

PCARD

WHY I LOVE MY PCARD

- Amazon Prime
- Online payments
- Ease of transaction
- No cash outlay and reimbursement to me

WHY I DON'T LOVE MY PCARD

- Purchases > \$3,000
- Receipts – itemized receipts and missing receipts
- Settling transactions every week on Tuesday
- Picking a GL code
- Getting a refund for sales tax
- Being asked to use my PCard to purchase for someone else or for another department

WHAT TO BUY

YES

- Supplies (510010)
- Advertising (516010)
- Food for meetings (513910)
- Dues (513940)

NO

- Alcohol
- Travel expenses
- Transportation – Uber, Lyft, MBTA
- Supplies or materials while traveling

BE CAREFUL

- Purchasing gifts (516060) >\$100
- Flowers (516080)
- Event tickets (516050)
- Promotional material or supplies (510060)
- Food (513910) and Beverage (510020)
- Books (513400)
- Services (515000)

PURCHASING ALTERNATIVES TO PCARD

- Travel Card/Concur
- Purchase order
- ISR
- Disbursement request

WHY SCOTT AND HELEN WILL CALL YOU ABOUT YOUR PCARD TRANSACTION

- Receipt is missing or does not match the transaction
- Sales tax was paid
- GL code selection to be changed
- Description of transaction to be changed
- List of attendees for business meeting food is needed
- Deadline for settlement of transaction is soon and you have open transactions

RESOURCES

- Additional information can be found through the Card Services site <http://www.bu.edu/cards/services/p-card/>
- The University policy can be found at <http://www.bu.edu/cards/files/2019/07/Revised-PCard-Policies-Procedures-July2019.pdf>
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