

# PCARD REFERENCE GUIDE

~MUST be purchasing a GOOD, not a SERVICE

~Single purchases are limited to \$2,999 per transaction unless otherwise approved by Pcard administrator

~A receipt or invoice must always be attached

~Ensure receipt total matches purchase amount

~Include a business purpose in the description or comments fields

~Stockton University has a tax-exempt status for purchases; the tax-exempt number is imprinted on the face of the card. If you notice the vendor has erroneously charged tax, please contact them for a tax refund using the tax exemption letter.

~Purchases must be shipped to a Stockton University location

~The PIN is needed for all transactions. To set up a PIN visit <https://cardportal.works.com>; to reset PIN call 1-888-233-8855

~Internal charges where Stockton University is the payee are prohibited

## **TRAVEL**

~Chrome River pre-approval # listed in the reference field (example: CR 104567)

~Itemized receipt/certify no alcohol

~Meal charges while traveling with a group should be split accordingly, allocating student portion to 741015 & faculty portion to applicable account

~If 2+employees split a meal while traveling, indicate how much of the meal is for each employee

~Attach hotel folios

## **AIRFARE/TRAIN/RENTAL CARS**

~Airfare: include details page showing class purchased (Economy should always be purchased)

~Airfare for candidates should NOT be charged on the Pcard

~Upgraded seat charges are considered personal expenses and should NOT be charged on the Pcard

~Train: include ride details & class

~Rental Car Fuel Charges: include TXN or PO# of rental

## **MEMBERSHIP/SUBSCRIPTION**

~Include terms of the membership/subscription (ie. specific date range the membership is for)

## **IT RELATED ITEMS**

~IT supplies such as software, TVs, electronics, etc. must have IT approval attached

## **CONVENIENCE FEES**

~If an additional fee is charged, Divisional Executive must acknowledge authorization of the fee

## **FOOD PURCHASES**

~List Chrome River pre-approval # in the reference field (required for ALL food purchases)

~Attach Right of Refusal for non-Chartwells food purchases when event is not held on AC Campus

~Business purpose attached (examples: flyer, evite, agenda, etc.)

~Attach sign-in sheet or list of attendees

~No alcohol

~Use account code 731087

## **FURNITURE**

~All furniture purchases (desks, chairs, etc.) must be coordinated and approved through Cynthia Gove in Plant

~Cynthia's approval must be attached to the transaction(s)

## **CAMPUS BOOKSTORE**

~Select the bid waiver number (522017) in the activity field of the FOAPAL

## **CREDITS/RETURNS**

~Reference the TXN of the charge on the credit

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## **PRIZES**

~Attach prize receipt(s)

~Use account code 711045

## **BOOKS**

~Comment stating that the books will be stamped with "Property of Stockton University"

## **SUPPLIES**

~WB Mason will be 2% less than receipt/invoice total due to discount

~Itemized receipt attached

~Business purpose referenced

~If you've purchased more than 1 type of product in a single transaction, split the transaction and allocate each amount to the applicable account (Example: You've purchased decorations & snacks for an event, allocate decoration expense to 711045 & snacks to 731087)

## **FOUNDATION CHARGES**

~Charges being paid for by the Foundation must have the Foundation Check Request Form attached

~Use account code 123020

## **REIMBURSEMENTS**

~Charges being reimbursed to the University must have a Bursar's Transmittal Form attached

## **END OF FISCAL YEAR**

~Charges for goods/items posted to BOA Works on May 1st - June 30th must have a packing slip or documentation attached certifying the date the items were received

~Charges posted to BOA Works beginning on July 1st: if this is an accrual and should be charged against the previous fiscal year, include a comment and attach documentation certifying the date the items were received

## **TIMELY RECONCILIATION**

~Transactions must be reconciled within 14 days of posted date. If transactions are not reconciled within 30 days of posting, the Pcard is subject to closure

In the event of a lost/stolen card, contact Bank of America immediately

[Bank of America Customer Service](https://www.bankofamerica.com/customer-service): 888.449.2273

[Bank of America Report Fraud](https://www.bankofamerica.com/report-fraud): 866.500.8262

