



### WHEN CAN YOU USE A pCARD?

- Petty Cash purchases
- DA-23 purchases (no dollar limit as long as purchase meets DA23 requirements)
- Non-contracted items up to \$5,000.00
- Contracted Purchases (no dollar limit):
  - Point of Sale (payment at time of order/no invoice will be generated)- If DR is required, contact A/P staff after payment.
  - Payment of Invoices (on specific or blanket purchase orders)
- Travel (a travel order is required)-When per diem is elected, the pCard cannot be used for per diem expenses

**NOTE:** Regardless of the dollar amount, all purchases must be made in accordance with all applicable City and Department rules and regulations. In addition, transactions must reference business purpose and a travel order or purchase order number, if applicable.

### WHEN IS IT MANDATORY TO USE A pCARD?

- Petty Cash purchases (when Visa is accepted)
- Purchases under \$500.00
- Office Depot/office supplies
- Professional memberships & subscriptions (when Visa is accepted)
- FedEx & UPS
- Tucson City Golf food & beverage service
- Others forthcoming

### WHY USE A pCARD?

- Easy to use for customers
- Ability to place orders at the storefront, online, by telephone or fax
- Replaces manual processes that are time consuming and incapable of data retention
- Reconciliation and approval is performed online from any computer with internet access
- Ability to take advantage of prompt payment discounts
- Ability to generate 100's of customizable reports in various formats (Adobe, Word and Excel)
- Ability to schedule auto reports
- Ability to easily make payment to vendors that don't accept P.O.s

### WHY IT'S SAFE

- **Training:** System and policy training provided by the Procurement Department for all cardholders, reviewers and approvers prior to issuing cards. Refresher sessions conducted upon request and when need is determined.
- **Merchant Category Codes:** Each card can be controlled to block certain Merchant Category Codes, such as casinos or liquor stores, protecting the City from misuse.
- **Reviewers and Approvers:** Each card is assigned a reviewer and approver who must go online and verify that the receipt for each transaction matches the charge and that each purchase was made in accordance with City policy.
- **Reports:** The online system allows access to over sixty reports with hundreds of query capabilities, including card declines, types of purchases made, and specific transaction information.
- **Policy on Misuse:** Misuse of the card can be considered misappropriation of City funds, which will likely result in corrective action, up to and including termination of employment. Fraudulent or intentional misuse of the card will result in cancellation of the card and/or possible criminal charges.

**Additional pCard information is posted on the Procurement Intranet site. If you have any questions, please contact: Marti Alegria, pCard Program Administrator, at (520) 837-4107 or Brenda Stopani, pCard Program Manager, at (520) 837-4128.**