

1/27/2014: Important PCard Changes

Due to the recent changes in Policy 4000: <http://policy.unm.edu/university-policies/4000/4000.html>, the Financial Services core accounting offices, in coordination with the PCard Department (updated website at <http://pcard.unm.edu/index.html>), have revisited the PCard Special Exception process. A number of changes have been made to the "Approved and Prohibited" section of the PCard procedures: <http://pcard.unm.edu/pcard-policies-and-procedures/approved%20and%20prohibited%20uses.html>. The revised process will allow for greater efficiencies by eliminating or streamlining a number of the items being reviewed.

Specifically in regard to purchasing food for various meetings and events, it has been determined that p-card special exception requests, for food to be purchased with Unrestricted Funds, will no longer be required. It is very important to note that it will still be required to submit a special exception request, in advance, for any food purchases on Restricted (Contract or Grant) funding.

To enable this change, it will be crucial for the appropriate departmental personnel to clearly understand when food is and is not allowable, as described in policy. In addition, there will be an expectation that the appropriate documentation is included with the monthly PCard transaction log. As noted in policy, this will include a clear description of the "5 Ws" (who, what, when, where, why). The general expectation will be the inclusion of an agenda for business meetings. Finally, substantial weight will be placed on the departmental approval signature on the transaction log, certifying the appropriateness of the purchase. None of these requirements are new.

Requests to purchase alcohol with PCard will continue to require accounting preapproval via the special exception process, for all funding types. If there is both food and alcohol to be purchased for an event, the special exception must be submitted, in advance of the event, to the appropriate Financial Services accounting office for preapproval.

Additional significant changes include:

- 1) The PCard single transaction limit has increased to \$10,000 for goods, and \$5,000 for approved services. A "Modification of Cardholder Information" form: <http://pcard.unm.edu/common/files/pcmod.pdf> must be submitted to request the change.
- 2) A revised Cardholder Transaction Log (<http://pcard.unm.edu/common/files/pclog-pdf.pdf>; <http://pcard.unm.edu/common/files/pclog-xls.xls>). The new log contains updates to the signature certifications, and cardholders should discard previous versions and begin using the new one.

As a reminder, all PCard holder's transaction logs, and supporting documentation, are subject to review by Financial Services after the fact. In the event of a review which results in the discovery of unallowable charges, the PCard holder will be expected to make arrangements to immediately repay the University.

There are currently a number of College level areas involved in the PCard preapproval process. As a result of this change, if any additional Departments/Schools/Colleges would like to be involved in preapproving food purchases for their areas, please let me know, and I can facilitate getting this in place.

Please distribute this information to the appropriate personnel in your areas, so that they will be aware of these important changes.