PCard Tips

- Original receipt, detailed packing slip or online order receipt is required for each purchase.
- Receipt must include line item detail (quantity, item description, amount, etc.).
- Business purpose must adequately describe how the payment benefits the University.
- Tax should not be paid for goods and must be credited or reimbursed.
- Services are taxable.
- Business cards, letterhead and envelopes may only be purchased from vendors who have been awarded the contract or from UNM Copy Center. Contracted vendors must be used to comply with "UNM redesign 2007" and UNM Identity Standards.
- Conference registration receipts – must include conference agenda and breakdown of costs.
- A planned purchase exceeding $10,000 should not be paid by PCard without special exception approval.
- Splitting/incremental purchasing are strictly prohibited.
- Lost/Stolen or compromised cards should be reported to Bank of America Security at 866-500-8262
- The Cardholder is the only person authorized to use the PCard. The Cardholder may not share the card or card number with others.
- Allocate and reconcile transactions to the appropriate Index and Account Code within 10 days from the date the transaction appears in Chrome River.
  - Transactions are loaded in Chrome River within 5 days of the transaction date (point of sale).
- Transactions not allocated to the appropriate Index/Account Code must be allocated by JV by the department and the incident will be noted as a card infraction.
- Special Exceptions are required in advance of a purchase or event as applicable.
- All food/refreshments/paper goods require special exception approval in advance of the purchase for Restricted Indices only.
- Computer and Server purchases
  - All Computers and Servers must be purchased through LoboMart
  - Inventory Control Form – Submit the asset tag number in Chrome River.
- Modification Form must be submitted when a new Supervisor or Department Head is assigned
- Declines – Call PCard Representative in Purchasing
- Hazardous Chemicals – Send your requests to the Chemical & Research Laboratory Supplier.