
George Mason University

GE MasterCard Small Purchase Card

A Guide to Using the GE MasterCard to Purchase Goods and Services

Prepared by Fiscal Services

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OVERVIEW

The purpose of this manual is to provide you with instructions to follow when making purchases of goods and services using your purchasing card.

OBJECTIVES

The Purchase Card Manual provides information on the following topics:

- Purchasing guidelines of the Virginia Procurement Act
- Elements of the University's Administrative Policy Number 2106, "Purchase of Goods and Services"
- How to maintain security of the card
- How to make purchases using the Purchase Card
- Which transactions are restricted on the Purchase Card
- How to complete and submit the required forms and documents
- Which documents departments are required to retain

PURCHASE CARD RESROUCES ON THE WEB

The *Fiscal Services* web site provides many of the policies, procedures and forms referenced in this manual. Visit *Fiscal Services* at <http://fiscal.gmu.edu/index.html> to obtain the most current resources available to assist in the processing of your fiscal transactions.

VIRGINIA PUBLIC PROCUREMENT ACT

George Mason University is required to abide by all the Commonwealth of Virginia's Purchasing Policies. These policies are based on the philosophy of the Virginia Public Procurement Act.

“To the end that public bodies in the Commonwealth obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business, and that no offer be arbitrarily or conspicuously excluded, it is the intent of the General Assembly that competition be sought to the maximum feasible degree, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor and that purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered.”

Code of Virginia, Section 11-35G, Virginia Public Procurement Act

GEORGE MASON UNIVERSITY PURCHASING POLICY

Administrative Policy Number 2106, “Purchase of Goods and Services” provides the University's policies and procedures regarding the purchase of goods and services. This policy delegates purchasing authority for many small purchases to certain employees at the departmental level.

Individuals with account responsibility may use the George Mason University's Purchasing Card as one method of obtaining these goods and services. Purchases using the purchasing card are limited to items costing less than \$2,000.00 per transaction. The full text of Administrative Policy Number 2106, “Purchase of Goods and Services” is available on the *Fiscal Services* Web page <http://www.gmu.edu/facstaff/policy/newpolicy/2106adm.html>

HIGHLIGHTS OF THE PURCHASE CARD

- The Purchase Card may be used for purchases costing less than \$2,000.00.
- The Commonwealth encourages use of the Purchase Card for all transactions with vendors that accept MasterCard.
- Orders may be placed directly with vendors that accept MasterCard payment.
- Employees with a single Purchase Card may charge a transaction to multiple accounts.
- Employees may use the Purchase Card to charge transactions to grant accounts (fund numbers beginning with 20, 21, 22).

PURCHASING LIMITS

Purchases made using the Purchase Card are limited to amounts under \$2,000.00 per transaction. Although multiple transactions may be conducted in a single day, the dollar threshold from one vendor must remain under the \$2,000.00 limitation. Purchases exceeding the dollar amount limitation must be processed through the Purchasing Department. The single purchase limit must not be circumvented by “splitting orders”.

“Splitting Orders” is defined as awarding any one vendor multiple orders within a short time period so that the total goods or services purchased exceed the \$2,000.00 threshold. In addition, transactions using the Purchase Card are restricted to a total dollar amount less than \$25,000.00 per month.

SECURITY OF THE PURCHASE CARD

Authorized use of the Purchase Card is limited to the individual whose name appears on the face of the card. Cardholders may not lend the card to another person under any circumstance. If a cardholder anticipates being absent from work for an extended period, a new card may be issued to another employee for the duration of the absence.

When not in the cardholder’s physical possession, the card must be kept in an accessible but secure location within the office, such as a locked file cabinet or desk. The Purchasing Card account number should never be posted or left in a conspicuous place.

Faxing or emailing of the Purchase Card account number is prohibited under any circumstance. Order forms may be faxed to a vendor omitting the account number. The Purchase card number may then be provided to the vendor by phone.

