

**College of Design
Procurement Card
Policy & Procedures**

Purpose: to monitor approved purchases in relation to budgetary constraints, ensure appropriate documentation of purchases is maintained, and track location of card(s).

Policy

- Only procard assigned to Dean is held by employee.
- Procards assigned to employees, including department heads, are held in the CoD Business Office.
- Procards can be checked-out during regular business hours Monday through Friday from the CoD Business Office (see Angela Back or Ginny Miller).
- Procards are not available for check-out to students.
- Approval for purchase is required to be on file in the CoD Business Office for employee to check-out procard.
- Acceptable documentation for purchase approval is: funding request form signed by supervisor/department head or email from supervisor/department head to business office (Angela Back or Ginny Miller).
- Individual(s) with expenditure authority from designated budget are not required to submit written approval to check-out procard. Expenses on designated budgets are monitored with monthly budget reports forwarded to responsible employee(s).
- Procard(s) along with itemized receipt(s) are due for return to CoD Business Office by end of business on the day following check-out, and cannot be retained over the weekend. If card is needed for a longer period arrangements must be made at time of check-out.

Procedure

Documentation: Original itemized receipts required for all procard purchases. In addition to the receipt, written documentation stating purpose of purchase and description of what was purchased is required.

Airline Tickets: Only airline tickets purchased through the University's preferred travel agencies are allowed on the procard. The agencies are UK Travel Services and Avant Travel. Receipt should show itinerary, name of passenger, and form of payment. (See CoD Travel Policy for all other airfare purchases.)

Hotel Expenses: CoD Dean and department heads can charge hotel expenses to assigned procard. Room charge, applicable taxes and business related incidentals, i.e. parking, internet access and business phone calls may be paid by procard. Meals charged at the hotel, room service, honor bar, etc. cannot be charged to the procard. Hotel folio showing itemized expenses and form of payment is required to be on file in the business office to support procard charge.

Note: Meals are reimbursed to all employees on a per diem basis. The University does not reimburse room service or honor bar expenses. (See CoD Travel Policy for hotel expenses reimbursable to employees.)

Transportation: CoD Dean and department heads can charge rental car expenses to their assigned procard. Car service (offered by hotels or independently contracted), subway, taxi, train fares, and parking cannot be charged to procard. All additional insurance

offered through rental agencies should be declined, and are not allowed on procard. Paperwork showing itemized expenses, and form of payment is required. (See CoD Travel Policy for transportation expenses reimbursable to employees.)

Registration Fees: Registration fees may be charged to the procard for official university business travel. Registration fees are limited to the actual registration fee only. If other expenses are associated with the registration fee such as optional events, meals, or membership dues, they cannot be paid with procard, but approved expenses can be reimbursed on travel voucher after the trip.

Equipment: Any equipment (other than computing) costing less than \$2,000 may be purchased on procard. Any equipment (other than computing) costing more than \$2,000 or more may not be purchased on procard.

Computers and computing equipment can be purchased on procard using preferred vendors, e-buy site, etc. There is a single purchase limit of \$5,000 for computing equipment.

Food Products: Food products for refreshments, etc. purchased from a grocery store can be charged to the procard. Food from any other vendor (restaurants, etc) can be paid only as reimbursement with appropriate approval/documentation to include participants. All purchases of food products made by procard must be in strict accordance with the University's discretionary funding requirements.

Below is a policy summary of restricted commodities and businesses for procard purchases as listed in the University's business/procedures policy:

Restricted Businesses

Florists
Liquor Stores
Convenience Stores
Univ of KY Post Office
Insurance Agencies
ATMs
Attorney
Jewelers
Gasoline Distributors
Caterers
Restaurants
1099 Reportable Vendors
Medical Services

Restricted Purchases

Alcoholic Beverages
Ammunition/weapons
Banking Services
Cash Advances
Communication Svcs (cell, pager, internet, etc)
Consulting & Related Services
Flowers
Gasoline
Insurance
Legal Services
Memberships
Postage Stamps (from UK post ofc)
Prepaid phone cards
Prescription drugs/controlled substances
Temporary Help Services
All other discretionary expenses

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