

## Did You Know? Credit Card Safety and IT Equipment Purchases

### Keeping your Card Secure

There has been an increase in **the theft of P-Cards** from offices on campus, so please keep your P-Card **on your person or in a secure place like a locked drawer or safe.**

Page 9 of the P-Card Program User's Manual states:

All precautions should be used to maintain confidentiality of all information relating to the P-Card and safeguarding the account number. Records/documentation should be stored in a secured environment at all times (i.e., locked drawer, safe).

### ~~Keyboard and Mouse Purchases~~

~~All IT equipment (such as keyboards, mice, headsets, scanners, computer speakers etc.) and accessories will now require prior OTS commodity approvals before purchasing on the P-Card. Please email Christine Monroe to request approval. Once obtained, this approval is to be uploaded to Workday and a copy is to be kept in your P-Card binder.~~

~~Please reach out if you have any questions!~~

Please see updated process in "Did You Know? - IT Purchases Updated" sent out on 8/7/2025