



Applies to: Individuals, units, and departments that make or authorize PCard purchases on behalf of the university

Responsible Office

Office of Business and Finance

POLICY

Issued: 01/01/1998
Revised: 01/07/2021

As a large public institution, the university is held to a high degree of public scrutiny and accountability for its business practices. Issuance of a **PCard** is a privilege, and every reasonable effort must be made to verify that funds are used responsibly and in a manner consistent with the university mission. This policy sets parameters for those who may obtain a PCard and when, how, and for what the PCard can be used.

Purpose of the Policy

To provide guidance on authorization, documentation, and compliance with university policies and rules for PCard purchases.

Definitions

Term	Definition
Bid threshold	The maximum purchase tolerance with a non-contracted supplier in accordance with the Board Policy on Purchasing and Competitive Bidding .
Billing cycle	The period of time between billings. The PCard billing cycle generally starts on the 25 th of a calendar month and ends on the 24 th of the next month.
Business purpose	Written statement that explains the reason/justification behind the action being taken or the transaction being made. Must include details of the action/transaction (who, what, when) and how/why the action/transaction benefits the mission of the university/unit. When applicable, must include attendee list (name, affiliation, title) and other supporting documentation.
Capital asset	Moveable items that have a probable useful life of one or more years; have an original cost or value of \$5,000 or more; and are neither permanently attached to a building or its utility systems, nor incorporated into the building at the time of initial construction or during later modifications, nor incorporated into artworks as art materials or supplies. Includes items that are leased for purchase and otherwise meet the terms of this definition. Does not include assets the university leases, subleases, or licenses under an agreement when the asset is not owned by the university, or when the asset is returned at the end of the applicable agreement.
Cycle limit	Amount permitted per billing cycle .
Exception	Any violation of or noncompliance with a university policy issued by the Office of Business and Finance (Business and Finance).
PCard	Bank issued credit card that serves as the university procurement card.
PCard manager	Employee who is assigned permanent custody of a department or service center PCard.
PCard user	Employee who is assigned temporary use of a PCard.
PCardholder	Employee who is assigned permanent custody of an individual or a group/extended travel PCard issued in the employee's name.
Senior fiscal officer	Individual who is responsible and accountable for all fiscal operations of a unit.
Special approval	Specific goods/services that require additional approval from internal university offices before purchase.
The Ohio State University Wexner Medical Center	University Hospital, East Hospital, Brain and Spine Hospital, Richard M. Ross Heart Hospital, Harding Hospital, Dodd Rehabilitation Hospital, Ambulatory Clinics and Services, and Arthur G. James Cancer Hospital and Richard J. Solove Research Institute and Outreach Sites; College of Medicine and its School of



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Term	Definition
(Ohio State Wexner Medical Center)	Health and Rehabilitation Sciences; the Office of Health Sciences, including OSU Faculty Group Practice; various research centers, programs, and institutes; and The Ohio State University Comprehensive Cancer Center.
Transaction limit	Amount allowed per transaction.
Traveler	Individual who travels for business on behalf of the university.
Unit	College or administrative unit.
Waiver	Permission granted to a unit to operate differently than specified or required by a university policy issued by Business and Finance.

Policy Details

- I. Purchases made with a PCard must comply with [Office of Sponsored Programs \(OSP\) Purchasing Basics](#) (when used for sponsored project purchases), [Ohio State Wexner Medical Center policies](#) (when used by **Ohio State Wexner Medical Center** employees), and all [university policies](#) and rules, with special attention to the [Asset Management policy](#), [Board Policy on Purchasing and Competitive Bidding](#), [Expenditures policy](#), [Fiscal Stewardship policy](#), [Purchasing policy](#), and [Travel policy](#).
- II. Purchases made with a PCard must be for official university business only. Personal use is prohibited.
- III. The PCard Office is responsible for new PCard issuance, account maintenance, issue resolution, reporting, and all other PCard oversight.
- IV. PCard types/purposes, **transaction limits**, **cycle limits**, and eligibility considerations for issuance are identified in the following table:

