

Colorado College

P-Card Training

Updated 6-21-2024

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- itemized receipts are required for every transaction over \$5

include tip amount

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- deadline for descriptions & receipts in UMB is always 5pm on the 8th (except January)
- give descriptions & receipts to reconciler ASAP before the 8th

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- UMB Commercial Card app

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- Colorado College is tax exempt in
 - Colorado Springs
 - Denver
 - Colorado (digital copy on phone)

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- notify UMB (phone number on the back of your card):
 - before international travel
 - before international transactions

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- lost card
- fraudulent transactions on your account

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- requests for limit increases via email to:

acorley@coloradocollege.edu

copying your card manager

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- there is no PIN associated with your card – you cannot access cash with a P-Card

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- use caution for online & app purchases - set up separate work & personal accounts

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- NO intentional personal purchases

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- NO gift cards over \$50

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- billing address for the card is:

14 E Cache la Poudre St,
Colorado Springs CO 80903

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P-Card Reconciliations

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FOAP
description
receipt

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FOAP

*Fund=where the \$ comes from

*Org=your department

Account=what you bought

*Program=2-letter code

*=default for every transaction in UMB

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FOAP should match your
department

email from other department
should be uploaded, if using
another FOAP

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transaction description:

simple sentence answering the questions Who? Where? What? Why? When? including:

- names
- places
- business purpose

must match the receipt

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complete, original receipt (digital)

must include:

- the vendor
- itemized list of what was bought
- amount matching amount on UMB
- delivery address

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UMB

- digital version of your itemized receipt
- UMB password must be changed every 3 months
- link for UMB website:
 - <https://www.coloradocollege.edu/offices/finance/administrative-services/>