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THE UNIVERSITY OF NORTH CAROLINA
AT
CHAPEL HILL

Office of the
Vice Chancellor for Finance and Administration

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MEMORANDUM

February 21, 2001

Deans, Directors, and Department Heads

FROM Nancy D. Suttentfield, Vice Chancellor for Finance and Administration
Robert N. Shelton, Executive Vice Chancellor and Provost

Responsibility for Reasonable P-card Purchasing

This memo is to remind Department Heads of the importance of using the correct procedures when using the P-card for departmental purchases to minimize the potential for inappropriate use of the card.

Since departments have budget authority and responsibility for purchases made under the small order procedure, departments should also monitor card use for compliance with P-card policy to ensure that only allowable purchases are made. To assure that the monitoring process discourages potential abuses, the P-Card Reconciler should **not** be named as the P-Cardholder. The Cardholder must also verify the charges on the monthly statements before giving it to the Reconciler. When it is impossible to separate the functions, the department manager must review and initial the monthly statement.

It is important to remember that the P-card should never be used for personal items or any items to be delivered to an employee's home address. Any non-business use of the P-card could result in card cancellation or, in certain situations, formal disciplinary action.

The Purchasing Department oversees the P-card program and audits departments from time to time for department compliance with the above P-card policies and procedures. If you have any questions, please call Katherine Marlow, P-card Coordinator at 962-2256.