

DCP PCard Policy

PCards are designed for UF staff & faculty who frequently make purchases or travel for official University business. PCards will only be issued to individuals with the authorized approval of the Dean, Chair/Director, or Department head.

All PCard purchases must have a clear business purpose and be permitted by the funding source. The PCard may only be used for purchases that are reasonable and for appropriate goods or services necessary to accomplish the mission of the University.

Research Faculty & staff will be able to request permission to apply for a PCard that will allow them to make purchases for travel related expenses (like airfare, registration, lodging etc.) only.

Prior to applying for a PCard, the [DCP PCard request form](#) must be filled out and approved by the department chair and the Dean's Office. Once approved to apply for a PCard, you would need to work with your department fiscal administrator to complete the following steps:

- Complete the PCard online training with passing scores
 - PST975 What Every PCard Holder Needs to Know
 - PST076 PCard for Travel
 - PST077 PCard for Commodities
 - PST978 PCard for Verifiers/Approvers (ONLY if you will be a verifier or approver)
- Complete a [Cardholder Agreement](#)
- Complete a [PCard Application](#) and have it approved by your Dean, Director, or Department Chair.

The completed PCard Application and Cardholder Agreement forms will need to be sent to the PCard Team at pcard@ufl.edu or fax to 352-392-8837.

Prior to making a purchase, a Travel Authorization (TA) will need to be completed, approved and signed by your department chair/director. **Any office related purchases or non-travel purchases should continue to be purchased by your department fiscal administrator.**

After a purchase is completed, the receipt will need to be forwarded to your department fiscal administrator no later than **five (5)** days after the transaction has occurred via the [online DCP PCard form](#).

All submitted receipts must include the following information:

1. P-Card holder name
2. Clear description of item(s) purchased and brief justification of purchase
3. Source of funds/Account to be charged to
4. Benefit to the Department/Grant

Frequently Asked Questions:

What do I do with my receipts?

Receipts and other documentation are to be given to your verifiers/approvers within **five (5)** days of making a charge via the online PCard form. Verifiers/approvers are required to electronically attach documentation to transactions at the time charges are approved in myUFL. If they do not have the documentation they may not be able to approve your charges timely which could result in the suspension of your PCard.

What is my “Bill To” address and phone number?

Your “bill to” address is on the mailer your card was attached to. It is typically a department’s PO Box or physical address. If you are unsure what address to use check with your department’s fiscal/PCard staff or ask the PCard Team via email to pcard@ufl.edu

Your Bill to Phone Number is (352)392-1331.

What is my single transaction limit?

Maximum limit allowed is \$2,000 – The amount one single charge cannot exceed.

What do I do if I’m charged sales tax?

As an entity of the State of Florida, UF is except from paying Florida sales tax. If you are charged sales tax contact the vendor and ask if they will honor our Tax Exempt status and issue a credit to your PCard. Vendors are not required to honor our tax exempt status but you should always ask. You may need to provide the vendor with a copy of our [Consumer’s Certificate of Exemption](#). Some neighboring states will honor our tax exempt status.

What if my charge is more than my single transaction limit, can I split a charge?

Splitting a transaction is dividing a charge into multiple transactions to circumvent the card's single transaction limit to avoid doing a purchase order. Splitting charges is considered misuse and can lead to suspension or revocation of PCard privileges. If you must make a purchase over your limit you may request a temporary increase. By sending an email to pcard@ufl.edu with the following information:

Cardholder Name:

Cardholder UFID:

Business Unit (4 digits):

Vendor Name:

Amount:

What is being purchased:

Business Purpose:

Anticipated charge date:

Fund Code (3 digits):

Has your budget manager approved this expense (yes or no):

Justification for why a PO can't be done:

Requisition/PO number:

TA number (must be approved):

Traveler's Name:

Agreement/Contract – a copy of the approved contract must be attached:

PCard Approver's Name:

What if I lose my receipt?

It is your responsibility to make sure receipts are not lost to prevent your PCard from being revoked. If you lose your receipt, fill out and sign the [PCard Replacement Form](#), have your supervisor sign the form, and upload it via the online PCard form in replacement of the receipt.