

NORTHERN KENTUCKY UNIVERSITY
OFFICE OF PROCUREMENT SERVICES

PRACTICAL PCARD POINTS

procurement.nku.edu



I am writing to share some items to remember when using your Pcard: February 18, 2025

Plan ahead!

Most Pcard limits are set at \$1,000 for a single transaction and \$5,000 for the monthly limit. Plan ahead when making purchases, especially when the purchase will be more than the single transaction limit on your card. If it exceeds the limit, submit a Pcard maintenance service request to request an increase to the single transaction limit. The link to the request is on the right side of the IT service desk menu: <https://servicedesk.nku.edu/TDClient/2436/Portal/Home/>

Remember this process may take some time to go through approvals. Once it's been approved, the limit will be quickly increased.

Pcard Limit Change Service Request

When requesting a Pcard limit change, please make sure to include all details about the purchase in the request – what are you purchasing, why the limit increase is needed, approvals received (for example, IT department approval received for a technology purchase.) If possible, please attach any paperwork received – invoice, travel request approval, IT approval email. This will assist the purchasing department in the decision to raise the limit.

Travel

Travel expenses must be approved in SAP before purchasing anything relating to a travel event – this includes airline tickets, hotel reservations, conference registrations, etc.

Tip – after submitting the travel request in SAP, notify those who are in the approval chain that the request is on its way. Then they can be on the lookout for the request and the approval

process won't take as long.

***If requesting a Pcard limit increase thru the Pcard maintenance service tickets, especially when purchasing airline tickets, make sure you attach the **approved** SAP notice you receive via email.

ALSO – While travel insurance was paid for by NKU during and after COVID, NKU will no longer be paying for travel insurance. Personal expenses, such as personal meals, are not to be charged on the Pcard. These expenses will be covered by the per diem rate or reimbursed, if allowable, after the trip thru the expense report.

Pcard Manual – Page 7:

The Pcard user ensures that the travel process is followed for all university business travel.

Pcard Manual – Page 11 – Travel:

The Pcard also allows for the payment of university approved travel expenses (if the card has travel privileges) including conferences, airline tickets and hotel room charges.

All travel must be authorized in SAP by a Department Head, Vice President or Dean *prior to incurring charges for any travel transactions on the NKU Pcard.*

Employee Separation

If an employee, who has a Pcard, leaves the university, they must turn their Pcard into their immediate supervisor, who will send the Pcard to the Procurement office for destruction.

Pcard manual Page 10 - Separation from the university:

Prior to separation from the university, the cardholder must surrender their Pcard to their immediate supervisor who must follow the card cancellation steps outlined on page 10.

Card cancellation due to employment changes:

To cancel a card due to employment changes, the following steps must be followed prior to the employee's separation from the university or department:

- the cardholder's immediate supervisor, or the unit budget administrator, must notify the Pcard administrator via email of the cardholder's transfer or employment termination.

- The card should be cut in half and delivered to the Procurement Services along with a memo signed by the department head or VP requesting cancellation.

Employee leave of absence

If an employee will be away from the university for a leave of absence (including sabbatical leave,) they must notify the Procurement office, so that their Pcard can be put on temporary hold.

Pcard manual page 10 – Leave of absence:

The cardholder must temporarily surrender the Pcard to their immediate supervisor at the start of a leave of absence. The card will be deactivated by Procurement Services and cannot be used for transactions of any kind.

Upon the cardholder's return to work, the supervisor should contact Procurement Services to request that the card be reactivated.

If the cardholder will not be returning to the university, their supervisor should notify Procurement Services and follow the card cancellation steps outlined on page 10.

Pcard declines

If your Pcard purchase is declined, don't continue to try and charge your Pcard (unless you know the reason why, such as keying in the wrong number.) If your card is continually declined, the bank may put a hold on your card, because the purchase may be considered fraudulent. Procurement regularly monitors Pcard declines and will reach out to you about the situation.

Questions? Please contact Leslie Schultz, Pcard Program Coordinator, at schultzl3@nku.edu.

Leslie Schultz