

**Procurement Card (PCARD) Policy**  
**Illinois Institute of Technology**

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## Program Overview

Illinois Institute of Technology (“University” or “Illinois Tech”) hereby adopts and implements this Procurement Card Policy, the purpose of which is to clarify the terms of use of a University-provided credit card issued in an eligible employee’s name. This Policy permits an Authorized Cardholder (defined below) to use a University-issued credit card from an approved vendor (“PCARD”) to make allowable purchases up to an applicable Tier (defined below) in connection with University-related business. This Policy applies to all employees who are eligible and approved to use a PCARD, and also applies to employees who have the right to approve the use of a PCARD for their team members

## Authorized Cardholders

A PCARD is issued to a specific individual (an “Authorized Cardholder”) as set forth herein. Only the Authorized Cardholder may use the issued PCARD and the PCARD may only be used for University-related expenses; personal expenses may not be charged to a PCARD. The Authorized Cardholder assumes all responsibility for use of the PCARD consistent with: (i) the terms and conditions of this Policy and related University policies including, without limitation, any travel-related policies and, if applicable, any essential spend guidelines then in effect; and (ii) [terms of use](#) imposed by the University’s PCARD vendor, which such terms of use are hereby incorporated by reference.

The University reserves the right to suspend or revoke a PCARD in the event the PCARD is used in a manner not permitted by this Policy. Failure to comply with this Policy or related policies may subject the Authorized Cardholder to disciplinary action up to and including suspension without pay, or termination of employment or association with the University, in accordance with applicable disciplinary procedures, as well as restitution to the University for unauthorized charges, and applicable penalties and fines, to the extent permitted by law.

Only full-time University employees are eligible to participate in the PCARD program. Two approvals are required: (1) written approval from the employee’s Dean, Vice Provost, or Vice President of their unit; and (2) written approval from the Controller, or his or her designee. The approval and issuance of a PCARD is within the sole discretion of the University and not all full-time employees, although eligible, may be approved to receive a PCARD. Notwithstanding anything herein to the contrary, the University reserves the right to suspend or terminate an Authorized Cardholder’s participation in this Program in its sole discretion for any reason or no reason at all.

## Credit and Single Transaction Limits

A VISA card issued through PNC Bank is the University’s current contracted provider for the PCARD program. VISA is readily acceptable by most vendors and is a convenient purchase and

payment tool for low dollar purchases (purchases of \$1,500 or less). The PCARD is assigned both a single transaction limit (50% of the total credit limit per billing cycle) and a credit limit per billing cycle. The billing cycle ends on or about the 15<sup>th</sup> of each month. The Tiers are assigned upon PCARD issuance and may be determined based on a variety of factors including, without limitation, the nature of an eligible employee's intended use of the PCARD and scope of employment. The standard limits are set forth below.

Default credit limit for all cardholders

Single Transactions Limit: \$749.99

Credit Limit: \$1,500

The assigned credit and single transaction limits are within the sole discretion of Procurement Services and the Budget Office. Higher and lower limits, based on demonstrated and specific needs, may be accommodated upon written application to Procurement Services by the eligible employee's dean, vice provost or vice president. Refer to Adjusting Credit and Single Transaction Limits, under the heading PCARD Transaction Management, for specific instructions. The Authorized Cardholder and his or her budget manager are jointly responsible for ensuring that: (i) adequate funds are available for any transaction, and (ii) the Tier assigned is appropriate in light of the budget funding available.

### Sales Tax Exemption

As a not-for-profit corporation, Illinois Tech is exempt from Illinois sales tax for certain eligible purchases. Illinois Tech's exemption number (E99900939) is embossed on the front of the PCARD. The "E" number allows for Illinois Tech to be exempt from state sales tax on most purchases relating to the University's business. The Authorized User is responsible for determining whether Illinois sales tax should be included in the purchase price for any goods or services purchased with the PCARD. A copy of the tax exempt certificate is available on the [Controller's Office website](#) should a vendor need proof of the tax exemption

NOTE: Purchases made from other states are exempt from tax under Illinois state sales tax laws if the items are shipped to the University.

## ROLES AND RESPONSIBILITIES

### Authorized Cardholder

Role: Primary cardholder and authorized user of the issued PCARD.

