

Helpful PCard Notes

Humanities PCards and Contacts

| Last 4 | Department | Main Contact | Other names that Appear on Coversheet | Accounts |
|--------|-----------------------------------|---------------------------------|--|---|
| 3331 | Dean's Office | Natalie/Toni | Zuleima, Marcus, Erin | 1104020 (HA) 1104230 (BGS) |
| 7465 | IT/COH Help | David Bresler | N/A-D.Bresler | 1104040 |
| 1325 | Marketing (External) | Beth Soulliard | Amanda, Nate, Michelle Doggett, Jenna, TJ Hill | 1104090 2058300 2281250 5681200 |
| 5287 | HSP (Humanities Seminars Program) | Rachel O'Neill | Micah Lunsford | 5564100 |
| 2591 | PAH/CBS/CDH 0472/0473/0474 | Murielle Coste (PAH/CBS/CDH) | Cara Lazazzera (PAH) | 1104000 (PAH) 1104010 (CBS) 1104310 (CDH) |

Double-Check Packets are Complete:

- Receipt indicates -PAID- & receipt/invoice is itemized (it lists what was purchased)
- Make sure coversheet includes an account number. If not ask the Main Contact for the account
- Any order involving deliveries should indicate Shipped/Delivered Status
- Food purchases for business meetings –
 - Make sure to attach agenda & attendee list
 - Make sure to charge a gift account (7-digit figure that begins with a 5) or summer session/miscellaneous account (7-digit figure that begins with a 2)
 - Make sure the tip does not exceed 20%
- Food purchases for events –
 - Attach flyer/brochure/email invite & attendee list
 - Make sure to charge a gift account (7-digit figure that begins with a 5) or summer session/miscellaneous account (7-digit figure that begins with a 2)

Keep a Watch on the Following **Red Flag** Words

- **Gifts**
- **Birthday cards**
- **Gift cards**
- **Giveaway/raffles**
- **Alcohol**
- **Hotel (if PCard does not have travel enhancements. But all above Pcards have the 3 enhancements; travel, food, hotel)**



*Let Richard and/or Toni know when a prohibited purchase took place. Then ask Responsible Cardholder to fill out Self-Reporting Violation form

Items that may sound like Red Flags but are not and are OK to purchase



- Thank you cards to donors
- Promotional items for recruitment/community outreach events
 - ei: buttons, stickers, water bottles for summer melt mailings, lanyards

Common Object Codes (highlighted = Tax Exempt)

| | |
|------|--|
| 3125 | Webpage hosting services (CDH) |
| 3490 | Professional Services (i.e.: transcription, video/photography) |
| 3530 | Computer/laptop warranties/repairs |
| 3620 | Golf cart maintenance |
| 3820 | Postage 5560 Freight |
| 3950 | Verizon charges |
| 4110 | Print Ads |
| 4120 | Radio Ads and/or Facebook, Instagram, Google Ads, all other ads |
| 4620 | Software and licenses 3125 |
| 4790 | Shutterstock images for COH flyers |
| 4840 | Printing of flyers, brochures, notecards, etc. |
| 4990 | Printing of larger material (ie: banners, backdrops, etc.) |
| 5170 | Food for business meetings |
| 5550 | Water for COH Office Guests and/or Food for events |
| 5230 | Office Supplies |
| 5310 | Shirts with COH/UA logos for departments |
| 5490 | Anything that doesn't match with any other object code -- e.g. flowers and/or décor for events, supplies for event set-ups |
| 5520 | Conference Registration |
| 5535 | Transaction fees (e.g: international fees, vendor fees, |
| 5540 | Membership fees |
| 5620 | Student Recruitment (e.g: buttons, stickers, pens, e.tc) |
| 5722 | IT purchases ≥ \$1000/Only use for Grant acctts. |
| 5760 | IT purchases (e.g. Computers, iPads, desk printers, accessories, cables) beginning with 3 or 4 |
| 5775 | Standing desks/furniture |
| 5890 | Books and/or textbooks |
| 7620 | IT purchases over \$5000+ |

Cloud Services

Grant acctts. beginning with 3 or 4

5610 Magazine/newspaper subscriptions

<https://www.fso.arizona.edu/financial-management/object-codes/expense>

5320 Golf Cart Supplies

3870 Express Shipping

3880 Shipping & Handling

4660 Royalties/Copyrights

5770 A/V Equipment

5780 Misc/Use for Fraud charges

6240/6241/6242 - Out-of-state travel (UA employees)

3151 Lecturers' travel

Project Codes

COHDSP__ (FY) Humanities Tech/Dorrance
COHCAMPGN Choose marketing campaign

COHFIP Perspectives Event

| | |
|-------------------------|--------------------------------------|
| COHBGS | Bachelor of General Studies Expenses |
| COHCOMMENC | Commencement Expenses |
| COHFEST__ (Fiscal Year) | Tucson Humanities Festival |
| COHHOME__ (FY) | Homecoming Expenses |
| COHLUNCH__ (FY) | Honors Luncheon |
| COHREF__ (Fiscal Year) | IT Refresh |
| COHSTDRCRT | COH Student Recruitment Expenses |
| COHTFOB__(FY) | Tucson Festival of Books |
| COHWELCOME | Dean's Welcome Back Reception |

**To see more project codes under Humanities Admin (organization code 0427) Go To:

Financials > Chart of Account > Project Codes > & Enter 0427 in the org. code field

Business Managers

| | |
|----------------------|---------------------------------------|
| Natalie Olson | Final Approver for Poetry Center |
| Carmen Ortiz | CESL, NCI, CLP, and WSIP accounts |
| Mary Portillo | Spanish & Portuguese |
| Gennady Sare | All SILLC accounts (including CERCLL) |

Check the route log located at the bottom of the Financials document to confirm whether you need to send the above contacts an email giving them a heads-up that some Pcards are in their action list



Business Purpose Sentence Formula

What was purchased, for **who** and **why or how** does it benefit the COH/UA.

******* Also make sure whenever you see items being sent to a personal address, redact the address and include a note on the receipt or right below the business purpose on the Notes section of the Financials document the following:

Item(s) sent to (who)'s address as offices are closed during covid-19 pandemic. Once safety measures have been lifted items will be located and stored at a UA office.

Accounts and Common Expenses

| Account # | Department | Type of Expenses |
|-----------------|---|---|
| 1104020 | Humanities Administration (Dean's Office) | Software for staff &/or Deans Office Supplies Books for A-P Verizon Bills Postage Memberships/Conferences |
| 1104090 | Marketing Team | Software Advertising Computer and A/V Equipment Printing of COH event postcards/flyers Supplies/Paper |
| 2058300/2281200 | Dean's Office or Marketing | Business Meetings Event Décor Event props and/or swag |
| 2281250 | Development-Donor related expenses | Thank you cards Business Meetings Printing of pictures of donor events Printing of Alumni Postcards Postage for Donor/Alumni mailings |
| 2058300 | Student Recruitment | Stickers Pens/Pencils Buttons Postcards Postage |
| 5681200 | Dean's Office or Marketing Team | Business Meetings Food for Events |

More Accounts -- you can find any departments account #'s by going to:

**Financials > Chart of Account > Account > & Enter 0427 in the org. code field for Humanities Admin (Dean's Office, IT, Marketing, HSP)
And 0472/0473/0474 for PAH|CBS|CDH respectively**