

CHANGES MADE TO THE PCARD MANUAL AS OF 05/15/08

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Support Documentation: A merchant produced document that records the relevant details for each item purchased including quantities, unit cost(s), description of what was purchased, the total charge amount and the merchant's name and address (e.g. sales receipt, original invoice, credit receipt, etc.). Support Documentation is required for each transaction.

Splitting Transactions: A Major violation of the program whereby cardholder places more than one single transaction to circumvent the established maximum single purchase limit

Transaction/Charge Limit: A dollar limit assigned to the Cardholder for each total charge made with the PCard. This amount will not exceed the pre-determined limit per transaction unless the Director of Purchasing approves a special exception in writing. A single transaction/charge may include multiple items but cannot exceed the monetary limit approved. Departments may choose to establish lower limits on a per card basis.

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The following transactions may not be made without prior approval of the Program Administrator:

- o Advertising
- o Alcoholic beverages (bulk)
- o Animals and animal related purchases
- o Car Rentals with companies that are not on contract with the State of Nevada Agencies
- o Non-conference specific optional events

- o Institutional Memberships
- o Items for which a contract exists (copier paper, paper towels, etc.) through Purchasing

The highlighted area below was inserted on page 11 under NON-COMPLIANCE/ VIOLATION NOTIFICATION PROCEDURES

NOTE:

Your card may be suspended immediately (without prior notification) if it is believed that this would be in the University's best interests.

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Ensuring monthly reconciliations are completed correctly and on time.

Includes the assurance there are adequate funds available to cover any charges placed with the PCard. Refer to the Record Keeping and Documentation,.

Section VII, for record keeping and documentation responsibilities. Although the Liaison facilitates the reconciliation process and the record keeping duties, the ultimate responsibility for these functions is the Cardholder who must obtain receipts etc at the time of placing the orders and ensure they are given to the Liaison.

The highlighted area below was changed on page 29

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