Responsibilities:

- Strictly adhere to the terms and conditions of this Policy and all related policies, as well as the Cardholder Agreement and any associated terms of use required by the University's PCARD vendor.

- Make purchases in accordance with Illinois Tech policies and procedures and temporary spending policies, as applicable.
- Maintain all required supporting documentation including, without limitation, invoices, itemized receipts, quotes and source justifications.
- Actively monitor all charges associated with the use of the PCARD.
- Promptly resolve any discrepancies with the vendor including, but not limited to, returns, exchanges, and refunds, ensuring credits are posted back to the PCARD account.
- Access VISA Spend Clarity on a weekly basis to review and ensure that all purchases are valid and charged to the proper FOAP.
- Complete transaction reconciliation by the 15<sup>th</sup> of each month for the previous billing cycle.
- Ensuring that Illinois sales tax is appropriately applied to the purchase.
- Properly secure the PCARD physically and electronically. The PCARD should be secured separately from personal items during travel and if stored at the University it should be stored in a locked drawer. Copies of the PCARD should not be made at any time and the PCARD number should only be stored in an electronic file that is password protected. Authorized Cardholders must immediately report loss, theft or fraudulent use to PNC Bank and .
- Successfully complete all required training.

### Approver

Role: Review and approve PCARD transactions to ensure compliance with all University policies and procedures. Principal Investigators have the authority to approve PCARD purchases for grants and sponsored programs for which the Principal Investigator is responsible.

### Responsibilities:

- Monitor activity of direct reports for unusual transactions or unusual patterns of use discussing with Authorized Cardholder any transaction which is or appears to be non-compliant with policies and procedures. If concerns still remain, document and report any violations to [pcards-group@iit.edu](mailto:pcards-group@iit.edu).
- Access VISA Spend Clarity by the 15<sup>th</sup> of each month to approve authorized purchases for all direct reports and ensure each transaction is charged to the appropriate FOAP.
- Immediately report loss, theft, or fraudulent use to PNC Bank and [pcards-group@iit.edu](mailto:pcards-group@iit.edu).
- Notify [pcards-group@iit.edu](mailto:pcards-group@iit.edu) of any Cardholder changes in employment status, including transfer or termination.
- Principal Investigators are responsible for all purchases made with PCARDS on their grant accounts.

## Delegate

Role: Review and reconcile PCARD transactions for all delegated accounts.

Responsibilities:

- Access VISA Spend Clarity by the 15<sup>th</sup> of the month to reconcile authorized purchases for all delegated accounts and ensure each transaction is charged to the appropriate FOAP.
- Immediately report loss, theft, or fraudulent use to PNC Bank and [pcards-group@iit.edu](mailto:pcards-group@iit.edu).

## Dean, Vice Provost, Vice President, or Principal Investigator, as applicable

Role: Employee with the highest budget authority within the business or academic unit is ultimately responsible for compliance with the terms and conditions of this Policy. Principal Investigators are deemed the employee with the highest budget authority for grants and sponsored programs for which the Principal Investigator is responsible.

Responsibilities:

- In consultation with and subject to the approval of Procurement Services and the Budget Office, determine eligible employees within the department authorized to apply for a PCARD.
- Ensure Authorized Cardholder's use of PCARD consistent with terms of this Policy and department budget.
- Implement remediation for use of PCARD not consistent with this Policy.
- Designate departmental PCARD Delegate and/or Approver, typically the unit's budget manager.
- Designate FOAP linked to PCARD transactions.

## Procurement Specialist

Role: Centralized support for the University's PCARD program.

Responsibilities:

- Make recommendations for applicable policies and procedures as needed.
- Ensure PCARD applications are processed in a timely manner.
- Collect and securely store PCARD documentation including, without limitation, applications, signed agreements and training test results.
- Train Authorized Cardholders and Approvers in the management and use of the PCARD and VISA Spend Clarity.
- Provide PCARD account, set-up new cards, information updates, changes, additions, deletions, and lost, stolen, or expired card replacement.
- Promptly report all known or suspected incidents of fraud, abuse or misuse of the PCARD to PNC, the Authorized Cardholder's supervisor and Dean, Vice Provost or Vice President of their unit.

