1. **How to I obtain a PCard?**

* The [Procurement User Request form](https://www.uncp.edu/resources/purchasing/purchasing-forms) will need to be completed and returned to the Procurement Administrator (form can be found on the Purchasing Services). In addition, the cardholder is required to complete training, before the PCard will be issued. ***\*Note all signatures and a nonstate fund provided are required***

1. **What do we do if a vendor charges tax on a purchase?**

* The University is tax exempt and our tax-exempt number is on the front of the PCard. Cardholders should always make a vendor aware **prior to** completing a purchase that the purchase is Tax Exempt. If the vendor requires our Tax Exemption Certificate, please send a request to [tommy.mckenzie@uncp.edu](mailto:tommy.mckenzie@uncp.edu) for a copy. If a vendor charges tax, the cardholder is responsible to get the charge credited to their PCard.

1. **What is my PIN?**

* When you activated you card, you should have been prompted in enter in a four-digit pin #.
* If you do not remember your pin or did not set it up upon activation of your card, please visit this website: [baml.com/PINCheck](http://baml.com/PINCheck).
* Contact the Purchasing Office is any assistance is needed: [purchaisng@uncp.edu](mailto:purchaisng@uncp.edu) or call exts. 6349/4657

1. **I have lost my receipt, what do I do?**

* You must contact the vendor and request another receipt be sent to you.
* If you are unable to obtain a receipt from the vendor, a [missing receipt form](https://www.uncp.edu/sites/default/files/2019-10/Pcard_missing_receipt_form_0.pdf) must be completed. Please email our office at purchasing@uncp.edu with any questions.

1. **IT Purchases**

* IT purchases are not allowed on the PCard (refer to nonallowable list)
* Expection: Contact DoIT about request and obtain their approval before the purchase is made. The approval must be submitted along with the receipt and log.
* All IT questions should be sent [doit.purchases@uncp.edu](mailto:doit.purchases@uncp.edu) or call ext. 4072.