PCard Type/Purpose	Transaction Limit and Cycle Limit	Eligibility Considerations
<u>Service Center PCard</u> Issued to service centers for the procurement of goods, services, and travel expenditures necessary to conduct university business.	\$7,500/transaction \$50,000/cycle	<ul style="list-style-type: none"> • Issued in service center name and administered by a PCard manager; shared use by service center only. • Tracking Log required. • Approved by senior fiscal officer.
<u>Department PCard</u> Issued to unit or department for purchases of goods and services necessary to conduct university business.	\$5,000/transaction \$20,000/cycle	<ul style="list-style-type: none"> • Issued in unit or department name and administered by a PCard manager; shared use by unit or department. • Tracking Log required. • Approved by senior fiscal officer.
<u>OSP Department PCard</u> Issued to unit or department for purchases of goods and services necessary to conduct university business with grants.	\$5,000/transaction \$20,000/cycle	<ul style="list-style-type: none"> • Available with grants; airline purchases blocked. • Issued in unit or department name and administered by a PCard manager; shared use by unit or department. • Tracking Log required. • Approved by OSP and senior fiscal officer.
<u>Individual PCard</u> Issued to employees for the procurement of goods, services, and travel expenditures necessary to conduct university business.	\$5,000/transaction \$10,000/cycle	<ul style="list-style-type: none"> • Issued in individual's name. • Not for shared use. • Approved by senior fiscal officer.
<u>OSP Individual PCard</u> Issued to researchers for the procurement of goods and services necessary to conduct university business with grants.	\$5,000/transaction \$10,000/cycle	<ul style="list-style-type: none"> • Available with grants; airline purchases blocked. • Issued in individual's name. • Not for shared use. • Approved by OSP and senior fiscal officer.



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PCard Type/Purpose	Transaction Limit and Cycle Limit	Eligibility Considerations
<u>Group/Extended Travel PCard</u> Issued to faculty/staff for the procurement of business travel expenditures. Valid for one specific trip only. ATM use permitted for university business, with withdraw limit percentage specified and senior fiscal officer approval.	Based upon traveler needs.	<ul style="list-style-type: none"> • Issued in individual's name; contingent upon two or more travelers or for an individual's travel that spans seven or more consecutive days. • Must provide valid approved spend authorization. • Approved by senior fiscal officer.

PROCEDURE

Issued: 01/01/1998
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I. Usage Limitations and Requirements

A. General requirements

1. PCards are used to support university purchasing and payable processes.
2. PCard issuance is limited to university employees that have completed required [PCard training](#), submitted an authorized [PCard Application and Memorandum of Agreement](#), and been approved by the PCard Office.
3. PCards are subject to the single transaction and cycle spending limits established for each PCard type; see table in Policy Details IV. Under certain circumstances and with proper documentation, an increase to the single transaction and cycle limits may be considered, based upon senior fiscal officer and PCard Office approval.
4. Purchases must not be split to avoid the established single transaction limit.
5. If a purchase is returned to the supplier, a credit must be applied to the PCard account. Cash or store credit cannot be accepted for a returned item.

B. Procurement limitations

1. PCard purchases that meet the definition of **capital asset** must be handled in accordance with the [Asset Management policy](#).
2. PCard purchases must comply with the [Expenditures policy](#).
3. PCard purchases that exceed the university **bid threshold** are prohibited in accordance with the [Board Policy on Purchasing and Competitive Bidding](#).
4. Goods and services requiring **special approval** must be approved in accordance with the [Purchasing policy](#) and its resource [Special Approval Spend Categories](#).
5. Goods and services that require a signed contract, agreement, or equivalent documentation must be authorized by Purchasing before purchase.
6. Any “clickwrap” agreement (internet based, including software agreements and digital marketing agreements, e.g., Facebook, LinkedIn, Twitter) required in connection with any PCard purchase must be reviewed and approved by Purchasing or the Office of Legal Affairs, as applicable, prior to purchase.
7. Use of the PCard for university business travel must be in accordance with the [Travel policy](#).
8. Use of PCard for the purchase of services from individuals is prohibited.

C. Sales tax

1. The university does not pay sales tax or use tax in Ohio and certain other states as outlined on the Business and Finance [Sales and Use Taxes webpage](#).
2. The [State of Ohio Sales and Use Tax Blanket Exemption Certificate](#) is available on the [Business and Finance Policies and Forms website](#).
3. PCard managers, **PCardholders**, and **PCard users** are responsible for ensuring that tax is not charged on purchases in [tax exempt states](#) and the State of Ohio; if it is, it must be marked as an **exception** and approved by the senior fiscal officer.