The individual department maintaining the card is ultimately responsible for lost or stolen cards. If the card is lost or stolen, immediately notify GE MasterCard at 1-866-834-3227 so that the compromised account may be closed. You will also need to notify the Purchase Card Program Administrator to have a new card generated.

Upon termination of employment, transfer to another department, or at the request of the University, the Purchasing Card must be destroyed and returned to the Program Administrator. In the instance of separation of employment from George Mason University, notification must be made in writing to the Program Administrator as soon as an exit date is known. This correspondence should include the reason for cancellation and the name of the cardholder’s supervisor.

When making purchases using an internet source, it is the responsibility of the cardholder to ensure that the vendor meets security requirements prior to placing an order. The vendor must have Secure Socket (SSL) version 2.0 or higher. To ensure that a vendor has a SSL, the *Address* bar must start with <https://>. This may not be visible until the payment information is requested. For more information about the vendor’s security certification, check under *Help* on your

browser's tool bar. For additional information, Appendix A of this manual contains the Commonwealth's E-commerce policy.

George Mason University Liabilities:

George Mason University is liable to GE MasterCard for all purchases by authorized users, provided the purchase is within the single per transaction dollar amount of \$2,000.00. George Mason University will not accept liability for:

1. Unauthorized use of the Purchasing Card
2. Fraudulently used MasterCard account numbers
3. Purchases made with stolen or lost cards that are beyond the maximum liability of \$50.00 and the maximum length of liability of 24 hours after discovery and the reporting of card loss or theft.

USE OF THE PURCHASING CARD

Placing orders with the Purchasing Card is fast and easy. Once you have identified a need for a particular good or service, follow the steps outlined below.

1. Register the purchasing card with eVA (see Appendix C).
2. Identify an eVA vendor that sells the required good or service and accepts MasterCard as a form of payment.
3. Create a requisition in eVA for the items desired. The purchase card will be the default payment method once the card is registered.
4. Record the transaction on the purchasing card log. Instructions on completing the log may be found on the Fiscal Services website <http://fiscal.gmu.edu>.
5. Print a copy of the eVA order (PCO) and retain with other original documentation such as receipts, packing slips, etc.

* In cases where an eVA vendor's website contains essential ordering details making it a more efficient method of purchasing, cardholders may place the order directly with the vendor. A confirming order must be placed within the same billing period as the transaction took place. A copy of the order must be retained with purchasing card documentation and the transaction should be entered on the purchasing card log.

** Purchases required urgently may be conducted over the counter with the purchasing card by the cardholder. Inform the vendor that you are purchasing on behalf of the University and are tax-exempt. Retain receipts for the purchase and record the purchase on the purchasing card log. No eVA order is required for these purchases.

STATE RULES AND LIMITATIONS (SECTION 20310 CAPP MANUAL)

The CAPP Manual dictates that all expenditures of state funds be considered essential to the operation of the University. Under the general rule set forth in Section 2.2-1822 of the Code of Virginia, the Department of Accounts may question any State-funded expenditure. This means that all State-funded expenditures (including grants and contracts) are subject to public scrutiny, and anyone authorizing a purchase should not only determine that the benefit to the University justifies the use of State funds, but should consider the appearance of unusual purchases on the agency and on State government in general. Since individual circumstances vary widely, adequate documentation for unusual purchases should always be included with the voucher.

The following list contains examples of expenditures determined by George Mason University to be improper uses of State funds. This list is intended to provide general guidance to agencies in judging the appropriate use of State funds. However, any State-funded expenditure may be questioned, even those that are not included on the following list.

Improper expenditures examples:

- Gifts or flowers
- Charitable contributions
- Alcoholic beverages
- Snacks for employees
- Coffee service, machines or supplies
- Retirement parties or employee going-away parties
- Group luncheons for employees
- Holiday cards or decorations
- Subscriptions, except for bona fide business purposes, and not to exceed one year
- Non-business related newspapers or magazines
- Books for classes (unless they remain the property of George Mason University)
- Picture framing (unless the item remains the property of George Mason University)
- Framing of award certificates
- Replacement of stolen or lost employee personal articles
- Personal items for employees
- Employee clothing (non-uniform)
- Tuxedos or formal wear
- Cash advances

REMEMBER

ALL GMU-FUNDED EXPENDITURES ARE SUBJECT TO PUBLIC SCRUTINY. CONSIDER THE APPEARANCE OF ANY UNUSUAL PURCHASE BEFORE YOU COMMIT THE UNIVERSITY.

