

P-CARD FAQs

The complete P-card policy/procedures can be found on the procurement website. See [here](#).

1. What is my single transaction limit and what is my monthly transaction limit?

Answer: Single limit \$5,000 Monthly limit \$10,000

2. When is the on line reconciliation of my p-card charges due?

Answer: By the third of the month following period close. For example, if the period closes on May 26th, the on line reconciliation should be completed by June 3rd. See the tutorial on reconciliation procedures [here](#).

3. When is the signed hard copy p-card expense report due to the procurement office?

Answer: the 10th of the month (one week after the online reconciliation is due).

4. Must I upload and attach my receipts on line?

Answer: Yes. There are many options to scan your receipts across the campus, including the multi-functional device networked Xerox machines. Desktop scanners are another option available on many internet sites starting at less than \$100. (If you absolutely do not have access to a scanner or a copy/fax machine with scanning capability temporarily, then attach your paper receipts to the back of your signed expense report and make sure to keep copies of the receipts for your own records). Please mark the front of your report that you have attached your receipts on line. NOTE: Even though the p-card term is the 27th-26th of the month, you may go on-line and attach (upload) receipts throughout the period...you do not need to wait until the period closes.

5. Who needs to sign my p-card expense report?

Answer: Both the cardholder and the cardholder's supervisor. You as the cardholder sign on the bottom left of the last page of the report where it reads "Signed" and date it, and your supervisor sign and dates on the right side of the same page where it reads "Authorized". NOTE: Even though the p-card term is the 27th through the 26th of the month, we recommend cardholders wait at least 2 additional days before running the hard copy expense report for signature, as charges may take up to 2 days to appear on your account.

6. What are the start and end dates for an expense period?

Answer: The Start date is the 27th of a month, and end date is the 26th of the following month. For example, expense periods run April 27 to May 26.

7. What if I notice fraudulent charges on my p-card?

Answer: It is **YOUR** responsibility as the cardholder to notify JP Morgan Chase **immediately** if you notice any fraudulent charges/activity by calling **800-316-6056** (this number is also located on the back of your card). *This is a 24/7/365 customer service number, and is important to call as soon as you notice fraudulent activity* so the card can be closed promptly, and Lafayette is not responsible for payment of the fraudulent charges. You can call or email the procurement office after you call JPMC, so we know to follow up on arrangements with the bank to get a new card. In addition, it is YOUR

responsibility as the cardholder to be sure that the bank issues *credits* to your p-card account for all of the fraudulent charges, so that Lafayette College does not issue payment of those fraudulent charges.

8. Do I need to have my expense report signed by my supervisor and myself if there are fraudulent charges?

Answer: Yes. You /your supervisor should note which charges are fraudulent and which are legitimate, both on-line and on the hard copy expense report. Also, be sure on the expense report that all fraudulent charges have been credited, or note on the report what the correct amount should be for that month. For example, if the expense report says \$200, and the fraudulent charges are \$50, there should be \$50 of credit issued by bank, so the monthly total due would be \$150; or handwrite on the expense report that only \$150 are legitimate charges. Check in the following period to be sure all fraudulent charges have had credits issued by the bank.

9. May I allow anyone else to use my p-card to purchase things?

Answer: **No** your p-card is in your name only and you are the only person authorized to use it.

10. May I use a p-card for grant purchases?

Answer: Yes, but you must apply for a card using the [“P-card grant approval form”](#), and have the Office of Research and Sponsored Programs approve all purchases.