- Send the monthly PNC statement to the Associate Controller or designee.
- Notify Authorized Cardholder and Approver as well as the Dean, Vice Provost or Vice President of known or reasonably suspected violations of this Policy.
- Place PCARD on hold or close account if Cardholder has recurring or major violations.
- Track violations of this Policy.
- Principal Investigators are responsible for all purchases made with PCARDS on their grant accounts.

## PCARD APPLICATION PROCESS

Eligible employees may request approval to participate in the PCARD program as follows:

1. Complete a [PCARD Application](#) available on the [Procurement Services Website](#). The PCARD Application must be signed by the Dean, Vice Provost, or Vice President, **and** the Controller's Office or his or her designee.
2. Submit the completed PCARD Application to [pcards-group@iit.edu](mailto:pcards-group@iit.edu) for processing.
3. Complete PCARD online training and obtain a score of 100%. Test results must be sent to [pcards-group@iit.edu](mailto:pcards-group@iit.edu).
4. Complete and sign a Cardholder Agreement, provided by [pcards-group@iit.edu](mailto:pcards-group@iit.edu).
5. Once the PCARD arrives, make arrangements with the Procurement Services Office to pick up the PCARD. Contact information is included below.

Email: [pcards-group@iit.edu](mailto:pcards-group@iit.edu)

Building: Michael Paul Galvin Tower

Address: 10 W 35<sup>th</sup>, 13<sup>th</sup> Floor, Chicago, IL 60616

### Security Verification

The applicant's Illinois Tech employee identification number, date of birth, home address, and mother's maiden name are required in order to process a new PCARD request through PNC. These security verifiers will be used by PNC to identify the Authorized Cardholder in the event assistance is needed. By applying to be an Authorized Cardholder, an eligible employee expressly agrees that the University may use this information if and to the extent needed in order to implement this Program.

### Training and PCARD Activation

Prior to issuance of a PCARD, all Authorized Cardholders and Approvers must complete successfully online training which will include, without limitation, how to use and manage the PCARD, and how to navigate the VISA Spend Clarity portal.

### Cardholder Agreement

Authorized Cardholder are required to read and sign the Cardholder Agreement which outlines the conditions of use and the University's rights and authority regarding the use of the PCARD.

Signature of the Cardholder Agreement indicates that the Authorized Cardholder agrees to comply with the Agreement's provisions. Cardholders may be required to re-read and re-sign the Cardholder Agreement annually.

### Expiration and Reissue of Cards

PCARDS expire every two years, on the last day of the month embossed on the front of the PCARD (Expiration Date). New PCARDS are automatically sent to the Procurement Services Office within 1 to 3 weeks prior to the Expiration Date. The Authorized Cardholder will receive an email notification regarding refresher training if initial PCARD training was completed two or more years ago. Upon successful completion of the refresher training another email will be sent notifying the Authorized Cardholder that the renewal PCARD is available for pickup at the Procurement Services Office during standard business hours. The Authorized Cardholder must destroy and dispose of the expired card.

## PCARD USE (ALLOWABLE AND UNALLOWABLE PURCHASES)

### Allowable PCARD Purchases

A PCARD must be used only for the purchase of authorized goods and services related to the operations of the University, subject to the applicable Tier. The PCARD is intended for low dollar value authorized purchases that fall within the Mission-driven Spending Guidelines, primarily goods and services under \$1,500.

To follow a mission-driven spending approach, all expenses must meet one of three (or all) criteria:

- Increase our student's success
- Reduce barriers to accessing our education and knowledge
- Increase the impact of our research

To realize mission-driven spending, to the following guidelines should be followed:

1. Understand and comply with the new policies
2. Buy as much as feasible through Buy It eMarketplace
3. Book all travel through Foremost Travel or Concur directly
4. Ensure all purchases (even ones using the PCARD) remove taxes using our Tax-Exempt ID
5. Only use your PCARD for appropriate purchases



## Unallowable PCARD Expenses

Under no circumstances may a PCARD be used for the following types of purchases notwithstanding any relation to University business:

- Purchase of Gift Cards / eGift Cards
- Any purchase of services, especially those that fall under policy E.6 Insurance Requirements for Third Parties, including bus charters
- Postage stamps
- Construction-related services
- Leases, rentals, repeating periodic service agreements
- Hazardous and radioactive/nuclear materials
- Animals of any type
- Capital equipment (\$2,500 or greater)
- Items for resale
- Fuel purchases for personal vehicles.
- Purchases with suppliers that are available in Buy It eMarketplace including but not limited to Amazon, Home Depot, Fisher Scientific, McMaster Carr.
- Personal meals.
- Personal travel including local transportation including but not limited to taxis, Ubers, Lyfts, etc.
- Travel purchases including but not limited to airline or hotel that is available through the University's Concur Online Booking tool.
- Social events unrelated to University business including, without limitation, non-business related meals, parties, birthdays.

