

IT'S TIME TO PLAY



U of A Q&A



THE UNIVERSITY
OF ARIZONA

What 3 basic items are required for every financial transaction?

1.)

2.)

3.)

What 3 basic items are required for every financial transaction?

1.)

Account Number(s)

2.)

Business Purpose

3.)

Supporting Documentation

Most Common types of PCard Violations

1.)

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2.)

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3.)

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Most Common types of PCard Violations

1.)	Personal Purchases	
2.)	Hazardous Materials	
3.)	Meals on Travel	

*When an SRV needs to be filled out:
On Personal purchases, Donations, Gifts and
other unallowable expenses*

If a refund is received from the vendor for an unallowable PCard charge, a Self-Report is not required.

What are the most common UNALLOWABLE Purchases from a Foreign Merchant on a PCard?

1.)

2.)

3.)



What are the most common UNALLOWABLE Purchases from a Foreign Merchant on a PCard?

1.)

Software

2.)

Services performed inside the U.S.

3.)

Patents, film & TV broadcast rights, or copyrights

What Enhancements are available on a PCard?

1.)

2.)

3.)

What Enhancements are available on a PCard?

1.)

PLUS

2.)

Travel

3.)

Hotel

3 Most Common Facts about Federal Work Study

1.)

2.)

3.)

3 Most Common Facts about Federal Work Study

1.)	Student must apply for FWS in both the Academic Year and the Summer	
2.)	The Federal Work Study Authorization form must be submitted each time a student is awarded.	
3.)	10% of Award (SWS Fee) is charged to the Department as salary expenses are applied.**	

*** Additional information can be found at <https://financialaid.arizona.edu/types-of-aid/fws>*

What are 3 ways to process Hotel Charges for a Non-Employee?

(PCARD IS NEVER ALLOWED)

1.)

2.)

3.)

What are 3 ways to process Hotel Charges for a Non-Employee?

(PCARD IS NEVER ALLOWED)

1.)

Requisition – prior to lodging dates

EXHIBIT A REQUIRED

2.)

DV – Direct Billing

3.)

Reimbursement

What are 3 facts regarding the enforcement of the policy regarding Door Prizes/Gifts to Employees (regardless of the amount)

1.)

2.)

3.)

What are 3 facts regarding the enforcement of the policy regarding Door Prizes/Gifts to Employees (regardless of the amount)

1.)

Gift/Prize will be treated as income

2.)

Award/Prize Data Collection Form is required and it should be submitted to Payroll

3.)

Amount/Value of Gift/Prize will be added to employee's W-2



Thank you

