

## Pcard Website

[www.kent.edu/accounts payable/purchasing-card](http://www.kent.edu/accounts payable/purchasing-card)

## University Policy Register:

[www.kent.edu/policyreg](http://www.kent.edu/policyreg)

## 7 - 02.16 (Pcard Policy)

[www.kent.edu/policyreg/administrative-policy-regarding-use-purchasing-card-p-card](http://www.kent.edu/policyreg/administrative-policy-regarding-use-purchasing-card-p-card)

## 7 – 12.1 (Purchasing Policy)

[www.kent.edu/policyreg/administrative-policy-regarding-purchasing-goods-and-services](http://www.kent.edu/policyreg/administrative-policy-regarding-purchasing-goods-and-services)

## Procurement Resources

- COMMODITY CODES  
([www.kent.edu/procurement/commodity-codes-0](http://www.kent.edu/procurement/commodity-codes-0))
- PREFERRED VENDOR CONTRACTS  
([www.kent.edu/procurement/preferred-vendor-contracts](http://www.kent.edu/procurement/preferred-vendor-contracts))
- SALES TAX EXEMPTION REQUEST  
([www.kent.edu/procurement/ohio-sales-tax-exemption-certificate](http://www.kent.edu/procurement/ohio-sales-tax-exemption-certificate))

## Pcard Borrower Acknowledgement

Departmental cardholders may lend the pcard only to other KSU employees. The cardholder must ensure that individuals who use their pcard comply with university purchasing and pcard policies and procedures. The following is an optional acknowledgement that cardholders may use after advising borrowers of this requirement.

*I acknowledge that I have reviewed and understand 7 - 02.16 Administrative Policy Regarding Use of Purchasing Card (Pcard) and the University Pcard Manual. I agree to comply with university policy and procedures when using the pcard.*

Borrower Signature Date

Borrower Name (Print)

Cardholder Signature Date



## Departmental Pcard Quick Reference Guide

### Contact Information

#### Accounts Payable

- [pcard@kent.edu](mailto:pcard@kent.edu)
- 330-672-2607
- [kent.edu/accounts payable/purchasing-card](http://kent.edu/accounts payable/purchasing-card)

#### Bank of America

- 1-888-449-2273 (inside U.S.)
- 1-602-379-8753 (call collect outside U.S.)
- [payment2.works.com/works/home](http://payment2.works.com/works/home)
- [BofAML.com/globalcardaccess](http://BofAML.com/globalcardaccess)

## Pcards are a convenient and efficient way to make purchases!

It is important that all employees who make purchases understand the university's purchasing and pcard policies and procedures. Become familiar with Chapter 7 of the policy register and don't hesitate to ask for clarification on any of the policies that it contains.

## Be aware of your pcard's single transaction limits.

General purchases - \$2499.99

Lodging - \$4999.99

Transportation - \$4999.99

Splitting a transaction to circumvent these limits is a violation of pcard procedure and may result in the suspension of the pcard!

## Every pcard has a monthly credit limit.

Keep an eye on your available credit (how much more you can spend during the pcard cycle. And remember— your available credit is restored to the full monthly credit limit at the beginning of each pcard cycle only when all transactions from the previous pcard cycle have been allocated and signed off.

## Pcard Purchases Dos and Don'ts

### Do...

- know and follow university purchasing policy.
- use preferred vendors and contracts (kent.edu/procurement/preferred-vendor-contracts)
- use the university's Amazon Business account when purchasing from Amazon (kent.edu/procurement/amazon)
- get itemized receipts
- reconcile transactions in Works<sup>®</sup> within 14 days

### Don't...

- split purchases to circumvent single transaction limits
- have merchants force through transactions with MCC conflicts
- purchase
  - Amazon Prime memberships
  - Business meals and entertainment
  - Cash advances
  - Gift Cards
  - Independent contractors
  - Individual memberships
  - Personal purchases
  - Sponsorships
- exceed 150% of the federal per diem when paying for lodging
- pay Ohio sales tax

**The billing address for all departmental pcards is:**  
**Kent State University**  
**800 East Summit Street**  
**Kent OH 44242-0001**

**Goods ordered using a pcard must be shipped to a university address. Never a home address!**

**Merchants vary in their sales policies and practices when it comes to credit cards.**

- They are not obligated to accept the pcard even when there are no MCC conflicts.
- When in doubt, call the vendor directly to confirm that the pcard will be accepted.
- For example, call hotels to confirm that they will allow you to pay for rooms with a pcard over the phone even if the card will not be presented in person when the traveler checks in.