Restricted P-Card Purchases

In order to comply with State guidelines, certain purchases may carry additional restrictions or may require additional authorization. For any purchase requiring special approval, documentation of approvals must be maintained with the purchasing card records.

The following types of purchases are subject to additional regulation:

1. **Writing Instruments:** Writing instruments such as pens and pencils must be purchased from the Virginia Institute for the Blind (VIB), a mandatory state contract. The GE MasterCard may be used to purchase these items from vendors who supply VIB items such as the Supply Room Companies. The GE MasterCard may not be used to purchase non-VIB writing instruments from other vendors such as Office Depot.

2. **Furniture:** All furniture, including chairs, computer tables, desks, filing cabinets, etc must be purchased from Virginia Correctional Enterprises (VCE). The small purchase card should not be used to purchase furniture from VCE. Cardholders are not authorized to purchase furniture from any other source. If the dollar amount exceeds \$2,000 or another vendor is desired, a completed Purchase Requisition must be submitted to the Purchasing Office.

3. **Bulk Janitorial Products/Paper Supplies:** All janitorial products and paper supplies, bought in volume, must be purchased from the Commonwealth Distribution Center.

4. **Cellular Telephones and Accessories:** All purchases of cellular telephones and accessories must be coordinated through the Information Technology Unit (ITU, formerly UCIS) at 703-993-3542.

5. **Temporary Employment Services:** All employment services must be coordinated through the Human Resources Office at 703-993-2600.

6. **Business Travel:** The use of the Purchase Card is not authorized for any business travel related expenditures other than airline and rail ticket purchases (see below under Special Considerations). Prohibited business travel expenses include, but are not limited to, hotel accommodations, meals, rental cars, shuttle service, taxis, hotel business center transactions, gasoline and oil. Travel related expenditures are reimbursable through the Travel Office. Frequent travelers may apply for a Travel Charge Card (Corporate Card). For additional information, contact the Travel Office at 703-993-2623.

7. Food and Beverage Expenditures: Use of the Purchase Card is not authorized for food and beverage expenditures unless items are purchased exclusively for resale. Under certain circumstances, an exception to this policy may be authorized by the Program Administrator. Food and beverage expenditures are subject to the requirements and limitations of Administrative Policy 2102, "Food and Beverage Expenditures", available on the *Fiscal Services* web page at <http://fiscal.gmu.edu/Policies/index.htm#P>.

8. Gift Cards and Gift Certificates: The purchase of gift cards and/or gift certificates with the Purchase Card is prohibited. Gift cards/gift certificates for the sole purpose of employee recognition may be purchased through the Human Resources' Reward and Recognition Coordinator.

Special Considerations

1. Airline Tickets: The purchasing card may be used to purchase airline and rail tickets. Travel expenditures are subject to the requirements of Administrative Policy 2101. "Travel Authorization and Reimbursement Policies" are available at the *Fiscal Services* web page at <http://fiscal.gmu.edu/Policies/index.htm#P>. The policy requires a Travel Authorization form signed by a Senior Approving Official prior to any travel by commercial airlines. A copy of the signed authorization form must be retained with the monthly purchasing card records.

2. Conferences: Registration expenses for conferences may be charged to the purchasing card. Contact the Program Administrator to obtain a temporary restrictive table lift if the conference is booked through a hotel.

3. GMU Publications: All official George Mason University Publications such as conference brochures require review from the University Relations Office to ensure compliance with the GMU Visual Standards Manual. In addition, all printing services that are performed by vendors outside the University require a waiver from University Publications. Documentation of approval must be maintained with the monthly purchasing card records.

4. Photocopying Services: All photocopying services not performed by the University's Print Services Office require prior approval from Print Services. Documentation of approval must be maintained with the monthly purchasing card records.

