

Standard Operating Procedure	
Title:	Division of Nephrology Purchasing Card Policy
Distribution:	Lyn Hambright Jennifer Clendenin Division of Nephrology faculty and staff
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BACKGROUND: All P-card expenses are subject to adherence to the UAB Purchasing Policy and applicable State laws governing the procurement process. Prior to the use of the Nephrology purchasing card (P-Card), please review the UAB Policies and Procedures located in the links below:

[Purchasing Policy - Financial Affairs | UAB](#)

[P-Card - Financial Affairs | UAB](#)

[BuyUAB - Instructions on Locating Airgas Invoices](#)

Steps to complete when using the Nephrology P-Card:

- Request permission from Division Administrator to use division P-card.
- Once P-card card account information is received from the Division Administrator, complete the purchase with vendor in accordance with the UAB Purchasing Policy.
- Immediately submit receipt for purchase via email to Jennifer Clendenin with all necessary attachments and naming convention in the following format:
- **Attachments:** Create 1 PDF Document combining all documentation required **per transaction (see NOTE below)**
 - receipt for purchase and any other UAB required documentation for the purchase
 - Examples of required documentation:
 - Travel - executed Pre-Travel approval form if required
 - conference lunch - meeting sign in sheet and conference agenda
 - conference registration fees - pre-travel approval form if required, conference agenda
 - **For Airgas:** See link above for locating Airgas Invoices in lieu of receipt. End User will need to pull invoice from the BuyUAB portal after order is filled
- **Naming Convention for E-mail Subject Line & PDF Attachment:** *P-card, vendor name, amount charged, business purpose, UAB account to charge* (Example: P-card, Chick-Fil-A, \$100, NRTC fellows conference lunch 10.1.22, 399999.01.01.29999999)
- **NOTE: If you are using the P-card for multiple transactions associated with a single event (ie. travel),** each individual P-card transaction requires a separate email with the corresponding documentation as described above. For example, if you purchase (1) airline tickets, (2) hotel, and (3) registration fees for a conference, three emails should be sent. Include the Pre-Travel Approval form in all 3 PDF attachments if required. Please do not send documentation for the entire conference in one email. It will be returned and considered non-compliant.

NON-COMPLIANCE

Confirmed lack of adherence to the UAB [P-card use policy](#) or established procedures may result in revocation of the card, disciplinary action up to termination, and possible filing of criminal charges. Interim actions, including temporary suspension of cardholder privileges, may be taken prior to final resolution. In addition, as a condition for use of the card, the employee who is issued a card agrees that the University can withhold from the employee's paycheck any unauthorized charges made by the employee.