## PCARD TRANSACTION MANAGEMENT

### PNC Bank

PNC Bank is Illinois Tech's approved vendor for the PCARD Program. An Authorized Cardholder may contact PNC Bank directly to inquire about a transaction, question a declined transaction, and to report a lost or stolen card.

### VISA Spend Clarity

The [PNC VISA Spend Clarity](#) portal is where Authorized Cardholders can view their PCARD transactions and statements, upload receipts, update FOAP information, and verify transactions. Approvers also have access to this system to review and approve transactions.

Authorized Cardholders, Delegates and Approvers will gain access to VISA Spend Clarity upon the successful submission of all application materials and completion of PCARD online training.

### Updating Transactions

PCARD transactions will be charged to the default FOAP assigned to the PCARD at the time of issue. Transactions may be moved from one FOAP to another, as long as the update is completed before the 15<sup>th</sup> of the month for the current billing cycle. The time from point of sale until the transaction is loaded in VISA Spend Clarity can vary depending on the vendor, but generally takes place within 72 hours of the transaction date.

Transactions should be reviewed and approved weekly during the billing cycle. Transactions are required to be reconciled and fully approved by the 15<sup>th</sup> of the month for the previous billing cycle.

### Correcting Transactions that have Posted in Banner

The Journal Entry Form is used to make changes after PCARD transactions have already been posted in Banner. This form is located on the [Controller's Office website](#). The completed form must be sent to the Controller's Office via email for processing.

### Declined Transactions

Charges typically decline due to spending-limit restrictions (single-purchase or monthly limits). In some cases spending limits may be raised so that the PCARD can be used for a previously declined charge. If a charge is declined, [pcards-group@iit.edu](mailto:pcards-group@iit.edu) should be contacted via email. The reason for the denial will be assessed and measures will be taken to rectify the problem. If an Authorized Cardholder's PCARD is refused by a vendor where it should have been accepted, contact PNC and [pcards-group@iit.edu](mailto:pcards-group@iit.edu).

### Adjusting Credit and Single Transaction Limits

All PCARDS have single transaction and monthly credit limits. Limits may vary for each Authorized Cardholder and will be established by the Procurement Services Office at the time of PCARD issuance. If a temporary or permanent credit limit increase is needed, please complete the [PCARD Credit Limit Increase Request Form](#) available on the Procurement Services Office website and email the completed and signed form to [pcards-group@iit.edu](mailto:pcards-group@iit.edu).

### Returns and Credits

If merchandise is returned for credit, the Authorized Cardholder is responsible for obtaining a credit receipt from the vendor and uploading that receipt to the credit transaction in addition to providing a business purpose. It is not permitted for Authorized Cardholders to receive cash or checks to resolve a credit.

### Transaction Disputes

Disputed charges, for example, may result from failure to receive goods, altered charges, defective merchandise, incorrect amounts, duplicate charges, or credits not processed. In the event of a transaction dispute, the Authorized Cardholder should promptly attempt to resolve the dispute directly with the vendor involved. Most issues can be resolved this way.

If the Authorized Cardholder is unable to reach agreement with the vendor, the next step is to contact PNC Bank customer service to initiate a formal dispute. All disputed transactions must be submitted to PNC Bank within sixty (60) days of the posted transaction. When filing a formal dispute with PNC Bank, you must include [pcards-group@iit.edu](mailto:pcards-group@iit.edu) in all communications.

When PNC Bank has completed its investigation the Authorized Cardholder will be informed of the resolution and corrections – if any - that were made to their PCARD account. Any awarded credits will be applied to the Authorized Cardholder's account once the dispute has been successfully processed. Reconciliation is required for credit transactions in the same manner as it is for all other transactions.

