

P-Card Points to Ponder

University of Nebraska – Lincoln

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Card Limits

A cardholder's card limits may be changed with approval from P-Card administration. The change can be requested at any time and can be either permanent or temporary. The Approving Official or Department Head should make the request on behalf of the cardholder by emailing pcard@unl.edu. The following details should be included: cardholder name, revised limit requested, justification for the increase, and the time period for the change. The limit change is effective when the department receives an e-mail confirmation of approval.

Conference Registrations

Conference registrations often include other charges. Conference hosted meals are an allowable P-Card expenditure, if paid with the registration fee. Other fees such as tours, apparel, transportation, lodging and so on should not be charged to a P-Card. Please obtain an itemized listing of all fees making up the final charge. We suggest also including a screen print of the host's registration webpage, the registration form or an order form. Some websites provide a detailed description of what a registration package includes. That is helpful information to print and file as well. If you have any questions or need clarity, please contact us.

Violations

Please remember to avoid these common examples of inappropriate card use.

- Pyramiding (splitting a larger transaction into smaller transactions)
- Personal use
- Card Sharing
- Unallowed items such as
 - Travel expenses (auto rental, fuel, hotel, room hold, seat upgrade, tour, airfare, bus)
 - Vertebræ animals
 - Partial payments or deposits
 - Donations
 - Gifts and prizes

Student Worker

Moving on...

Hanh Tran has accepted an internship off campus. Her last day was May 16.

Welcome new hire...

Tanner Weir, a finance major at UNL, started June 16th. His e-mail is tweir2@unl.edu and phone is 402-472-5338.



Ponder this...

P-Card training materials include additional program policy information. Please consult these for additional examples and explanations of policy to avoid potential violations.

Comment/suggestions:
pcard@unl.edu

<http://accounting/unl.edu/pcard>
402-472-5613