



Department of Purchasing

PROCUREMENT CARD PROGRAM

POLICY & PROCEDURE MANUAL

The purpose of this manual is to provide University employees guidance and direction regarding the proper use of the procurement card program.

CONTACTS

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Table of Contents

INTRODUCTION	- 1 -
PURPOSE	- 1 -
CAUTION	- 1 -
SECURITY	- 1 -
RESTRICTIONS	- 2 -
RESTRICTED VENDORS	- 2 -
PYRAMIDING	- 2 -
RESTRICTED/PROHIBITED PROCUREMENT CARD PURCHASES AND ACTIVITIES	- 3 -
ALLOWABLE TRAVEL & ENTERTAINMENT EXPENDITURES	- 5 -
GENERAL MERCHANDISE	- 5 -
HAZARDOUS CHEMICALS & BIO HAZARDOUS/RADIOACTIVE MATERIALS OR LAB CHEMICALS	- 5 -
OBTAINING A PROCUREMENT CARD	- 6 -
HOW TO OBTAIN AN APPLICATION	- 6 -
UA SPEED TYPE	- 6 -
SELECT LIMITS	- 6 -
APPLICATION SUBMISSION	-6N - 6

Department of Purchasing
POLICY & PROCEDURE M

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POLICY & PROCEDURE MANUAL



Vehicle Purchases



Laboratory supplies, chemicals and general scientific equipment should be procured through the current contracts and the ESM on-line ordering system. Contact the Department of Purchasing to learn more about these contracts and to obtain information and access to the on-line ordering system.

OBTAINING A PROCUREMENT CARD

HOW TO OBTAIN AN APPLICATION

The requester must first complete an online application which can be found on the Department of Purchasing web-site which you may access [here](#). The application will require supervisor's electronic signature.

UA SPEED TYPE

The requester must select a default speed type (6-digit account code) that all Procurement Card charges will be charged back to. This speed type is only a default account; individual charges may be changed by the cardholder at the time of review to other UA accounts. (Note: if you are using a grant account, keep in mind that your grant may have restrictions placed upon it beyond the Procurement Card Program)

SELECT LIMITS

The requester must select both a Monthly Limit and Single Transaction Limit, initially not to exceed \$1,500. Limits may be adjusted later based upon Departmental needs, prior to the purchase, when using the ESM Program; all limit requests must be reviewed and approved by the Department of Purchasing in advance.

APPLICATION SUBMISSION

The requester will then submit the completed application to the Department of Purchasing for processing; the expected processing time from the time the Department of Purchasing receives the application is approximately 1 week.

TRAINING

Once the Procurement Card is received by the Department of Purchasing, the cardholder will be notified to complete the on-line training tutorials and set up a time to pick up the card. At the time of pick-up, the P-Card Coordinator will review



CARD USE BY ANOTHER EMPLOYEE

Each cardholder will be required to initial a Procurement Card training checklist prior to

receiving the card. This requirement applies to all cardholders, including those who are not currently active in the purchasing process.



RECORD RETENTION



LOST/STOLEN CARDS

The Procurement Card is University property and should be secured just as you would secure your personal credit cards. If a card is lost or stolen, the cardholder should immediately notify



SUPERVISOR'S RESPONSIBILITIES

It is the supervisor's responsibility to approve all charges made on the Procurement Card in their area. Charges are approved electronically via the Procurement Card web site.

AUDIT/REVIEW

All Procurement cards are randomly audited by the University Internal Auditors, or external auditors. Random reviews of Procurement Cards are conducted by the Department of Purchasing.

Automated monitoring systems are in place for monthly reporting to the Purchasing Office.

The Purchasing Office provides monthly reports to the Controller's Office for their use and review. Data is then .

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