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From: purchasing-card-request@ucdavis.edu on behalf of Vartan Vartkessian <vartkessian@ucdavis.edu>
Sent: Wednesday, June 17, 2020 11:15 AM
To: purchasing-card Sympa List
Subject: Changes to Procurement Card Policy

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Hello,

The UC Davis Policy and Procedure Manual (PPM) was recently updated to include several important changes related to use of the Procurement Card (P-Card).

P-Card policy ([PPM 350-22](#)) revisions include:

- Repairs and services removed as allowable P-Card purchases. *Repair and service transactions are to be processed on a **Requisition** in the Kuali Financial System (KFS). Please note that [services that can be provided by a university department/employees](#) generally cannot be contracted to outside suppliers.*
- New policy that cardholder has 60 days to reimburse the university for purchases not related to a business need.
- Clarified procedures added for managing proper use of the P-Card and what to do if card is used inappropriately.

In addition to the policy changes, please note that the Procurement Card cannot be used for a software purchase, and the [appropriate software ordering procedures should be followed](#).

Appropriate use of the P-Card is outlined on the [Using the Card](#) web page. Steps to take if a card is inappropriately used are covered on the [Common Issues](#) page. We recommend that you bookmark these resources and refer to them as needed.

Questions on P-Card policy should be directed to pcardhelp@ucdavis.edu

Thank you,

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