

UC Hastings College of the Law

PCard Use Rules and PCard Holder Responsibilities – July 2017

The College has a robust PCard program. In fiscal year 2015-16, we had 105 active PCard holders with a total spend of \$2.13 million. The PCard programs provides an efficient and cost effective way for departments to do business. Purchasing and Fiscal Services very much appreciate the opportunity to partner with PCard holders, Wells Fargo, Visa and Concur to support and administer the College's PCard Program.

Listed below are common misunderstandings/errors/omissions PCard Holders often make. Please take note of these and the PCard rules and being deactivated. These College by ensuring its and timely recorded and follow the College's



understand that failure to comply with responsibilities will result in the PCard rules are designed to protect the business expenses are substantiated the PCard holder by ensuring they established guidelines.

Common Misunderstandings Regarding PCard Use

1. The PCard cannot be used for personal expenses.
2. Cash advances are not authorized.
3. Purchases can only be made which are related to and support the College's [mission](#).
4. Purchases can only be made which are authorized as part of the Department's annual budget.
5. PCard transactions cannot exceed \$5,000. Expenses of \$5,000 or more generally require a Purchase Order.
6. [Original AND itemized receipts](#) are required to substantiate the PCard purchase. Using the [Concur mobile app](#) to manage and store receipts is recommended and is a best practice.
7. The [missing receipt form](#) shall be used only by exception.
8. The business purpose of the expense must be clearly stated.
9. The limits for [business meals](#), inclusive of food and beverage are:
 - a. Breakfast: \$26.00 per person;
 - b. Lunch: \$45.00 per person;
 - c. Dinner: \$78.00 per person;
 - d. Light refreshments: \$18.00 per person
10. All purchases for [business meals and entertainment](#) must include the names of those in attendance. If the number of attendees is less than 10, an itemized list is required. If more than 10 are in attendance, the invite and/or RSVP must be attached as part of the receipt.
11. While on [travel status, the meal allowance is \\$64 per day](#). Amounts spent beyond this are the responsibility of the employee and shall not be charged to the PCard.
12. Expenses must be reconciled and the expense report submitted to the PCard holder's approver by the 7th business day of the following month.

13. Expense reports returned by AP to the PCard holder must be addressed within 5 business days of receipt.
14. Expenses must be allocated to the correct gl cost center and expense type on the expense report. Corrections will not be made once the expense report has been processed.
15. Prohibited purchases include:
 - a. "Lavish, extravagant and unnecessary" meals, gifts and other purchases. Please use your "reasonable" standards as employees of a Public institution.
 - b. Alcohol cannot be charged to State funds (State funds begin with 00)
 - c. Monetary contributions to a political campaign or candidate;
 - d. Expenses for employee birthdays, weddings or anniversaries or farewell gatherings including retirement. Contact HR for information on these types of expenses;
 - e. Purchase of goods or services for personal use;
 - f. Tips and gratuity greater than 20% of the total cost of food and beverage.
 - g. There are limits on employee "business" meals. Please review [Section 11.6, Restrictions on the Use of Funds in the Section 11.0 of the Financial Policy and Procedures Manual](#) for additional information.
 - h. Payments to attorneys or law firms for any purpose for any amount.
 - i. Construction services.
 - j. Copyright clearance. These purchases are recharged to the department through the Business Center.
 - k. Trademark items.
 - l. Lease payments.
 - m. Contract payments for any purpose and any amount without a fully executed UCH agreement on file with Purchasing Services.
 - n. Computer hardware. These items must be purchased through IT.
 - o. Furniture of any kind for any amount. These items must be purchased through the College's preferred vendor.
 - p. Deposits for restaurants, hotels and other venues for events. These are processed with a purchase order (purchase order prepayment) which will provide a check / ACH payment to the venue.
16. Report fraudulent transactions immediately to Wells Fargo Commercial Card at 1-800-932-0036 and to Purchasing@uchastings.edu.

Reimbursement of Personal Expenses – If an error occurs and you use your College PCard for a personal expense, you must reimburse the College the next business day. Bring your payment to Fiscal Services, 198 McAllister Street, Room 111. Excessive personal expenses will result in your PCard being inactivated.

PayIt!/Concur is the portal used to manage expense reports for all PCard expenses. Login (payit.uchastings.edu) in weekly to ensure no fraudulent charges have been made on your account. Submit your expense AT LEAST once per month to your approver for processing and accounting into your department's budget.



You may also refer to the [PCard Application](#) and the [Cardholder User Agreement](#) for additional information on PCard use.

For questions regarding PCard use, contact [Darryl Sweet](#) or [Brian Agius](#) in Purchasing and for questions regarding PayIt! please contact [Sandra Plenski](#) or [myself](#).

Thank you.
Deborah L. Tran | Controller

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