

Hunter College Office of Research Administration Information Alert

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ALERT # 10

PURCHASING CARDS (AKA P-CARDS)

The purchasing card or P-card, is a Research Foundation Visa © card that is issued to purchase goods and services without having to process the purchase through a traditional purchasing procedure, such as using purchasing requisitions and purchase orders.

HOW DO I GET ONE?

- P-cards can be obtained by completing a Purchasing Card Application. The application can be found on the Research Foundation website at <http://www.rf.cuny.org/FilesDirectory/Finance/documentsPurchase%20Card%20Application.pdf>
- The amount available for use on a P-card is derived from project specific funds, typically, the Other Than Personnel Services (OTPS) budget categories. But the budget category must be more than \$2,000.
- P-cards take approximately three weeks to be processed.

ALERT

WHY THIS ALERT?

This publication has been created to serve the purpose of informing researchers of new information, trends and concerns as they occur.



WHO CAN HAVE A P-CARD?

- Most Research Foundation projects that have an OTPS budget of \$2,000 or more can have a P-card. However, some projects have restrictions.
- The Principal Investigator, authorized signatory, or any member of the project's staff authorized by the Principal Investigator may apply for a P-card.
- PSC-CUNY grants and other internal grants are not permitted to have P-cards.

WHAT DO I NEED TO KNOW?

- If the cost of the item exceeds the balance on the card, the transaction cannot be completed.
- The balance available on the P-card is reduced by each purchase. It is not automatically increased.
- You may request replenishment of your P-card by contacting your Project Administrator.
- You must save all receipts charged to your P-card.

Remember

The P-card is a debit card and will not be replenished, unless requested.

WHAT DO I NEED TO KNOW? (CONTINUED)

- You will receive a monthly statement from JP Morgan Chase that must be reconciled. All receipts are to be sent to the Research Foundation accounts payable department, along with the statement at that time.
- If your P-card is not consistently maintained in good standing, it will not be renewed or replenished.
- P-card transactions do not require a requisition/purchase order, small order form or payment request reimbursement.
- Items \$5,000 and above must follow the formal bidding process.
- P-cards cannot be used to purchase flowers or alcoholic beverages.
- P-cards are project specific. You must have a separate P-card for each RF Number.
- The number of purchases is limited to 8 per day and the limit for any single transaction is \$5,000
- P-cards can be used for travel, conferences, workshops, seminars, dues and subscriptions, memberships for professional organizations, maintenance and repair services, food for project-related business meetings, books, videos, postage stamps, library supplies and research/training supplies, excluding hazardous materials or chemicals. These purchases can only be made if allowed by the grant.
- You cannot use a P-card to pay an individual or a consultant.
- The full amount of the P-card is encumbered on your grant budget, thereby immediately reducing your available balance.