

HCO Purchasing Card (PCard) Overview

February 2021

Purchasing Cards (PCards) may be used for:

1. Small dollar purchases (generally less than \$500) from vendors that are not available in HCOM*
2. Taxis, business meals, and catering within the Boston/Cambridge area
3. Urgent office supplies that cannot be ordered in HCOM via the University's preferred vendor (WBMason)
4. Unique small dollar items not available in HCOM
5. Books and subscriptions
6. Professional memberships

*Please contact the HCO Business Office for large dollar amount items (generally greater than \$500) that are in consideration for purchase on the PCard. The preferred purchasing options are as follows (in order of preference): HCOM Non-Catalog Orders, HCOM Payment Request (receive invoice from vendor), then PCard

PCards MAY NOT be used for:

1. Vendors that are available in HCOM**
2. Travel expenses (such as flights and hotels); and other misc. travel expenses (such as taxis, business meals, and catering) outside the Boston/Cambridge area. These expenses should be charged to the Corporate Card, or charged to your personal card and then reimbursed
3. Personal purchases
4. Gift certificates/gift cards (of any dollar amount)
5. Capital equipment and fabrications (object codes 6801-6816)
6. Henrietta's Table (HT's cc account is technically the Charles Hotel which is a travel expense, which is a disallowed vendor. PCard will be denied)

**Buying from vendors that are available in HCOM erodes the University's purchasing power. Utilizing our preferred vendors allows the University to negotiate better pricing and terms, thereby saving HCO money

As a responsible PCardholder, please do the following:

1. Make allowable purchases only (see above)
2. Retain receipts and perform an initial review of all transactions in the PCard settlement system (Oracle), updating the transaction to include the business purpose and proper costing string
3. Review monthly PCard statements to ensure that there are no errors or discrepancies
4. Provide vendors with Harvard's tax exempt number (E 042-103-580), which is also printed on the front of the card

Suggested administration (PCard sweeps subject to change around holidays and fiscal year-end)

Weekly

Cardholder provides original receipts to Jason Green and performs an initial review of all transactions in the PCard settlement system (Oracle), updating the transaction to include the business purpose and proper costing string. An appropriate business purpose contains who, what, where, when, and why (for example: [HCO Staff 5+ Lunch at SarahsMarket Cambridge, MA 09.01.2019 to discuss HCO website](#)).

Tuesdays by 5 PM

Cardholder prints a PCard settlement system report, coupled with the corresponding receipts, and provides them to Jason Green. If the cardholder would prefer to retain their original receipts, they must provide Jason with copies of the originals and the burden of audit responsibility including record retention (7 years) is upon the cardholder.

Wednesday AM - PCard sweep

Jason Green reviews the cardholders transactions, including detailed business purpose and coding. Jason will follow up with cardholders with any applicable questions and/or to match receipts.

**This overview is intended as a starting point. Refer to the University's full guidance per the links below. For other PCard-related questions, please contact Jason Green (jason.green@cfa.harvard.edu)*

P Card guidance on SEAS website: <http://www.seas.harvard.edu/financial-operations/purchasing-card>

P Card website: <http://ufs.fad.creditcardservices.harvard.edu>

P Card Policy: <http://policies.fad.harvard.edu/pages/purchasing-card>

P Card training (Eureka): http://eureka.harvard.edu/Eureka/course_template/course.cfm?CourseID=324

Harvard tax-exempt form: <http://oc.finance.harvard.edu/>