

Procure-to-Pay (P2P) News

Issue 32

June 2026

Pcard Single Purchase Limit Increased to \$9,999

Effective June 11, 2026, the University of Nebraska is increasing the Purchasing Card (Pcard) single purchase limit from \$4,999 to \$9,999. Individuals with a single limit less than \$4,999 will remain unchanged.

This change will improve efficiency by allowing more routine business purchases to be completed on the Pcard. All existing purchasing policies and restrictions remain in effect. Cardholders are expected to continue following [University policy and documentation requirements](#). Questions may be directed to pcard@nebraska.edu.

Firefly Purchasing Card Reconciliation

P2P and NeBIS are developing a Firefly purchasing card reconciliation process. This process will enhance the current Pcard Receipts Tile for cardholders. In addition to receipt attachments, cardholders will be able to provide descriptions, comments and funding information.

Reconcilers will continue to review Pcard transactions in SAP. Reconciler review will be followed by a funding approval in a new Firefly Pcard FI Approval tile. Funding approvers will be based on the same table used for Ariba approvals. The reconciler and approver will be able to route items back to the prior steps as necessary for additional information or correction.

Planned Go Live for this new process is August 1, 2026. P2P will provide process demonstrations and share more information on the process, including training opportunities and reference guides in the coming weeks. If you have questions, please reach out to teresa.howell@nebraska.edu and lynn.mcalpine@nebraska.edu.

Purchasing Card Reconciliations Outstanding

Card transactions should be reconciled in a timely manner!

- Our recommendation is to reconcile transactions within 2 weeks of the charge.
- If you are having trouble getting your cardholder to provide receipts, contact to us at pcard@nebraska.edu. We can help remind cardholders of their responsibilities for pcard usage.

Presently there are over \$1.6 million in transactions that are **not** shown in your financial reports.

07/01/25-12/31/25	111 Transactions	Spend of \$51,566.75
01/01/26-04/30/26	767 Transactions	Spend of \$460,868.09
05/01/26- 06/08/26	2,697 Transactions	Spend of \$1,092,488.01

All fiscal year 2026 pcard transactions must be reconciled by July 10, 2026.

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Reminder: Appropriate Use of University Purchasing Cards

University purchasing cards may not be used for expenses related to bereavement, retirement, graduation, or other personal recognition items. Examples include flowers, gifts, cards, decorations, and/or celebratory items. These purchases are generally considered personal in nature and are not allowable University business expenses. This includes items that will subsequently be paid for with foundation funds.

University of Nebraska purchases are sales tax exempt. Please work with your supplier to have the exemption applied at the time of purchase. The Nebraska Sales Tax Exemption (Form-13) is available in the Procurement and Payments Tile in Ariba for your use.

Join Us for our Monthly Forum

Due to Year End, we will not be hosting a Monthly Forum in June. Mark your calendar for the next Monthly Forum on July 16 – TOPIC: “Firefly Purchasing Card Reconciliation” You can [register through Bridge](#).

Need Assistance? The P2P team offers:

- Two different Ariba courses: Buying and Invoicing and Contract and Sourcing
- Ariba Drop-in Sessions twice a week (Tuesday and Thursday) to assist with troubleshooting on real-time issues.

Log on to SAP Ariba in Firefly and click on the [Bridge Training](#) tile for scheduled sessions and register.

Contact us at P2P@nebraska.edu