Welcome to the University of Denver’s Purchasing Card Program! With your new purchasing card you will be able to easily make business related purchases on behalf of the University. The program offers great flexibility, but also demands organization and adherence to University policies. Instructions, policy references and contact information are outlined below.

P-Card Basics

Credentials: Your unique ID, used for activation of new cards and identification with US Bank, is the last four digits of your DU ID number.

Limits: Your new US Bank VISA purchasing card comes with the following limits:
- Monthly credit limit $10,000
- Single transaction limit $3,000
- Transactions per day limit 10

Request a limit increase from your budget officer if a limit is inadequate for your needs.

Sales tax: The University of Denver is a non-profit corporation and is therefore exempt from sales taxes charged in the State of Colorado. Merchants in other states will sometimes exempt a transaction if our tax exempt certificate is provided to them.
- The State of Colorado sales tax exempt number is embossed on your P-Card; a copy of the certificate can be found at http://www.du.edu/purchasing/aboutus.html.
- Check each receipt or online transaction before leaving the store or site to verify sales tax wasn’t charged; please request a refund immediately if you find that you were charged sales tax.

Zip code: Use 80210-xxxx for address verification when making online purchases with your P-Card.

Value: Please try to get the best possible value when making purchases for the University.

Applicable Policies

(All BFA policies: http://www.du.edu/bfa/policies.html)

<table>
<thead>
<tr>
<th>Business Services Policies</th>
<th>Board Approved Policies</th>
<th>Risk Management Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchasing Card User Guide</td>
<td>Propriety of Expense</td>
<td>Driving Policy</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>Allowable Business Expenditures</td>
<td></td>
</tr>
<tr>
<td>Purchasing Policies</td>
<td>Travel Expense</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gifts and Gratuities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Official Function/Entertainment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Alcohol Expenditure</td>
<td></td>
</tr>
</tbody>
</table>

Please agree to the following supplemental coverages when renting a vehicle:
- Supplemental Liability Insurance
- Personal Accident Insurance (PAI) for non-DU persons and valuable equipment (optional)
Prohibited Use of the P-Card:

- **Personal purchases** made with your P-Card.
- **Splitting** transactions to avoid the $3,000 single transaction limit (get a limit increase instead).
- **Computers (laptops and desktop CPUs)** purchased with your P-Card. Use purchase requisition. Software purchases are allowed as long as the product won’t be installed on a network server.
- **Fixed assets** (a single item over $5,000) purchased with your P-Card. Use purchase requisition.
- **Cell phones, data cards, data plans** – these are reimbursed via the cell phone allowance.
- **Flight or trip insurance**.
- **Meals** for personal consumption when not in travel status and not at an official University function, or involving only University employees not in travel status.
- **Parking or moving violation tickets or parking fees at your work location**.
- **Inter-departmental purchases** including DU Parking Services, Alumni Relations (DU event registration), Ritchie Center tickets, Newman Center tickets, DU Conference and Event Services.
  - Your P-Card can now be used at the Follett Bookstore, including Quick Copy – but not for computers or gifts!
- **Gifts, prizes, and awards** – including gift cards – use direct pay or purchase requisition.
- **Donations, contributions, or sponsorships** Please note that all donations, contributions and sponsorships must be pre-approved by the Provost, Vice Chancellor for Business and Financial Affairs or the Chancellor.
- **Honorariums or any independent contractor payment** – use direct pay or purchase requisition. With the advent of Square technology, individuals can easily become merchants. Don’t pay individuals with your P-Card – for example payment to an individual for a CPR class is not allowed.
- **Services** that are not allowable P-Card purchases include:
  - Charter buses (rental cars, taxis, train or airfare are allowed)
  - Any purchase governed by a separate purchase contract and/or requiring a certificate of insurance

*Failure to comply with these policies may result in loss or suspension of P-Card privileges.*

Access Online System

Follow these steps to create your monthly P-Card packet in [Access Online](https://access.usbank.com):

- Organization short name: DU (or du)
- User ID and Password are determined by you when you register your card online

- Just before the billing cycle ends, you will receive an email with critical P-Card dates.
- Each week enter the business purpose for each new transaction for the current month (include list of attendees when food or beverages are served). **Please review your purchases at least once a week.** If fraud is suspected, call the number on the back of your card (800-344-5696) or the fraud department (800-523-9078) immediately. It is strongly recommended you also put this number into your cell phone so that in the event you and your card become separated you can suspend or cancel the card.
- When the statement is available in Access Online:
  - Print the Account Activity report from the transaction list menu using the cycle end date (not “open”)
  - Print your US Bank Statement. Attach it behind your Account Activity report.
  - Attach an original, itemized receipt for every transaction (no copies or faxes). Attach a Missing Receipt Form as a temporary placeholder for receipts you are missing.
  - Sign the report and submit your completed packet to your card coordinator.