

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PCARD-05
SUBJECT:	Personal Purchase Reimbursement
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	
DATE OF LAST REVISION:	12/5/2023
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	To provide Indiana University employees instructions for reimbursing Indiana University for a personal transaction on a P-Card.
PROCEDURES	<p>Personal transactions are restricted on the P-Card. If a personal transaction is identified on the P-Card, the purchaser must reimburse Indiana University for the total amount of the transaction.</p> <p>Reimbursement Procedure:</p> <ul style="list-style-type: none"> • The fiscal officer processes repayment by purchaser to IU on an Advance Deposit form using the same General Ledger detail as the submitted charge. • The P-Card transaction is reconciled in Chrome River using the Personal Accidental Usage expense mosaic. • An explanatory note is added confirming reimbursement and recording the Advance Deposit or Chrome River document number to complete the audit record. <p>Sanctions Unintended use of the P-Card on a personal transaction may occasionally occur and is not grounds for disciplinary action.</p> <p>Fraudulent or intentional misuse of the card may result in disciplinary action up to and including employee termination and/or revocation of P-Card privileges. Violation of state statutes may result in civil or criminal penalties.</p> <p>The Associate Vice President of Procurement Services reserves the right to restrict or revoke delegation to specific departments or individual for failure to adhere to purchasing policies and regulations or as circumstances warrant.</p>