Procurement Card Program

Cardholder Manual

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Purpose of the Procurement Card Program

The purpose of the University of Kentucky Procurement Card Program is to establish an efficient, cost-effective method for purchasing and paying for goods and services of small-dollar amounts. It should be used for most small-dollar purchases instead of the Payment Request Document (PRD).

All procurement cards are issued by US Bank, the University’s provider, in the name of individual employees; however the procurement cards remain the property of the University of Kentucky and personal charges are strictly prohibited.

How the Procurement Card System Works

Each card is assigned a specific University SAP cost object and general ledger (g/l) account. All purchases made on the card are automatically charged to this cost object and g/l account. Departments may edit/change the assigned cost object and g/l account for each transaction.

The Procurement Card System has been designed to function as a module within SAP, utilizing all of the functionality of SAP. Card transactions are received by the University and loaded into SAP through an electronic process.

Misuse of Procurement Card information will be viewed as a breach in security and will result in denial of access to the Procurement Card System. The Office of the Treasurer monitors the use of the Procurement Card for violations of internal controls and improper purchases and has the authority to void System Access if a breach of security occurs or if the security of the Procurement Card System information is in question.

The card is a Visa and readily accepted by most vendors. It can be used:

- Locally
- Mail Order
- Phone Orders/Fax Orders
- Secure Internet sites (A secure web address begins with https:)
Technology provides the ability to encode each card with the following controls and limitations, enabling the card to be tailored to departmental needs:

- Single Purchase Limit
- Monthly Limit
- Merchant Category Restrictions-Used to restrict certain businesses and commodities
- Default SAP Cost Object/GL Account

At the point-of-sale, the Visa system validates the transaction against these pre-set controls.
Purchasing Policies

**Delegated Purchasing Authority**
The Purchasing Division has delegated certain purchases to the departmental level. The Procurement Card is designed to be the primary purchasing method under this delegated purchasing authority in accordance with Business Procedures Manual Sections B-3-2 Delegated Procurement Policy for Departments and B-3-2-1 Procurement Card Authorization and Limits. These sections should be read in their entirety to become familiar with other related policies, regulations and procedures.

**Contract Compliance**
The procurement card is generally accepted by all vendors accepting Visa. University Price Contracts established by the Purchasing Division must be used when purchasing any goods or services covered by a Price Contract. The University Price Contracts are listed by commodity and/or vendor name from the Purchasing Division’s web site at [http://www.uky.edu/Purchasing/pctsbyvendor092800.htm](http://www.uky.edu/Purchasing/pctsbyvendor092800.htm).

**Capital Equipment Policy**
Capital equipment may not be purchased using the procurement card. To review the University’s capital equipment policy see BPM E-12-1 and Appendix F below.

**Promotional Items**
Orders for promotional items must be done through the SRM shopping cart/requisition process in SAP.

**Hospital Purchasing**
For all those using a hospital cost center (105xxxxxx – 107xxxxxx): Per Fiscal Planning/Analysis Dir/Hospital - Hospital departments are not authorized to procure patient related items including, but not limited to, medical/surgical supplies and/or minor equipment on the procurement card when using a hospital cost center. Patient related items that are needed and do not have a SAP material number are to be put on a ZB requisition as a NON-FILE item and sent through the system.

If the vendor does not accept the procurement card, a requisition must be entered in SAP with a quote sent to Purchasing for the processing of a purchase order for the needed goods no matter how small the purchase.
Purchase of Travel Services and Payment of Registration Fees

Generally, University of Kentucky employees traveling on official university business are responsible for defraying their travel expenses and are reimbursed upon their return in accordance with the policies for official University travel. (University of Kentucky Business Procedures E-5-1 Reimbursement of Travel Expenses and E-5-2 Travel Advances and Repayments). In consideration of this requirement, certain travel expenses incurred by an employee may be paid by the University of Kentucky Procurement Card. These expenses may be paid only in strict accordance with the Procurement Card User Agreement and the guidelines outlined in the Cardholder Manual and in the Business Procedures Manual. Responsibility for enforcement of this policy rests with the department with the Office of the Treasurer responsible for monitoring the program and imposing punitive actions or restrictions for policy violations by departmental personnel or cardholders.

