

# FAQs for Procurement Cards

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## **What is a Procurement Card (PCard)?**

The Procurement Card, also known as a PCard, is a MasterCard credit card used to make retail, internet, and low dollar business-related purchases within a department.

## **Will my personal credit history be checked when I apply for a Procurement Card?**

No. Your personal credit history will not be checked or affected when applying for or using the Procurement Card. The personal information on the application will only be used for identification purposes when activating your card for the first time.

## **Can I use the Procurement Card to make purchases on the Internet?**

Yes. Make sure that you use secure web sites, and that the commodity being purchased is allowed according to VUMC Procurement Card Policies and Procedures.

## **Do I have to keep the credit card receipts for my purchases? How should they be filed?**

Yes. Every Procurement Card transaction REQUIRES a detailed invoice or receipt of what was purchased, in accordance with the VUMC Procurement Card Policies and Procedures. All original documentation must be maintained in the department and kept on file according to the VUMC Document Filing and Record Retention policy.

## **What is Access Online?**

Access Online is an Internet Application designed and managed by U.S. Bank that lists all procurement card charges you make. The Access Online system, allows you to make changes to the current month's transactions by changing the account and budget centers before posting to the general ledger, and facilitates the documentation, review and management approval of your PCard transactions.

## **If I don't review my transactions in Access Online or my Manager does not approve them in the system, will the merchant still be paid?**

Yes. The bank pays the merchants within a few days of the transaction date. At the end of the month, when the export file is sent to the general ledger, it will include all transactions whether or not they have been "approved" in the Access Online system. The transaction will post to the default account and budget center number.

***Note:** Procurement Card Policy states that both the Cardholder and Manager must review and approve the transaction in Access Online. Failure to review and approve transactions in Access Online may result in loss or suspension of Cardholder and/or Card Manager privileges.*

## **Can I use my PCard for travel?**

No. The payment card option for travel related expense is the VUMC Travel & Entertainment card (T&E). It is issued by a different card provider and is linked directly to the Concur Travel Booking and Employee Expense system.

## **What happens if someone intentionally misuses the PCard for personal expenses?**

Any misappropriation of VUMC funds, by PCard or otherwise, is grounds for performance improvement counseling, up to and including termination.

## **Can another employee in my department use the PCard that is issued in my name, if I am unavailable?**

No. The PCard is non-transferable. The only person that may use the card and number is the person whose name is embossed on the card. However, specially issued Department Cards may be used by multiple individuals as authorized by the card trustee. Contact the PCard Office for more information on Department Cards.

## **Can a PCard transaction be stopped?**

No. Once the charge has been made your credit card will be billed. The cardholder would need to make arrangements directly with the merchant to obtain a credit, which would be processed through the card.

## **Will merchants know what a Procurement Card is?**

Yes. However, you may need to tell merchants you are tax-exempt and that you will be purchasing with a corporate MasterCard. Show them the tax-exempt number on the card or provide a copy of the Sales Tax Exemption.

## **Are we exempt from sales tax in other states?**

VUMC is a tax-exempt organization. The Tennessee sales tax-exempt number is printed on the front of every PCard. Cardholders must give this number to all vendors at the time of any transaction to exempt payment for Tennessee or reciprocal state sales tax. Purchases made by VUMC outside of Tennessee, may not be exempt from another state's sales and use tax. For your convenience, we recommend having a Certificate of Exemption with you at all times. Additional tax information is available on the [Finance Website](#).

[Out of State Sales Tax Exemption Listing](#)

## **Who can see my transactions in Access Online?**

At a minimum, the Cardholder, the Card Manager, the PCard Office, and Internal Audit can see a Cardholder's transactions. In many cases, the Administrative Officer, Directors and other financial individuals may have the authority to view the Cardholders transactions too.

## **Can I reallocate charges if they are to be redistributed to different accounts and budgets centers?**

Yes. The Access Online application allows you to allocate your transaction to up to 99 different account/center combinations.

## **How do I add or delete budget centers in Access Online?**

Center numbers can only be added or deleted by the PCard Office. This is done after the PCard Office receives an e-mail from the Card Manager or the Privilege Approver for the cardholder's HR Home Department requesting the change.

## **If my volume of spending exceeds my current PCard transaction or monthly limits, can the limits be increased?**

Yes. The Privilege Approver for the cardholder's HR Home Department should send an email to the PCard Office to request the change. The e-mail request should be sent to [vumcpaymentcards@vanderbilt.edu](mailto:vumcpaymentcards@vanderbilt.edu).