5/24/2019

University of North Carolina at Chapel Hill
Department of Classics
P-Card Accountholder Guidelines

As a P-Card accountholder you are responsible for uploading receipts to the Bank of America Works system so that the office staff can reconcile transactions to the correct source of funds by the monthly deadline. Billing cycles end on the 15th of each month and transactions must be reconciled by the 20th (or the preceding Friday if the 20th falls on a weekend). Please upload receipts to corresponding transactions as soon as the receipt is available. **Receipts must be uploaded by the 16th of each month to facilitate timely reconciliation.** If any of your transactions are not reconciled by the deadline because you have not uploaded a receipt, you risk the loss of your P-Card per policy 1252.2, UNC Procedure on Using a Purchasing Card.

Important notes on allowable and non-allowable P-Card charges:

- You may NOT use your P-Card to purchase alcohol.
- You may use your P-Card for in-restaurant dining as long as no alcohol is consumed at the meal.
- Professional membership dues may be purchased with your P-Card. Memberships can be paid for the current year only.
- Conference registration fees are an allowable P-Card charge. When completing the transaction, be sure you are only being charged for the registration fee. You may not use your P-Card to purchase meals, raffle tickets, lodging, or any other conference materials that may be attached to online registration. (The only exception to this rule is a printed copy of abstracts.)

All P-Card policies and procedures can be found on UNC's PolicyStat website:

- UNC Chapel Hill Procedure on Using a Purchasing Card
- Purchasing Card Program Handbook
- UNC Purchasing Card Misuse/Abuse Notification

Instructions on how to upload receipts are listed below. Contact L.E. or Cinnamon if you have any questions about the procedure or P-Card policies.

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1. Ensure the transaction you wish to make with your P-Card is allowable and that you will not be charged sales tax.
    a. A list of allowable charges can be found on the PolicyStat website: https://unc.policystat.com/policy/6121678/latest/.
    b. If you plan to make purchases on Amazon with your P-Card, you will need to register for the Amazon Tax Exemption Program: https://www.amazon.com/gp/help/customer/display.html?nodeId=202036350. Ask L.E. for exemption form and numbers.

2. Complete transaction and obtain receipt. The receipt must indicate that the transaction was paid or show a zero balance.
    a. If purchasing an item on Amazon, do not print receipt/invoice right away. Wait until payment information is displayed—this usually occurs around the time of shipment. Below is an example of the correct invoice. The shipping and billing address for packages purchased with your P-Card should be the department address (the address listed on the example below is correct).

amazon.com

Final Details for Order #111-4160615-5253835

Print this page for your records.

Order Placed: March 18, 2019
Amazon.com order number: 111-4160615-5253835
Order Total: $13.84

Shipped on March 19, 2019

Items Ordered	**Price**
1 of: *Mini DisplayPort to DVI, Benfei Mini DP Display Port to DVI (Thunderbolt Compatible) Male to Female Adapter Compatible for ThinkPad SurfacePro PC* Sold by: BenfeiDirect (seller profile) Condition: New	$7.85

Shipping Address:
Dept. of Classics
212 MURPHEY HALL CB 3145
CHAPEL HILL, NC 27599-3145
United States

Shipping Speed:
Standard Shipping

Item(s) Subtotal:	$7.85
Shipping & Handling:	$5.99

Total before tax:	$13.84
Sales Tax:	$0.00

Total for This Shipment:	**$13.84**

Payment information

Payment Method:
Visa | Last digits: 8158

Billing address
Dept. of Classics
212 MURPHEY HALL CB 3145
CHAPEL HILL, NC 27599-3145
United States