Airline Tickets
Official University air travel arranged through UK Travel Services may be purchased with the Procurement Card only when no personal travel is involved. Official University travel arranged through an alternate travel agency or website must be purchased with a personal credit card and a valid cost comparison must be obtained to substantiate that a favorable airfare was obtained. (E-5-1 Section VI.A.1.c) Reimbursement of expenses for purchases from alternative sources must be requested by Travel Expense Voucher.

Airfare expenses must be coach/tourist class only (no first class).

Registration Fees
Registration fees, limited to the actual registration fee only, may be charged to the procurement card for official University business travel. If other expenses are associated with the registration fee such as optional events, meals, or membership dues, the registration fee may not to be paid by the procurement card.

Hotel Expenses
Hotel expenses are limited to the business days of travel at the single room rate, including room tax and business incidentals. These expenses must not be paid in advance unless they are required by the lodging facility. Meals are not allowed on the Procurement Card due to the different per diem rates for each destination.

Auto Rentals
Auto rental in lieu of other ordinary transportation must be for the most economical vehicle feasible. Insurance for collision or comprehensive damage waiver-deductible on rental vehicles is covered by the University’s Actual Cash Value Comprehensive & Collision coverage plan and therefore is neither an authorized nor reimbursable travel expense. (Other insurance, including liability or casualty insurance, is a personal expense.)
NOTE: See the Business Procedures Manual, sections E-5-1 Reimbursement of Travel Expenses and E-5-2 Travel Advances and Repayments, for a complete listing of the University of Kentucky’s Travel Regulations.
Other University Policies

Office of the Treasurer - Documentation Standards

The documentation must support the propriety of the transaction and contain the following information:

A. Vendor name.
B. Detail listing of what was purchased, including item description, quantity and price.
C. Total dollar amount of the purchase.
D. Transaction date.
E. Business Purpose/explanation for purchase

Examples of acceptable supporting documentation include, but are not limited to:

A. Original sales receipt
B. Original packing slip
C. Original cash register receipt
D. Copy of order form or application
E. Email confirmation of Internet order

Documentation required for travel expenses may differ from the above.

Airline expenses require the flight itinerary and ticket receipt. A hotel folio must be provided for hotel expenses. For registration fees, a receipt/documentation including a breakdown of itemized expenses is required.

Copies of supporting documentation are acceptable only when the original has been misplaced/ not available and copies requested.

Records Retention

The University requires that records of card transactions be kept on file for audit purposes. Under the State University Records Retention Schedule, the supporting documentation for most university procurement card activity is considered record series U0239 and must be kept for at least 3 years or after audit is completed, whichever is longer. For procurement charges posted to grants, the record series is U1800 and the retention period is 3 years after submission of the final financial report, closure of account, and audit, unless otherwise specified by the terms of the grant contract. The grant master in SAP displays the retention period date once
the final financial report is filed. Departments are encouraged to view it using the reporting tab on transaction GMGRANFTD.

Departments may elect to scan their original receipts and the edited approved transaction with signatures for storage. Department personnel must ensure scanned images are completely readable. Documents shall be unfolded and all staples, clips, and other fasteners removed prior to scanning. For standard text documents, 200 dpi shall be the minimum resolution. Additional information on document preparation and scanning resolution may be found in: Policy Memorandum on the Storage of Public Records as Scanned Images.

For scanned documents, Departments must maintain the original procurement card receipt and supporting documentation until edited transaction has been posted in SAP as verified through the unit’s monthly Reconciliation and Review of Financial Transactions. (As described in E-17-6). The scanned documents must be maintained for the same period as explained above in the Record Retention section.
Office of the Treasurer - Internal Controls
Each college/department/unit utilizing the card must maintain a separation of duties between the use of the card and approval of the transactions for payment. Approval of Procurement Card transactions should be by the direct supervisor of the cardholder. If the supervisor has delegated this process to another, the delegation must be made in writing. See BPM E-7-16 for specific responsibilities of Procurement Cardholders, Editors and Reconcilers.

