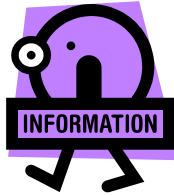


ADDITIONAL INFORMATION



- ◆ EACH MONTHLY STATEMENT MUST BE APPROVED AND SIGNED BY BOTH THE CARDHOLDER AND AN INDEPENDENT 3RD PARTY REVIEWER
- ◆ PAYMENTNET, THE BANK'S TRANSACTION TRACKING SYSTEM, ALLOWS CARDHOLDERS AND MANAGERS TO VIEW TRANSACTIONS ON-LINE AS THEY OCCUR, CHANGE OBJECT / SUB-OBJECTS, RUN REPORTS, AND PRINT STATEMENTS
- ◆ IN-PERSON TRAINING IS OFFERED MONTHLY. GO TO <http://www.asu.edu/hr/training/index.html> TO REGISTER
- ◆ P-CUTS, A MONTHLY P-CARD NEWSLETTER, IS EMAILED TO ALL CARDHOLDERS AND P-CARD MANAGERS

WE ARE HERE TO HELP WITH ALL YOUR P-CARD QUESTIONS

EMAIL PCARD@ASU.EDU, CALL CANDACE MISKO AT 480-965-0658 OR EDWARD ELLIOTT AT 480-965-7273



Email: pcard@asu.edu

Fax: 480-223-6231

Candace Misko

P-Card Operations Specialist

Phone: 480-965-0658

Edward Elliott

P-Card Administration and Compliance Specialist

Phone: 480-965-7273

Purchasing & Business Services

PO Box 875212

Tempe, AZ 85287-5212

ARIZONA STATE UNIVERSITY
PURCHASING CARD PROGRAM



ASU
P-CARDS:

What You Need to
Know



THE ASU PURCHASING CARD

WHAT IS A P-CARD?

THE P-CARD (PURCHASING CARD) IS A CORPORATE LIABILITY CARD. IT LOOKS LIKE, AND IS USED LIKE, A CREDIT CARD BUT ASU PAYS THE BILL AND THE MONEY IS TAKEN DIRECTLY OUT OF YOUR DEPARTMENT BUDGET

WHAT CAN I BUY WITH A P-CARD?

- ◆ ITEMS AND SERVICES THAT SERVES A PUBLIC PURPOSE
- ◆ FOOD PRODUCTS ON A LOCAL ACCOUNT
- ◆ ANYTHING THAT IS NOT PROHIBITED IN THE GUIDE FOR USERS, LISTED ON THE P-CARD RESTRICTED PURCHASES LIST
- ◆ REMEMBER THAT ALL PURCHASES MUST BE PERMISSIBLE BY ASU'S FIN AND PUR MANUAL



HOW CAN I GET A P-CARD?

- ◆ YOUR DEPARTMENT LEADERSHIP AGREES TO PARTICIPATE IN THE P-CARD PROGRAM AND RETURNS A SIGNED P-CARD MANAGER AGREEMENT TO THE P-CARD OFFICE
- ◆ A COMPLETED CARDHOLDER APPLICATION IS RETURNED TO THE P-CARD OFFICE
- ◆ THE MANDATORY ON-LINE P-CARD TRAINING IS TAKEN
- ◆ AFTER RECEIPT OF PURCHASING CARD (USUALLY 7-10 BUSINESS DAYS AFTER APPLICATION IS SUBMITTED), THE CARDHOLDER RE-SIGNS THE CARDHOLDER AGREEMENT FORM, ACKNOWLEDGING RECEIPT

WHERE CAN I USE A P-CARD?

- ◆ BOTH ON AND OFF CAMPUS SUPPLIERS
- ◆ IN-PERSON, OVER THE PHONE, FAX AND INTERNET
- ◆ ANYWHERE CREDIT CARDS ARE ACCEPTED, EXCLUDING PROHIBITED VENDORS (SUCH AS CASINOS)

HOW ARE THE CARDS SET-UP?

- ◆ EACH CARD IS ISSUED TO A SPECIFIC INDIVIDUAL, IN THEIR NAME
- ◆ EACH CARD IS TIED TO A SPECIFIC AGENCY / ORG
- ◆ THE STANDARD LIMITS ARE:
 - ◇ \$5,000 PER TRANSACTION / 10 TRANSACTIONS PER DAY
 - ◇ \$10,000 PER MONTH / 75 TRANSACTIONS PER MONTH
- HIGHER OR LOWER LIMITS CAN BE REQUESTED

USEFUL LINKS

P-CARD WEBSITE WITH APPLICATION, USER'S GUIDE AND ADDITIONAL FORMS:

<http://cfo.asu.edu/purchasing-forms>

MANDATORY ON-LINE P-CARD TRAINING:

<http://pcard.asu.edu/eTraining/web/>

FINANCIAL SERVICES MANUAL:

<http://www.asu.edu/aad/manuals/fin/>

PURCHASING MANUAL:

<http://www.asu.edu/aad/manuals/pur/>