5. Mass Transit Transportation: Payment of transportation not related to individual business travel is allowable on the purchasing card. Mass Transit Transportation is defined as transport of a group of staff, faculty, students, or participants to/from an event or function. A transportation waiver must be submitted to the Program Administrator for approval and retained with the monthly purchasing card records.

6. Non-Monetary Awards: Use of the purchasing card for non-monetary awards as part of a reward, recognition or competitive program is authorized and encouraged provided the awards are part of an established, defined incentive or competitive program. A Non-Monetary Award Authorization form must be submitted to the Program Administrator for approval and retained with the monthly purchasing card records. Awards are limited to a total purchase price of \$300.00 or less each. For any award costing more than \$25.00, a copy of the approved authorization form must also be submitted to the Payroll Department.

MONTHLY RECONCILIATION AND REPORTING TO ACCOUNTS PAYABLE

Individuals using the purchasing card are responsible for reconciling their records with those of GE MasterCard. After reconciliation, monthly approval forms must be submitted to the Accounts Payable Department to the attention of the Purchase Card Program Administrator. The following procedures describe the requirements for all purchases using the purchasing card.

Purchasing Log

All purchases made using the purchasing card must be immediately recorded on the purchasing log. The log and instructions on completing the log are available on the Fiscal Services web site http://fiscal.gmu.edu/Resources/purchasing_card.htm. The log must be retained with the monthly purchasing card records.

The monthly purchasing log requires all purchases to be recorded using account codes that categorize each purchase. The following 5 codes may be used to define most purchases.

- 73090 Charge Card Contractual Services
- 74090 Charge Card Supplies
- 74091 Equipment purchased with a dollar amount of \$1,000-\$1,999
- 73830 Airline and Rail fare for employees/other non-candidates
- 73832 Airline and Rail fare for candidates

Departments may elect to record purchases using more specific account codes (i.e.: 74120 Office Supplies, 74410 Lab Supplies). The purchase log may be customized to allow the cardholder to use these account codes. A list of frequently used purchasing account codes is available on the Fiscal Services web site <http://fiscal.gmu.edu/Resources/eVA/>.

Monthly Approval Form

Each cardholder is responsible for completing a monthly approval form and submitting to Accounts Payable to the attention of the Purchase Card Program Administrator (MSN 3C5). The following instructions outline the individual's responsibilities for reconciling their account and submitting the proper forms for approval.

The purchasing card billing cycle ends on the 15th of every month. Each individual cardholder will be mailed a statement directly to the mail stop number indicated on their application. It is the responsibility of the cardholder to contact the Program Administrator if a statement has not been received from GE by the 20th of the month. You may also access GE NetService at <http://www.genetservice.com> to view, print and download statements.

Each cardholder must reconcile the billing statement with their purchase log. Any discrepancies, such as incorrect billing, returns, or missing items, should be highlighted or noted on the

statement (Please see section on Returns, Credits, and Disputed Items for more information on procedures for reconciling billing issues). State policy requires the total amount of the University's Purchase Card invoice to be paid in full each month by Accounts Payable. Credits or other corrections may appear on the next month's statement.

The purchasing log is used to summarize all transactions on the approval form. The approval form can be found on the Fiscal Services website at http://fiscal.gmu.edu/Resources/purchasing_card.htm. Purchases are recorded on the approval form using a summary, by account code, of all purchase transactions on the purchase log. Expenditures may be assigned more than one org or fund code. On the approval form, record the summary of expenditures by account code and assign a org or fund code to the expenditure.

After summarizing all purchases to certify receipt of the purchases, the Approval Form must be reviewed and signed by the cardholder as well as the cardholder's supervisor, Chair, Director, or responsible person for the org or fund code used. The cardholder is not authorized to sign as the approver.

The completed approval form should then be submitted, along with the original billing statement (a statement downloaded from GE NetServices is also acceptable), to the Purchase Card Administrator (MSN 3C5) for payment. A copy of each document must be retained with the purchasing card records.