Office of the Treasurer - Responsibilities
Authority to use the procurement card is delegated to departments by the Purchasing Division. However, disbursement of funds for settlement of valid claims for goods and services is the responsibility of the Office of the Treasurer. Therefore, use of the procurement card must be in accordance with the purchasing regulations as well as the internal controls and audit standards set forth by the Office of the Treasurer.

Deans/Directors/Administrative Officers - Responsibilities
The minimum level of approval for procurement card applications is a dean, director or administrative officer. Approval indicates that all colleges, departments and units using the cards have agreed to do so in accordance with all University policies.

Cardholder
A procurement cardholder must be a regular UK employee. Procurement cards are not issued to students or STEPS employees. Each recipient of a University of Kentucky procurement card is required to attend a training session conducted by the Procurement Card Administrator. The training focuses on the basic use of the card and the responsibilities associated with it. After completion of the training, each recipient is required to sign a Cardholder User Agreement (Appendix B) which spells out the responsibilities of each cardholder.
Participating in the Program

Obtaining and Completing a Card Application
An application and instructions may be obtained by going to the Accounts Payable website or the University eForms page. The application will be reviewed by the Procurement Card Administrator. Upon approval, the Procurement Card Administrator will schedule training sessions and notify all new applicants via email.

NOTE: WBS ELEMENTS
A card application identifying a WBS Element as the default cost object must also provide the expiration date of the grant. When an expired grant is renewed, it is the responsibility of the department to notify the Procurement Card Administrator, in writing, with the new cost object and expiration date. Cards tied to WBS Elements will be suspended the following month after the grant expires unless notification has been received. Notifications should be from the cardholder's Business Office or Supervisor and sent to the Procurement Card Administrator at procard@email.uky.edu.
Procedures

Card Information Revision
On occasion, it may be necessary to change minor information on a procurement card. In these cases the information on an original card application may be revised by sending an email to the Procurement Card Administrator. The email must be from the cardholder's business officer or supervisor and include the cardholder name and the changes desired. To change the name or department of a cardholder, the card must be deleted and a new card application completed.

Card Renewal
New cards are issued for three year periods. Upon expiration, they are automatically renewed.

Termination of Employment and Transfers
Card(s) assigned to an employee who terminates employment with the University or transfers to another department must be deactivated immediately. The cardholder/department is responsible for notifying the Procurement Card Administrator in writing via email prior to the termination/transfer date.

Lost /Stolen Card(s)
Upon determination that a card has been lost or stolen, it is the cardholder's responsibility to immediately contact US Bank at 1-800-344-5696 and also notify the Procurement Card Administrator at procard@email.uky.edu.

Express Mail Couriers
The University of Kentucky requires all air express shipments to be paid on the Procurement Card. This requires that the card be set-up with UPS and/or FedEx. See Appendix E for the appropriate registration forms. These forms must be processed in order for the card to be charged and to get the University's discount. Only one card number may be set-up for each shipper account number. Check with your department's business office to determine if your card needs to be established with your shipper account. If the card currently registered with these express mail couriers is canceled, a new form needs to be processed ASAP to register a new card number.

If you do not have an account with the express mail courier you wish to use, contact the vendor's customer service to establish an account before sending the registration forms.
**Sales Tax**
The University of Kentucky, as an agency of the Commonwealth of Kentucky, is exempt from Kentucky Sales Tax. The sales tax-exempt number is **A00276**. Cardholders are provided a sleeve containing the Sales Tax Exempt Certificate at Cardholder Training. Vendors may receive a tax-exempt certificate by contacting the Purchasing Division at (859) 257-9100 or by following the link provided below: [http://www.uky.edu/Purchasing/docs/taxexempt.pdf](http://www.uky.edu/Purchasing/docs/taxexempt.pdf).

