2020/2021 The DC P-Card System:

The DC P-Card System is designed to support MinCo groups in their work and activities, from snacks for board meetings to major campus events and everything in between. The DC P-Card System is also designed to meet our financial responsibilities for reporting to the College through the Controller’s Office, as well as to federal and state tax authorities.

Please note that during the pandemic, some of these policies may have to shift to remote formats.

MinCo funds must be used only in ways that are consistent with College policies, during these pandemic times.

DC p-cards should be used for all MinCo expenses—Plan ahead. Reimbursements will be approved only for those expenses where p-cards cannot be used.

No other college p-card can be used for MinCo expenses.

Receipts must be provided for all expenses. Take photos immediately.

On-line purchases must be done through a DC staff member (contact Natalie).

Payments to students must be pre-approved and will require an invoice and tax forms for withholding.

Procedures and Policies:

P-cards must be requested by the Treasurer through the on-line form, at least 48 hours in advance of when they are needed and before 4:00 PM on Thursdays if the P-Card is needed for the weekend.

P-cards may be picked up ONLY by the Treasurer or another board member who is currently listed with the DC staff, and at a day and time pre-arranged with a DC staff member, between the hours of 9:00 and 5:00, Monday through Friday.

P-Cards must be properly signed out with a DC staff member. Your signature indicates your responsibility for the p-card and the financial responsibilities attached to it.
Be sure to get itemized receipts for each expense, to use the tax-exempt card provided with the DC p-card, and to tip responsibly. Take photos of receipts as a back up.

If you lose or misplace a p-card, please notify the DC staff immediately, so we can prevent fraud.

P-Cards must be returned and properly signed in with a DC staff member, within 48 hours of signing one out. P-cards signed out for the weekend must be returned on Monday before noon. Any special arrangements must be approved by the DC staff.

You must provide an itemized receipt for each and every expense. When you return your card, you must tape each receipt to a form and provide the required information on each form. If you are missing a receipt, you will need to fill out and sign a Missing Receipt Form.

We recognize that accidents happen and we all make mistakes! Please communicate with us! Failure to follow these policies and procedures may result in a formal warning, and repeated issues may result in the loss of use of Davis Center P-cards.