

Title	Procurement Card Procedures
Number	F.2
Purpose	This procedure holds cardholders accountable for appropriate use and accurate accounting, per the Procurement Card Policy.
Scope	This policy will apply to all staff members who have been issued a WUUC Procurement Credit Card.
Definitions	P-Card: Bank issued WUUC Credit Card Cardholder: WUUC employee named on the card
References	F.1 Procurement Card Policy
Appendices	WUUC Procurement Card User Agreement
Author	Treasurer, Finance Committee
Approval Dates	Origination: 11/15/2017 Last Revision: Last Reviewed: Next Review Date:

Procurement Card Procedures

1. Receiving the P-Card
 - a. A WUUC User Agreement must be completed for each user and card issued. By signing this Agreement, the employee agrees to the P-Card Policy and P-Card Procedure.
2. Using the P-Card
 - a. Cardholder makes an authorized WUUC related purchase by charging it on his/her Visa P-Card. See P-Card Policy for explanation of authorized purchases.
 - b. WUUC TAX EXEMPT STATUS SHOULD BE USED WHENEVER POSSIBLE TO AVOID SALES TAX.
 - c. Cardholder secures the receipt for the purchase in an envelope.

- d. It is the Cardholder's responsibility to ensure that there is a valid receipt for every P-Card purchase. Documentation must support the propriety of the transaction and contain the following information:
 - i. Vendor name
 - ii. Item description
 - iii. Quantity
 - iv. Price
 - v. Transaction date
 - vi. Total dollar amount of purchase
 - vii. Sales tax paid (if applicable)

Examples of valid receipts include, but are not limited to: original sales receipt, itemized hotel statement, invoice, cash register receipt, or packing slip (with price), Internet confirmation printed from email or vendor site.

- e. When the Cardholder's statement arrives, the Cardholder will do a review of all transactions for the current statement, ensuring that valid receipts support each transaction.
- f. Cardholder will sign his/her statement and note on the statement the expense category that each transaction should be accounted against. If needed for clarity, a separate paper with the expense categories listed can be used.
- g. If any transactions are not valid, the cardholder will dispute those charges and follow up on them in the next statement.
- h. Cardholder will turn in original statement and supporting receipts to treasurer for review and approval at least 20 days before bill's due date. It is the Cardholder's responsibility to make copies of any statements or receipts for their own records.
- i. The Treasurer reviews and approves the Cardholder's statement at least 15 days before bill's due date.
- j. If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the vendor and retaining the receipt with the support documentation for that purchase. Receiving cash or checks to resolve a credit return is prohibited.

3. Reporting lost or stolen Card

- a. If P-card is lost, stolen or damaged, the Cardholder must immediately contact the Treasurer. It is imperative that the Cardholder makes contact personally to ensure suspension of the P-Card, as the Cardholder is responsible for all charges made on the card until it has been cancelled at the bank.

- b. Once the card has been cancelled, Bank will issue a new replacement card. If the P-Card is found after it has been reported lost or stolen, it must be destroyed by cutting it up several times and then given to the Treasurer.