

Procurement Card Responsibility Checklist

NOTE: Transactions will vary from \$100 to \$5,000. Each card is assigned credit and transaction limits by your UBR.

***** TRAINING WILL BE REQUIRED OF ALL CARD HOLDERS, BUSINESS MANAGERS, AND SUPERVISORS *****

REQUESTING A PROCUREMENT CARD

Employee requests p-card from supervisor
Supervisor approves request
Employee reads cardholder manual and user agreement
Employee completes online p-card application
Employee lists business manager in <i>Supervisor</i> field on application
Business manager or designee approves application
Business manager or designee sends p-card application to UBR or designee
UBR or designee reviews and if approved, sends p-card application to Accounts Payable for processing
Accounts Payable processes request and submits to US Bank
US Bank delivers p-card
Accounts Payable generates email and sends to business manager and UBR or designee
Business manager forwards email to supervisor

RESPONSIBILITIES OF SUPERVISOR / BUSINESS REP

Review information submitted by the cardholder (at a minimum compare statement to receipts)
Verify purchases are for use in state business
Sign the cardholder-submitted statement to certify purchases
Verify travel related charges have been authorized
Verify a cross-reference to the cardholder's travel expense report (TER) for consistency and double charges
The signed statement/purchase record is to be kept with the supporting receipts and other documentation
Documents must be made available for audit

PROHIBITED USES / PURCHASES

Cardholder may not split large purchases into two payment transactions (items over \$5,000)
1099 Services of any type (i.e. sole proprietors)
Fines
Ineligible Vendors
Non-Business Personal Items
Travel Meals & Incidentals
Alcoholic beverages
Food
Insurance & Bonds
Re-occurring Payments
Incidentals
Cash Advances
Greeting cards Leases/Rentals
Services Available on Campus (i.e. Printing)
Gift cards, gifts
Prizes, awards

RESPONSIBILITIES OF CARD HOLDER

Ensure receipt of materials and services (follow-up with vendor if necessary)
Request sales receipts on all orders by phone
Remind vendor that UWM has tax exempt under s.77.(9a)(a) Wisconsin State Statute (P-Card is tax exempt in most cases)
Maintain copies of all credit card slips, cash register receipts, packing slips, etc.
Maintain a summary of transactions
Maintain all p-card statements (attached w/ copies of credit card slips, cash register receipts, packing slips, etc.)
Maintain records for <u>6 years</u> and make available for audit upon request
Follow-up with the vendor (first) or US Bank on erroneous charges, disputed items or returns as soon as possible