



## UNLV PCARD AT A GLANCE...

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| UNLV PCARD CONTACTS               | (702) 774-2273 PCardUNLV@unlv.edu  |
| BANK CONTACT                      | 800-316-6056 (24/7)  |
| Need more information?            | See UNLV PCard Manual at:<br><a href="http://purchasing.unlv.edu/pcard/pdf/Pcard_man_update_05192008.pdf">http://purchasing.unlv.edu/pcard/pdf/Pcard_man_update_05192008.pdf</a>   |
| Cardholder Basics                 | <ul style="list-style-type: none"> <li>★ YOU are the <b>ONLY</b> person who can make purchases with your card</li> <li>★ Understand University policies and procedures</li> <li>★ Receipts / documentation are required for all purchases</li> <li>★ Remember your transaction limits</li> <li>★ Tax exemption adherence</li> <li>★ Timely and Accurate reconciliations of transactions</li> <li>★ Ensuring funding is available for accounts used</li> <li>★ Maintaining records (7 years)</li> </ul> |
| What ways can I place orders?     | In Person, Internet through a secure website or Telephone  |
| What CAN I buy?                   | Goods of low dollar value like books, office and lab supplies.<br><br>See the UNLV PCard Manual or contact the PCard Coordinator or Administrator with questions.  |
| Can I use it for travel?          | Yes for Conference Registrations, Rental Cars, Air Fare and Hotel Rooms; however, you still have to stay within the GSA rates. <a href="http://www.gsa.gov">www.gsa.gov</a><br><br>YOU CAN NOT USE THE PCARD FOR MEALS DURING TRAVEL.<br>See the Accounts Payable Travel Program for travel policies and procedures.<br><a href="http://accountspayable.unlv.edu/Trvlman/travel.htm">http://accountspayable.unlv.edu/Trvlman/travel.htm</a>  |
| What CAN'T I buy?                 | See the UNLV PCard Manual. <b>Note: The general restrictions in the manual will not be all-inclusive.</b> Contact the PCard Coordinator or Administrator for assistance.<br><br><b>FYI you can NEVER use the PCard for a PERSONAL PURCHASE.</b>  |
| Returns and Credits               | If you return an item to a vendor, the vendor should credit your PCard.<br>Get a credit memo / return documentation and reconcile the credit to the same account as the original purchase.   |
| Lost or Stolen Cards              | IMMEDIATELY Call the bank at 800-316-6056<br>As soon as possible contact the PCard Coordinator or Administrator.   |
| Billing Errors                    | Contact the vendor for resolution.<br>The vendor should be given at least two weeks to resolve before it may be considered for dispute.  |
| Disputes                          | Call the bank at 800-316-6056 and contact the PCard Coordinator or Administrator<br>You only have 60 days to initiate a dispute after the billing cycle ends.  |
| Billing Cycle                     | The billing cycle ends on the 25 of each month   |
| Reconciliation period             | 7 business days after the 25 of each month<br>☺ <b>TIP</b> do it daily / weekly or any time before the end of the reconciliation period  |
| What transactions get reconciled? | ALL TRANSACTIONS whether it is a purchase, credit or in dispute.   |
| When in doubt...                  | Contact the PCard Program Coordinator or Administrator<br><a href="mailto:PCardUNLV@unlv.edu">PCardUNLV@unlv.edu</a> (702) 774-2273  |