When making out-of-state purchases, please be aware that our tax exempt status may be recognized by that state. Purchasing’s webpage offers a listing of “State-by-State Sales Tax Exemption Information” which can be found at the following site: [http://www.uky.edu/Purchasing/docs/statestaxexempt.pdf](http://www.uky.edu/Purchasing/docs/statestaxexempt.pdf).

**Card Misuse or Irregularities**
Misuse of a card or unusual or irregular transactions should be reported to the Procurement Card Administrator immediately.

**Disputed Charges, Credits, and Returns**
The cardholder is responsible for contacting the vendor for any disputed charges or other items such as credits and returns. Disputed charges may result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc.

Disputes can generally be resolved by contacting the vendor. However if the cardholder is unable to reach an agreement with the vendor, the next step is to complete a “Dispute” form ([Appendix D](#)) and fax or mail it along with any supporting documentation to:

```
Procurement Card Administrator
Accounts Payable
331 Service Building
Lexington, Ky. 40506-0005
FAX 323-1954
```

All disputed charges must be submitted to the Procurement Card Administrator within sixty (60) days of the bank date. Any dispute received after the 60 days may result in our inability to assist you with the dispute. A copy of the dispute form should be maintained for your records. The request will be forwarded directly to US Bank for review. US Bank will immediately investigate the dispute and notify the department of the results.
**Ordering Process**
The procurement card may be used to purchase goods or services in person, over the phone, by fax, by mail, or by secure Internet sites. When making a purchase, please be sure to provide the vendor with the following information:

1. Identify yourself as a University of Kentucky employee.
2. You’re making a University purchase using a University of Kentucky procurement card.
3. The University is tax-exempt and give the University’s tax-exempt number (A00276).

When making a purchase by phone, also provide the vendor with the following:

4. Individual Card Number and Expiration Date.
5. Complete delivery address including building and room number.
6. Description of goods or services to be ordered.

The final step of a phone order should be:

7. Recap the items and quantities ordered.
8. **Backordered items should be ordered separately if the entire order is under the Single Transaction Limit.** Purchases are not to be split to avoid the procurement card’s single transaction limit.
9. Verify the total charges, including any shipping/handling, hazardous fee charges, etc..
10. **Request that the vendor include a receipt of your order with the shipment or mail you a receipt immediately upon shipment.**

An “Order Control Log” or similar document is recommended for departments that make frequent purchases. See Appendix D for an example of a control log. Such a log can be helpful in verifying orders when received and in tracking monthly spend to ensure the monthly limit is sufficient for the department.

**NOTE:** By University policy, vendors are not permitted to charge your card for purchases until the items have been shipped.

**Card Failure/Transaction Approval Denied**
If a card becomes defective and will not “read” at the point of sale terminal or a transaction is denied, contact the Procurement Card Administrator at procard@email.uky.edu. All reports of denied transactions should be reported within **five** business days, otherwise the transaction or transactions in question cannot be researched.
APPENDIX A  Procurement Card Restrictions

Listed below are selected goods and/or services that may not be purchased using a University of Kentucky Standard Procurement Card.

**Restricted Goods/Services/Uses**

- Alcoholic Beverages
- Automatic Teller Machines/Banking Services/Cash Advances
- Attorneys/Legal Services
- Catering Services (See Quasi Restricted Goods/Services/Uses below.)
- Civic/Private/Service Club Memberships
- Communication Services/Cell Phones/Pagers/Internet Services etc. (See Quasi below.)
- Consulting Services
- Flowers
- Insurance
- Jewelry
- Medical Services
- Meals/Restaurants
- Prescription Drugs/Controlled Substances
- Snacks/Refreshments for Office Use
- Temporary Help Services
- Weapons/Ammunition

Note: The University’s [Discretionary Expenditure Policy](#) lists categories of items that are not allowed on the Standard Procurement card unless specifically noted. As with any transaction, when these categories are allowed on the Standard Procurement Card the department must:

a) Maintain detailed receipts for the purchase.
b) Clearly document the business purpose.
c) Include a listing of the names of UK faculty/staff attending meetings/events or activities where the food is served with the documentation, if applicable.
d) Adhere to the University’s transaction approval requirements.
Quasi Restricted Goods/Services/Uses

A. **Airline Tickets** – Airline tickets are only allowed when purchased through the University’s preferred travel agencies with a Standard Procurement Card that has been approved for travel.

