

# HMBC PCARD GUIDELINES

## Pcard Dos and Don'ts:

- Pcards should not be shared, nor photocopies of the Pcard **kept on electronic devices**.
- Also, please do not send the Pcard number, or picture of it, via fax or email, or text to vendors. Our data lines are not secured, if vendor requires a credit authorization form, leave the credit card number blank and call it in.
- The Pcard should be temporarily suspended during the absence of a cardholder (i.e. sabbatical leave, vacation, extended illness, etc.). This can be done by notifying your Pcard liaisons, Ana, Rose, or Eddie.

## Required Documentation:

- Complete Pcard form, provide:
  - Description of item purchased;
  - Business purpose (how the item purchased is being used, please refer to business purpose guidelines);
  - Account number, and sub-account, if applicable.

You may opt out of completing the form, however, you must provide the above listed information when submitting the information to HMBC. Our staff will complete the form as it is required as part of the documentation package we submit to FSO Compliance for its monthly audit.

- Receipts, invoices, and shipping orders must be submitted to HMBC within **three days of order and/or purchase**.

Please forward **electronic receipts** to [HMBC-Receipts@engr.arizona.edu](mailto:HMBC-Receipts@engr.arizona.edu), please write **PCARD RECEIPT** in the subject line.

- **Original, itemized receipts**, may be dropped off at the HMBC hub, Mines 141, or HMBC in-basket in CHEE office, Harshbarger 108.
- If your Pcard transaction is travel-related, (airfare, conference registration, etc.), please complete a Travel Authorization (<https://eforms.fso.arizona.edu/createPdf/5/>) and, **submit to HMBC prior to making the Pcard purchase**.

**Failure to comply with the above requirements will result in suspension of Pcard.**

Thank you, and please do not hesitate to contact us if you have any questions.

The HMBC Team