

UADA P-CARD USER MANUAL

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1. WHAT IS THE PROCUREMENT CARD (P-CARD)?

The University of Arkansas System Division of Agriculture (UADA) has established a Procurement Card (P-Card) Program to provide an efficient and cost-effective method of purchasing and paying for low-dollar transactions. The program will reduce the number of specific purchase orders, blanket orders, and requests for personal reimbursements arising from expenditure of personal funds for business items; however, UADA-issued p-cards are not intended to replace traditional purchase methods for high dollar transactions or serve as a means to circumvent State of Arkansas procurement law or UADA procurement policies and procedures.

Procurement Cards are implemented through US Bank Visa Card. Cardholders may use the p-card at any merchant/vendor that accepts the card, except as noted in the UADA P-Card Policy, Card Use Matrix, and as clarified in this manual.

[UADA P-Card Policy](#) [UADA Card Use Matrix](#)

No policy or guideline statement can cover all eventualities. Exceptional cases will be resolved as circumstances and prudent business practices warrant on a case-by-case basis.

2. PROPER USE OF CARDS

Many items may be charged with the p-card. Some examples of allowable items/goods purchased with the p-card are books, general office supplies, lab supplies, postage, subscriptions, UPS, FedEx, and many more that are not currently on a mandatory State Contract. In most circumstances, the Cardholder may purchase goods for official business purposes for UADA

EXCEPT:

1. Airfare, Lodging, Car Rental, anything related to travel
2. Alcoholic Beverages
3. Any purchase that would involve a trade-in
4. Cash advances or gift cards (refer to UADA Gift Card Guidelines and Process)
5. Fuel- Gas can only be purchased using the Wright Express (WEX) Fleet Card
6. Contracted services requiring a signature
7. Some State contract items (for questions concerning what is considered a State Contract item, contact Procurement Office).
8. Personal Purchases or Gifts
9. Purchase of tires, unless approved by the Procurement Manager
10. Drinks for field workers should only include water and/or electrolyte drinks. Purchase of any other type of beverage will result in reimbursement of the item(s).
11. The purchase of flowers.
12. Printing Services (Amendment 54: "Wet ink on paper")
13. Software and Cloud services – these purchases require an IT approval form and must be included with the transaction in Workday.

This is not an inclusive list of what items are allowable or non-allowable on p-card. It is to be used as a general guideline. Please consult the UADA [Credit Card Matrix](#) for additional information on allowable vs. non-allowable transactions.

For additional clarification about whether an item is allowable or not allowable, please email: PCARD@UADA.EDU

3. REQUESTING A P-CARD

Procurement Cards are issued in the name of individual cardholders, at the request of the department or county office. To request a p-card, the employee must first complete a credit card request in Workday, using application “Create Request,” completing all required informational fields as prompted.

Spending & Transaction Limits: card requesters shall include a requested spending limit for their card. Several pre-defined limits are selectable during the request process; requesters should discuss with their supervisor what limit is appropriate for their card use needs. Spending & transaction limits are governed by the [P-card Policy](#).

During the request process, employees requesting a p-card will complete a Cardholder Agreement questionnaire to accept the terms and responsibilities of becoming a cardholder. Once the Credit Card Request has been submitted and approved by all approvers for the department, the request will route to the Procurement Card Administrator to set up a cardholder account in the US Bank system.

Once the card account has been created, the individual will be sent an email notification with details for required training. Cardholders must complete training before receiving their p-card.

Upon receipt of the p-card, cardholders may begin using their Purchasing Card after activation and online registration of the card. It is recommended the activation be done in a secure location to protect the security and integrity of the card.

Except in cases of temporary delegation compliant with UADA policy, Procurement Cards are not transferable between employees or to anyone outside of UADA. Upon termination of employment, the Purchasing Manager should be notified so the card can be canceled. Once the Purchasing Manager has cancelled the card, the card should be surrendered to supervisory office staff for destruction and disposal.

4. P-CARD ACTIVATION

The card may be activated with US Bank by phone at 1-800-344-5696. When prompted for your ZIP, enter 72204 (the ZIP code for UADA LRSO) instead of your personal or work ZIP Code. When prompted, enter the last four digits of your Workday Employee ID Number. You will also be asked to enter and confirm a 4-digit PIN.

