

P-Card Updates:

Effective immediately you can now use your P-Card to purchase laser and toner cartridges. These items are no longer considered hazardous materials.

As of December 1, 2007 you can no longer use your P-Cards for rental cars. If rental cars are required please contact your campus business office and obtain a college Avis or Enterprise credit card. An approved line of duty form must accompany your request to obtain one of these cards.

As of December 1, 2007 all P-Card holders must obtain the signature of their Supervising Budget Administrator on the end of the cycle P-Card Reconciliation Report.

Any food purchases made with the P-Card must list the College, function, number of participants, and date in the description in the P-Card department requisition.

Vendor Profiling (i.e. "Cookies"):

When using the PCard employees need to be fully aware of how some suppliers are maintaining a computer profile on your previous transaction with them.

Employees need to be careful as follows to avoid a personal purchase is charged by the supplier to your P-Card as follows:

i. Using your P-Card on-line:

Suppliers such as Amazon.com memorize your P-Card # of your prior transactions and if you ever go to that website to make a personal purchase the website is highly likely to charge your P-Card and not your personal credit card and as such we need every P-Card holder to:

- a. "NOT" use express check out functionality contained in suppliers websites as it will probably charge your P-Card.
- b. Ensure that you have entered your credit card # on every web order you place
- c. If the web site does not require you to enter your P-Card number/ credit card number DO NOT submit the order online. In this case you would have to phone your order into the supplier, go to their store or use a different supplier.

ii. Using your P-Card at Hotels:

- Hotel chains also are beginning to memorize guest's credit card and P-Card numbers from a prior stay with them.
- Employees need to be careful as follows to avoid a personal purchase is charged by the supplier to your P-Card as follows:

- iii. Using your P-Card at Hotels:
Hotel chains such as Hilton memorize your P-Card # of your prior transactions and if you ever go to any of their national hotels to make a personal stay at their hotel (where you or your budget administrator previously stayed at one of their national hotels on college business paid by a P-Card the hotel is highly likely to charge your P-Card for your/their stay and not your personal credit card and as such we need every P-Card holder to:
- a. If you are traveling on college business or your supervising budget administrator is traveling on College business (paid by the P-Card) we need you to make them also aware of these procedures
 - b. If they or you ever stay at any hotel whether the stay is for business or personal you / they need at check in at the hotel to hand the check in clerk the appropriate credit card / P-Card to charge the room stay to.
 - c. Always make the clerk read back to you the card # they are going to charge the stay to so as to not have their Hotel's profile/cookies charge your P-Card for your/their personal stay.
 - d. I would never do express check out and always ask the clerk for a copy of your/their stay receipt
 - e. You / they while still in front of the check out clerk then would compare the receipt reference to the credit card #/ P-Card # charged to ensure they charged the correct credit card #/ P-Card # as the college will consider a hotel placing a personal stay on your P-Card as a personal purchase and as such a violation of College P-Card procedures.

P-Cards are not to be used for the purchase of gift cards for any reason or by use of a DR or PO no matter what the source of funds.