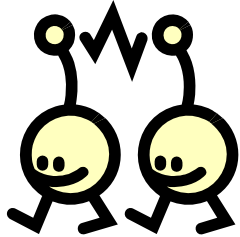


WHO DO YOU CALL FOR HELP?



WE ARE HERE TO HELP WITH ALL YOUR
P-CARD QUESTIONS EMAIL
PCARD@ASU.EDU, CALL GAIL HORNEY AT
480-965-0658 OR EDWARD ELLIOTT AT 480-
965-7273

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

<http://www.asu.edu/purchasing/stores/card>

**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/>



Email: pcard@asu.edu

Fax: 480-223-6231

Gail Horney

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-Card Roles & Responsibilities:

What You Need to Know



THE ASU PURCHASING CARD ROLES AND RESPONSIBILITIES



THE P-CARDHOLDER

The following is a list of the most important responsibilities of the cardholder.

1. Keep the card in a secure location.
2. Maintain supporting documentation for all transactions and attach receipts and/or relevant documentation to each monthly statement.
3. Ensure the business purpose of each purchase is clearly evident, documented and valid.
4. Review the P-Card Restricted Purchases list and abide by these restrictions.
5. Review each monthly statement and sign either the statement or the completed reconciliation sheet.
6. Ensure that no charges have been split in order to circumvent P-Card daily or transactional limits.
7. Notify the P-Card office when employment status changes. This can include: transfer to another department or campus, or the cardholder is leaving the University.

THE P-CARD MANAGER & THE REVIEWER

The P-Card Office manages over 2000 cards at ASU. In order to keep the program running smoothly we require the name of an employee who will be the first point of contact when questions arise and who can sign new P-Card applications. This person should have Advantage access and be knowledgeable of signing capability for each account in that area. The P-Card Manager will always be the first point of contact for the department, and they can also be “The Reviewer”. If your department is large you may assign several employees as P-Card Reviewers. Reviewer duties are best performed by someone in a business manager or related position who has a thorough knowledge of ASU policies and procedures, and has the authority to question transactions of others. A reviewer cannot function in this capacity for their own P-Card statement.

The reviewer will:

1. Maintain a control list of all P-Cards that have been issued for their review.
2. Review monthly statements to ensure supporting documentation is attached for each purchase, and the documentation supports the charges, including the business nature of the transaction.
3. Verify the cardholder has signed the statement.

THE P-CARD MANAGER & THE REVIEWER (con't)

4. Request additional documentation for any transactions that appear to be personal in nature and not fully explained in the provided documentation.
5. Understands P-Card and Financial Services policies and procedures. Confirm that all transactions appear to follow all relevant university policies and procedures, and are of an appropriate nature to be charged on the P-Card.
6. Sign the completed reconciliation worksheet indicating your approval.
7. Forward the signed statements to the appropriate departmental area for filing.

COMMON SENSE

When you spend any University money, you are responsible for spending wisely, and in accordance with ASU policy. We don't intend to criticize you if you make a few mistakes in using the P-Card. The only way we ever progress is by learning through our mistakes. *On the other hand we get really upset if you abuse our trust in you.*

The purchasing card is a tool to help you do your job and requires the same common sense you apply to other payment tools. The big difference is the speed in which you can accomplish this task. **Welcome to the world of Electronic Commerce.**