

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
 - UGO100 – Introduction to UFGO: For access to UF GO - Travelers, PCard holders, Supervisors, Delegates, and Travel Arrangers
 - UGO500 – PCards at UF: What Every PCard Holder Needs to Know - Cardholders and all levels of Approvers
- 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 Request will need to be completed in UF GO. **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 uploaded and reconciled in UFGO no later than **five (5)** days after the transaction has occurred or **15** days after the travel has ended.

All 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 attached to UF GO to the related expense report within **five (5)** days of making a charge or **15** days after the travel has ended.

How do I reconcile my charges?

You will need to create an expense report, fill out the necessary information, link your charges and attach your receipts and supporting documentations to your expense report.

How do I get my account information (Chartfield)?

You can contact your fiscal department contact for this information. You can either add them as a delegate to add the chartfield information in the system before you submit the expense report, or they can give you the exact chartfield to input into your expense report.

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 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 is my single transaction limit?

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

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 to UFGO in replacement of the receipt.