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Dear University Community –

The University is experiencing an unacceptable number of central inquiries for payment of past due invoices for goods and services ordered with payment intended via PCard.

These inquiries are causing an undue burden on the Controller's Accounts Payable and Procurement Services departments to resolve payment issues. Suppliers are also impacted having to commit resources to unnecessary collection efforts.

Correct billing/invoicing information must be provided upfront when placing an order to be paid via PCard. To the extent permissible by the Supplier, the PCard number should be provided at the time of order.

Only PCard holders are authorized to place such orders. Non-PCard holders are not allowed to place orders with the expectation that payment will occur on another person's PCard.

Future situations where a supplier inquires with Controller's Accounts Payable and Procurement Services departments on payment of a past due PCard order may result in misuse action for the PCard holder and/or elevation to order placing staff's leadership.

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