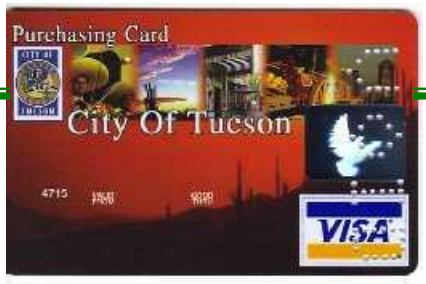

WHEN CAN YOU USE A pCARD?

- DA-23 purchases (no dollar limit as long as purchase meets DA23 requirements)
- Non-contracted items up to $5,000.00
- Contracted Purchases (no dollar limit):
  - Point of Sale (payment at time of order/no invoice will be generated)- If DR is required, contact A/P staff after payment.
  - Payment of Invoices (on specific or blanket purchase orders)
- Travel (a travel order is required)-When per diem is elected, the pCard cannot be used for per diem expenses

NOTE: Regardless of the dollar amount, all purchases must be made in accordance with all applicable City and Department rules and regulations. In addition, transactions must reference business purpose and a travel order or purchase order number, if applicable.

WHEN IS IT MANDATORY TO USE A pCARD?

- Petty Cash purchases (when Visa is accepted)
- Purchases under $5,000.00 (for purchases not tied to an established contract, unless said contract allows pCard)
- Office Depot/office supplies
- Professional memberships & subscriptions (when Visa is accepted)
- FedEx & UPS
- Tucson City Golf food & beverage service
- Hewlett Packard contract for computers, servers, printers, peripherals, and services.
- Printing Services
- Qwest – Land Line Services
- Legal Advertising
- Remanufactured Toner (Laser Options P.O.)
- Others forthcoming

WHY USE A pCARD?

- Easy to use
- Ability to place orders at the storefront, online, by telephone or fax
- Replaces manual processes that are time consuming
- Reconciliation and approval is performed online from any computer with internet access
- Ability to realize prompt payment discounts
- Ability to generate 100s of customizable reports in various formats (Adobe, Word and Excel)
- Ability to easily make payment to vendors that will not accept P.O.s

WHY IT'S SAFE

- **Training:** System and policy training provided by the Procurement Department for all cardholders, reviewers and approvers prior to card issuance. Refresher sessions conducted upon request and when need is determined.
- **Merchant Category Codes:** Each card can be controlled to block certain Merchant Category Codes, such as casinos or liquor stores, protecting the City from misuse.
- **Reviewers and Approvers:** Each card is assigned a reviewer and an approver who must go online and verify that the receipt for each transaction matches the charge and that each purchase was made in accordance with City policy.
- **Reports:** The online system allows access to over sixty reports with hundreds of query capabilities, including card declines, types of purchases made, and specific transaction information.
- **Policy on Misuse:** Misuse of the card can be considered misappropriation of City funds, which will likely result in corrective action, up to and including termination of employment. Fraudulent or intentional misuse of the card will result in cancellation of the card and/or possible criminal charges.

Additional pCard information is posted on the Procurement Intranet site. If you have any questions, please contact: Marie Sena, pCard Program Manager at (520) 837-4124 or by email at marie.sena@tucsonaz.gov or Gloria Salmeron, pCard Program Coordinator (520) 837-4107 or by email at gloria.salmeron@tucsonaz.gov