

**UNIVERSITY OF KENTUCKY
PROCUREMENT CARD APPLICATION SUPPLEMENTAL INFORMATION
STUDENT PAYMENT PROCUREMENT CARD**

Purpose: A Student Payment Procurement Card authorizes and enables the cardholder to make payments directly to suppliers on behalf of a University of Kentucky student when such payments are in strict compliance with University of Kentucky Policies and Procedures.

College/Division _____ Department _____
Department # _____ Address _____
Applicant Name _____ UK Person ID# _____

Provide a detailed description of the reason a Student Payment Procurement Card is needed:

List the specific purchases that will be made on behalf of a University of Kentucky student utilizing the Student Payment Procurement Card:

Describe in detail how the Student Payment Procurement Card will be stored/secured when not in use:

Will a Control Log be used to document the use of the Student Payment Procurement Card? Yes____ No____ If no, describe in detail the controls that ensure the card is only accessible to authorized users:

Describe the process and the procedures that are in place to ensure compliance with [BPM E-7-14](#):

Monthly the Cardholder must submit a listing of all transactions for the month with supporting Payment on Behalf of Student (PBS) form(s) to Student Financial Aid to document every purchase made on the Student Payment Procurement Card (SPPC) for that month.

Describe in detail how the Student Payment Procurement Card will be edited to ensure:

- a. Proper funding and compliance with University of Kentucky Business Procedures.

- b. Appropriate supporting documentation is acquired/collected and attached to the edited transaction.

- c. Appropriate authorizing and approving signatures for each transaction are obtained.

Responsibilities:

- a. Cardholder:
 - 1) Compliance with the guidelines and restrictions of the Cardholder User Agreement.
 - 2) Compliance with BPMs [E-7-11](#), [E-7-14](#) and [E-7-16](#) and the [Cardholder Manual](#).
 - 3) Compliance with the guidelines and restrictions of the policy for delegated purchasing authority. BPM [B-3-2](#) Delegated Procurement Policy.
 - 4) Properly safeguard the card.

- b. Editor:
 - 1) Review and edit all transactions. See [Cardholder Editing Manual](#) for proper editing instructions.
 - 2) Ensure compliance with section [BPM E-7-14 Payments to Students](#).
 - 3) Coordinate records retention and maintenance of documentation of all expenditures in accordance with the University Records Retention Policy.
 - 4) Have all transactions approved in accordance with the college/division transaction approval plan.

- c. Approver:
 - 1) Validate that all charges on the Procurement Card have been edited and charged to the appropriate account.
 - 2) Verify that documentation meets the required standards.
 - 3) Ensure compliance with [BPM E-7-14 Payments to Students](#)

Signatures:

Applicant _____	Date ___/___/___
Editor _____	Date ___/___/___
Supervisor _____	Date ___/___/___
Approving Official _____	Date ___/___/___