

University Pcard Guidelines

Pcards can be issued to Stockton employees to purchase merchandise within these guidelines and approved travel-related expenses. Departments can request a Chartwells only card which will eliminate the limit thresholds.

Pcard Types: standard set limit cards or requesting funds cards.

Pcard Use Types: purchase of goods and travel-related purchases. Travelers are required to have a fully approved Chrome River Pre-Approval report prior to incurring expenses. Employees who have a Pcard issued in their name are not authorized to charge the department Pcard for their individual travel related expenses.

A welcome email from Bank of America will be sent to you with your username and access information to the BOA WORKS program for card activity.

Pcard Limits

Single purchases are limited to \$3,500 per transaction. A transaction includes the purchase price plus any associated freight.

A transaction may not be split to divide larger purchases which would go over the cardholder's single purchase limit. For example, a cardholder may not make two separate transactions with the same vendor in order to bypass transaction limits, which would total an amount over the single purchase limit of \$3,500. Split transactions will result in suspension or cancellation of card privileges.

Merchandise that requires any type of installation or services on campus requires contractual documentation; therefore, the use of the Pcard is prohibited for these types of transactions.

The University is responsible to stay compliant with State, Federal laws and regulations as well as Stockton policies. At times vendors may be placed on the restricted list until we have required documentation for continued use for purchases.

Use of the Card

- Purchases are for official Stockton University business only. The employee listed on the card is responsible for the control and use of the card. Department cards are to be handled in the same manner as individual cards with controls and use.
- The Pcard may be used at any vendor that accepts VISA and is not on the restricted vendor list. The use of the Pcard for purchases does not exempt the University or its officers and employees from the purchasing requirements of state contract laws. Purchases from state contract vendors are encourage.
- Prohibited for use of Pcard purchase:
 - Merchandise that requires installation or service on campus
 - Contracted services
 - Payments to individuals
 - Ebay purchases

- Cash advances
 - Personal items
 - Tickets to activities where you are an active participant (majority of cost should be paid via PO)
 - Airfare for candidates
 - Expenses including airfare for contracted vendors or independent contractors/consultants
 - Rentals/Leases
 - Internal charges where Stockton is the payee
- Items requiring IT approval prior to purchasing on Pcard
 - Computers*
 - Computer hardware*
 - Computer software
 - Software maintenance
 - Software renewals
 - Telecommunications

Any items purchase via the Pcard MUST be shipped to a Stockton University address.

Sales Tax

Stockton University is tax exempt. The cardholder is responsible for ensuring that sales tax is not charged; if charged by the vendor, have the tax credited back to the card. Stockton University tax exemption number is imprinted on the face of the credit card. Tax exemption letters are available on the Tax Compliance webpage.

After purchase: Reconciliation/Receipts

Transactions must be reconciled within 14 days of posted date. If transactions are not reconciled within 30 days of posting, the Pcard is subject to closure.

All transactions must be supported with an itemized receipt and allocated to the appropriate foapal in Bank of America Works. Information such as the Chrome River Pre-Approval #, business purpose, event information, and composition of group are to be indicated in the comments section of the TXN.

[Visit the Pcard webpage](#) for additional resources.

Emergency Contact Information:

In the event of a lost/stolen card contact Bank of America immediately

Bank of America Customer Service Phone: 888.449.2273 open 24 hours

Bank of America Report Fraud: Phone: 866.500.8262 open 24 hours