

PCard Policy Revision
Summary of Changes Effective January 7, 2021

Current [PCard](#) policy.

Summary of Substantive Changes

- This policy could have significant impact on faculty and staff. It expands the ability to obtain a PCard and clarifies which card an employee may need. It eliminates the requirement for principle investigators to carry multiple cards.
- Provides a policy statement and relocates procedural content from Policy Details to Procedure, reducing repetition and ensuring consistency with the University Policy Template.
- Allows senior fiscal officers to approve PCards (Policy Details IV, p. 2).
- Increases the department PCard cycle limit from \$10,000 to \$20,000 (Policy Details IV, p. 2).
- Requires that PCard purchases requiring “clickwrap” agreements be reviewed and approved by Purchasing or the Office of Legal Affairs prior to purchase (Procedure I.B.6, p. 3).
- Requires that tax paid be marked as an exception, approved by the senior fiscal officer, and increases the requirement from trying to recover sales tax paid from \$10 to \$25 (Procedure I.C.3-4, p. 3).
- Clarifies that the unit/department assumes financial responsibility for charges incurred as a result of failure to follow the dispute process for fraudulent activity (Procedure II.G.3, p. 4).
- Requires review of bank statements (Procedure IV.F, p. 5).
- Requires policy waivers to be approved in advance (Procedure VIII, p. 5) and addresses policy violations (Procedure IX, p. 5).

Individual Substantive Changes

Policy (Page 1)

- Provides a policy statement formulated from policy details of current policy (Policy, p. 1).

Definitions (Pages 1-2)

- Adds definitions: capital asset, cycle limit, exception, PCard, PCard manager, PCard user, PCardholder, senior fiscal officer, The Ohio State University Wexner Medical Center (Ohio State Wexner Medical Center), transaction limit, traveler, unit, waiver.
- Deletes definitions: capitalized equipment, misuse, service center.
- Updates definitions: bid threshold, business purpose.

Policy Details (Page 2)

- Relocates procedural content from Policy Details to Procedure, reducing repetition and ensuring consistency with the [University Policy Template](#) (Procedure, pp. 3-5).
- Changes service center PCard to approval by senior fiscal officer rather than Business and Finance (Policy, IV, p. 2, in table).
- Adds senior fiscal officer approval to department PCard; increases department PCard cycle limit from \$10,000 to \$20,000 (Policy, IV, p. 2, in table).
- Adds an OSP department PCard (Policy Details IV, p. 2, in table)
- Broadens individual PCard eligibility to approval by senior fiscal officer; eliminates requirement for 6+ trips per year or minimum business spend of \$1000 per month (Policy, IV, p. 2, in table).
- Adds an OSP individual PCard (Policy Details IV, p. 2, in table)
- Adds senior fiscal officer approval to group/extended travel PCard (Policy, IV, p. 2, in table).

Procedure (Pages 3-5)

- Adds that PCard purchases must comply with the [Expenditures](#) policy (Procedure, I.B.2, p. 2).

- Adds that PCard purchases that require “clickwrap” agreements must be reviewed and approved by Purchasing or the Office of Legal Affairs prior to purchase (Procedure, I.B.6, p.3).
- Requires that tax paid must be marked as an exception and approved by the senior fiscal officer (Procedure, I.C.3, p. 3).
- Changes the requirement from trying to recover sales tax paid from \$10 to \$25; notes that the effort (hourly cost) must not exceed the sales tax cost (Procedure, I.C.4, p. 3).
- Instructs users to not include the full PCard number in any electronic system or on a hard copy; requires that 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; states that if required to do so, requires the account to be monitored weekly (Procedure, II.C, pp. 3-4).
- Requires units to inform the senior fiscal officer when a PCard manager/PCardholder’s employment is terminated, transferred to another unit, or assumes duties that do not include management or use of a PCard (Procedure, II.D, p. 4).
- Requires the senior fiscal officer to 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 (II.E, p. 4).
- Requires the PCard manager/PCardholder to monitor PCard usage to prevent fraud (Procedure, II.G.1, p. 4.)
- Requires the PCard manager/PCardholder to provide the four-digit verification code provided in the application to the bank when requested by the bank (Procedure, II.F.2, p. 4).
- States that the unit 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 (Procedure, II.G.3, p. 4).
- Adds that PCard applications must be approved by the senior fiscal officer (Procedure, III.C, p. 5).
- Requires that PCard managers, PCardholders, and PCard users 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 (Procedure IV.A, p. 5).
- Requires that travel-related transactions have a spend authorization at time of purchase for PCard use in accordance with the [Travel policy](#) (IV.C, p. 5).
- Requires that PCard managers/PCardholders review bank statements within one week of receipt (Procedure, IV.F, p. 5).
- Requires that unit related expenses be accounted for by the PCard manager/PCardholder on an expense report by monthly close (Procedure, V.A, p. 5).
- Requires that all travel-related transactions be accounted for by the traveler via an expense report (Procedure, V.B, p. 5).
- Requires that policy waivers be approved in advance by the Office of Business and Finance (Procedure VIII, p. 5).
- Addresses policy violations (Procedure IX, p. 5).

Responsibilities (Pages 6-7)

- Updates the table to reflect the responsibilities of offices or positions as required by the policy.

Resources (Pages 7-8)

- Lists all resources referred to in the policy.

Contacts (Pages 8)

- Lists all offices referred to in the policy and their contact information.