B. **Catering Services** – Catering Services purchased through UK Catering, The Club at UK’s Spindletop Hall and The Hilary J. Boone Center require the use of a Procurement Card. Off Campus/Non UK Catering Services are not allowed on a Standard Procurement Card.

C. **Food Products** – Funding of all purchases of food products from a grocery store by a Procurement Card must be in strict accordance with the University’s [Discretionary Expenditure Policy](#). Departments are responsible for clearly documenting the **business purpose** for purchasing food products from grocery stores, detailed receipts detailing the items purchased must be maintained with a listing the names of UK faculty/staff attending meetings/events or activities where the food is served.

D. **Capital Equipment** – (Also see Appendix F)
   - Any equipment costing $5,000.00 or more may not be purchased by Procurement Card.

E. **Gas Stations** – Gasoline may only be purchased on the Procurement Card when refueling a rental vehicle while traveling on official University Business. The Procurement Card should not be used to purchase fuel for a personal vehicle or a Motor Pool vehicle.

F. **Communication Services** – Pager services are allowed with a Standard Procurement Card through Spok Communications.
UNIVERSITY OF KENTUCKY
PROCUREMENT CARD PROGRAM
CARDHOLDER USER AGREEMENT

As a recipient of a University of Kentucky Procurement Card, I agree to the following terms and conditions:

1. The card will only be used in strict accordance with University’s policies, regulations, and procedures as stated within the University Personnel Policy Manual, the Business Procedures Manual, and the Procurement Card User’s Guide.

2. The card will be used in accordance with University price contracts as well as the transaction expense limits. (Splitting transactions to avoid single transaction expense limits is prohibited.)

3. The card will not be used for personal charges under any circumstances.

4. To safeguard the card, the card number and to ensure that it is protected from theft or loss, I will immediately notify the Procurement Card Administrator of loss or improper use of the card.

5. To submit upon request all transaction invoices/receipts or other documentation for audit.

6. To surrender the Procurement Card upon my termination from the University, or upon request, to the Procurement Card Administrator.

7. All travel expenses (only permitted on cards approved for travel) must be in compliance with the travel regulations and limitations established by the Procurement Card policies and the Business Procedures Manual Travel Regulations (E-5-1 and E-5-2).

8. A card that defaults to a grant account may only be used to purchase goods and services for that specific grant.

I hereby certify that I have read, understand and shall adhere to the University of Kentucky's Procurement Card policies, regulations, and procedures set forth herein and I further understand that failure to comply with the policies, regulations, and guidelines may result in termination of my employment from the University of Kentucky.

Cardholder Signature __________________________________________ Date __________________
Dear Cardholder,

This form has been forwarded to you for your convenience. If you need additional space please use the reverse side. Regulations regarding your dispute require that you notify us in writing within 60 days of the bank date of the transaction. Attempts should be made with merchant to resolve the dispute before notifying your Procurement Card Administrator. Any response received after the above mentioned time frame may result in our inability to assist you with your dispute. Please fax your dispute notification to: 1-859-323-1954. Dispute forms may also be emailed to procard@email.uky.edu.

CHECK & COMPLETE THE ONE THAT BEST DESCRIBES YOUR DISPUTE & PROVIDE ALL REQUESTED DOCUMENTATION

A. ____ I have been billed more than once for the same transaction. I authorized only one charge with this merchant for $________. Please provide the date of the previous charge: __________.

B. ____ I have been charged for a purchase that was paid for by other means. (Other credit card, Check, Etc.). Attach a copy of other method of payment that verifies purchase was paid for by other means.

C. ____ I have been billed for the wrong amount on my account. My credit card receipt shows $__________. However, I was billed $___________. Attach a copy of receipt showing correct amount.