To comply with the Commonwealth of Virginia's Prompt Payment Act, the purchasing card statement, along with the approval form is due to the Purchase Card Administrator by the 10th of each month following the end of the billing period.

If the monthly approval form is not received by the Purchase Card Administrator by the 10th of the month, all charges for the statement date will be automatically posted to the org or fund code indicated on the application or most recent Purchase Card Maintenance Form. If a cardholder fails to submit the approval form by the 19th of the month, purchasing privileges may be suspended and the purchasing card cancelled.

Credits and Zero Balances

Cardholders will receive a statement each month from GE unless there has been no activity on the account for that period. Statements that contain credits applied to the card account must be submitted to the Purchase Card Administrator with a completed approval form, indicating the org or fund and account codes to which the credit is to be applied. To ensure the amount is credited to the correct org or fund code, especially if multiple numbers are used, all credits must be received by Accounts Payable by the 10th of the month following the statement date. Statements showing a zero balance do not require submission.

RETURNS, CREDITS AND DISPUTED ITEMS

Accounts Payable is required to pay the total amount billed on the GE MasterCard statements. Any discrepancies with the billed amount must be coordinated by the cardholder directly with the vendor and/or GE MasterCard Company. Any corrections will be made through credit entries on subsequent cardholder statements.

Cardholders are responsible for follow-up and resolution of any discrepancies or disputes. In most cases, discrepancies can be resolved directly between the cardholder and the supplier of the goods or services.

The cardholder must use the following guidelines when returning an item:

1. If an item needs to be returned, the cardholder should send the item back to the supplier in the manner agreed upon.
2. The vendor should issue a credit for the items that are returned. In most instances, this credit will appear on a subsequent billing statement.
3. Documentation of the return (such as a credit receipt) should be issued by the vendor. All documentation pertaining to returns must be kept on file for reconciliation of the monthly statement.
4. The return must be entered on the Purchase Log.
5. If the cardholder and the vendor cannot resolve an issue, the cardholder should use GE NetService to dispute the charge. Disputes may not be discussed over the phone.

RECORDS AND REVIEWS

State regulations require accurate records be maintained by the cardholder and the corresponding department. These records must be kept for a minimum of 3 years in the cardholder's department or 10 years if charging grant funds. Records are departmental and must not be transferred with individuals moving from one department to another. These records are subject to periodic reviews by the Purchase Card Administrator and Internal Audit as well as audits conducted by the Commonwealth of Virginia. Records that must be presented in a review or audit include the following:

- A completed purchasing log for each month (do not keep a cumulative log)
- A copy of the approval form for each month (original maintained by Accounts Payable)
- Copy of the monthly GE statement (original maintained by Accounts Payable)
- All original receipts, packing slips, waivers, F&B or Travel Authorizations, and eVA orders
- A Copy of the Purchase Card Checklist used for reviews and audits is available in Appendix B of this manual. This document contains a list of all documentation required at the time of an audit or compliance review.

CARD RENEWALS

Purchase cards are renewed automatically. No action is required on the part of the cardholder. Cardholders will be notified by the 20th of the month in which the card expires informing them of the date, time and place the card is available for pick up. Because the individual cardholder must sign for their card, the cardholder must retrieve their card in person. Current cards are valid through the last day of the month in which it expires.

Cardholders whom have registered the purchasing card in eVA should update information as necessary upon renewal of the card. This is not an automated process. Please see instructions in Appendix C of this manual.

MISUSE OF THE CARD

The delegation of procurement authority entrusts to the cardholder the responsibility to conduct procurement transactions in a manner above reproach in every respect and to obtain high quality goods and services at reasonable cost. Certain areas of ethics in public purchasing are covered in the Virginia Public Procurement Act, and the Ethics in Public Contracting. The following sections of the Code of Virginia, Public Procurement Act illustrate two important aspects of the program: the importance of accurate, detailed record keeping and the penalty for misuse.