To then register an account in U.S. Bank Access® Online, go to <https://access.usbank.com> and click Register Online. **STOFAR** is the Organization Short Name for this P-Card program.

***Registration of an additional card:** Cardholders who hold a P-card *and* a T-card can assign both cards to a single user profile in U.S. Bank Access® Online. Questions on this process may be directed to the Procurement Manager.

5. MAKING A PURCHASE

When making a p-card purchase, the Cardholder shall check as many sources as reasonable to assure the best price, quality, service, and delivery is in the best interest of the agency. There are multiple methods of procuring with the p-card.

In Person (Point of Sale) – The Cardholder takes the p-card to the merchant and verifies the merchant accepts Visa. In person transactions often require that the cardholder input their PIN. Entry of an incorrect PIN, or an attempt to bypass this step, will result in a declined transaction.

Online purchase Cardholders should be familiar with the procedures the vendors use to handle p-card transactions. Online shopping profiles should only be established under an official email address, to denote the business nature of any resulting transaction. Online transactions shall only be shipped to official UADA addresses.

Billing Address The billing address for all UADA P-card transactions is:

**2301 S. University Ave,
Little Rock, AR 72204**

Cardholders should be careful not to confuse Billing Addresses with Shipping Addresses when shopping online. Using an incorrect billing address will cause a transaction to decline. Inputting an incorrect shipping address will result in delayed or lost orders.

6. DOCUMENTATION OF EXPENDITURES

As prescribed in the [UADA P-Card Policy](#), the cardholder must provide valid documentation of each transaction, by attaching the documentation to the transaction's Verification document in Workday. All documentation must meet the minimum standards outlined in the P-Card Policy.

1) Valid source documentation may be:

- a) A receipt and/or transaction slip from the merchant.
- b) An order form
- c) An invoice showing credit card payment.
- d) A packing slip from the delivery annotated by the Cardholder as ordered by, received by, paid by and signature of the Cardholder.

7. PROCUREMENT CARD TRANSACTION VERIFICATION PROCESS

Each p-card transaction must undergo the verification process in Workday for the accounting process to be resolved. During verification the following information is submitted for review and approval for each transaction: Spend Category, Cost Center and Driver Worktag(s) are assigned; tax applicability is reported; supporting documentation are attached.

Cardholders may complete verification of their own charges, or they may provide all necessary accounting information and supporting documentation to their support staff personnel for submission through the process: Verify Procurement Card Transaction for Worker. When a verification is submitted on behalf of a cardholder, the named cardholder will serve as the first tier of review and approval.

All verifications will undergo review and approval by the cardholder's supervisory hierarchy, as well as by the Business Office, to confirm accounting accuracy and policy compliance.

Related Applications in Workday:

- Verify Procurement Card Transaction – assign new transactions to a verification document
- Verify Procurement Card Transaction for Worker – assign a transaction to a verification document on behalf of the cardholder
- Find Credit Card Transaction – find one or more card transactions, by search criteria
- Find Procurement Card Transaction Verification – find one or more verifications by search criteria
- My Procurement Card Transactions – Cardholder: find transactions assigned to self
- My Procurement Card Transaction Verifications – Cardholder: find verifications assigned to self

8. VERIFICATION APPROVALS & AUDITS

The State of Arkansas encourages agencies using the p-card to have in place an internal control procedure to review the p-card transaction. The review procedures are to verify Cardholders are using the p-card appropriately, and that agencies are maintaining adequate records. The Procurement Card and Tax Compliance Manager will audit each p-card transaction in Workday to examine for appropriateness of transactions and record keeping procedures.

The following is a guideline on what is verified/audited on each P-Card transaction:

- Verify header date and transaction date are in the same month.
- Verify all transactions are in the same month.
- Verify that the receipt attached is itemized and matches the total of the transaction.
- Verify if there is sales tax on the receipt. And if tax is required on the purchase.
- Verify if transaction is set-up correctly with sales tax, if applicable.
- Verify if SNAP or EFNP justification forms are attached if applicable.
- Verify if transaction requires additional documentation, such as official function form, membership justification form, etc.