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4. The PCard manager, PCardholder, or PCard user must make a reasonable effort to recover sales tax only if it is \$25 or greater. The effort (hourly cost) must not exceed the sales tax cost. All actions must be documented and stored in Workday.

II. Security

- A. The PCard must always be stored in a secure place.
- B. Employees with access to a PCard or any documentation showing a PCard account number must protect the account number from fraud or any other inappropriate use.
- C. PCard managers, PCardholders, and PCard users must not save or send the full PCard number in hard copy or electronically, including and not limited to emailing, faxing, texting, voice mailing, or other electronic messaging system; writing it on paper; storing it in a file; and entering it in Excel, Word, or other app/device/program.
 1. When making online purchases, “guest checkout” or “do not save card number” options must be used when available to avoid storing the PCard number in a system.
 2. If the PCard manager, PCardholder, or PCard user is required by a supplier to store PCard information in an online merchant site for the procurement of goods, the account must be monitored on a weekly basis for inappropriate activity.
- D. The unit/department must inform its senior fiscal officer when a PCard manager/PCardholder’s employment is terminated or if a PCard manager/PCardholder transfers to another unit/department or assumes different duties that do not include management or use of the PCard.
- E. The senior fiscal officer will verify that all applicable PCards are immediately cancelled if a PCard manager/PCardholder’s employment is terminated or if a PCard manager/PCardholder transfers to another unit/department or assumes different duties that do not include management or use of a PCard.
- F. Lost or stolen PCards
 1. The PCard manager/PCardholder is responsible for promptly notifying the issuing bank, senior fiscal officer, and PCard Office if a PCard is lost or stolen. University Police or local law enforcement must be notified as applicable.
 2. The PCard manager/PCardholder must provide the four-digit verification code provided in the application to the issuing bank when requested by the bank.
 3. The PCard Office will issue a new PCard as appropriate.
- G. PCards and fraudulent activity
 1. The PCard manager/PCardholder is responsible for monitoring PCard usage to prevent fraud.
 2. The PCard manager/PCardholder is responsible for notifying the issuing bank and following the [dispute process](#) if fraudulent activity is detected within 60 days of the statement date.
 3. The unit/department assumes financial responsibility for charges incurred as a result of failure to follow the dispute process for fraudulent activity within 60 days of the statement date.
 4. If spending trends vary from the normal pattern or fraudulent use by a supplier or another third party is detected or suspected by the issuing bank, the PCard account will be blocked from further use.
 - a. The bank will notify the PCard Office to verify the legitimacy of the transactions.
 - b. The PCard Office will issue a new PCard as appropriate.
- H. Tracking and responsibility for PCards
 1. Service center PCard
 - a. A service center PCard must remain in the service center for use by service center employees only.
 - b. If a service center PCard is used by an individual other than the PCard manager, the transfer of custody must be recorded on the [Tracking Log](#).
 - c. The PCard manager is responsible for maintaining the log to track who has possession of the PCard.
 - d. The PCard manager is responsible for ensuring all itemized receipts or equivalent documentation for PCard transactions are collected.
 - e. The PCard manager has the authority to deny usage of the PCard.
 - f. The PCard user is responsible for the security of the service center PCard while in their possession.



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2. Department PCard

- a. A department PCard is assigned to a PCard manager for use by the manager or by department employees only.
- b. If a department PCard is used by an individual other than the PCard manager, the transfer of custody must be recorded on the [Tracking Log](#).
- c. The PCard manager is responsible for maintaining the log to track who has possession of the PCard.
- d. The PCard manager is responsible for ensuring all itemized receipts or equivalent documentation for PCard transactions are collected.
- e. The PCard manager has the authority to deny usage of the PCard.
- f. The PCard user is responsible for the security of the department PCard while in their possession.

III. Application Process

- A. The PCard applicant must complete required PCard training, accessed at busfin.osu.edu/financial-training, prior to applying for a new PCard.
- B. The authorized PCard [Application and Memorandum of Agreement](#) must be submitted with each request for a new PCard to be approved by the PCard Office.
- C. Applications must be approved by the senior fiscal officer.

