-payments made at a cash register)
• There is a magnetic stripe on the back of the card and mag stripe transactions are still possible if the vendor has not yet converted to the PIN card system.

PIN PURPOSE

• What's changed is that the liability for fraud at the point of sale (ex-cash register) has changed from the banks and card companies to the merchants).
• ASU is a corporate client, you will be required to use the PIN number to complete any point-of-sale (at the cash register) card transaction.
CARD REGISTRATION FOR PIN RETRIEVAL

• A PIN is a personal identity number for security purposes.

• *The PIN number is NOT available to ASU P-Card Office or to the BOA Customer Service team.*

• BOA has provided the PINCheck website for you to use to **REGISTER your card**. You **MUST** take the time to complete this process as it will be the only method for a Cardholder to retrieve their PIN number.

• It’s strongly recommended that you do the card registration for this reason.
CARD REGISTRATION FOR PIN RETRIEVAL

Login

User ID

Password

Login

Create an account?

Apply for a new card

Check the status of an existing application

Register a card

Forgot your password?

Need more help? Please contact your Program Administrator or call the number on the back of your card.

Privacy & Security  Recommended Settings  About SSL Certificates  General Disclaimer

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CARD SECURITY

• YOU are the ONLY person authorized to use the card.

• It's in your name and you are responsible for all charges against the card.

• ASU has no "departmental" cards. Therefore, you should never "loan" the card to another person to use.

• Store the card in a secure location (locked) if you do not keep it on your person so that no one has access if you are out of the office.

• Secure any paperwork with the card number readily visible.
THE ASU P-CARD IS AN ALTERNATE MEANS
OF PAYMENT ONLY

• All State of NC and ASU spending policies and rules still apply.

• The card does not change any rules - it only offers an alternate means of payment.

• Fund Use Questions? - Check with Special Funds or the ASU Budget Office if you have questions about the ability to use a fund for a specific type of purchase.
FUND

• Each card is linked to a Banner finance fund and all charges against the card are initially be coded to that default fund number. (See page 2 of your packet)

• Reconcilers have an opportunity to change the FUND during the reconciling process.

• If you need to change the fund, you will need to communicate that information to your Reconciler before the 15th of the month.

• If you find at a later date that the majority of your payments are being charged against an alternate fund than the one initially assigned to your card, please complete and submit a Cardholder Maintenance form requesting that the fund be changed to the alternate number. The card program forms are available online thru the Materials Management website. A sample has been provided in your packet.
BILLING ACCT ADDRESS & PHONE

TELEPHONE/ONLINE ORDERS: If you place an online or telephone order using the card, the vendor may ask you for your billing account address and/or phone number:

• Use the 911 address that was listed on your card application on file as your billing address. (Please see page 2 of your packet)

• If you are asked for a telephone number, provide them with the phone number that was listed on your application. (It’s your personal office number in most instances.)

• Always ask the vendor to email or fax you a copy of the bill and don’t allow them to place it in the shipment.
BILLING CYCLE DATES

BILLING CYCLE RUNS FROM THE 16TH OF THE FIRST MONTH TO THE 15TH OF THE NEXT MONTH

- IF THE 15TH FALLS ON A WEEKEND OR HOLIDAY, THEN THE CYCLE END DATE IS MOVED BACK TO THE LAST PREVIOUS BUSINESS DAY

- The date the charge is POSTED is the key factor when determining in which billing cycle it appears
CARD PROCESSING REQUIREMENTS & FISCAL YEAR IMPACT

• Transactions typically require a minimum of 2 business days to post thru to the WORKS screens. *Transactions flow from the vendor to the vendor's bank to VISA to Bank of America to WORKS. It may require longer with some suppliers if they are a small business that batch bills once or twice a month.*

• This usually makes no difference to you most of the time. However, if the close of the fiscal year is approaching, you may be advised to suspend card use after the last week of May to ensure that all the charges flow thru the VISA processing and post to your account before the billing cycle ends on 6/15. Also, if you have special funds that have an expiration date where funds have to be spent by a certain date like a grant.

• All charges posted by 6/15 will be paid from the current fiscal year funds. Any charges that post after 6/15 will be paid from the new fiscal year funds.
SPENDING LIMITS / SPLIT CHARGES
Effective July 2, 2018:

• CYCLE Spending Limit (CL): $15,000 (per reporting cycle)
• SINGLE Transaction Limit (STL): $4,999.99 per charge

This means that you may spend up to $15,000 per cycle and up to a maximum of $4,999.99 on any single transaction with any one vendor.