Transactions will be returned for correction if any errors are noted, the error should be corrected immediately and resubmitted. Returned transactions will be sent back to “Draft” mode and can be located using any of the “Find...Transaction” applications listed above.

9. CARDHOLDER RESPONSIBILITIES

The Cardholder is responsible for knowing and applying all of the rules related to the UADA P-Card Program. The p-card is not to be used for travel, cash and other categories included in the Blocked Merchant Category Code (MCC) list. Misuse of the card will subject the Cardholder to disciplinary action in accordance with UADA’s P-Card Policy and US Bank policies and procedures relating to disciplinary action and/or termination for cause. Cardholders must activate their own card upon receiving it.

The Cardholder must:

- Ensure the p-card is used only for legitimate business purposes.
- Always maintain the p-card in a secure location.
- Only allow other individuals to use the p-card in accordance with P-Card Delegation processes outlined in the [P-Card Policy](#) (section 5).
- Obtain all appropriate documentation (sales slips, register receipts, etc.)
- Verify all p-card transactions in Workday before published deadlines.
- Attempt to resolve disputes or billing errors directly with the vendor or bank and immediately notify the Procurement Manager if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for the reported disputed items(s) or billing error is posted and subsequently verified in Workday.
- Do not accept cash or a gift card in lieu of a credit to the p-card account. A return must always be a credit back to the p-card account.
- Immediately report a lost or stolen card to Procurement Manager and to US Bank at 1-800-344-5696
- Surrender the p-card to supervisory personnel in accordance with the directions given by the Procurement Manager upon terminating employment with the agency, or upon request of the Credit Card Manager/Coordinator or Agency Head.

10. CARDHOLDER LIABILITY

The P-Card is a commercial purchasing Visa Card, which will not affect the Cardholder's personal credit. The agency is liable for all charges made on the P-Card. This includes transactions made on a lost or stolen card before it is reported lost or stolen. However, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the P-Card Policy, Card Use Matrix, P-Card Cardholder Manual as well as other appropriate policy. Failure to comply with program guidelines may result in revocation of the card, notification of the situation to management, and further disciplinary measures that

may include termination of employment. The ultimate responsibility for use/misuse of the P-Card rests with the cardholder.

11. CARDHOLDER ACCOUNT CLOSURE

All cardholder account will be closed upon termination of employment with UADA, or if an employee transfers into a position in which they will no longer require the use of a p-card. Upon notice of termination by HR, the Procurement Manager will deactivate the necessary account and will notify the cardholder and their department of proper procedure for surrender and disposal of the card.

Closure for non-compliance: If a cardholder is found to be out of compliance with P-Card policy, steps will be taken to remediate compliance, as listed in the P-card policy.

Transfer of position: If a cardholder transfers positions within UADA and will continue to need a p-card as part of their job duties, the Procurement Manager should be notified; but no additional action will be required, as p-cards are associated with each cardholder's employee ID in Workday.

12. CARD DECLINES

Should a vendor decline the p-card; the Cardholder should contact the Procurement Manager for assistance within 48 hours of the declined transaction. If a purchase is attempted outside normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the Procurement Manager during normal business hours.

MERCHANT CATEGORY CODE BLOCKING Transactions will be blocked at the point-of-sale level (in person, phone, or internet) at the types of vendors on the Blocked Merchant Category Code List. All vendors are assigned a Merchant Category Code (MCC) by their bank. Attempting to buy from merchants that are not included in the specifications will cause your transaction to be denied. Occasionally, a bank may have wrongly assigned a vendor's MCC. If you run into a situation where your transaction is rejected for an appropriate purchase, contact the Procurement Manager for assistance.

13. LOST, MISPLACED OR STOLEN P-CARDS

Cardholders are required to report any lost or stolen p-card(s) immediately to the Procurement Manager and to US Bank at 1-800-344-5696.

14. TAXES – SALES and USE

As a rule, the purchase of tangible property is taxable. If the merchant charges the proper tax on the P-Card transaction, then normally no other action will be required. If no taxes were charged, the agency must prepare a payment of "use" tax to the State of Arkansas. Use Tax is a tax on tangible personal property purchased out-of-state and brought into Arkansas for use, storage, consumption, or distribution. The tax is designed to assure fair competition between Arkansas businesses and out-of-state businesses. It is very important that when entering your transaction on the P-Card Transaction Verification you indicate if sales tax was paid. Very few items are non-taxable.