IV. Documentation

- A. PCard managers, PCardholders, and PCard users must upload a legible electronic copy (e.g., email receipt, picture, or scan) of the original itemized receipt or equivalent documentation for all transactions in the expense report in Workday, which serves as the official record.
- B. Itemized receipts are required unless equivalent documentation is provided as outlined in the [Travel policy](#) (e.g., miscellaneous travel expenses).
- C. Travel-related transactions must have a spend authorization at time of purchase for PCard use in accordance with the [Travel policy](#).
- D. Transactions must be documented by an approved expense report to capture **business purpose** and other transaction details by the PCard manager, PCardholder, or PCard user.
- E. If the required documentation is not available, an explanation must be recorded in the expense report by the PCard manager, PCardholder, or PCard user.
- F. PCard managers/PCardholders must review bank statements for transaction accuracy within one week of receipt to verify all expenses have been accounted for appropriately.

V. Accounting for Expenses

- A. All transactions must be accounted for and fully expensed on an expense report by the PCard manager/PCardholder by monthly close. PCard tools and resources can be found on the Business and Finance [PCard webpage](#).
- B. Travel-related expenses must be accounted for by the traveler on the applicable expense report in accordance with the [Travel policy](#).

VI. Disputing Transactions

- A. The PCard manager/PCardholder is responsible for resolution of any disputed transaction.
- B. PCard managers/PCardholders must:
 1. Make a good faith attempt to resolve any dispute with the supplier,
 2. Dispute any questionable charge with the issuing bank within 60 days of the statement date, and
 3. Respond as requested to the issuing bank to ensure resolution of the disputed transaction.

VII. Maintenance and Cancellation

- A. Any change (e.g., cancellation or limit increase) to the PCard account must be submitted on a [PCard Maintenance Form](#).



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VIII. **Waivers** to this policy must be approved in advance and documented by the Office of Business and Finance, using the [Business and Finance University Policy Waiver Request](#).

IX. Policy Violations

- A. All policy violations must be tracked as an exception in accordance with the [Fiscal Stewardship policy](#).
- B. The university may require successful completion of training.
- C. The university may enforce corrective action, up to and including termination, in accordance with applicable policies or rules.
- D. The university may seek restitution, as appropriate.
- E. Criminal charges may be filed, as appropriate.

Responsibilities

Position or Office	Responsibilities
Office of Business and Finance	Approve and document policy waiver requests as appropriate.
Office of Legal Affairs	Review and approve “clickwrap” agreements prior to purchase as appropriate.
Office of Sponsored Programs	Approve OSP department PCards and OSP individual PCards as appropriate.
PCard applicant	Complete required PCard training prior to applying for a new PCard.
PCard manager	<ol style="list-style-type: none"> 1. Administer service center and department PCards, as appropriate. 2. Ensure that tax is not charged on purchases in tax exempt states and the State of Ohio. 3. Make a reasonable effort to recover sales tax only if it is \$25 or greater. 4. Protect the PCard account number from fraud or any other inappropriate use. 5. Do not save or send the full PCard number in hard copy or electronically. 6. Use “guest checkout” or “do not save card number” when available to avoid storing PCard number in a system. 7. Monitor PCard account weekly for inappropriate activity if required by a supplier to store PCard information in an online merchant site for the procurement of goods. 8. Notify the issuing bank, senior fiscal officer, and PCard Office if a PCard is lost or stolen. Notify University Police or local law enforcement as applicable. 9. Provide the four-digit verification code provided in the application to the issuing bank when requested by the bank. 10. Monitor PCard usage to prevent fraud. 11. Notify the issuing bank and follow the dispute process if fraudulent activity is detected within 60 days of the statement date. 12. Maintain the service center/department PCard log to track who has possession of the PCard. 13. Ensure all itemized receipts or equivalent documentation for service center/department PCard transactions are collected. 14. Deny usage of the service center/department PCard as appropriate. 15. Upload a legible electronic copy (e.g., email receipt, picture, or scan) of the original itemized receipt or equivalent documentation for all transactions in the expense report in Workday. 16. Document transactions by an approved expense report to capture business purpose and other transaction details; record an explanation in the expense report if required documentation is not available. 17. Review bank statements for transaction accuracy within one week of receipt to verify all expenses have been accounted for appropriately. 18. Account for and fully expense all transactions on an expense report by monthly close. 19. Resolve any disputed transaction. 20. Make a good faith attempt to resolve any dispute with the supplier. 21. Dispute any questionable charge with the issuing bank within 60 days of the statement date. 22. Respond as requested to the issuing bank to ensure resolution of the disputed transaction.
PCard Office	<ol style="list-style-type: none"> 1. Issue new PCards, perform account maintenance, resolve issues, issue reports, and oversee PCards generally. 2. Approve authorized PCard Applications and Memorandums of Agreement as appropriate.



