

PROCARD USE FOR CATERING

JULY 1, 2014

FREQUENTLY ASKED QUESTIONS

1. If I don't have a Procard, can I still book and hold my event?

YES. In the event some departments do not have a Procard, please contact Kimberly Maggard at Kimberly.maggard@uky.edu to start to the process of obtaining a Procard for your department.

A new card is provided within approximately one week. In the interim, UK Dining will work with your department during this brief transition period -- and will continue to process requests for catering. Final billing will be processed when the Procard is available.

2. When does the policy take effect to eliminating journal vouchers for payment?

July 1, 2014

3. If a department does not have a Procurement Card, may it continue to pay by Journal Voucher (JV) in fiscal year 2014-15 when using UK Dining/Catering, The Hilary J. Boone Center and The Club at Spindletop Hall?

NO. Expenses for all events/orders must be paid by Procurement Card. Visit the Accounts Payable Homepage, <http://www.uky.edu/UFS/accounts-payable-services-1> for details on how to obtain a Procurement Card.

4. May an order for an event/activity that includes alcoholic beverages or otherwise requires discretionary funds be booked and paid for by Procurement Card?

YES. But when the transaction is edited all expenses must be charged/funded in accordance with the Discretionary Expenditure Policy. <http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-10.pdf>

5. How will receipts/invoicing for Procurement Card charges be received?

Upon closing and event/order by charging a procurement card, UK Dining/Catering, The Hilary J. Boone Center and The Club At Spindletop Hall will forward/provide the department/cardholder with a copy of the receipt/paid invoice.

A separate invoice/register receipt will be provided for alcoholic beverages.

Documentation for the procurement card edits must include the purpose, the attendees and specific detailed description of the event along with the invoice/register receipts.

6. How will FY 2013-2014 events/orders be billed and closed?

All events/orders completed on or before 06/30/2014 will be billed and closed by Journal Voucher (JV) in fiscal year 2014.

7. Can I use the Procurement Card at other alternative off-campus vendors?

NO. Use of the Procurement Card is specifically limited to these three providers and may not be used at alternative vendors for these services.

8. How do I obtain more information?

Contact:

- UK Dining <http://ukylive.campusdish.com/> 859-257-2220
- The Club At Spindletop Hall, www.spindletophall.org (859) 255-2777
- The Hilary J. Boone Center www.uky.edu/BooneCenter/ (859) 257-4322