Important Contact Information

Purchase Card Issues:
Lost or Stolen cards
Fraudulent activity
Declined purchases
Call:
JPMorgan Chase @ (800)270-7760
(available 24 hours a day)

USF P-Card Services:
Email: pcard@usfca.edu
Business Office Phone:
(415) 422-2102 or (415) 422-5977
http://www.usfca.edu/vpbf/pcard/pcardfaq.html

Concur Expense Reporting:
Email: expensereport@usfca.edu
http://www.usfca.edu/vpbf/pcard/concurFAQs.html
Business Office Phone:
(415) 422-2102 or (415) 422-5977
Out-of-Pocket

There are times when an employee pays for a University expense with their personal funds. Employees may seek reimbursement of University expenses through the Concur Expense System. Out-of-pocket expenses are entered into the electronic system along with an explanation of the business purpose and the Banner FOAP code. Out-of-pocket expenses and expenses incurred on a University Purchasing Card may be reported on the same expense report. Once the receipts are electronically attached to the report, it may be submitted to the designated budget authority for approval. Employees generally receive reimbursement within five business days of budget authority approval for out of pocket expenses. Employees are encouraged to be reimbursed via direct deposit into their personal bank account by completing a Direct Deposit form for Disbursements.

Purchase Card

To facilitate the purchasing process and to avoid employee out-of-pocket spending, the University offers a Purchase Card (PCard) program for employees who frequently incur expenses on behalf of the University.

With the approval of their supervisor and budget authority, an employee may request a PCard by submitting a PCard Application to the Disbursements Office (LMN, 3rd floor). Upon completion of PCard training by the cardholder, the card is provided and available for use. The USF PCard is a Visa card issued by JP Morgan Chase. The PCard may be used to purchase goods on behalf of the University. Please note that not all items may be purchased with the PCard. Common items that may NOT BE purchased on your PCard include computer equipment, fax and copier machines, furniture, legal services, medical services and prescription drugs or personal purchases of any kind. For a complete list of prohibited items, please consult the PCard Policy at www.usfca.edu/busfin. The PCard is subject to single purchase and monthly credit limits as determined by the authorizing budget authority and University policy.

Purchases made on the PCard must be reconciled in a timely manner within thirty days from the purchase date utilizing the Concur Expense Reporting System.

Concur Expense System

The Concur Expense system is a web based system which centralizes employee out of pocket reimbursement, company credit card transactions, and cash advance requests. Employees must use the Concur system to provide business substantiation for all out of pocket and company credit card transactions. Receipts are scanned or faxed to be electronically attached to the expense report. Once an employee submits their expense report or cash advance request, the report is electronically routed to the appropriate budget authority for their approval. They also receive email notification that the report is waiting for their approval. The budget authority then approves the report or returns it to the employee for more information. Upon budget authority approval, the report is electronically routed to the Office of Business & Finance for accounting review and extraction into the Banner Financial system. Priority is given to reports with amounts due to the employee.

Non-Employee Expense Reports

From time to time, non-employees and students incur expenses on behalf of the University. In these circumstances non-employees should use the Non-Employee Expense Report form to request a reimbursement for University expenses.