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Position or Office	Responsibilities
	<ol style="list-style-type: none"> 3. Consider and approve increases to PCard single transaction and cycle limits, after senior fiscal officer approval, as appropriate. 4. Issue new PCards to replace lost or stolen cards as appropriate.
PCard user	<ol style="list-style-type: none"> 1. Ensure that tax is not charged on purchases in tax exempt states and the State of Ohio. 2. Make a reasonable effort to recover sales tax only if it is \$25 or greater. 3. Protect the PCard account number from fraud or any other inappropriate use. 4. Do not save or send the full PCard number in hard copy or electronically. 5. Use “guest checkout” or “do not save card number” when available to avoid storing PCard number in a system. 6. Monitor PCard account weekly for inappropriate activity if required by a supplier to store PCard information in an online merchant site for the procurement of goods. 7. Be responsible for the security of the service center/department PCard while in your possession. 8. Upload a legible electronic copy (e.g., email receipt, picture, or scan) of the original itemized receipt or equivalent documentation for all transactions in the expense report in Workday. 9. Document transactions by an approved expense report to capture business purpose and other transaction details; record an explanation in the expense report if required documentation is not available.
PCardholder	<ol style="list-style-type: none"> 1. Ensure that tax is not charged on purchases in tax exempt states and the State of Ohio. 2. Make a reasonable effort to recover sales tax only if it is \$25 or greater. 3. Protect the PCard account number from fraud or any other inappropriate use. 4. Do not save or send the full PCard number in hard copy or electronically. 5. Use “guest checkout” or “do not save card number” when available to avoid storing PCard number in a system. 6. Monitor PCard account weekly for inappropriate activity if required by a supplier to store PCard information in an online merchant site for the procurement of goods. 7. Notify the issuing bank, senior fiscal officer, and PCard Office if a PCard is lost or stolen. Notify University Police or local law enforcement as applicable. 8. Provide the four-digit verification code provided in the application to the issuing bank when requested by the bank. 9. Monitor PCard usage to prevent fraud. 10. Notify the issuing bank and follow the dispute process if fraudulent activity is detected within 60 days of the statement date. 11. Upload a legible electronic copy (e.g., email receipt, picture, or scan) of the original itemized receipt or equivalent documentation for all transactions in the expense report in Workday. 12. Document transactions by an approved expense report to capture business purpose and other transaction details; record an explanation in the expense report if required documentation is not available. 13. Review bank statements for transaction accuracy within one week of receipt to verify all expenses have been accounted for appropriately. 14. Account for and fully expense all transactions on an expense report by monthly close. 15. Resolve any disputed transaction. 16. Make a good faith attempt to resolve any dispute with the supplier. 17. Dispute any questionable charge with the issuing bank within 60 days of the statement date. 18. Respond as requested to the issuing bank to ensure resolution of the disputed transaction.
Purchasing	<ol style="list-style-type: none"> 1. Review and approve “clickwrap” agreements prior to purchase as appropriate. 2. Authorize goods and services that require a signed contract, agreement, or equivalent documentation prior to purchase.
Senior fiscal officer	<ol style="list-style-type: none"> 1. Approve service center PCards, department PCards, individual PCards, and group/extended travel PCards as appropriate. 2. Approve specified group/extended travel PCard withdraw limit percentage, as appropriate. 3. Consider and approve increases to PCard single transaction and cycle limits prior to PCard Office approval as appropriate. 4. If tax is charged in tax exempt states or the State of Ohio, approve such marked exceptions. 5. Verify that all applicable PCards are immediately cancelled if a PCard manager/PCardholder’s employment is terminated, transfers to another unit/department, or assumes different duties that do not include management or use of a PCard. 6. Approve authorized PCard Applications and Memorandums of Agreement as appropriate.



