UH Purchasing Card (PCard)

DESCRIPTION: In accordance with the UH APM, A8.266 Purchasing Card, JABSOM has set forth an internal procedure for all JABSOM Pcardholders.

Note: The PCard internal procedure is subject to change by the Office of Fiscal & Administrative Affairs.

General

The University of Hawaii Purchasing Card Program is a voluntary program that offers an alternative to the University’s existing small purchase process. It is designed to simplify and expedite the procurement process for small-dollar goods and services, while ensuring that the purchases serve the public purpose, further the goals of the University of Hawaii, and adhere to the University's purchasing policies and procedures. The Purchasing Card enables the Pcardholder to purchase goods and services directly from merchants on behalf of the University and payments are made by the University, directly from a specified general ledger account.

Conditions for Use

- The University of Hawaii Purchasing Card may be used for purchases of $2,499 or less that are related to University business only.
- Use must be in accordance with all pertinent policies, procedures, and guidelines, and in compliance with applicable federal regulations, state laws and contract or grant terms and conditions.
- Use for personal purchases is strictly prohibited.
- Use must be in accordance with any additional guidelines, if any, as defined and supported by Pcardholder’s department.

Pcardholder Responsibilities

Unauthorized and/or Inappropriate Card Use

A Pcardholder who makes an unauthorized purchase with the Purchasing Card, or uses the Purchasing Card in an inappropriate manner, will be subject to card cancellation and/or disciplinary action, up to and including, termination of employment, in accordance with applicable collective bargaining agreements and University administrative procedures. In addition, the matter shall be referred to the Office of the University General Counsel for appropriate civil action against the Pcardholder to recover University funds expended as a result of the unauthorized and/or inappropriate use of the Purchasing Card.

How to Obtain a Purchasing Card

1. Speak with your Department if you would be eligible to obtain a purchasing card.
a. Note: Only UH BOR employees are eligible to obtain a Pcard.

2. Contact the Department Card Coordinator regarding the two forms below:
   a. Purchasing Pcardholder Information OPRPM Form 139
   b. Pcardholder Agreement OPRPM Form 143

3. Fiscal Officer will review the Default Account Information and the Monthly and Single Purchase Credit Limits and forward to JABSOM Department Card Coordinator.

4. JABSOM Department Card Coordinator will review and forward it to the OPRPM PCard Administrator for processing.

5. Pcardholder must attend a mandatory pcard training prior to receiving card.

**Pcard Usage**

Proper documentation and review of Pcard purchases is done on a monthly basis for the 15th of the prior month through the 14th of the current month. The Procurement Card Document (PCDO) is downloaded into the KFS system on the 15th of every month and becomes available to the Pcardholder the following day.

**Due Dates**

1. The KFS PCDO eDoc and the hardcopy coversheet + receipts should be routed/submitted to the Fiscal Office no later than the 5th of the following month, e.g. 12/05/14 for the 10/15/14 – 11/14/14 cycle.

2. The following deadline schedule is a suggested guideline that may assist departments with internal approvals before the PCDO is routed to the Fiscal Office.

<table>
<thead>
<tr>
<th>Role</th>
<th>Suggested Deadline</th>
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<tbody>
<tr>
<td>Pcardholder</td>
<td>20th of current month</td>
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<tr>
<td>Reallocator</td>
<td>25th of current month</td>
</tr>
<tr>
<td>Pcardholder Supervisor</td>
<td>30th of current month</td>
</tr>
<tr>
<td>Account Supervisor</td>
<td>5th of the following month</td>
</tr>
</tbody>
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**Items to be submitted to the Fiscal Office for Review:**

1. Coversheet:
   a. On the PCDO eDoc, collapse all tabs except first tab called “Document Overview.”
   b. Print page.

2. Original Receipts:
   a. Attach all receipts (annotated with transaction numbers) in numerical order behind coversheet.
b. Other approval forms as needed (OPRPM Forms, Membership Form, EHSO Form for Procurement of Hazardous Materials, etc...)

Description of Items

1. Item descriptions should be listed on the invoice. If a clear description of items purchased is not listed on the invoice, please annotate it on the invoice. The description of “Supplies” is too vague, it would be better to list the actual item purchased such as “Pipettes.”

2. If the item may be construed as something that could be for personal use, please state item and business related usage. E.g. Ziploc bags, for storage of mice feed

Inventory (Controlled Property) Purchases

1. Controlled Property, Definition: APM Section: A8.550
   • Per Unit Price > $1,000.00
   • Theft-Sensitive
   • Useful Life > 1 Year
   • Examples: laptops, computers, microscopes, etc.

