COLLEGE OF MEDICINE TUCSON
Physiology

Physiology PCard Process

The University of Arizona Purchasing Card (PCard) is a tool to facilitate and expedite eligible small dollar university purchases (under $10,000). To ensure compliance with the PCard program, all PCard holders and users must be familiar with Purchasing and Financial Services Policies. **Purchasing Policies:** https://policy.fso.arizona.edu/pur and **Financial Services Policies** https://policy.fso.arizona.edu/fsm. Following these policies ensure our Department can continue to participate in the UA PCard program. Failure to follow department and University PCard policy may result in the cancellation of the users' PCard and/or inability to check-out the department PCard.

PCard Holder/User Responsibilities:

- Verify that the items/services to be paid with the PCard are allowable. A list of unallowable purchases is accessible at the following link: PCard Unallowable Expenses
    - If clarification is needed regarding hazardous and nonhazardous materials, please reach out to UA Risk Management and/or UA Research Laboratory & Safety Services. rlss-help@email.arizona.edu
- After purchase is made, PCard holder/user must provide to the PCard Reconciler a completed **PSIO PCard COVER SHEET**, all itemized invoice/receipt(s), and any other required documentation (such as agenda and list of attendees for business meetings) ***within two business days from the date of purchase***.
- If the payment was for travel related expenses, the approved travel authorization number will be provided on the **PCard COVER SHEET**.
- If using the PCard for travel expenses, a travel authorization must be provided with the Pcard documents
- Upload completed coversheet plus invoices/receipts to our PSIO Secure File Upload
- **Do not save Department PCard information for future purchases.**
- Respond to Business office follow up questions within two business days.

Physiology Business Office Responsibilities:

PCard Reconciler: **Stephani Schlak** saschlak@arizona.edu

- Will reconcile PCard transactions within ***3*** business days from the document creation date, requesting support documentation from cardholder/user as needed.
- Will review the support documentation to ensure the following:
    - Verify that the items purchased are allowed to be purchased using the PCard
    - The invoice/receipt is itemized noting items, quantities, shipping and tax and matches the charged amount.
    - The ship to/bill to address is a UA address (not a home address).

PCard approver: **Carlos Cadena carloscadena@arizona.edu / Hanh Do** htdo@arizona.edu

- Approve all PCard transactions within ***10*** business days from the doc creation date.
    - Ensure all supporting documentation is accurate, complete and appropriate.
    - Ensure that the business purpose/justification is clear and complete.
    - Ensure that the account code is correct and has the funds for the expense.
    - Ensure that the items purchased are allowed to be purchased using the PCard.
- Will work with PCard User and Reconciler in addressing all PCard disputes and/or violations and follow through with correction steps.
- Will ensure that PCard monthly statement and support documentation is organized and saved for 180 days; delete documentation that is older than 180 days.

Physiology Business Office Address:

Office: MRB 424 (4th floor East Wing) | Business Office E-mail: **psiobiz@list.arizona.edu**
PSIO Secure File Upload site: https://arizona.app.box.com/f/6f046fb9b8f24f91b3f45128ae9abca5