

Colorado College

P-Card Training

Updated 6-21-2024

itemized receipts are required
for every transaction over \$5

include tip amount



UMB Commercial Card app



Colorado College is tax exempt in
Colorado Springs
Denver
Colorado (digital copy on phone)

notify UMB (phone number on the back of your card):

- before international travel
- before international transactions

lost card

fraudulent transactions on
your account



requests for limit increases via
email to:

acorley@coloradocollege.edu
copying your card manager

there is no PIN associated with your card – you cannot access cash with a P-Card

NO intentional personal purchases



NO gift cards over \$50



billing address for the card is:

14 E Cache la Poudre St,
Colorado Springs CO 80903

Colorado College

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P-Card Reconciliations

FOAP
description
receipt

FOAP

- * Fund=where the \$ comes from
- * Org=your department
- Account=what you bought
- * Program=2-letter code

- * =default for every transaction in UMB

FOAP should match your
department

email from other department
should be uploaded, if using
another FOAP

transaction description:

simple sentence answering the questions Who? Where? What? Why? When? including:

names

places

business purpose

must match the receipt

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UMB

digital version of your itemized receipt
UMB password must be changed every 3
months

link for UMB website:

