

ADDITIONAL PCARD PROCEDURES

- If you don't have any transactions for the cycle, **DO NOT PRINT A REPORT** (you still need to login regularly to assure there are no other transactions, such as fraud, and to avoid getting locked out of the system for lack of use).
- Receipts need to be scanned and uploaded to the Microsoft Teams Purchase Card site. A scanner app for smart phones is an acceptable alternative
- Add your budget code numbers on each receipt prior to scanning and uploading (this will help minimize errors).
- Club and Agency cardholders: don't forget to use the fund code 2000 for all transactions.
- Object code 58XX will never be used, ONLY TRAVEL
- After Approval, upload ALL Purchasing and Club Expense Reports with receipts the Microsoft Teams Purchase Card site and notify Brian (Purchasing Department).
- All Purchasing or Club P-Card questions should be directed to Brian
- Travel questions to Angelica Dominguez
- Cardholders don't forget to check the "REVIEWED" box when reconciling.
- Approvers don't forget to check the "APPROVED" box when approving.
- When running the Expense Report each month – RUN "**Expense Report with Tax**" this report shows the accounting codes more clearly.

Credit Limit Increase Request Steps

- Any credit limit increase should come from the approver
- Cardholder name (if request is from other than the cardholder)
- Last 4 Digits of the card (identify if it is a Club/Travel/P-Card)
- Budget Code (Club P-Cards only)
- Increase Club/Purchasing/Travel (specify) P-Card by \$
- Specify if requesting a temporary or permanent increase
- Specify if requesting a single limit increase or a monthly limit increase

IMPORTANT DEADLINES:

**Reporting Cycle: Begins on the 1st of each month and ends on the last day of the month
(Cycles are delayed if the last day of the month falls on a Sunday or a holiday)**

Deadlines for Cardholders to Approvers – 5th of each month

Deadlines for Approvers to Purchasing – 10th of each month

Deadline to turn in statement and receipts is the close of business on the 10th of each month.

If you have any questions, please don't hesitate to contact me.

Thank you in Advance,
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