Item(s) Subtotal:	$7.85
Shipping & Handling:	$5.99

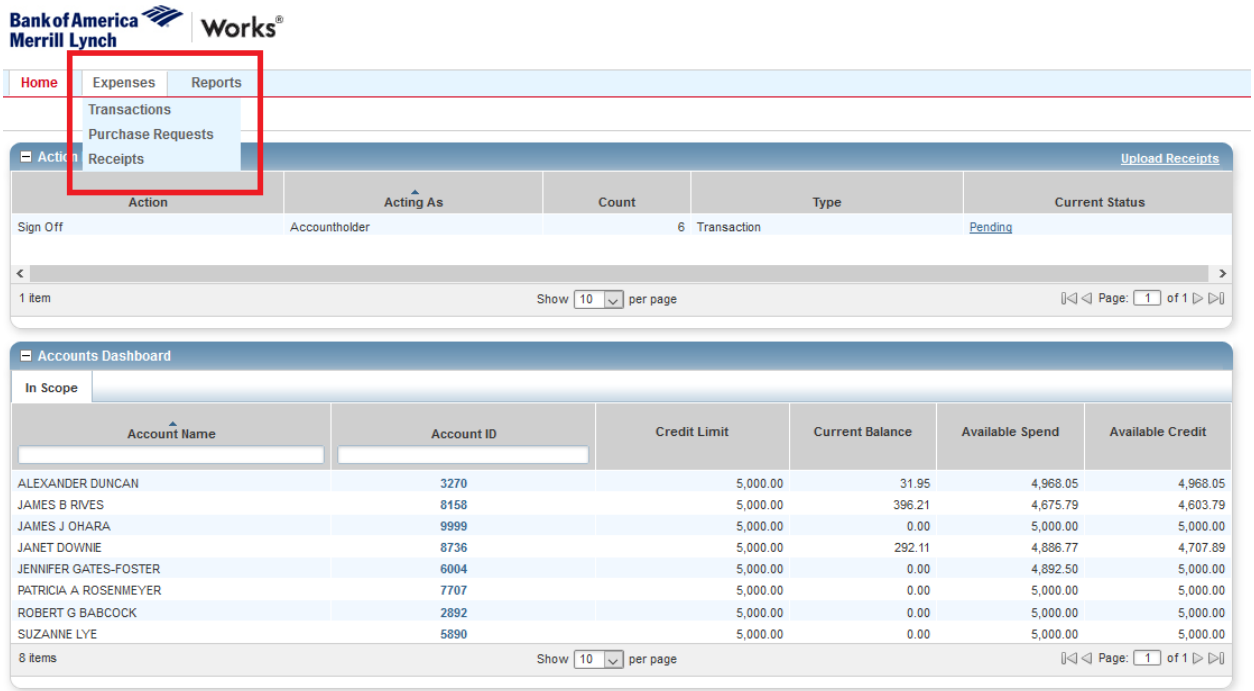
Total before tax:	$13.84
Estimated tax to be collected:	$0.00

Grand Total:	**$13.84**

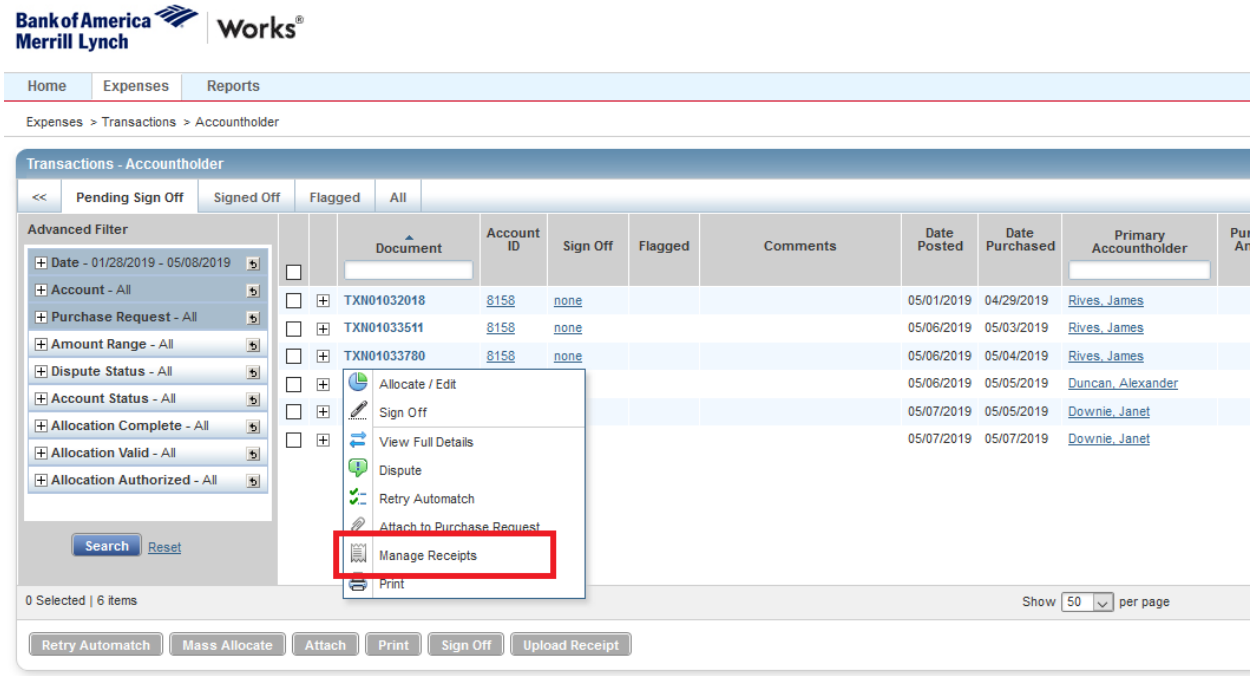
Credit Card transactions Visa ending in 8158: March 19, 2019: $13.84