• IF a payment will exceed the $4,999.99 STL, it must be approved by Purchase and Contract (PNC) so there will be No Immediate Exceptions for goods and services without this approval...It can, however, be increased for Travel purposes ONLY without this approval.

• An alternate means of payment such as an ASU purchase order or Direct Payment request (Both items input thru the ASU YoMart system) should be used if a purchase exceeds the STL as it is subject to the BID Process.

• Cardholders may NOT split a charge into multiple charges to avoid the STL cap. We receive a monthly report that shows all P-Card charges to see if splitting of transactions occurs.

Repeated misuse or abuse of the card will result in suspension or termination of card privileges.
4.1.2 Written competition must be solicited by the Purchasing Department for purchases over $5,000.00. Even in the case of an approved sole source purchase, a written quote or bid will be obtained.

4.1.3 Departments may not divide direct purchases into smaller orders of $5,000.00 or less to avoid seeking competition.
TAX EXEMPT STATUS

• ASU is EXEMPT from NC sales tax.

• A copy of the ASU TAX EXEMPT CERTIFICATE is included in your packet. You may need to make copies of the Tax Exempt Certificate and keep them readily available as some vendors may require a copy.

• We recommend you see the store manager/front desk staff the first time you visit a vendor to find out how they want you to handle the purchase. *Sometimes the use of a special register or the assistance of trained staff may be required.*

• Always ask for the tax to be removed from the total due.

• See your packet for instructions on how some of the local suppliers can handle the tax exempt purchases.

EXCEPTIONS TO TAX EXEMPT PURCHASES

ASU must pay the following taxes:

• Federal excise taxes
  (EX: tax on phone bills, utility bills or gasoline for rental cars)

• Local county/city tax
  (Ex-Lodging, *if your card is approved for lodging*)
STAPLES / WALMART TAX EXEMPT NOTES

• A Staples Tax Exempt card is included with the card envelope. Present it at the register at Staples to have the tax removed from your transaction.

• A similar card is available from the local Walmart store. However, you will have to visit the store to obtain it. Please find the flagged letter included in your packet. It is a letter from PURCHASING stating that you are authorized to make tax exempt purchases for ASU related transactions. You need to take that flagged letter, your ASU ID card and the Tax Exempt Certificate to the Customer Service Desk at Walmart to obtain their tax exempt card.

• Please be advised that these cards do not work on the general public online web stores for these suppliers. There is a separate registration process for many of those websites. It is recommended that if an online vendor has a "search" feature that you search for "tax exempt enrollment" or a similar string to try to find the details you will need to complete a tax exempt charge online.

• NEW: Office Depot – Use Tax Exempt Number #06406695 in Stores.
CARD PROGRAM ROLES

• To participate in the P-Card program, the Cardholder, Reconciler and Approver must be permanent ASU employees.

• They must attend P-Card training.

• There must be a Reconciler and an Approver.

• It's recommended that the CH and the Reconciler NOT be the same person. IF it's necessary due to the department staffing levels that the Cardholder and Reconciler be the same, then the Approver must use increased diligence in review and approval of the charges and report any irregularities to Purchasing for investigation.
CARDHOLDER Responsibilities

- Make all purchases in accordance with Procurement Card policies and procedures.
- Hold and secure procurement card (Treat it like cash).
- Ensure availability of funds and appropriate allocation codes.
- Order/receive goods and services personally (Do not loan card).
- Ensure that no sales tax is applied and no back-orders are allowed.
- Collect and save itemized, priced sales receipts and submit them to their designated Reconciler by the 15th of each month. Reconcilers must see actual receipt to know how to code the payment (EX-supplies, equipment, service)
- Splitting transactions to avoid spending limits is strictly prohibited.
- Report Suspect Charges to the P-Card Administrators. (If you are traveling to another state or to another country, please notify the bank so they will not suspect fraudulent transactions.)
- Notify us if you are going to be on Extended Leave
- If receiving a credit for something, never accept cash or gift cards.
- Supply your reconciler with all documentation on transactions by the 15th of the month and if a special fund is needed for a transaction, Special Funds needs to be contacted to make sure you have access to those funds.
RECONCILER Responsibilities

- Must be appointed by the Department Head (Director/Chair/Dean).
- Comply with all purchasing and procurement card policies and procedures.
- Ensure availability of funds.
- **Process online transactions by the designated due dates (usually 3-5 business days after the 15th)**.
  
