

September 2006

Request Form, Policies and Procedures for

# PCard Plus

## Business Meetings, Business Entertainment, Special Events & Employee Recognition / Retiree Farewell

**Print Cardholder or**

**Department Name as it appears on PCard:** \_\_\_\_\_

### **Program Definition:**

PCard Plus allows expenses related to business meetings and business entertainment, including special events, where the University of Arizona will benefit, where business is conducted and/or business objectives are pursued. In addition, the University supports employee recognition events / retiree farewells and/or awards; PCard Plus also allows these expenses. Any related expense must first be allowable on the specified FRS account and object code; State Accounts and Sponsored Project Accounts may NOT be used in conjunction with this program.

### **Circumstances for Use:**

- Food, including but not limited to grocery stores, catering expenses & restaurants
- Meeting room / event space
- Related expenditures, including but not limited to meeting supplies, paper products, decorations, AV or other related equipment rental & small dollar (less than \$15.00) mementos
- Service awards (non-cash, non-taxable awards for years of service) or achievement awards (non-cash, non-taxable awards for exceptional achievements with significant departmental impact)

### **Unallowable Expenditures:**

- Alcohol
- Employee social or recreational functions where no business is conducted or business objectives are present (for example, memorial services, Christmas or other holiday related parties, employee social functions).
- Tips to merchants (i.e. restaurants) exceeding 20%
- Cash awards or gift certificates/gift cards to be used as awards
- Taxable awards

### **Responsibilities:**

- Comply with The University of Arizona Policy for Food & Catering <http://web.arizona.edu/~policy/catering.shtml>
- Refer any rental agreement or contract to The University of Arizona Contracting Office for review and signature
- Record the date, business purpose and attendees of a meeting or entertainment/event with the PCard documentation by completing a *PCard Plus*

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**Use Form (or equivalent document).** Include sign up sheet and/or meeting agenda if applicable

- Verify the appropriate accounts are used for expenditures; see FRS Policy 9.10, Table 1, for the Allowable Expenditure Summary at:  
<http://www.fso.arizona.edu/fso/deptman/9/910reimb.html#table1>
- Verify the appropriate object codes are used for expenditures; for a complete list of object codes see: [http://www.fso.arizona.edu/fso/deptman/oc\\_quickref.pdf](http://www.fso.arizona.edu/fso/deptman/oc_quickref.pdf)
  - For Business meeting expenses use OC 5170
  - For Business entertainment use OC 5550
  - For other events/service awards, consult with appropriate Fund Accountant
- Comply with The University of Arizona Policy for Employee Recognition, Employee Farewells, Business Meetings and Business Entertainment, as well as Service & Achievement Awards under FRS Policy 9.10  
<http://www.fso.arizona.edu/fso/deptman/9/910reimb.html#general>
- Maintain itemized original receipts and **PCard Plus Use Form (or equivalent document)** in conjunction with the Records Retention Policy

**Training & Compliance:**

- PCard Policy Training is required for all cardholders, reconcilers and approvers prior to program approval.
- PCard Plus enhances the purchasing capabilities of the Classic PCard program. However, all policies and procedures under the Classic PCard Program apply to PCard Plus unless specifically noted above.
- Procurement and Contracting Services may suspend or terminate this program at any time if the cardholder or department does not comply with circumstances for use or mandatory responsibilities outlined above. In addition, purchases made outside the scope of the program may result in a violation to PCard or FRS Policy, PCard suspension or PCard cancellation.

**The following individuals agree to the conditions outlined above:**

Individual/Unit	Signature & Date
Cardholder or Responsible Cardholder	
Purchasing Card Liaison	
Department Head	
Procurement & Contracting Services	

**Complete one request form per PCard. Fax to the PCard Office at 520/621-1245.**

Compliance History: ____	Signatures (Liaison): ____	Add MCC 954: ____	PayNet Notes: ____	CHSS: ____
CH Training: ____	Rec Training: ____	App Training: ____	Approved / Denied: ____	Email Dept: ____