

PROCEDURE TITLE:	PURCHASING CARD
PROCEDURE NO.:	4.00:3
RELATED POLICY:	4.00REV
PAGE NO.:	1 OF 2
RESPONSIBLE ADMINISTRATORS:	VPFA/DIRECTOR OF PROCUREMENT SERVICES
EFFECTIVE DATE:	02/21/2022
NEXT REVIEW DATE:	06/2023
APPROVED BY:	PRESIDENT

The following provisions shall apply to PCards issued by the University:

- 1.0 The Purchasing Card (PCard - also includes Travel Card) is a University credit card that delegates purchasing power, up to a specific dollar limit, to individual University employees. The Purchasing Card allows the cardholder to charge work-related expenses directly to the appropriate University account.
- 2.0 Only non-student University employees may be issued a PCard. Upon completion of the PCard application with appropriate signatures, the Director of Procurement Services will order PCards for University employees.
- 3.0 PCards are not transferable, nor may they be shared.
- 4.0 The PCard may be used for University business purposes only.
- 5.0 To retain use of the card, cardholders and their PCard purchases must comply with Shawnee State University policies and procedures. Any questions that a cardholder has about the appropriateness of using the card for a purchase should be raised with the employee's supervisor and/or the Director of Procurement Services before the purchase is made. See list of [Unauthorized Purchases](#) on the Procurement Services PCard web page.
- 6.0 Cardholders must reconcile their outstanding transactions in BearTrax, so the appropriate account can be charged. The timeline for reconciling is as follows:
 - If transactions are outstanding after 30 days, cardholders will receive a reminder.
 - If transactions are still outstanding after 45 days, cardholders will receive a warning.
 - If transactions are still outstanding after 60 days, cardholders will have their card privileges suspended.

To reinstate PCard privileges after suspension, cardholders must supply a written justification signed by their VP. Repeat offenses may result in permanent suspension of privileges.
- 7.0 Budget managers/approvers are responsible for reviewing and approving Expense Reports in a timely manner.

- 8.0 Misuse of the PCard may result in disciplinary action, up to and including termination of employment.
- 9.0 In lieu of, or in addition to, disciplinary action, the University may pursue restitution of monies improperly spent with a PCard.

History

Effective: 09/09/11

Reviewed: 10/14/16 with no revision

Revised: 02/21/2022; 06/26/2020