**FREQUENTLY ASKED QUESTIONS**

1. **Are departments required to use the Purchasing Card for their purchases under $5000?**

No; however, use of the P-Card can be a more convenient and efficient way of ordering items which results in quicker delivery.

1. **Are departments charged an annual fee for use of the P-Card?**

No fees are charged to the departments for using the Card.

1. **Can the P-Card be used for personal purchases if reimbursement is made to the department from personal funds?**

No personal charges of any kind are allowed on the P-Card.

1. **May I use the P-Card to pay for a conference registration?**

Yes, as long as the fee does not include travel or entertainment costs. Be sure to include a copy of the conference registration form to the Travel Expense Report listing the registration as a direct billed expense.

1. **How do I look up P-Card charges in WISDM?**

Instructions are listed on our website at: <http://www.uwgb.edu/purchasing/purchasingCard/index.htm>

1. **Is there a method I can use one P-Card to charge to multiple budgets?**Transaction Management allows cardholders to reallocate Purchasing Card charges associated with one budget to other budgets. Contact the Purchasing Card Administrator for more information regarding this program.
2. **Are we allowed to use the P-Card to pay for lodging expenses for job candidates?**The P-Card may be used to pay **only** for the lodging expense of a job candidate and must comply with the maximums allowed. Meals, movies, etc. must be paid directly to the hotel by the traveler.
3. **Is it OK to use the P-Card to pay for a deposit for rental of a room for our office holiday party?**Use of State funds is not allowed for this purpose; therefore, use of the Purchasing Card is not allowed. The deposit must be paid from personal or private funds.
4. **A family member of our co-worker passed away; are we allowed to use the P-Card to send flowers to the funeral home from our department?**Use of State funds is not allowed for this purpose; therefore, use of the Purchasing Card is not allowed. The deposit must be paid from personal or private funds.
5. **What criteria cause a transaction to be audited?**The Purchasing Card Administrator conducts a post-audit on a bi-weekly basis in which an email is sent to the cardholder requesting a copy of the transaction in question and an explanation of the charge. Criteria that prompt an audit include but are not limited to:
* Compliance with mandatory State contract vendors
* Appropriateness of purchase for cardholder
* Splitting charges with same vendor to remain within single transaction limit established rather than requesting the limit be raised.
* Confirm competitive quotes were obtained on orders exceeding $1500