

PCard Procedures

SWES has 2 PCards available for loan if you do not have a lab or individual card. Contact Edith Angulo (anguloe@email.arizona.edu, 621-1138) or Wendy Haley (wrhaley@email.arizona.edu, 621-7228) to check availability or make a reservation.

Prior to picking up the PCard you must:

- Know the account to charge, item(s) you're purchasing, business purpose and vendor
- Sign out the card on the log sheet with in Shantz 429
- Travel (airline tickets and conference registration) and food (for business meetings/conferences) purchases can be made both Pcards in the SWES Main office

After your purchase:

- Immediately after the purchase, you must return the PCard, so it will be available to others for check out
- Turn in the original receipt(s) and corresponding pcard form(s) to the SWES Business Office within 24 hours
- The PCard CANNOT be kept overnight
- PCard numbers CANNOT be copied for future use. Evidence of this can lead to loss of PCard privileges

All purchases/transactions must be accompanied by a PCard form, which can be accessed online. Hard copies are also available at the Business Office: http://www.fso.arizona.edu/sites/default/files/compliance/pcard_purchase_authorization_form.pdf

Fill out the entire PCard form including:

- Department/Individual Card Name
- Your name, email, phone #
- Purchase date
- Vendor information
- Account number
- Business purpose as it relates to the project being charged
- *Travel Authorization Number (required for travel related purchases)
 - Attach a copy of the Travel Authorization
- Dollar Amount including tax, shipping charges

Supporting Documents:

- Original, itemized receipt or invoice matching the transaction charge: Tape the top and bottom edge of receipts on a separate sheet of paper. Paperclip the receipt page to the PCard form - DO NOT STAPLE PCard forms.
- A memo may be required for additional information or explanation

Drop off or Campus Mail your form and original receipts to:

SWES Business Office, Shantz 429

PO Box 210038

OR Email the form and electronic receipts to:

SWES-Biz@email.arizona.edu

Please return the completed forms within 24 hours. If you are unable to meet this deadline, contact SWES-Biz@email.arizona.edu ASAP and provide as much of the required information as possible.

Your assistance in keeping this timeline will help us stay in compliance with the PCard Office. Having a PCard is a privilege. Non-compliance of the above could lead to loss of PCard.

For more information, please go to: http://pacs.arizona.edu/purchasing_card_faqs