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Position or Office	Responsibilities
Traveler	Account for travel-related expenses on the applicable expense report in accordance with the Travel policy.
Unit/department	<ol style="list-style-type: none"> 1. Inform the senior fiscal officer when a PCard manager/PCardholder's employment is terminated, transfers to another unit/department, or assumes duties that do not include management or use of the PCard. 2. Assume financial responsibility for charges incurred as a result of failure to follow the dispute process for fraudulent activity within 60 days of the statement date.

Resources

University Policies, policies.osu.edu

Asset Management, busfin.osu.edu/sites/default/files/421_assetmanagement.pdf

Board Policy on Purchasing and Competitive Bidding, busfin.osu.edu/sites/default/files/board-policy-purchasing-competitive-bidding.pdf

Expenditures, busfin.osu.edu/sites/default/files/411_expenditures.pdf

Fiscal Stewardship, busfin.osu.edu/sites/default/files/111_internalcontrols.pdf

Purchasing, busfin.osu.edu/sites/default/files/221_purchasing.pdf

Travel, busfin.osu.edu/sites/default/files/211_travel.pdf

Forms and Other Resources

Business and Finance University Policy Waiver Request, docusign.net/Member/PowerFormSigning.aspx?PowerFormId=fd68959a-4afb-48bb-a0ae-67521b9ad821&env=na1&acct=387d1013-fb1c-4705-9bd9-7cf575f484ce&v=2

Financial Code of Ethics, busfin.osu.edu/sites/default/files/financial-code-of-ethics.pdf

PCard forms, busfin.osu.edu/policies-forms?combine=&department%5B%5D=253&tag=All

Application and Memorandum of Agreement, busfin.osu.edu/policies-forms?combine=&department%5B%5D=253&tag=All

Tracking Log, busfin.osu.edu/sites/default/files/pcard_trackinglog.pdf

PCard Maintenance Form, busfin.osu.edu/policies-forms?combine=&department%5B%5D=253&tag=All

PCard training, busfin.osu.edu/financial-training

Sales and Use Tax Blanket Exemption Certificate-State of Ohio, busfin.osu.edu/policies-forms

Special Approval Spend Categories, busfin.osu.edu/sites/default/files/special-approval-spend-categories.pdf

Websites

Business and Finance Policies and Forms, busfin.osu.edu/policies-forms

Ohio State Wexner Medical Center policies, wexnermedical.osu.edu/about-us/employee-onesource

OSP Purchasing Basics, osp.osu.edu/administration/procurement/purchasing-basics/

PCard, PCard Tools and Resources, busfin.osu.edu/pcard

Purchasing, Office of Business and Finance, busfin.osu.edu/purchasing

Sales and Use Taxes, Tax Exempt States, busfin.osu.edu/university-business/controller/tax-compliance/sales-and-use-taxes#states

Contacts

Subject	Office	Telephone	E-mail/URL
Policy questions, applications, account maintenance	PCard Office, Office of the Controller, Office of Business and Finance	614-292-9290	PCard@osu.edu busfin.osu.edu/buy-schedule-travel/pcard
OSP requirements	Office of Sponsored Programs, Office of Research	614-292-6871	OR-GSSC-General@osu.edu osp.osu.edu/administration/procurement/purchasing-basics/
Purchasing, bid threshold, strategic sourcing initiatives	Purchasing, Office of Business and Finance	614-292-2694	Ask Purchasing: BF-PRSM-OSUPUR@osu.edu Purchasing agreements: BF-pur-agreements@osu.edu busfin.osu.edu/purchasing



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Subject	Office	Telephone	E-mail/URL
Reporting stolen cards	University Police, Office of Public Safety, Office of Administration and Planning	614-292-2121	police@osu.edu dps.osu.edu/police

History

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Reflects material revision approved by President's Cabinet and subsequent minor revisions adding reference to OSP department PCards and OSP individual PCards and clarifying that the use of the PCard for the purchase of services from individuals is prohibited