  *(Ref: Dates and Deadlines as found on the P-Card Program website at [http://materials.appstate.edu/p-card-program](http://materials.appstate.edu/p-card-program))*
- Verify the appropriateness of allocation codes (ex-Fund/Org/Account).
- Match receipts with online transaction and write TXN number on receipt.
- Attach receipts to statement in the order they are listed.
- Review monthly statement with Cardholder.
- Identify and handle disputed charges.
- Ensure there are no sales tax or back orders on the receipts.
- Perform ONLINE sign off of all monthly charges so they will transfer into the Approver’s ONLINE workflow.
- Scan the report and all supporting documentation in the order that they appear on the report and submit through Docuware by following the link on the P-Card Website In the section named: Docuware Links to Submit P-Card Reports: **Copies of statements and receipts must now be kept in the Department. Please check the retention schedule for correct information for individual fund requirements.**
APPROVER Responsibilities (Director/Department Chair/Dean, etc.)

- Ensure compliance with all purchasing and procurement card policies and procedures.
- Evaluate the need for a card.
- Ensure availability of funds and appropriate allocation codes.
- Sign approval and submit applications for any departmental employees requesting a card.
- Authorize and request card spending limits within established guidelines.
- Designate the representative (reconciler) responsible for reviewing and allocating transactions.
- Notify the P-Card Administrator when cardholders separate from the University and/or department.
- Collect card, cut into 2-3 pieces and return the plastic to the P-Card Administrator for any individuals who separate from the University and/or department.
- Complete ONLINE review and ONLINE sign off of all cycle transactions in a timely manner.

(Ref: Dates and Deadlines as found on the P-Card Program website at http://materials.appstate.edu/p-card-program)
MCC BLOCKING

• Certain types of expenditures may be BLOCKED from use.

• When a vendor signs up as a VISA merchant, they are assigned a **merchant category code (MCC)**

• Vendors are assigned to the MCC's by the type of supplier they are. **Example**- dry cleaners, restaurants, hotels, retail, etc.

• **ASU has blocked certain types of vendors from use such as ABC stores, betting parlors, escort services, etc.**

• Charges presented at any BLOCKED vendors should decline and not go thru VISA.

• The blocking method is not an exact science. **Alcohol purchases are prohibited on the P-Card regardless of the type of fund or purpose for the purchase.**

• So as an example, a specific ABC store cannot be blocked but ALL the ABC stores are blocked. This doesn’t mean that it’s not possible to purchase alcohol at a grocery or other retail store. HOWEVER, it’s not a permitted charge. Cardholders should be familiar with the ASU and State of NC spending policies.

*Remember to adhere to the ASU spending rules when using the card.*
CARD DECLINES

• If a card ever declines at the register, please try to contact us within 24 hours for assistance. We have almost real-time access to the card transactions. There are bank codes listed with the reason for the denial. If the decline is due to something simple like a miskeyed card number or incorrect expiration date, we may be able to save you another trip to the store.

• Reasons your card may be declined:
  • Single Transaction Limit
  • Cycle Limit
  • MCC Code
  • CVV Code
  • Lodging may not be allowed on card
  • Fraud Watch by the Bank

Repeated misuse of the card will result in suspension or termination of card privileges.
COMPROMISED CARDS

• A COMPROMISED account situation occurs when you have the physical plastic but a scammer is using the account number. (Ex-Database hack)

• We ask the Reconcilers to monitor the accounts for which they are responsible at least once a week to ensure that no fraudulent activity has taken place.

• Any suspicious activity should be reported to the Bank and follow up with the P-Card office for investigation.

• If your card number has been hacked, the account will be shut down and a replacement card plastic with new account number ordered. The bank will tell you to destroy the card, but please cut it up with the last 4 digits on one piece, fill out the Maintenance Form, have it signed and return it and the cut up card to us when you pick up your new card. We must keep the piece with your file for auditing purposes.

• Replacement cards typically require 3-5 business days to arrive. If you need it before that time, please let us know so we can request overnight delivery of the new plastic.
ITEMIZED RECEIPT

• Receipts must display the following break out:
  1. Unit prices
  2. Quantities
  3. Shipping and handling
  4. Packaging
  5. Misc items such as hazardous fees
  6. Freight - When requesting a quote for goods or services, please be sure to ask for the TOTAL DELIVERED cost.