### Identifying and Reporting Fraudulent Transactions

A suspected fraudulent charge must be reported immediately to PNC Bank and [pcards-group@iit.edu](mailto:pcards-group@iit.edu). The 60-day time frame to report fraudulent charges is attributable to VISA terms and conditions. Depending on the type of fraud, there are different windows of time that the PNC Bank's fraud department must receive the report, investigate the charge and post credits. Due to these time frames, and in the best interest of the University, PNC Bank must be notified of fraudulent activity as soon as possible. If PNC Bank is not notified within 60 days of the transaction date, fraudulent charges may become the liability of the University.

PNC Bank monitors trends in fraudulent activity based on such information as the transaction amount, merchant name, location of merchant and type of merchant. If PNC Bank suspects any possible fraudulent activity it will suspend the PCARD until the bank can verify that the suspect charge is legitimate. If the Authorized Cardholder is contacted directly regarding fraudulent activity, immediately notify [pcards-group@iit.edu](mailto:pcards-group@iit.edu).

The role of the Authorized Cardholder and/or Delegate is critical at this point. The Authorized Cardholders and Delegates know their own activity better than PNC Bank and [pcards-group@iit.edu](mailto:pcards-group@iit.edu), so the University requires their assistance in identifying such charges.

### Reporting a Lost or Stolen Card

The Authorized Cardholder must notify PNC Bank customer service immediately at 1-800-685-4039 if a PCARD is lost or stolen. PNC Bank may ask for the identity of the Authorized Cardholder by confirming the last four digits of the employee ID's and/or mother's maiden name. PNC will then review pending charges to determine which charges are fraudulent, and may immediately close the PCARD and issue a new card. Once PNC Bank has been notified the Authorized Cardholder needs to notify [pcards-group@iit.edu](mailto:pcards-group@iit.edu). The new card will be sent to [pcards-group@iit.edu](mailto:pcards-group@iit.edu) and can be picked up when ready from the Procurement Services Office by appointment.

### Other Changes to a PCARD Account

To update other Authorized Cardholder information, such as the Authorized Cardholder's email address, name, phone number and default FOAP, the Authorized Cardholder or Delegate is required to email [pcards-group@iit.edu](mailto:pcards-group@iit.edu) with the updated information.

### Card Termination

In the event the Authorized Cardholder leaves the University, changes departments, or acquires a new role within the department in which they are no longer authorized to make PCARD purchases on behalf of the University, the Authorized Cardholder or Delegate is required to destroy the PCARD and contact [pcards-group@iit.edu](mailto:pcards-group@iit.edu) prior to the employee termination/transfer date.

## MONTHLY PCARD RECONCILIATION

Reconciliation and approval is the shared responsibility of the Authorized Cardholder, Delegate and Approver. Timely PCARD reconciliation is required to allow the Controller's Office adequate time to reconcile the University's payment amount against departmental transactions.

### Documentation Requirements

#### Receipt / Invoice

An original, itemized invoice or receipt is required for each transaction made on the PCARD. A receipt may be an invoice, cash register receipt, sales slip, or packing slip which contains an itemized list of goods purchased, with dollar amounts, ship-to address and the name and location of the supplier. If a cash register tape does not have descriptions, then descriptions must be noted. An employee of the vendor must sign handwritten receipts. Small receipts are to be taped on letter sized papers (8.5 x 11 inches) when practical.

#### Ship to Address

Purchases must be shipped to an appropriate Illinois Tech department address on campus.

#### Purchases Made in Person

Itemized receipts are retained in addition to the PCARD copy to properly substantiate the purchase.

#### Faxed, Mailed or Telephone Purchases

A copy of the order as faxed or mailed and the fax confirmation (if available), is retained for record purposes. For purchases made by telephone, an order confirmation number should be obtained (if available). Authorized Cardholders should request that a receipt and/or packing slip be sent with the purchase.

#### Internet Purchases

At least one of the following types of documentation is required:

- Print-out of the completed online order form that includes the last four digits of the PCARD used to complete the transaction.
- Print-out of the online order confirmation that includes the last four digits of the PCARD used to complete the transaction.
- Print-out of the email confirmation that includes the last four digits of the PCARD used to complete the transaction.

