



**SAU P-CARD  
CARDHOLDER POLICY AND PROCEDURES**

- 1. Print your statement and attach to p-card log. Please note – do not turn in your transaction log.**
- 2. All of the P-card log information is scanned, therefore, receipts that are not the size of a sheet of paper are to be taped down to a blank piece of 8 ½ X 11 paper in the order of occurrence. Be sure tape doesn't cover writing on receipt as this can cause the image to fade. Both sides of the paper can be used.**
- 3. Do not tape over staples, tape one receipt on top of another (unless taping a register receipt for an invoice on a blank space of the invoice), or fold a receipt to make it fit on the page. If a receipt is too long, cut it and tape the pieces side by side.**
- 4. Be sure there aren't any "ragged" edges hanging out over the paper the receipt(s) has (ve) been taped to.**
- 5. Be sure the Transaction Date, Supplier/Vendor, Description of Goods/Services Ordered, and Purpose of Purchase columns are filled out properly. On the Purpose of Purchase column, please provide a brief explanation for the purchase.**
- 6. Ensure all receipts are itemized, have the total amount listed for the purchase, and are for allowable purchases. If the purchase has sales tax charged, be sure the tax amount is split out from the cost of goods and freight. Cost of goods and freight are to be combined on the P-Card Log.**

7. Check to make sure each purchase is assigned to a valid Department Account Number.
8. The Grand Total at the bottom of the P-Card Log is to match the statement total.
9. Sign and date the P-Card Log and turn in to your Liaison.
10. The P-Card Log and backup is to be turned in to Accounts Payable within three days of the close of statement, which is the close of business on the 15<sup>th</sup> of each month. If the 15<sup>th</sup> falls on the weekend, the statement closing is the following Monday.
11. If you have any questions about the validity of a purchase or other questions regarding the P-Card Log, please contact your Liaison. You may also contact Purchasing at 4017, or via e-mail at [kristypennington@saumag.edu](mailto:kristypennington@saumag.edu). You may also call Accounts Payable at 5088 or 5059. They can also be contacted at [ddbanks@saumag.edu](mailto:ddbanks@saumag.edu), or [pfaustin@saumag.edu](mailto:pfaustin@saumag.edu).

#### **RESTRICTED AND NON-RESTRICTED CHARGES**

There are many possible items and services that can and cannot be charged to the SAU Procurement Card. The allowable items/services that can be purchased are vast; some examples are books, general office supplies and educational supplies, lab supplies, maintenance services/repairs to office and computer equipment, postage, UPS, FedEx (when the SAU post office is not available) subscriptions, and many more. In general, the cardholder may purchase goods and services for official business purposes for Southern Arkansas University.

**EXCEPT:**

- Travel expenses (car rentals, gas, hotel, registration, airfare, etc.)
- Cash advances, Travelers Cheques, etc.
- Food Purchases (unless pre-approved via E-mail from Lesley Robertson)
- Meals of any kind
- Personal items or services (gift certificates, flowers, and cards such as get-well, birthday, thank you, etc.)
- Printing (all printing must be bid regardless of cost)
- Alcoholic beverages of any kind
- Any items listed on mandatory agency or state contracts (For details contact the Purchasing Department)
- Any purchase that would involve a trade-in
- Any other purchases not permitted under SAU policy and/or procedure

If you are not sure of any of these requirements, or have any questions regarding this subject, contact the P-Card Coordinator before making the purchase.

Your one-time purchase limit is \$750.00. Your monthly purchase limit is \$5,000. If on occasion you need to exceed either of these purchasing limits you may contact Lesley Robertson, Purchasing Director, at [lsrobertson@saumag.edu](mailto:lsrobertson@saumag.edu), to request approval for an increase. Please note in your e-mail the purpose for the increase.

**NOTE: ALL PURCHASES MUST BE FOR THE OFFICIAL BUSINESS OF SOUTHERN ARKANSAS UNIVERSITY.**