



UNM Purchasing Department Announces Increases in P-Card Limits

February 11, 2008 – The P-Card single transaction limit will be raised for goods, materials and supplies from \$2,500 to \$5,000. If you are interested in increasing your P-card transaction limit to \$5,000, please submit a completed P-Card Modification form to the appropriate central accounting office. The form can be found at <http://www.unm.edu/~purch/pcmod1.pdf>.

This increase in P-card limits will provide an added convenience to many in the University community. In conjunction with this added convenience, the UNM Purchasing department will require P-card users to use approved vendors. The UNM Purchasing Department has negotiated discount pricing with LoboMart Punchout vendors for office supplies, computers, computer supplies and lab equipment & supplies. The “UNM Bookstore” and “Unified Office Services” will remain approved vendors. “Unified Office Services” is expected to be available as a LoboMart Punchout vendor in the near future. These vendors should be able to fill most University needs for these products at negotiated pricing.

Additionally, allowable services (<http://www.unm.edu/~purch/pcardtrain/approveprohib.html>) up to \$2,500 are now approved for payment on P-Card. The University is taking the position that vendors who can accept credit card payments are deemed to be acceptable as independent contractors. Therefore, Service Provider Questionnaire (SPQ) forms or Universal Service Provider (USP) designation will not be required for these transactions. However, P-Card transactions with foreign entities will not be permitted. In light of these changes, it will be increasingly important for departments to reallocate their P-Card charges to appropriate account codes using the P-Card maintenance form FWAINVT.

Within the next few weeks, central accounting offices will no longer be needed to approve requisitions for goods up to \$5,000. Instead, these requisitions will route directly to Purchasing once approved by the originating department in Banner. These requisitions will, however, be subject to a post transaction review by the appropriate central accounting office. If unallowable expenditures are discovered during the post transaction review, the originating department will be held responsible for recovering the misused funds.

Contact:
Purchasing Department
UNM Business Center, Ste 2600
MSC01 1240
1 University of New Mexico
Albuquerque, NM 87131-0001
(505) 277-2036
(505) 277-7774 fax

purch@unm.edu