#### Missing Documentation

If an original invoice or receipt is missing for a PCARD transaction, the Authorized Cardholder should request a duplicate receipt from the vendor. In the absence of a duplicate receipt, a Missing Receipt Affidavit (available on the Procurement Services Office website) must be completed, signed by the Authorized Cardholder and uploaded to VISA Spend Clarity against the transaction in place of the original receipt. Alternative documentation for missing invoices and receipts should be an exception, not a general practice. Authorized Cardholders who fail to submit required receipts are advised that they are subject to loss of card privileges.

#### Monthly Activity Bank Statement

The billing cycle ends on or about the 15<sup>th</sup> of each month. However, if the 15<sup>th</sup> falls on a weekend or holiday, the billing cycle will end on the next closest business day.

#### Reconciliation by the Authorized Cardholder

At the end of each billing cycle the Authorized Cardholder is responsible for reviewing PCARD transactions (charges and credits) for the most recent billing period. To complete reconciliation for transactions, the Authorized Cardholder must complete the following:

- Review PCARD transactions for accuracy and attach an original, itemized receipt for all charges that are \$10 or more.
- If the PCARD transactions are being charged to a grant FOAP, the Authorized Cardholder must provide an original, itemized receipt for all transactions, regardless of dollar amount.
- Provide a business purpose in the description field for all purchases, regardless of dollar amount.
- Access VISA Spend Clarity to review and ensure that all purchases are charged to the correct FOAP, making changes as needed by the 15<sup>th</sup> of the month.
- Notify Approver that all charges have been reconciled so that the Approver can review and approve charges by the 15<sup>th</sup> of the month.
- If an item is billed incorrectly, or is questionable and has not been addressed previously, the Authorized Cardholder should follow the applicable procedures. Specific instructions can be found in the section Transaction Disputes or Identifying and Reporting Fraudulent Transactions, under the heading Managing Card Transactions.

### Reconciliation by Approvers

- Establish a date before the 15<sup>th</sup> of the month by which all Authorized Cardholders must complete reconciliation in VISA Spend Clarity.
- Review monthly transactions and receipts for direct reports and ensure all charges are appropriate, all receipts are accounted for, and transactions were charged to the correct FOAP.
- Access VISA Spend Clarity and upon resolution of any problems, mark the transactions “Approved”.

### Summary of Deadlines

Billing cycle end date: 15<sup>th</sup> of each month

Deadline for Authorized Cardholders to reconcile transactions: each Department to establish this date

Deadline for Approver to review and approve transactions: 15<sup>th</sup> of each month

### Payment

PNC will post a billing statement in VISA Spend Clarity on a monthly basis. [Pcards-group@iit.edu](mailto:Pcards-group@iit.edu) will send a copy of the billing statement to the Associate Controller who will complete payment.

### Uploading PCARD Transactions to Banner

After the 15<sup>th</sup> of the month, a report of all transactions for the billing cycle will be pulled from VISA Spend Clarity. All transactions charged to grant FOAPs will be sent to the Grants and Contracting Accounting Office for review and approval. Once these are approved, PCARD transactions will be uploaded into Banner via the FUPLOAD process.

If a department identifies a transaction that was charged to the wrong FOAP after it was uploaded into Banner, the department will need to complete a cost transfer form and send it to the Controller’s Office for processing.

## CARDHOLDER NONCOMPLIANCE

Procurement Services and the Budget Office perform periodic audits of the PCARD program. Findings of noncompliance will be documented and forwarded to the Dean, Vice Provost, or Vice President, Associate Controller, and Controller as applicable. Authorized Cardholder may be subject to disciplinary action for failure to comply with the terms and conditions of this Policy. PCARD privileges may be suspended or revoked at any time and for any reason by Procurement Services.

In addition to Internal Auditing, external independent auditors perform an annual audit of the University and it is essential to adhere to the record keeping guidelines. During disbursement testing, specific transactions will be selected and receipts and other supporting documentation

will be given to the auditors for their inspection. Failure to provide this essential documentation may be documented as part of the auditors' findings.

Examples of non-compliance include, but are not limited to, the following:

#### Personal Use of a PCARD

If the offense is found to be unintentional, the Authorized Cardholder will be required to refund the cost to the University. Repeat instances of personal expenses charged to a PCARD may lead to card termination depending on the nature of the use and such determination is in the sole discretion of the University, as well as disciplinary action.

