DU P-Card Single Transaction Limit Increase

Over the past several years the increase in costs of items being purchased with the DU P-Card has resulted in a growing number of P-Card limit increase requests.

In order to increase efficiency and accommodate these requests, the single transaction limit for DU P-Card holders has been increased to $3,000.

Please note that this increase is not consent for greater departmental spending.

As has always been the case, P-Card transactions are required to be made within budget and policy limitations and must be approved by authorized approvers.

Why have card limits?

P-Card limits help provide card security and ensure financial responsibility. DU has enabled several authorization limits to help accomplish these objectives.

- Monthly Credit Limit
- Single Transaction Limit
- Daily Number of Transactions
- Merchant Authorization Codes

DU doesn’t implement a daily dollar limit.

P-Card Signatures

P-Card packets require the original signature of individuals in the following roles:

Cardholder – confirming the purchases reflect legitimate university business
Card coordinator – confirming purchases have been reviewed for accuracy, completeness and compliance with policies
Authorized approver – confirming purchases have been reviewed for appropriateness of expenditure

Tips for Fraud Prevention

The upcoming holiday season brings with it a prime opportunity for fraudsters to steal your credit card information. Keep your P-Card secure by following these tips:

- Reconcile accounts frequently
- Don’t lend your card to anyone
- Don’t leave your card lying around
- Report questionable charges promptly
- Don’t write your account number or personal information down
- Do not give out personal information over the phone unless you initiated the call and the company is reputable

Gift Purchases

Gift purchases should not be made with the P-Card due to the many requirements for documentation applicable to gift giving. Employees can be reimbursed for gift purchases or use their division’s standing purchase order at the DU Bookstore.