Procurement Card (PCard) Holder Responsibilities

- After making a purchase, fill out the appropriate PCard form found on the employee resource page and submit backup documents to your local office within *2 business days* of the transaction.

- ***Only one transaction per form.*** For multiple receipts for the same transaction, tape to the back of the form or paper clip to the form. ***DO NOT STAPLE!!***

- If you cannot locate the receipt or committed a PCard violation or need to report a fraudulent transaction on your card, visit the employee resource page for assistance and contact your local admin staff.

- Complete the form as much as possible. If you need assistance, contact your local admin staff.

PCARD USE FORM
Submit along with detailed receipt

☐ **Check if receipt is taped to back of form**

Card Holder: _____ Purchase Date: _____

Vendor Name: _____ Account: _____ County: _____

Cooperative Extension, a Division of Agriculture, Life and Veterinary Sciences, is an outreach arm of the University of Arizona serves as a statewide network of knowledgeable faculty and staff that provides lifelong educational programs for all Arizonans. Cooperative Extension provides a link between the university and the citizens of this state.

Items Purchased:_____

Who Benefits: _____ #Attendees_____

Business Purpose: _____

_____

Date & Location of Event: _____

*If the transaction is **FOOD** purchased for a meeting or conference, please attach:

☐ Agenda   ☐ List of Attendees (indicate employed by U of A or not)   ☐ Itemized Receipt

For a large group of 20 or more _____ Number of people in attendance

UofA Affiliation _____

- Fill out the PCard form appropriate to the expense:

  - **Card Holder**: Your name

  - **Purchase Date**: Date of transaction

  - **Vendor Name**: Name of business purchased from

  - **Account**: Add the account name, number, and/or additional information

  - **County**: Your county

  - **Items Purchased**: List them individually or overall purpose (ex. Refreshments for workshop)

  - **Who Benefits**: List the organization and/or name(s) of beneficiaries (ex. XXXX County Extension office, participants attending XXXX event, etc.)

  - **#Attendees**: Number of attendees attend the event, meeting, or class

- o **Business Purpose**: Provide justification for WHY the expenditure was incurred. This purpose must comply with all regulations set forth by the PCard office.

- o **Date & Location of Event**: If general office purchase, note the date of purchase and where it will be used (ex. From XXXX going forward to be used at XXXXX)

- o **Food purchases**

  - **Agenda**: Attach an agenda or program

  - **List of Attendees**: Attach a list of attendees that does not include personal information such as phone numbers, emails, addresses, etc.

  - **Itemized Receipt**: Tape to the back of the form or paper clip the receipt

  - **Number of people in attendance**: List the number of people if the group is larger than 20 people

  - **UA Affiliation**: Group affiliated with the UA (ex. Advisory Board)

- Submit the completed form and backup documentation to admin staff.

  - o If submitting a physical copy, log the transaction on the PCard/Voyager log and file in the corresponding folder.

  - o If submitting an electronic copy, attach the completed fillable form and scan or attach the supporting documents then email to the admin staff of your county.

    - For Coconino transactions, email to bgobble@arizona.edu.

    - For Mohave 4-H transactions, email to jlspears@cals.arizona.edu. For all other Mohave transactions, except SNAP-ED, email to kkudukis@arizona.edu.

    - For NW Region admin staff, Mohave SNAP-ED, and Yavapai employee transactions, email documents to yavapaipres@cals.arizona.edu.