



City of Tucson pCard Program

Department of Procurement



What is a pCard?

- **A Visa credit card issued by JPMorgan Chase bank & the property of the City of Tucson.**

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Types of pCards

- **Individual Card**: issued to an individual employee. Not to be used by other employees. Protections by Visa should instances of Fraud occur.
- **Department Card**: issued to a City department, division or project. Can be used by any employee your department authorizes.

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When can a pCard be used?

- **pCards can be used for ANY legitimate business purpose ANYWHERE Visa is accepted AND in accordance with City Directives and departmental policies.**

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Executive Leadership Expectations of pCard Use

- **Effective August 2011, per Mayor and Council direction, ALL payments and purchases under \$5,000 are pCard MANDATORY.**

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When can the pCard not be used?

- **Personal use**
- **Payments over \$5,000.00 without authorization from Procurement.**
- **Payments over \$10,000 without authorization from Director, CMO, Budget and Procurement.**
- **Payments conflicting with a Grant or Federal Funding.**

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What controls are in place?

- **Merchant coding & blocking**
 - liquor stores
 - furriers
 - casinos
 - jewelry stores
 - bail bonds
- **Training**
- **Card Appearance**
- **Reconcilers and Approvers**
- **Reports**
 - card declines
 - types of purchases
 - specific transaction information
 - over 60 reports/ hundreds of queries

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The pCard is used to pay for various City related purchases, such as:

- **Petty Cash purchases**
- **Direct Payment Authorization (DPA) purchases**
- **Non-contracted items up to \$5,000.00 (No P.O required)**
 - **To find out if a vendor offers discounts and to verify contract prices, please read the vendor's contract at: http://www.tucsonprocurement.com/internal_contractsearch.aspx, **Purchase Orders (OPIS)** issued or call Procurement at 791-4217 and ask for the assigned Contract Officer.**

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- **Point of Sale purchases: no need for an invoice to be generated. A receipt from the vendor is sufficient in most cases.**
 - **Travel (a Travel Order is required)
When per diem is elected, the pCard cannot be used for per diem expenses**
 - **Please take the necessary precautions to avoid making duplicate payments regardless of the method of payment.**

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Roles and Responsibilities

Cardholder:

- Safeguards card at all times
- Reports if card is lost or stolen
- Complies with policies and procedures
- Obtains and Submits Proof-of-Purchase documentation such as: order forms, email confirmations, in-store receipts, packing slips or Invoices to card reconciler/approver
- Resolves any discrepancies directly with vendor

Note: Cardholder cannot approve his/her own transactions.

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What do I need to do when I receive my card?

- **Activate your card by calling the toll free number imprinted on the sticker**
- **Individual Card - sign the back**
- **Department Card - with a black sharpie, on the signature line of the card, write “Check City ID”**

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Electronic Process

- **No paper statements sent by mail**
- **No late fees or finance charges**
- **Reconcilers & Approvers have until the end of the 3rd business day every month to review the previous month's pCard activity.**
- **Complete transactions weekly to avoid stockpiling so close to the monthly deadline.**

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What happens if you lose the card?

As soon as you realize your pCard is missing:

- **Notify Department Liaison, or pCard Program Staff.**
- **After normal business hours, call 1-800-270-7760**

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Roles and Responsibilities

Reconciler:

- Can be Cardholder
- Reconciles account transactions and reports any discrepancies by the end of the 3rd business day each month
- Assures correct accounts/object codes are used on transactions
- Assures policies and procedures were followed
- Notifies A/P when invoice has been paid by pCard
- Records retention (3 years within Dept)

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Please remember...

- **When paying invoices sent by Accounts Payable with a pCard, notification must be sent to A/P. Please email: AccountsPayable-Finance@tucsonaz.gov including the vendor name & invoice number along with the transaction ID # or simply write on the copy sent from A/P and return.**
- **If applicable, please inform A/P when a Specific or Confirmation Purchase Order or Direct Release needs to be reduced or closed. When in doubt, consult your Department's Senior Accountant or Budget Administrator.**

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Roles and Responsibilities

Approver:

- **Cannot be cardholder**
- Approves account transactions and reports any discrepancies by the end of the 3rd business day each month
- Affirms correct accounts/object codes are used on transactions
- Affirms policies and procedures were followed (Including A/P notification)
- Records retention (3 years within Dept.)

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Roles and Responsibilities

pCard Liaison:

- Serves as pCard Program Contact
- Develops/enforces internal policies & procedures
- Monitors pCard activity
- Submits applications and change requests
- Provides guidance and program updates
- Assists with disputed charges

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Access to PaymentNet

- Your login information to the online system will be sent to you by email
- Your userid will be based on the Network Login listed on your card application, unless otherwise specified
- Your login is intended for your use only. Proxy logins can be set up for back-ups, whenever needed.

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What happens if you misuse the card?

- **Report suspected misuse to:
Dept. Liaison
pCard Program Manager**
- **Fraudulent or intentional misuse
cancellation of pCard
potential termination
possible criminal charges**

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Keep in Mind...

- **Responsibility for ensuring proper use lies with the Department**
- **Public Perception/Audits**
Not a matter of IF we will be audited but WHEN we will be audited
- **If a contract is in place, use the contracted vendor (regardless of the dollar amount)**

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Questions?

- For non-urgent pCard related matters or to schedule refresher or advanced training sessions, please email us to: pcard-support@tucsonaz.gov
- For immediate assistance, please contact:

*Barbara Dupnik (520) 837-4110 or
Marie Sena at (520) 837-4124 or
Procurement's main: (520) 791-4217*

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