To view the status of your order, return to Order Summary.

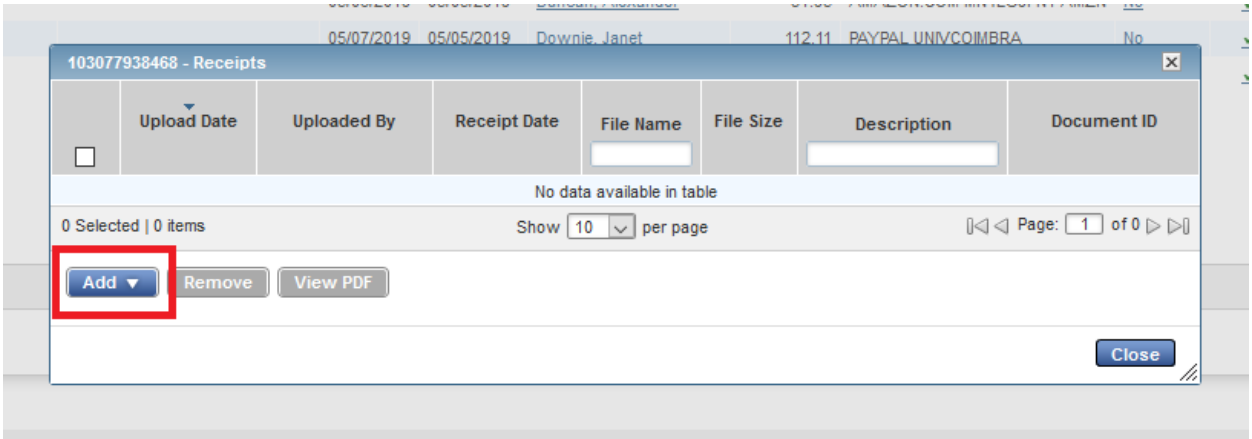
3. Upload the receipt to the Works system once the transaction posts.
    a. You can upload receipts before the transaction posts by using the Receipts option under the Expenses tab. You can store PDFs in the receipt section and upload them to transactions once they post. Ask L.E. if you want more instruction or details about this option.



    b. If you want to upload a receipt to a specific transaction, navigate to your pending transactions, click on the transaction number, and select 'Manage Receipts'.



c. After selecting 'Manage Receipts', the following window will pop up. Click the 'Add' button and then click the 'New Receipt button'. Browse your computer and select the PDF you would like to upload.



4. After selecting the PDF you wish to upload to the transaction, **enter the source of funds** you want to charge **and justification** for purchase in the description field. This field is limited to 50 characters.

   Example: "Books for research. Charge startup funds." OR "Professional membership. Charge Promotion funds."

5. Click 'Okay' after uploading and then click 'Close' to exit the pop up window.
6. Repeat with additional receipts as necessary.
7. Do NOT sign off on any of your transactions before or after you upload your receipts. This will restrict the office staff's ability to edit the source of funding and will delay reconciliation.