Virginia Public Procurement Act

Section 11-79.2. Misrepresentations prohibited. No public employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious or fraudulent statements or representations; or make or use any false writing or document know the same to contain false, fictitious or fraudulent statement or entry

Section 11-80. Penalty for violation. Willful violation of any provision of this article (Virginia Public Procurement Act) shall constitute a Class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment.

APPENDIX A

Commonwealth of Virginia
Department of General Services
Division of Purchases and Supplies

Electronic Commerce Policy

Security Requirements – In order to procure goods or services through the Internet, the vendor must have a Secure Socket Layer (SSL) Version 2.0 or greater. It is this agency's responsibility to ensure the vendor meets the SSL 2.0 requirement before placing an order and using the SPCC as a method of payment. To ensure the vendor has a SSL, the Address Window must begin with https://. This may not occur until the payment information is requested. For information about the vendor's security certification, check under Help on your browser's tool bar. Buying through the internet might subject an agency or institution to the vendor's terms and conditions if no MOU exists. Agencies are encouraged to establish a MOU with vendors whom they conduct business with on a regular basis. See DGS/DPS web site for sample MOUs.

APPENDIX B
Purchase Card Check List

Cardholder Name _____ Date _____

Department _____ Budget Code _____

Period of
Review _____

- | | |
|---|-------|
| 1. Is the original monthly GE statement sent to AP? | Y / N |
| 2. Is a copy of the monthly GE statement filed with original receipts? | Y / N |
| 3. Have all transactions been entered on the monthly Purchase Log? | Y / N |
| 4. Has a separate file been created for group transactions? | Y / N |
| 5. Is the Payment Approval Form completed properly? | Y / N |
| 6. Is the Payment Approval Form signed by cardholder and supervisor? | Y / N |
| 7. Are all transactions appropriate and allowable under University policy? | Y / N |
| 8. Is an approved F&B filed with statements in which there are food transactions? | Y / N |
| 9. Does the Purchase Log match the expenditures on the statement? | Y / N |
| 10. Is the card and related documents secured? | Y / N |

For the purchase of airline tickets:

- | | |
|--|-------|
| 11. Is a signed Travel Authorization on file? | Y / N |
| 12. Is a copy of the itinerary on file? | Y / N |
| 13. Does the itinerary specify that travel was not first class? | Y / N |
| 14. Do the itinerary destinations agree with the Travel Authorization? | Y / N |
| 15. Is a follow up review required? | Y / N |

Comments:

Purchase Card Reviewer _____ Date _____

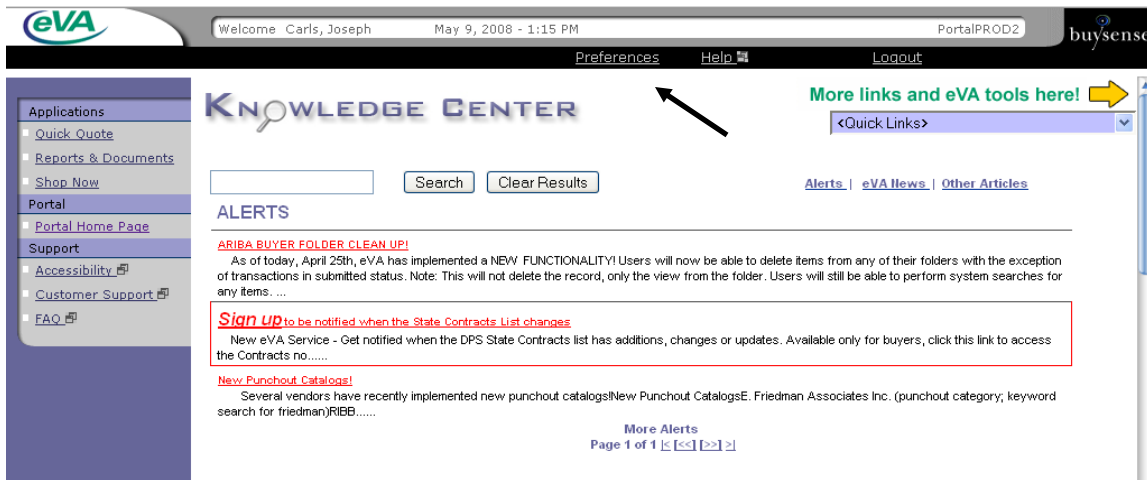
Renewal/Replacement Received

Signature of Cardholder Date _____

Managing P-Card Information

To access the P-Card information screen, follow these steps:

