Helpful Tips for P-Card

- Please email the P-Card Administrator Inbox at pcardadministrator@unf.edu for all p-card related inquiries. This inbox is monitored by two other employees in case the P-Card Coordinator is out of the office or busy.

- Please contact the P-Card Coordinator 48 hours prior to any International Travel so SunTrust Bank can be notified.

- If you change departments, please contact the P-Card Coordinator two weeks prior to your transfer. Your card limit will be taken down to zero, and you will need to submit a new p-card application from your new department in order to have a p-card.

- Please remember to sign into your SunTrust Bank statement at least once a month.

- The billing address for all UNF P-Cards is as follows: 1 UNF Drive, Hicks Hall Jacksonville, FL 32224.

- You may activate your p-card from any phone number (does not have to be your work number).

- Please present the “Sales Tax Exempt” card before your transaction is processed with the vendor.

- P-Card Limits are as follows:
  - Standard: $999/$2,500 for single/monthly
  - Travel: $2,500/$2,500 for single/monthly

**Higher limits will need to have written justification from your Financial Manager**

- If a temporary limit increase is needed please email the P-Card Coordinator and copy your Financial Manager (Dept. Head, Director, or Dean) to give their approval for the increase.

- All original paper receipts must be maintained by the department of the Account/Business Manager (coder) for each Cardholder for the later of six (6) months or the performance of the audit by the P-Card Auditor. After this timeframe, the original receipts may be scanned and shredded. P-Card documentation (originals or scanned copies) must be kept within the department for three (3) years from the date of purchase provided all applicable audits have been released. The individual departments are responsible for making sure that all electronic copies or photographic reproductions of receipts are complete and legible.

- The P-Card Audit team will begin “Random Sample Audits” starting July 1, 2011.

- Account/Business Managers: Please make sure all transactions are coded within the 5 day timeframe so they do not drop to the P-Card default account of 771098. If charges do drop to the default account, a J09 will need to be done to transfer the funds to the correct account code (as long as they are being transferred within the same fund). Any questions regarding J09s can be directed to Stephanie Price, ext. 2747 in the General Accounting Department.

- When performing a J09, please ALWAYS reference the “s document number” in the description field. J09s also need to be moved by “s document number” and not in a lump sum if there are multiple entries. The system will default to B09 for Journal Type, please make sure you click on the drop down arrow and pick J09.
External Fraud-If you suspect fraud has occurred on your card, please contact the P-Card Coordinator immediately. If it is after hours or on the weekend, please call the phone number on the back of your card for SunTrust Bank to alert them.

Internal Fraud-If you suspect fraud is occurring, please fill out the Fraud Form on the Internal Audit website:  [http://www.unf.edu/internal_auditing/Report_Fraud.aspx](http://www.unf.edu/internal_auditing/Report_Fraud.aspx)

Anytime you are coding a transaction to an Agency Fund (i.e.: funds starting with 8xxxxxx) and a liability account code 231003 (which is correct), you need to leave the “Commodity Code” field blank AND you cannot erase what is in the “Commodity Description” field (i.e. bank transaction number – long number) by default. Please see the following example:

For any P-Card related questions, please contact:

**Rabena Johnson, P-Card Coordinator**

pcardadministrator@unf.edu

(904) 620-1738