• Sales drafts (which display only the total amount due) are NOT acceptable. They may be submitted as additional backup but must be accompanied by the itemized and priced invoice as well. Food service providers will oftentimes give you a sales draft instead of the charge receipt but you should submit a copy of the actual catering order or itemized cash register receipt as well.
SALES DRAFT VS. ITEMIZED INVOICE

PRECISION PRINTING
1302 BLOWING ROCK ROAD
BOONE, NC 28607

11/12/2015 13:15:130
MID: 000000004316580
TIM: 06984976
498246846605

CREDIT CARD
VISA SALE

CARD: XXXXXXXXXXXX
INVOICE: 0005
Batch #: 030141
App Code: 038619
Entry Model: Swiped
Model: Online
Tax Rate: 40.00
Cust Code: 59846

SALE AMT: $159.30

CUSTOMER COPY
INTERNATIONAL TRANSACTION FEES

• International transaction fees are a legit charge, but you will not receive a receipt for them. It is a fee that is approximately 1% of the purchase price that the bank charges when you make a purchase outside of the U.S. Sometimes, when purchasing items online, you will not even realize that the vendor is not in the U.S., so it’s easy to get them confused.

• To find out what charge your fee goes with, login to WORKS and click on your vendors. Then, under “transaction” tab, click the number beside Vendor ID. That will show you the address of the vendor. If the vendor is not in the U.S., the fee goes with it.

• The international transaction fee must be coded to the same FOAP as the transaction it belongs with.
ORDER CONFIRMATION VS. INVOICE

Your Amazon.com order of "Item"

Subject: Your Amazon.com order of "Item"
From: Accounting@AppState.edu Date: 12/7/2016, 10:49 AM
To: Appalachian State University

amazon

Order Confirmation

Hello Appalachian State University,

Thank you for shopping with us. You ordered "Item". We'll send a confirmation when your item ships.

Details

Order #114-7527741-7236325

Aiming: Friday, August 31

Ship to: Appalachian State University

View or manage order...

We hope to see you again soon.

Amazon.com

Trending now you:

Master Lock Padlock, Set Your Own... $31.12 (Prime)

The price for your invoice is processed by Amazon Payments, Inc, 415 4th Avenue South, Seattle, Washington 98101-0294. If you need more information, please contact 1-800-144-1444.

By placing your order, you agree to Amazon.com's Privacy Notice and Conditions of Use. Unless otherwise noted, items sold by Amazon.com are subject to sales tax in certain states. For more information, see our tax information page.

This email was sent from a notification-only address that cannot accept incoming email. Please do not reply to this message.

I of 1

12/7/2016, 10:49 AM
This is an itemized and correct Amazon invoice that should be included with the P-Card monthly cycle report. It shows items purchased, the breakdown of the prices and that no tax has been paid and that the item has shipped.

<table>
<thead>
<tr>
<th>Items Ordered</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 of: Wireless Doorbell 2 Receivers, BOSCHENG Waterproof Wireless Doorbell 1 Transmitter and 2 Receivers Operating at 1000 feet Range, Wall Plug-in Cordless Door Chime (1TO2)</td>
<td>$18.98</td>
</tr>
</tbody>
</table>

Shipping Address:
Appalachian State University
Judy Goodwin
1039 State Farm Road
Boone, NC 28608
United States

Shipping Speed:
Two-Day Shipping

Shipping & Handling: $10.43

Total before tax: $29.41
Sales Tax: $0.00

Total for This Shipment: $29.41

---

Payment Information

Payment Method:
Visa | Last digits: ****

Billing Address:
Appalachian State University
Judy Goodwin
1039 State Farm Road
Boone, NC 28608
United States

Credit Card Transactions

To view the status of your order, return to Order Summary.
SUBMIT RECEIPTS TO RECONCILER BY 15TH OF MONTH

• Provide the itemized invoices/receipts to the reconciler before the close of the billing cycle (e.g.- 15th of the month).

• Be sure to advise him/her of any fund/org/account/program (FOAP) changes that may be necessary.

• Reconcilers must see actual receipt to know how to code the payment (EX-supplies, equipment, service)
ONLINE ORDERS

• Online orders are acceptable as long as you use secure sites. Look for a locked padlock icon in the IEP address.

