P-Card Quick Reference Guide

- **Detailing Deadline** - always the 15th of the month unless otherwise notified in the p-card list serve emails
- **Food** - all food purchases must have the 5W's documented – see form
- **Software** -requires approval from the Project Management Office **prior** to purchase; **annually** for software subscriptions
- **Vendor Hold Search** - must verify vendor hold status with the State of Texas for purchases over **$500** – upload screen shot to entry in Concur https://fmcpa.cpa.state.tx.us/tpis/
- **Receipts** - every purchase and every credit must have one. Must be itemized and show total.
- **Documentation** - upload **all** supporting documentation related to purchases: order forms, receipts, invoices, packing slips, delivery records to Concur
- **Proof of delivery** - check off and initial or sign delivery records to show proof of delivery
- **Furniture** - requires a recommendation from the Design Center (designcenter@sfasu.edu) **before** purchase, regardless of the value
- **Controlled items** - no cameras, printers, projectors, TV's, etc. over $500 (reference program guide); must enter requisition
- **P-Card Use Form** - must be on file before letting other's use your card; document on the receipt when others use your p-card
- **Exception Form** - use to request approval **before** purchases like gift cards; must be countersigned by Card Services Coordinator; upload to entry in Concur
- **Office supplies** - utilize Summus for all basic office supply needs
- **PIN number** - needed at Chip and PIN credit card terminals. Call Citibank to set up 1-800-248-4553, option 2 or when activating your card.
- **Promotional items** - vendors must be Collegiate Licensed
- **Travel** - No travel on the p-card
- **State Sales Tax** - SFA is a tax-exempt entity – **no** sales tax on purchases!
- **Personal purchases** - never on a p-card!
- **Security** - never share your 16-digit p-card credit card number through email or any unsecure site; secure the p-card always- CitiManager App/banking tool
- **Detailing credit transactions** - use the same FOAP used for the initial charge
- **Detailing Account codes** - use alphabetical list for easy account code lookup

Questions?
468-4353 or pcard@sfasu.edu
For detailed information regarding p-card use please reference the P-Card Program Guide and Policy 17.11, or contact the Card Services Coordinator.
May 2023