

University of Kentucky Kroger Charge Card FAQ

1. Q: Will we be able to purchase paper products at Kroger's? We do training and offer food and need plates, forks, etc. in order to serve.

A: Yes. However, the purchase of paper products, like all purchases, are subject to the requirements of the University's discretionary spending policy.

2. Q: The procurement card is in my name, will others in my department be able to use and sign or will they need to apply for their own procurement card?

A: At the department's discretion, other users are allowed to make purchases on someone else's card. The vendor has the right to deny the purchase when the person attempting to use the card is not the cardholder. Other users of the card should sign their name and not forge the cardholder's name. All persons using the procurement card need to know that the University is tax-exempt and they should be familiar with the University's policies. The cardholder is responsible for all charges on their card even if they were not the person who made the actual purchase.

3. Q: Will there be a breakdown of what is allowed on the procurement card vs. what we cannot purchase in plain English?

A: Please refer to the Purchasing/AP Quick Reference Guide located on the Purchasing Division's website at www.uky.edu/Purchasing and also the Procurement Card Manual located on the Accounts Payable website at www.uky.edu/EVPFA/Controller/aphome/procard/CRDHLD.pdf. When in doubt whether a purchase may be made with the procurement card, contact Leslie Hanich at 257-1024 or email at www.lahani1@email.uky.edu.

4. Q: Can ANY procurement card be used to make food purchases from Kroger or does the procurement card have to be designated as a discretionary card?

A: Any procurement card may be used to purchase from Kroger's.

5. Q: We would like to implement the changes with the Kroger card to using the procurement card now, but I wasn't sure if we were suppose to wait until 2/12 as indicated in the memo, would this be ok?

A: You may utilize the procurement card for purchases at Kroger's immediately.

6. Q: Can food and soft drinks be bought at any store or only at Kroger's using the UK procurement card?

A: Food and soft drinks may be purchased with the procurement card at any store.

7. Q: Does the use of the procurement card at Kroger mean we can use the procurement card there even if a discretionary expense (e.g., purchase of food items for department/social gathering, flowers)? If so, can we use the procurement card at other vendors (e.g. Walmart, Meijer) for such expenses as well?

A: The procurement card may now be used to make purchases at Kroger's and other vendors including Wal-Mart, Meijer. The use of the procurement card for discretionary expenses is limited to food related purchases. The department is delegated the responsibility to adhere to the University's requirements for appropriate documentation, funding and approval.

8. Q: How do we document purchases with discretionary funds when using the procurement card?

A: The procurement card editor would edit and post the transaction to the appropriate discretionary cost center. With this new policy change with the procurement card, the department is delegated the responsibility to adhere to the University's requirements for appropriate documentation, funding and approval.