

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 purchase benefits the University.
- Tax should not be paid for tangible goods, if charged Tax must be credited.
- Services are taxable.
- UNM Main or HSC Logo must comply with University 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).
- Special Exceptions are required prior to payment 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 - email PCard at pcard@unm.edu