2. Instructions - If purchasing inventory items, ad hoc acknowledge Marga Stubblefield (marga) on the PCD. The following information should be annotated in the Notes section of the PCD.
   a. Transaction Number
   b. Location (Building/Room)
   c. Product Description
   d. Manufacturer
   e. Model Number
   f. Serial Number
   g. Keeper of the Item
   h. Account Charged
   i. Amount of the Purchase

Merchant Category Code (MCC) Blocks

Merchant Category Codes (MCC) are assigned by Credit Card Companies in order to classify a business by the type of goods or services it provides. The University has authorized all PCards to be encoded with purchasing limits to maintain control over unauthorized purchases. The pcard may be restricted for use with certain types of merchants and suppliers. Upon presenting your PCard to such vendors, the transaction will be declined at the point of sale. A list of blocked merchant category codes can be found at: www.hawaii.edu/oprpm/pcard/limits.html

Temporary Unblocks

1. Pcard holder should send an email request to Department Card Coordinator and include the following:
Permanent Unblocks

1. Pcardholder should send an email request to the PI/Responsible Person for the account to be charged and include the following:
   a. Description of items to be purchased
   b. Justification/explanation of how this purchase benefits the University program
   c. Estimated cost
   d. Vendor
2. If approved, PI/Responsible Person should forward email in its entirety to Department Card Coordinator.
3. Pcardholder will be notified via email if unblock is approved.

Special Purchases Requiring Advance Authorization

The following purchases may be allowed to be charged on your PCard with proper advance authorization from your Fiscal Officer. However, please note that the majority of the following purchase types may be blocked on your PCard. Please see the section "MCC Blocks" for more information on how to request a temporary or permanent unblock for these purchase types.

- Business Cards
  APM Section: A8.265, Section 3
  Form: JABSOM Business Card Form
  Instructions:
  1. Complete Business Card Form and route to the Dean.
  2. Once Business card form is fully approved, proceed with business card-related purchase on PCard.
  3. Attach a copy of the fully approved Business Card Form and other pertinent supporting documentation (e.g. invoice/receipt, packing slip) to your PCard log.

- Food
  APM Section: A8.265, Section 12
  Form: OPRPM Form 56 (P, F funds) or OPRPM Form 136 (G, S, R funds)
  Instructions:
  1. Complete appropriate Food Form and route to appropriate Fiscal Officer.
  2. Once Food Form is fully approved, proceed with food-related purchase on PCard.
3. Attach a copy of the fully approved Food Form and other pertinent supporting documentation (e.g. invoice/receipt, packing slip) to your PCard log.

- Membership
  APM Section: A8.265, Section 15
  Form: JABSOM Membership Form
  Instructions:
  1. Complete Membership Form and route to appropriate Fiscal Officer.
  2. Once Membership Form is fully approved, proceed with membership-related purchase on PCard.
  3. Attach a copy of the fully approved Membership Form and other pertinent supporting documentation (e.g. invoice/receipt, packing slip) to your PCard log.

- Training
  APM Section: A9.160
  Form: UH Form 410 (OHR)
  Instructions:
  1. Complete Training Form and route to appropriate Personnel Officer.
  2. Once Training Form is fully approved, proceed with training-related purchase on PCard.
  3. Attach a copy of the fully approved Training Form and other pertinent supporting documentation (e.g. invoice/receipt, packing slip) to your PCard log.

- Travel
  APM Section: A8.851
  Form: Travel Request
  Instructions:
  1. Complete Travel Request and route to appropriate Fiscal Officer.
  2. Once Travel Request is fully approved, proceed with travel-related purchase on PCard.
  3. Attach a copy of the fully approved Travel Request form and other pertinent supporting documentation (e.g. invoice/receipt, packing slip) to your PCard log.

Disputes

It is the responsibility of the pcardholder to contact the merchant immediately to resolve the dispute and obtain the appropriate credit. Furthermore, the “disputed with the bank” box should be selected and the “Dispute Reason” should be filled out for the disputed transaction on the PCDO. Please contact your Department Card Coordinator for additional instructions/assistance.

Subject to UH PCard card suspension or revocation

Usage of the Pcard is a privilege. It is the pcardholder’s responsibility to use the card properly and adhere to submission deadlines. The following actions on the part of the pcardholder will subject the
pcardholder to the Three Strike Violation Process, in which three violations may result in the revocation of the pcard:

- Card is used for personal use of unauthorized purchases
- Purchase is parcelled
- Purchase is split among pcardholders to circumvent purchasing card limit
- Failure to approve the PCDO eDoc within a reasonable period of time (e.g. by the next billing cycle)
- Failure to provide adequate support documentation for purchases
- Failure to provide, when requested, information about a specific purchase
- Violation of grant restriction or requirement
- Misuse (wide range of violations, some of which are more severe than others)

Lost or Stolen Cards

Immediately call First Hawaiian Bank's 24-hour, 7 day a week Customer Service Center at 847-4444 (toll-free number: 888-844-4444). Identify yourself as a UH Purchasing Pcardholder. The missing card will be cancelled and another one issued by First Hawaiian Bank. **It is essential that you notify First Hawaiian Bank immediately because there is no limit to the University's liability for charges made on your Pcard until it is reported lost or stolen.**

Your Department will be responsible for all charges made on your pcard until you notify First Hawaiian Bank.

At the first opportunity during business hours, inform your Department Card Coordinator of your lost/stolen card.

Your Department Card Coordinator should also contact the OPRPM Purchasing Card Administrator, who will follow up with First Hawaiian Bank if necessary.

Termination of PCard

When you are ready to terminate your pcard please send an email to the Department Card Coordinator. The Pcardholder is responsible for returning PCard to Department Card Coordinator upon:

- Termination of employment
- Transferring departments within the University
- Change in employment that no longer includes the purchasing function
- Upon request from the PCard Administrator, Approving Official, or Department Card Coordinator