Examples of some non-taxable items are:

- Membership dues

- Freight, if billed as a separate item
- Subscriptions
- Periodicals
- Drive-through car washes
- Items that are tax exempt by law

Examples of items subject to Use Tax include CDs, books, furniture, clothing, food, hunting and fishing gear, etc. These are only a few examples. All tangible personal property purchased out of state is subject to the Use Tax.

15. CREDITS, REFUNDS, REBATES, REWARDS, ETC.

Credits & Refunds: Vendors will issue all refunds and credits to the individual p-card account for any item they have agreed to accept for return. Under no circumstances should a Cardholder accept cash or a gift card in lieu of a refund or credit to the p-card account.

Rebates & Rewards: Any manufacturer rebates received by the Cardholder as results of a p-card transaction shall be credited to the p-card.

The Cardholder is not to use any rewards cards to accrue points or coupons from state purchases. Any rebates, coupons, rewards, gifts, points, frequent flyer miles, cash cards, etc. must accrue to UADA and be utilized only for official business. No personal gain by making purchases with the p-card is permitted. Misuse of this section could result in disciplinary action.

Verification of Credits & Rebates: Credits and rewards as described above will post to Workday under the cardholder's name and will need to be verified using the same Spend Category and Driver Worktag information as assigned in the originating transaction's verification. These verifications shall include supporting documentation as defined in the P-Card Policy. Verifications of related transactions that occur during separate months should include a memo referencing the originating verification number.

16. UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the cardholder should reach out to the Procurement Manager for further action to be taken.

Note: All transactions and resulting credits involving disputes will post to Workday under the cardholder's name and will require verification for accounting to be resolved.

17. FRAUDULENT TRANSACTIONS

Immediately upon finding record of fraudulent transactions, the cardholder will contact US Bank at 1-800-344-5696 to report any/all fraudulent activity on their card. The bank will confirm the cardholder's identity by either phone number or by Workday Employee ID number (referred to as the Verification ID number.) Once the bank has confirmed the cardholder's identity, they will review all recent transaction activity to address any/all instances of fraudulent transactions. The

bank will re-issue the impacted card under a new card number and will issue credit transactions for any fraudulent transactions that have posted.

Fraudulent transactions, and the resulting credits issued by the bank, will be verified using Spend Category SC0477 – Fraudulent Credit Card Transaction, following the same process outlined in section 15 of this manual.

Only the named cardholder is authorized to contact US Bank regarding their card activity – this task cannot be delegated.

18. PERSONAL & UNALLOWABLE TRANSACTIONS

Personal Expense Verification & Reimbursement to UADA will follow the process outlined below.

Personal expenses need to be submitted for verification using spend category SC0406 – Personal Expense (any funding source/driver worktag can be used.) The original receipt from the personal transaction will be used as supporting documentation for the transaction.

Please be sure to make note of the verification's PC-# for future use.

To balance the impact of this transaction on our accounting ledger, a reimbursement will need to be made to UADA. This can happen by check, or by [online payment](#) (Pay with a personal credit card: https://uada.formstack.com/forms/payment_employee).

Online payments have a field to input the originating verification's PC-# for tracking.

If by check, make it out for the cost of the transaction, payable to UADA, and be sure to include a memo line including the verification PC-# for the originating expense. The check can be delivered to LRSO (2301 S University Ave, Little Rock AR, 72203), ATTN: Jeff Ledbetter. When the check is deposited, the PC-# reference will help be sure that the same funding source from the verification is used to post the credit.

19. SECURITY AND STORAGE

Cardholders should always treat the p-card with at least the same level of care as one does with their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card.

20. CONTACTS

General P-card Questions: PCARD@UADA.EDU

Card Use, Declines, Verification Submission: Nancy Morehead: nmorehead@uada.edu; (479) 502-9702

Tax Applicability: Eric Friend: efriend@uada.edu ; (479) 502-9706

Unallowable Expense Reimbursement to UADA: jeffl@uada.edu;

P-CARD BILLING ADDRESS: 2301 S. University Ave, Little Rock, AR 72204

US Bank Customer Support: 1-800-344-5696