



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: https://www.unlv.edu/sites/default/files/page_files/27/PCard-%20ManualVersion-7.1.pdf
Cardholder Basics	<ul style="list-style-type: none"> ★ 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 verificatio 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 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.

Billing Cycle	The billing cycle ends on the 25 of each month.
Verification period	7 business days after the 25 of each month ☺ TIP : DON'T WAIT. You can verify 24/7 using Workday.
What transactions get verified?	ALL TRANSACTIONS whether it is a purchase, credit, fraudulent charge or a disputed charge/credit.
When in doubt...	Contact the PCard Team! PCardUNLV@unlv.edu (702) 774-2273