# UNLV PCARD AT A GLANCE...

<table>
<thead>
<tr>
<th>UNLV PCARD TEAM</th>
<th>(702) 774-2273   <a href="mailto:PCardUNLV@unlv.edu">PCardUNLV@unlv.edu</a></th>
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</thead>
<tbody>
<tr>
<td>BANK CONTACT</td>
<td>1-800-316-6056</td>
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## 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 verification of transactions
- Ensuring funding is available for accounts being 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 verify 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.
<table>
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<tr>
<th>Billing Cycle</th>
<th>The billing cycle ends on the 25 of each month.</th>
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<tr>
<td>Verification period</td>
<td>7 business days after the 25 of each month</td>
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<td>☺️ <strong>TIP</strong>: DON’T WAIT. You can verify 24/7 using Workday.</td>
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<tr>
<td>What transactions get verified?</td>
<td>ALL TRANSACTIONS whether it is a purchase, credit, fraudulent charge or a disputed charge/credit.</td>
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<tr>
<td>When in doubt...</td>
<td>Contact the PCard Team!</td>
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<tr>
<td></td>
<td><strong><a href="mailto:PCardUNLV@unlv.edu">PCardUNLV@unlv.edu</a></strong> (702) 774-2273</td>
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