D. ____ I did not authorize this charge. Describe, in full, attempts made to contact vendor or attach email communications.

E. ____ Merchant was to issue credit for goods returned on ____________. This credit has not posted to my account. Attach a copy of credit receipt received from merchant / or copy of returned mail receipt.

F. ____ I have not received the Services/Merchandise I ordered. The Service/Delivery date was ______________. Explain all details, including your attempt to resolve with the merchant.

G. ____ I attempted to return merchandise but the merchant refuses to accept it. Explain reason for return, Give Merchant’s response & provide copy of original return mail receipt.

H. ____ I Canceled the Service on ______________. Cancellation # ________________.

I. ____ I have contacted the merchant to resolve my dispute about the quality of services or goods and am still not satisfied. Describe dispute fully, in detail. Include all documentation that supports your claim.

J. ____ I have resolved my dispute with the merchant.

_______________________________                         ___________________________
CARDHOLDER SIGNATURE                                                   DATE
## APPENDIX D

### PROCUREMENT CARD CONTROL LOG

**DEPARTMENT_________________________**

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APPENDIX E

FedEx Procurement Card Registration

Many of you have requested FedEx involvement in UK’s Procurement Program. We are pleased to announce the capability to have your shipments billed to your Department Procurement Card account. To utilize this billing option, you will need to fax this form.

No other service aspect has changed. Continue to call 1 (800) GO FEDEX for on-call pickups, leave your package at the normal pick up site, or drop your package in one of our convenient drop boxes. (call 1 800 GO FEDEX for the nearest drop box).

If you do not have a FedEx Account number, call 1 (800) GO FEDEX to initiate an account and then fax this form.

Thank you for being a FedEx customer and trusting us to quickly and dependably deliver your important packages.

UK has moved to zone pricing.

Fax: 1-800-548-3020  FedEx, Billings Dept

UK Procurement Card Number  ________________________
Expiration Date  ________________________
Name as it appears on the card  ________________________
FedEx Account Number  ________________________
Telephone Number  ________________________
Contact Name  ________________________

If you have any questions, please contact the FedEx Sales Rep, Melissa Hatchell at (901) 224-2611 or email at mahatchell@fedex.com
APPENDIX E

UPS PROCUREMENT CARD REGISTRATION

Dear Valuable UK Customer,

Thank you for your business. UPS is pleased to announce that we are able to process your International and Domestic air shipments using the University of Kentucky's new department procurement card. To register your procurement card for UPS air shipments please complete the bottom of this form and return it via fax to 1-801-459-9825. This will ensure that you receive the special UK discounted rates when you use your procurement card.

After registering your card number with UPS (please allow 2 weeks), simply select the Bill Shipper option in section 7 (method of payment) on the Air Shipping Document (ASD). Call UPS to request an "ON-CALL AIR PICKUP @ 1-800-742-5877 or deposit your shipment in one of your many Air Drop-Boxes located all across campus. You can also drop your shipments off at the UK post office in the basement of the classroom building.

UPS is committed to offering flexible shipping and payment solutions to customers at UK. Please feel free to visit our UPS web site @ WWW.UPS.COM and look under the "site locator" screen for the closest drop box location near you. You can also request an "ON CALL AIR PICK-UP" from our web site.

Again, thank you for choosing UPS for all your express shipping needs.

Fax to: 1-972-884-3083

UK Credit Card Number: __________________________
Expiration Date: __________________________
UPS Shipper Number: __________________________
Contact Name: __________________________
Phone Number: __________________________

AUTHORIZED SIGNATURE  __________________________________________
DATE: __________________

NOTE TO DEPARTMENTS: Beware of your monthly credit limit. For large accounts this could pose a problem.
Effective July 1, 2015 the University adopted a revised policy for capitalization of equipment. The new policy is stated below, and is the basis for accountability.

CAPITALIZATION POLICY:

All Equipment costing $5,000 or more will be capitalized.

Please see BPM E-12-1 Capitalization Policy and BPM E-12-3 Equipment Inventory.