

# Office of Procurement Services

Campus Administrative Training Series  
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## What is a P-Card?

- The university Procurement card (P-Card) is intended to be used for small transactions (generally under \$4,999) with suppliers not available in BUY.IU.
- Using the card will provide quicker placement of orders, greater flexibility in ordering, and reduced paperwork processing.



# Roles & Responsibilities

## 1. Purchaser

1. Employee who makes the purchase online or in-person
2. Authorized by the Fiscal Officer to use card

## 2. Cardholder

1. Person whose employee ID is associated with the card and who is responsible for card activity whether the card is issued in their name or in the name of the unit
2. Card Holder should report suspicious activity and should report issues through Support Form

## 3. Reconciler

1. Cardholder or Chrome River delegate
2. Reconciles P-Card expenses
  1. Attaches receipt and supporting documentation to the expense report to complete the audit record and to document and rectify any non-compliant transactions

## 4. P-Card transaction approver

1. Review P-Card expense reports to ensure policy compliance
2. Approves P-Card transactions in the expense report

# Allowable Expenses

- Conference registration fees (In-person and Virtual)
- Hospitality payments
- Memberships (professional only, social memberships are restricted on the P-Card)
- One-time purchases to suppliers that are not in BUY.IU
- Small dollar transactions under \$4,999 and not on the “Not Appropriate” list (shown below)
- Suppliers that do not accept purchase orders (for example, web-based vendors)



# Un-allowable Expenses


- Expenses that exceed single transaction limit (\$4,999)
- Stacked Expenses
- Personal Expenses
- Goods/Services on the Restricted Items list

<https://purchasing.iu.edu/pcard/restrictions.php>

Fraudulent  
Activity on  
P-Cards

## Types of Fraud

- External
- Internal
- Misuse of P-Card



## Fraudulent Activity on P-Cards

- Identified unrecognized transactions in your Chrome River e-wallet
- May receive email through US Bank of suspicious activity
- May hear from P-Card Manager about suspicious activity on account

## Fraudulent Activity on P-Cards

# What's next?

- Authorized vs Unauthorized transactions
- Provisional credit
- Replacement Plastic
- Cardholder reviews affidavit received by US Bank for accuracy
- Sign and Return to US Bank



# Fraud Protection Best Practices

- Don't give critical data ( 16-digit account number, expiration date, CSV) to anyone on the phone or email unless you've made the call to a company you know to be reputable.
- Store P-Card separately in a locked space.
- During a transaction, keep your eye on your card. Make sure you get it back.
- Never sign a blank receipt. Draw a line through any blank spaces above the total.
- Save your receipts for Chrome River reconciliation and to compare with your statement.
- View your Chrome River statements promptly and reconcile transactions within 30 days ( no later than 90 days ).
- Report any unauthorized transactions to their Fiscal Officer. If fraudulent activity is suspected, contact through P-Card Support Form.
- Use P-Card Support form for any changes need to card.
- Card info should not be stored on any accounts, even if its business.

Questions ?

Visit the support form

P-Card -317-856-3057

[bveal@iu.edu](mailto:bveal@iu.edu)

<https://purchasing.iu.edu/pcard/pcard.php>