• Check BEFORE doing an online order to make sure the vendor can accommodate the tax exempt requirement. Do a search on their site for “tax exempt enrollment” or find a customer service phone number to call. The general public websites for the “big box” stores are not the same as the brick and mortar local stores and may not automatically honor any tax exempt certificates you have with the local store.
AUTHORIZED ITEMS AVAILABLE FOR CARD PAYMENTS

• Card may be used to pay for Airfare and Registrations.

• IF the FUNDS being used for the payment are NON-STATE monies, you may use the card to pay for food and non-alcoholic beverages with the following stipulations:

  1. Delivery and/or Tips are allowed up to a maximum of 20% of the total bill.
  2. ALWAYS add the BUSINESS PURPOSE of the purchase to any food or beverage purchases. (EX-Water for BIO 101 Field trip to Snake Mtn on 1/10/2018; Candy for Recruiting Fair on 1/10/2018 at Watauga HS).
  3. A Documentation of P-Card Purchase Form is required for any purchase involving ANY FOOD ITEMS.
  4. A sample of the P-Card Purchase form is included in your packet.

PLEASE NOTE BOTH CARDHOLDER & APPROVER SIGNATURES ARE REQUIRED ON THE EXCEPTION FORM.
SAMPLE PURCHASES ALLOWED

- State contract items purchased through State contract vendors
- Office, lab supplies and equipment, accessories, peripherals (contract vendors)
- Memberships (Cannot use State Funds for memberships that are associated with an employee that can be taken with them if they leave ASU) and organization dues.
- Licenses such as nurses, doctors, etc. (Cannot use State Funds)
- Subscriptions – To a business address / Annual Only / includes software subscriptions
- Conference registrations (all ECU Travel policies apply)
- Publications, reprints, books, educational DVDs
- Postage and stamps / Express shipping & freight (small quantities)
- Certifications and examination fees
- Travel expenses including air/bus/train fare, shuttles/taxis, rental vehicles, parking, lodging.
- Catering/Group meals, which have a legit fund-approved business purpose (Not a meeting for employees). Must include itemized receipt, agenda/flier/meeting announcement and list of attendees.
SOME EXAMPLES OF UNAUTHORIZED CARD USE

• ALCOHOL is NOT allowed on the card – regardless of fund used.

• Sit-Down Meals are NOT allowed on the card.

• PERSONAL purchases are NOT allowed on the card.

• Procurement cards are not to be used for the purchase of GIFTS (Including GIFT CARDS) to individuals without specific prior written approval by; 1) the Card Holder Approver, 2) Special Funds Accounting and, 3) the Purchasing Department.

• Trip Insurance, seat charges/upgrades - unless it is medically necessary.

• State funded cards must adhere to the list of unallowable purchases found at http://policy.appstate.edu/Policy_Manual. See Policy #501.18 (A copy is provided with your packet)
LODGING AVAILABILITY

• NOTE: Cards do NOT have LODGING automatically available.

• Cardholders must complete a Card Maintenance Form by checking “Add lodging” and providing the required signatures. Forward the completed form to the P-Card Office for action. You will be contacted via e-mail as soon as the lodging has been added to your card account.

• LODGING payments MUST have the following documents:

  1. Itemized INVOICE (room folio) listing only the room charges and occupancy taxes. NO incidentals (except on-site parking) are allowed. (Example-food, phone, pay TV, data charges) Incidentals should be paid for personally then submitted for reimbursement as may be appropriate.

  2. A copy of the TRAVEL AUTHORIZATION form must be attached to the receipt when it is submitted to the P-Card Office.
<table>
<thead>
<tr>
<th>DATE</th>
<th>REFERENCE</th>
<th>CHARGES</th>
<th>CREDITS</th>
<th>BALANCE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/12</td>
<td>PARKING</td>
<td># 531244</td>
<td>7.00</td>
<td></td>
</tr>
<tr>
<td>07/12</td>
<td>ROOM</td>
<td>1014, 1</td>
<td>254.00</td>
<td></td>
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<td>07/12</td>
<td>ROOM TAX</td>
<td>1014, 1</td>
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<td>07/12</td>
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<td>1014, 1</td>
<td>15.24</td>
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</tr>
<tr>
<td>07/12</td>
<td>GA ST FE</td>
<td>GA ST FE</td>
<td>5.00</td>
<td></td>
</tr>
<tr>
<td>07/12</td>
<td>CITY FEE</td>
<td>CITY FEE</td>
<td>1.00</td>
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<td>07/13</td>
<td>ROOM</td>
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<td>#0531244</td>
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<td>07/14</td>
<td>CCARD-VS</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT RECEIVED BY: VISA**

