

PCard Checklist

The PCard program provides a convenient and efficient method to procure business-related expenses to foster and support the missions of The Ohio State University.

PURCHASE LIMITS: \$5,000 per purchase, \$20,000 monthly

NO TAX- expect diligent effort to have no tax charged to purchases paid on PCard, mandatory credit expected if tax is charged over \$25

RESTRICTIONS: [Local Checking Account and Pcard Restrictions](#) – list of items not allowable from the local checking account or pcard, alternative procurement methods advised

- [Special Approvals Spend Categories:](#) these purchases and/or payment requests will automatically route for special approval in Workday and likely require a Purchase Order or special PRE-Approval before charging the PCard

COMPLETE BUSINESS PURPOSE: a complete picture of ‘who/what/when/why/where/how much’ to be included

TRAVEL- has to be re-assigned to the traveler– [Reassigning Expense Credit Card Transactions](#) so the Spend Authorization can be tied to the Expense Report. Either the Traveler can expense (Create Expense Report) or PCard Manager can (Create Expense Report for Worker). When Re-assigned, the PCard Manager should track it to be sure it gets expensed.

- Only one-day events or online session registrations can be expensed without reassigning -nor do these require a Spend Authorization

PCARD REQUESTS done through CFAES website – [PCard Application/Maintenance Request](#)

- Use this Webform for all PCard-related requests: such as **Application, Maintenance and Cancellation**
- NEW PCards require Buckeye Learn Trainings: Institutional Data Policy, Fiscal Stewardship for All and Preventing Fraud

FOOD –must list attendees (to include all OSU staff -whether or not they eat) and fully justify the WHY as providing the time of day, as in if at meal-time

Better business justifications are needed on food/meal purchases. Seems we are telling what and who, but not really addressing the "why"

Food for only employees is extremely discouraged, cannot be a recurring event, should not be an "on the job" meal. There are allowable instances to provide food for employees at area/regional/statewide in-services, as well as holiday and retirement (not just leaving the university) celebrations. If you are asked for the PCard or to do a requisition for a meal that would only involve employees, please contact Jesse Buxton.26 if you are unsure of the allowability of the purchase

CREDIT DOCUMENTATION: can be attached in the original order’s entry- no need for a separate entry made, this makes for a better paper trail- it’s the same order, not a new purchase. IF not credited within 7 days- then submit the charge and when entering the CREDIT later be sure to put the original ER# in that entry to tie them together

BEFORE THE PURCHASE REVIEW FORM (OPTIONAL): In-office review before purchase, aid for entering into Workday [Review/Entry Fillable Form](#)

WORKDAY REPORT: to identify PCard transactions that have not been fully processed on an Expense Report - [Credit Card Transactions-OSU](#)

IT PURCHASES: All equipment, software, hardware orders are to be submitted through OTDI FIRST- they will determine if it's covered under the Service Level Agreement (SLA). Order through <https://cfaesits.osu.edu> or email CFAES-HelpDesk@osu.edu or call 614-514-4848

- OTDI TAGs and tracks new computers
- OTDI will provide an RITM# to include in any payment processes in Workday

PCARD DISPUTES: PCard transactions that appear on your monthly PNC statement should be carefully reviewed each month by the Card Manager to ensure that duplicate, erroneous or fraudulent charges are not made against the PCard account.

If a transaction is believed to be fraudulent, the Cardholder or Card Manager must contact PNC immediately to shut down the PCard from further fraud exposure. A replacement card will be issued by PNC and can be sent via overnight delivery to the PCard Office upon your request.

- Fill out the Dispute process on the back of the card statement or the money may not get refunded.

RESOURCES:

[Buying Tool Decision Tree](#)

[PCard Tracking Log \(Non-Travel\)](#)

[PCard Tracking Log \(Travel\)](#)

CFAES RESOURCE GUIDE:

[PCard Monitoring and Compliance](#)

OFFICE OF BUSINESS AND FINANCE: [PCard Information Source](#)

LOST, STOLEN OR FRAUDULENTLY USED CARDS: CALL THE BANK @ 800-685-4039

CONTACT [THE PCARD OFFICE](#) TO INITIATE A REPLACEMENT CARD

NOTIFY JESSE BUXTON.26 AND YOUR FISCAL TEAM CONTACT

TRAINING OPPORTUNITIES:

Review the [PCard Overview](#) training in BuckeyeLearn.

Review your [Role & Responsibilities](#)

Join monthly [PCard Office Hours](#) to hear PCard Program updates

AVOID ACCOUNT SUSPENSION:

[Process PCard Transactions on an Expense Report in Workday](#) **within 7 business days** from the transaction load in Workday

ONLY FOR PCARD STATEMENT ASSISTANCE:

Contact the PCard Office at PCard@osu.edu or 614.292.9290

PCard Office

Travel, PCard & Expense Office, The Ohio State University, 2030 Blankenship Hall | 901 Woody Hayes Drive
| Columbus, Ohio 43210

[Travel](#) | [PCard](#)

Telephone: 614-292-9290 – Option 2, Email: pcard@osu.edu

