



# University Purchasing Card (PCard)

## Card Overview and Training Links

University Purchasing Card (PCard) is issued to staff, faculty, affiliates and some graduate or undergraduate students (with financial dean approval) for low-dollar, high-volume purchases not available through B2P. See [Financial Systems Access](#) to determine eligibility; though it is ultimately the decision of the school or unit to determine if a card should be issued to an individual. Schools and units may have more restrictive training requirements and policies, contact your finance office for guidance.

[Instructions on requesting a PCard, Cardholder Agreement, and Application](#)

[Managing your Account](#)

Required Training: [ROPPA](#), [Concur PCard Training](#)

[Financial Policies](#) – Including [University-Issued Cards Policy](#), [Business Expense Policy](#), [ROPPA Policy](#), [PCard FAQs](#)

*Cardholders must review and respond promptly to any communications from Citibank or Harvard regarding their card.*

## Card Activation

1. Visit: [cardactivation.citi.com](http://cardactivation.citi.com)

NOTE: To activate your card you will be required to enter a Verification ID. The Verification ID will be **the last 4-digits of your HUID** ).

2. Select your 4-digit PIN

NOTE: You **MUST** select a PIN to complete the card activation process.

**Report fraud within 60 days, or a lost or stolen card immediately:** Contact Citibank Customer Service at 1-800-248-4553 (call collect 1-904-954-7314 when dialing outside of the U.S.).

## Allowable, Restricted, and Prohibited Purchases

Schools and units and funding may have more restrictive policies. Contact your finance office for guidance.

Harvard is exempt from sales and use (meals) tax in Massachusetts as well as many other states. Use Harvard's [Tax Exemption Status](#) when making purchases.

### Allowable Expenses

- Low-dollar, high-volume, non-travel business expenses that can't be purchased via Buy-to-Pay.
- Harvard business-related retail point-of sale purchases at campus restaurants where payment by 33-digit code is unavailable.

### Allowable With Restrictions

- Gasoline for Harvard-owned vehicles only.
- Equipment that is related to Work in Progress ≥ \$5,000.
- Purchases of goods made with PayPal or other third-party systems- must include name of ultimate seller/vendor in the business purpose.
- Purchases of services are not allowed using PayPal, Venmo or other Cash Applications.
- The travel and entertainment expenses below are allowable (within the guidelines of the Travel & Reimbursement Policy) however the preferred method of payment is the corporate or department card:
  - conference fees,
  - local taxis, sedan services (including UBER, UBER Black or Lyft).
- Business meals and allowable entertainment in the Boston/Cambridge area only.

### Prohibited Purchases

- Personal purchases of any kind.
- Purchases of capitalized equipment, furnishings, software or vehicles ≥ \$5,000 that are not Works In Progress (WIP). See [Financial Management of Property, Plant & Equipment](#) & [Software Accounting Policy](#).
- Split transactions to circumvent the single transaction limit.
- Gift cards/gift certificates of any amount.
- Gifts for employees or students > \$100.
- Payments for services to individuals / independent contractors who are single-employee companies (sole proprietor, unincorporated, incorporated, or an LLC) or

foreign entities.

- Royalty or copyright payments to individuals or foreign entities.
- Travel and Entertainment:
  - Airline, Bus, Cruise Ship, Railroad tickets,
  - Travel agency charges,
  - Lodging,
  - Gasoline for vehicles not owned by Harvard,
  - Theater tickets for entertainment purposes (tickets for academic/teaching purposes are allowed on the PCard),
  - Airline club fees or airline memberships,
  - Rental cars, including Zip Car.
- Cash advances.
- Purchases to Outings and Innings (See [Department Orders](#) on how to charge directly to a Harvard account).
- Special purchases such as alcohol and tobacco for resale, animals, biological materials, chemicals, controlled substances, radioactive materials, and hazardous materials.
- Payments for services to individuals / independent contractors who are single-employee companies (sole proprietor, unincorporated, incorporated, or an LLC) or foreign entities. Royalty or copyright payments to individuals or foreign entities.
- Rental cars (includes Zip Car) – Contact [Card Services](#) for specifics

### Monthly PCard Payment

PCard transactions automatically flow into a PCard Statement Report. The PCard holder or delegate should update the report on a weekly basis and must submit the completed statement to Central Reimbursements and Card Services between the 14-19<sup>th</sup> of the month Harvard pays the Central PCard statement monthly; however, the transactions will not post to the general ledger until the PCard monthly statement report is processed in Concur. Local schools and units may have additional deadlines- contact your Finance Office for guidance. See the [PCard Statement Report Workflow](#) and [PCard Training](#).

**Requirements:**

Best practice is to update transactions with a business purpose, receipt, and coding (if applicable) as soon as an expense has been incurred. PCard Statement Report is available for submission on the 14<sup>th</sup> of the month.

- **Business Purpose** – a detailed business purpose covering the who, what, where, when & why must be included.
- **Receipts** – receipts are required for any expenses of \$75 or more (some funds or schools may require receipts for all expenses). Meal receipts should include an itemized receipt showing if alcohol was included and a list of attendees.
- **Timely Submission** – Transactions must be submitted through Concur (fully approved and processed) within 30 days of the transaction posting date.

### PCard Statement and Payment Schedule

Statement Billing Period	Notes
Statement Period is the 12 <sup>th</sup> -11 <sup>th</sup> of every month (e.g., January 12-February 11)	<ul style="list-style-type: none"> <li>• Best practice is to update transactions with a business purpose, receipt, and coding (if applicable) as soon as an expense has been incurred. PCard statement is available for submission on the 14<sup>th</sup> of the month.</li> </ul>
14 <sup>th</sup> -19 <sup>th</sup> of the month	<ul style="list-style-type: none"> <li>• PCard Statement Report is available for submission on the 14<sup>th</sup> of the month. Recommendation is to submit within 3-5 days of the 14<sup>th</sup> of the month</li> </ul>
Initial Approver – 7 days	<ul style="list-style-type: none"> <li>• Initial approver has 7 calendar days to approve the report otherwise the report is sent back to the cardholder</li> </ul>
Tub/Org Chart of Accounts (COA) Approver – 7 days	<ul style="list-style-type: none"> <li>• COA Approver has 7 calendar days after report is received to approve the report, otherwise report is auto approved and posted to the General Ledger. NOTE: Sponsored funds will not be auto approved.</li> </ul>