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<tr>
<th>XXXXXXXXXXXX</th>
<th>605.12</th>
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</thead>
<tbody>
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<td>.00</td>
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</table>
AUDITS

• Transactions may be audited by the P-Card Office, Internal Audits, Office of the State Auditor and the Purchase & Contract Compliance Team.

• P-Card Managers review transactions daily

• Cardholders may receive an email requesting additional information

• Must make every effort to resolve any issues promptly

• Insufficient statement documentation is considered an audit finding

• Consistent problems and errors may result in card suspension or cancellation
Purchases of the following requires the completion of the Documentation of PCard Purchase:

- Items auditors consider for personal use. Examples: Hand Sanitizer/Sanitizing Wipes, Hand Soap, Tissues, Dishwashing liquid, Calendars, Planners
- Food, coffee, tea, drinks, candy and snacks
- Medications (pain relievers, aspirin, etc.) and/or medical supplies as required by federal or state regulations or for emergency first aid
- Framing of pictures/art of motivational or informational wall hangings which are functional rather than decorative in nature
- Picnic items (paper plates, cups, napkins, forks, spoons, etc.)
- Rental of portable water dispensers and bottled water for the use in public areas (for use of non ASU faculty/staff).
- (For ongoing monthly rentals, one form for the entire fiscal year is prepared and included with the receipt in each Monthly Reconciliation Report.)
- Bereavement or hospitalization related flowers/gifts for faculty/staff and their immediate family (The form must include the recipient, their affiliation with the University and the reason for the purchase.)
- Personal clothing items or t-shirts which are part of a required uniform or program related.
- The purchase of promotional or gift items to be distributed at an event or conference
# DOCUMENTATION OF PCard PURCHASE

When purchasing, items requiring completion of forms, the form and all required supporting documentation must be included with PCard Monthly Reconciliation Report. Items of items requiring form record at https://materials.appstate.edu/transactions/pcard/docs/pcard_purpose_form_purchase_reconciliation.html

<table>
<thead>
<tr>
<th>CARD# (16)</th>
<th>LAST FOUR DIGITS OF PCard</th>
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</thead>
<tbody>
<tr>
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</table>

**PURCHASE GROUP** (then Principal/Account Manager)  

**DOCUMENTATION OF BUSINESS PURPOSE**  
Detailed description of how purchase benefits the university.  
(1) For an event, include Event Name in Business Purpose Description.

If purchase is related to an event as described in Business Purpose Above:

<table>
<thead>
<tr>
<th>Date of Event:</th>
<th>Location of Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>ESTIMATED COST</th>
<th>ACTUAL COST</th>
<th>FUND NUMBER</th>
<th>TRANSACTION NUMBER (PIN)</th>
</tr>
</thead>
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**LIST OF PARTICIPANTS** Please list the names of the people in attendance. Attach a continuation page if necessary.

Continuation Page Attached? Check One  

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
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</table>

**CERTIFICATION STATEMENT**—Under penalties of perjury, I certify this is a true and accurate statement of expenses incurred while conducting official Appalachian State University business.

Signature of Purchasing Cardholder  

Date  

Purchasing Cardholder Printed Name

**CERTIFICATION STATEMENT**—I have examined this documentation for the event and certify that it is just and reasonable.

Signature of Purchasing Cardholder Approver  

Date  

Purchasing Cardholder Approver Printed Name

Created: 04/08/2019
P-Card WEBSITE & FORMS

• P-Card website: https://materials.appstate.edu/p-card-program
• List of DEBARRED Vendors (Do not use these suppliers)
• Key CONTACTS List (Included in your packet)
• IT Security recommendations
• Forms
  1. Cardholder Application
  2. Reconciler Application
  3. Maintenance & Cancellation Form (see sample in packet)
  4. P-Card Transaction Log Form (See sample in packet – optional use)
QUESTIONS -- CALL 828-262-2082 
or 828-262-4003

Thank you for your participation in 
the ASU P-Card Program.

GO MOUNTAINEERS!