

## DEPARTMENT OF BIOLOGY PURCHASE CARD POLICIES

Purchase card expenditures are audited regularly. All the usual paperwork must be retained and then some; more carefully monitored. It is like a debit card in the sense that the purchase is made and paid for **immediately**. If the expenditure is disallowed, we still have to pay for it.

1. Purchasing cards will be issued only to permanent employees (per UF regulations).
2. UF requires the person to take the course prior to being issued a purchase card.
3. No more than one card per person allowed.
4. UF requires that purchase cardholders must agree to follow all regulations including cost accounting standards. Any failure to comply with any of the regulations or requirements in this policy document will result in the cancellation of the purchase card.
5. PI must have an overhead account (as a default account) over which they have control, or if they do not they will use the department overhead as the default account until they receive their overhead account. If the purchase is disallowed for cost accounting standards or other reasons, the charge will be made to the overhead account. The faculty member may not make purchases in excess of what is in his/her overhead account. If s/he does so, then s/he will be personally responsible for the expenditure. There are items that cannot be purchased by the purchasing card (e.g. EH&S, convenience items—as per list on p-card website).
6. **Receipts must be turned in immediately.** If an individual is going to be gone for a period of time, a solution needs to be worked out in order to meet the required guidelines. **All non-travel and travel receipts must be turned into the fiscal office within three days in order to meet the UF guidelines of paying for purchases on the purchase card.**
7. May use the purchase card only for purchases from your account, do not make purchases for someone else.
8. **TRAVEL MUST BE ENCUMBERED BEFORE YOU USE YOUR PURCHASE CARD TO PURCHASE AIRFARE, REGISTRATION AND MOTEL RESERVATIONS FOR A TRIP.** Written information on airline tickets, registration, motel reservations made on purchase card in advance of a trip, requires backup turned in immediately as payment is required 3-5 days after request is made. Confirmed amounts (back-up) are required to pay these charges. **THE TRAVEL AUTHORIZATION NUMBER (TA#) MUST BE ON THE RECEIPT WHEN SUBMITTING TO APPROPRIATE PERSONS. See travel guidelines on website.**