

## **Departmental Pcard Program Summary**

### **General:**

- The Departmental Pcard Program is separate from the faculty/staff Pcards done by the Purchasing Department.
- To request a new card – email the Departmental Pcard Administrator as of 09.09.25, Ian Schwarting, Senior Accountant.
- If you receive funds from the SGA, please email the Departmental Pcard Administrator for a temporary credit limit increase.

### **Process for use:**

- Students must sign out and in the card from the faculty advisor.
- Students may use the card to make purchases for their organization.
- Students must return the card and ALL receipts to the faculty advisor.
- The faculty advisor is responsible for loading ALL receipts into Visa Spend Clarity.
- The faculty advisor must code each transaction with the correct index and account codes as well as a business purpose.
- The faculty advisor must approve all transactions no later than the 5<sup>th</sup> business day of the month following the expense.

### **Travel:**

- Unless authorized, the departmental Pcard may not be used for Samford business travel.
- International travel is not authorized.

### **Terms & Conditions**

- The Departmental Pcard shall be used only for legitimate University business purposes.
- The Departmental Pcard shall not be used for personal transactions.
- Cardholders shall safeguard their cards and card numbers.
- The Departmental Pcard shall not be used for prohibited transactions (see list below).

### **Prohibited Items:**

- Alcohol
- ATM disbursements
- Cash advances
- Charitable Contributions
- Computer Hardware and Software
- Gift Cards
- Traveler's Checks
- Utilities