

Announcement

The Procurement Card (PCard) and Travel policies have been updated to meet audit requirements, reduce paper work and maintain sound business practices. Input and feedback from cardholders, the Senate Fiscal Committee, Senior Fiscal Officers and other principals have been incorporated into these changes that are effective June 1, 2005.

As a quick reference, a brief description of the policy updates is shown below. Cardholders are encouraged to review the actual policies for details. Please contact Joanne Markiewicz (markiewicz.1@osu.edu) if you have any questions.

It is important to note that the University PCard and Travel policies reflect minimum acceptable requirements and are not intended to supercede College/VP area or Research Foundation policies and procedures that may be more restrictive.

HIGHLIGHTS OF CHANGES/CLARIFICATIONS TO PCARD POLICIES

APPROVAL

- All purchases must be authorized. Pre-approval is required.
- If purchase is within 20% of the pre-approved amount further approval is not required. This assumes items purchased are consistent with the pre-approval.
- If purchase exceeds pre-approved amount by 20% or more, or if the items purchased are inconsistent with the pre-approval, post-approval is required.
- Pre and post approval authorization must be received from the Dean, VP, Chair, Director, Senior Fiscal Officer, Business Officer, Fiscal Officer or person holding an equivalent position.

P-CARD TRANSACTION FORM

- The P-Card Transaction Form must be completed in its entirety for all p-card purchases. Space is provided on the back of the form to designate unique College/VP/Department requirements.

BUSINESS EXPENSES CHARGED TO HOTEL

- Business expenses (business telephone calls, Internet connection, copying charges, and fax) while on business travel may be charged to the hotel. Expenses must be documented and itemized.

SALES TAX

- Sales tax exemption should continue to be utilized, as appropriate. Efforts should be made to recover sales tax charged in error. Sales tax charges of \$10.00 or more must be recovered from the supplier or the individual who made the p-card purchase.

MISCELLANEOUS

- Documentation of purchase must be given to reallocator within 2 business days of the purchase or the individual's return to campus.
- Retention of records changed from 4 to 6 years.

HIGHLIGHTS OF CHANGES/CLARIFICATION TO THE TRAVEL POLICIES

- Reimbursement for parking, tolls, personal mileage, gasoline in lieu of mileage, ferry and bus passes do not require a T number if these are the only expenses associated with a trip.

HIGHLIGHTS OF CHANGES/CLARIFICATION TO THE TRAVEL POLICIES (*CONTINUED*)

- T number is not required for faculty, staff or students when there is not an expectation for pre-payment or reimbursement of travel expenses.
- Boarding passes are not required for reimbursement of airfare.
- Time frame for requesting reimbursement of travel expenses is extended from 60 to 90 days.
- Participant roster, name badge, program material or similar documentation will no longer be required as proof of conference attendance. If conference fees were not pre paid, original receipts or documentation to support reimbursement of conference registration is required.
- Guest travel does not require a pre-trip T number unless the University is pre-paying travel expenses and/or the guest is receiving an honorarium.

POLICY EXCEPTIONS - CLARIFICATION

- The Dean, Vice President or designee must approve requests for PCard or Travel policy exceptions. Assignment of the designee can only be one level down from the Dean or Vice President.