# UNLV PCard at a Glance

## UNLV PCard Team
(702) 774-2273  PCardUNLV@unlv.edu

## Bank Contact
1-800-316-6056

## Need More Information?
See UNLV PCard Manual at:

## Cardholder Basics
- **YOU** are the ONLY person who can make purchases with your card
- Understand University policies and procedures
- Itemized receipt / supporting documentation is required for every transaction
- Remember your transaction limits
- Tax exemption adherence
- Timely and accurate reconciliations of transactions
- Ensuring funding is available for accounts used

## What Ways Can I Place Orders?
PCard can be used for in-store, mail, phone, or internet purchases.

## What Can I Buy?
Small dollar non-reoccurring purchases; like books, office, and lab supplies.
See the UNLV PCard Manual or contact the PCard team with questions.

## Can I Use It for Travel?
Yes for conference registrations, rental cars, airfare and hotel rooms; however, you still have to stay within the GSA rates.  [www.gsa.gov](http://www.gsa.gov)

YOU CAN NOT USE THE PCARD FOR (non-hosting, per diem) MEALS DURING TRAVEL.
See the Accounts Payable Travel Program Website for travel policies and procedures.

## What Can’t I Buy?
See the UNLV PCard Manual.  **Note:** The general restrictions in the manual will not be all-inclusive. To every rule there is an exception; if you have an exception please email justification to pcardunlv@unlv.edu.  **The PCard CANNOT be used to make personal purchases.**

## Returns and Credits
If you return an item to a vendor, the vendor should credit your PCard.
Get a credit memo / return documentation and reconcile the credit to the same account as the original purchase.

## Lost or Stolen Cards
IMMEDIATELY Call the bank at 1-800-316-6056
Follow up with the PCard Team.

## Billing Errors
Contact the vendor for resolution.
The vendor should be given at least two weeks to resolve before it may be considered for dispute.

## Disputes
Call the bank at 1-800-316-6056.
You only have 60 days to initiate a dispute after the billing cycle ends.

## Billing Cycle
The billing cycle ends on the 25 of each month.

## Reconciliation Period
7 business days after the 25 of each month

**TIP:** DON’T WAIT. You can reconcile 24/7 using Payment Net 4.

## What Transactions Get Reconciled?
ALL TRANSACTIONS whether it is a purchase, credit, fraudulent charge or in dispute.

## When in Doubt...
Contact the PCard Team!
PCardUNLV@unlv.edu  (702) 774-2273