



Procurement Card (PCard) Controls

PCards are issued to employees to purchase allowable commodities, services, and/or travel for official business purposes. The use of PCards comes with a risk of fraud that includes purchases for personal use, fictitious transactions or invoices, split transactions to bypass approval thresholds, and collusion with vendors to split payments or obtain kickbacks. The following Q&As contain controls to help prevent the misuse of PCards:

👉 Should I share my PCard or account number with others?

- No, you should never share your PCard or account number with anyone. Keep your PCard secure at all times.

👉 What should I do if I already shared my PCard or account number?

- Contact the PCard Program Manager to coordinate ordering a new card.

👉 Should I split a charge into two or more charges if a purchase is greater than my transaction limit?

- No, cardholders should contact the PCard Program Manager for assistance in these instances.

👉 What should be reviewed before certifying the monthly statement?

- Cardholders, reconcilers, and supervisors must review itemized receipts to ensure each charge served a business purpose.

👉 Who should I contact if I lose my PCard or suspect it has been stolen?

- Immediately contact JPMorgan Chase Bank and the PCard Program Manager.

👉 What should I do if I suspect a colleague may be using a PCard for fraudulent or personal purchases?

- Report suspected fraud to the PCard Program Manager and the Office of Internal Audit.

Where can I find more information?

👉 [USF Procurement Card \(PCard\) Program Policy 5-026](#)

👉 [USF Procurement Card \(PCard\) Guidelines Manual](#)

👉 Relevant Direct Support Organization Program Policies and Guidelines

👉 USF Office of Internal Audit website: <https://www.usf.edu/audit/>

How can I report potential fraud or abuse?

👉 Notify your supervisor.

👉 Contact the USF Office of Internal Audit at (813) 974-2705.

👉 Report activities anonymously through the [EthicsPoint](#) hotline at (866) 974-8411.