PCard Policy Overview

- Monthly cycle limit = $7500.00
- Single transaction limit = $2500.00
  - Purchase cannot be split into multiple transactions to avoid the single transaction limit.
- Pre-approval must be obtained prior to making the purchase.
- A PCard transaction form or a completed eRequest must be filled out for each transaction. The form can be found on the PCard website: http://controller.osu.edu/pcard/pcard-home.shtml.
- If using the PCard option in eRequest, be sure all the information is filled out, including: last four digits of the card used, name on card, final amount and purchaser.
- Original, itemized receipts are required for all purchases.
- If paying for travel expenses, please note the T# on the transaction form or eRequest.
- For PCard purchases involving a business meal, refreshments/meals at a university function or a gift, be sure to include a list of attendees/ recipients and a valid business purpose. The tip should not exceed 20%.
- Business meal calculation reminder:
  - For business meals – meal with at least one attendee is from outside the university, calculate meal maximum as follows:
    - Per Diem X 3 X number of attendees
    - Example for lunch in Columbus with 4 attendees: $14 X 3 X 4 = $168.00
  - For meals at university functions without outside attendees (seminars, retreats, workshops, etc), calculate meal maximum as follows:
    - Per Diem X number of attendees
    - Example for lunch in Columbus with 20 attendees: $14 X 20 = $280.00
- The PCard log must be filled out each time someone other than the card manager uses the card to make a purchase. The log can be found on the PCard website.
- Monthly statements should be signed by the PCard manager indicating charges are accurate and appropriate documentation is on file.
- Card manager is not authorized to sign any contracts or agree to any terms/conditions on behalf of OSU. If there are contracts or terms, please forward to Purchasing. Once the appropriate approval is obtained, you may make the purchase.
• OSU is tax exempt so there should be no tax on the PCard. If tax is charged, contact the vendor to get it removed. If the vendor refuses, make a note on the transaction form that a reasonable attempt to get the tax refunded was refused by the vendor.

• Card holder is responsible for all charges on the credit card. If the card is lost or stolen, it is your responsibility to contact PNC immediately. PNC: (800) 685-4039

• The card should be stored in a secure location (ex - locked desk drawer or safe). It is our recommendation that you should never keep the card in your wallet/purse and never take it out of the office overnight.

• Every PCard transaction should be reallocated to the appropriate chartfield once a month. The deadline for the reallocation is the day before the last working day of the calendar month.

• All transactions should be sent to the OAA service center for approval in the system within 30 calendar days of the reallocation.