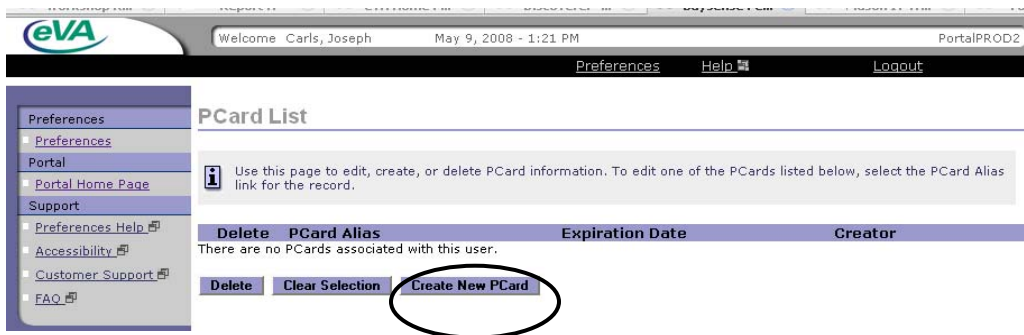
1. Access the eVA homepage at <http://eva.virginia.gov>
2. Login as a buyer
3. The portal homepage will display. Click “Preferences” above Knowledge Center as shown below:



4. Click on “Manage P-Card Information”



5. The P-Card list will show all registered cards on the eVA account:



Creating a New PCard

To add a new P-Card to the list, follow these steps:

1. Click on the **Create P-Card** button at the bottom of the PCard List screen.
2. The PCard Details screen will display with several required fields indicated by an asterisk.

3. Enter the card number into the **P-Card Number** field. Confirm the number by re-entering the card number in the next field.
4. **Enter a P-Card Alias for the card which will prevent the credit card number from displaying on eVA screens (example: CarlsPCard).**
5. **Enter the card holder's name as it is shown on the card.**
6. Leave the Personal Liability field as "No"
7. Leave the P-Card type as "Purchase Card"
8. Enter the expiration date on the card (MMYY) in the following format MM/DD/YYYY. For the day,, enter the last day of the expiration month. For example, if card expiration date is 10/10. Enter 10/31/2010.
9. Click on the **Submit** button. A screen confirming the creation of the PCard will follow.
10. Click on the **Ok** button to return to the PCard List screen.
11. Click on **Return to Portal Home Page** to return to the eVA menu.

**P-Card will be available for use the following day. **

Updating an Existing PCard

When P-Cards expire or users obtain a new card, the card information must be manually changed in eVA. Follow the instructions below:

1. On the P-Card list, click on the **P-Card Alias** of the card to modify.

The screenshot displays the eVA web application interface. At the top, there is a header bar with the eVA logo on the left, a user welcome message 'Welcome Strauch, Maureen', the current date and time 'May 9, 2008 - 2:47 PM', and system information 'PortalPROD2' and 'buysense'. Below the header, there is a navigation menu on the left with sections for 'Preferences', 'Portal', and 'Support'. The main content area is titled 'PCard List'. It features a table with the following columns: 'Delete', 'PCard Alias', 'Expiration Date', and 'Creator'. The first row of the table contains a checkbox, the alias 'Daisy1', the expiration date '10/31/2009', and the creator 'mstrauch'. The 'PCard Alias' cell is circled in red. Above and below the table are buttons for 'Delete', 'Select All', 'Clear Selection', and 'Create New PCard'. An information icon and a message box are also present at the top of the table area.

2. Enter the updated information using the instructions for initial P-Card entry.
3. Click the **Submit** button.

**Updated P-Card will be available for use the following day. **

