

## P-card Changes effective 07/01/2008 ---- Cardholder's Notice

### Vendors to be paid by procurement card:

- Office Supply Purchases ie. Bratton's, Corporate Express, Nelson's
- Deep Rock Purchases/Bills
- Package delivery Purchases/Bills ie. FedEx, UPS
- Quick Copy Purchases/Bills ie. Kinko's
- All copier maintenance Bills ie. Bratton's, Konica/Minolta, Lewan's, Xerox
- Sigma Purchases/Bills (use for purchases under \$1,000)
- VWR Purchases/Bills (use for purchases under \$1,000)
- All memberships and dues
- All conference registrations

### UNC Cash and Non-Cash Award Report Form:

The new "UNC Cash & Non-Cash Award Report" form must be used when purchasing gift cards; it will be used to comply with IRS reporting regulations. The form and instructions can be found on the Accounts Payable and the Purchasing/P-card websites. This form will be used whether the purchase is made by check (thru Accounts Payable) or on the p-card. If using the p-card, the original form needs to be sent to Accounts Payable and a copy of the form needs to be attached to the statement and receipts for the purchase. Please note that you must reallocate the "Account" portion of the FOAP to 72310, this specifies that this was a gift card purchase.

### Reallocations using PVS Net:

- 1) It is now mandatory that the "Accept" button is chosen in PVS Net for each transaction that occurred during the month. This will be done by either the cardholder or the reallocator. This assures that each transaction has been reviewed each month.
- 2) Either filling out the "Description" field in PVS Net when reallocating transactions or completing the new version of the "Order Log" is now required. The use of the Description column in PVS Net will eliminate emails from the Procurement Card Administrator when checking monthly transactions. Filling out the Description column should be done at the time transactions are being reallocated. This column is located to the right of the "Not Reviewed/Accept" tabs.

If you choose to use the Order Log, it has a new column entitled "Business Use of Articles Purchased". A brief description of what was purchased and/or the event that the item was purchased for should be entered here.

### Procurement Card Records:

All fiscal year end procurement card records will be requested on June 30<sup>th</sup> each year. All records, complete with all documentation, signatures, etc. will be due in the Procurement Card Administrator's office on July 31<sup>st</sup> each year. Any records that have not been received by August 31<sup>st</sup> each year will be suspended until the records have been received and reviewed by the Procurement Card Administrator.