#### Sales Tax

If an Authorized Cardholder is found to have paid sales tax on a tax exempt purchase, the PCARD may be suspended until the Authorized Cardholder has been reimbursed by the vendor. If the Authorized Cardholder fails to obtain reimbursement for tax exempt purchases, the PCARD privileges may be terminated. If a vendor will not accept Illinois State Tax Exemption, please notify [pcards-group@iit.edu](mailto:pcards-group@iit.edu).

#### Receipts

If an Authorized Cardholder is found to be missing required documentation, the PCARD may be suspended until the Authorized Cardholder produces the required documentation or executes a Missing Receipt Affidavit. If a secondary receipt cannot be obtained from the vendor, a Missing Receipt Affidavit must be completed for each lost receipt. This form must be approved by the Authorized Cardholder's manager. Authorized Cardholders who repeatedly fail to maintain receipts may have their PCARD privileges revoked.

#### Restrictions / Non-Allowable Expenditures

If the Authorized Cardholder uses a PCARD to purchase or attempt to purchase restricted or unallowable items; depending upon the circumstances of the purchase, the PCARD may be revoked.

#### Monthly Reconciliation Submission

Failure to reconcile PCARD transactions by the monthly due date without contacting [pcards-group@iit.edu](mailto:pcards-group@iit.edu) in advance will result in the following:

- First and second offense - the PCARD will be suspended until the reconciliation has been completed.
- Third offense - the PCARD will be revoked.

#### Irresponsible Card Management

Multiple offenses in different categories will result in PCARD suspension pending a review.

## Contact Information

Questions regarding this Policy or the appropriate use of the PCARD should be directed to Procurement Services at [pcards-group@iit.edu](mailto:pcards-group@iit.edu).

Location:

Galvin Tower

10 W 35<sup>th</sup> Street, 13<sup>th</sup> Floor

Chicago, IL 60616

Phone: 312.567.7548

Email: Please see the [Procurement Services Website](#) for up-to-date email information

Hours: Please contact [pcards-group@iit.edu](mailto:pcards-group@iit.edu) for office hours

Website: <https://www.iit.edu/procurement-services/payment/procurement-card-p-card>

If you have a lost or stolen card you should contact PNC Customer Service immediately at 1-800-685-4039. This number can also be found on the back of the PCARD.



## APPENDIX A

### GRANT AND CONTRACT EXPENDITURES

Grant and contract expenditures may be charged directly to a grant with the PCARD. However, such purchases are limited to those costs that can be identified with a particular sponsored project and meet the specified criteria for direct costs: allowable, allocable, reasonable and consistent. Information regarding allowability is covered under the Uniform Guidance, or 2 CFR, Part 200 ([https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)).

#### A cost is allowable when:

- It serves a University business purpose, including instruction, research, and public service.
- It is permissible according to University policy and federal regulations (regardless of whether or not it is a sponsored project).
- It is permissible (for a sponsored project) according to the terms and conditions of the Sponsored Agreement.

#### A cost is allocable:

- For a sponsored project the cost must provide “benefit” to the project.
- For a gift, it must correspond to the intent of the donor.

#### A cost is reasonable:

- If a prudent person would purchase the item at that price.
- If the cost is necessary for the performance of the activity.
- Incurrence of the cost is consistent with established university policies and practices.

#### A cost is consistent when:

- Like expenses are treated in the same manner in like circumstances.
- For sponsored projects, consistency means that sponsors pay for costs either as a direct charge or as an F&A cost, not both directly and indirectly. The University establishes policies that, if followed, ensure consistency.

Only PCARD purchases that comply with award guidelines can be charged to a grant. When an expenditure is not allocable to the grant or contract, such expenditure should be charged to an unrestricted source.

While all PCARD transactions must have sufficient documentation to support the description, price, and quantity of the item(s) ordered, this requirement is particularly emphasized for those on a Federal grant or contract.

## APPENDIX B

### Using the PCARD for Travel

The use of the PCARD for travel expenses is limited to incidentals and purchases that cannot be completed through Buy It eMarketplace, including:

- international lodging,
- international travel insurance,
- automotive rentals,
- railroad,
- taxis,
- ferries,
- local/suburban transportation (subways, bus, etc.),
- fuel (rental vehicles ONLY),
- parking and tolls.

Concur should be used to purchase flights and hotel stays. The purchase of flights and domestic lodging is not permitted on a PCARD without the express written approval of the CFO or Provost.