

## **Procurement Card Authorization and Limits**

### **I. Purpose**

The University of Kentucky Procurement Card Program increases the efficiency of the purchase and payment of small dollar acquisitions and is the primary purchasing method for delegated small dollar purchases.

The program has the ability to place the controls listed below on each card enabling it to be tailored specifically for individual departmental requirements:

Spending Limit Per Transaction  
Spending Limit Per Month  
Transactions Allowed per Day  
Transactions Allowed Per Month  
Merchant Category Code  
Departmental Account Number

### **II. Policy**

The University of Kentucky Procurement Card is issued to an individual cardholder (employee).

University employees responsible for making purchases for their department may apply for a University of Kentucky Procurement Card when authorized by their department head.

### **III. Procedures**

The University of Kentucky Procurement Card Application must be completed and signed by the cardholder, the cardholder's supervisor, and the appropriate Dean or Administrative Officer. The application and details for processing are available from the [Accounts Payable Department](#) of the Office of the Treasurer.

#### **1. Procurement Card Training**

For Procurement Card training, please contact the Accounts Payable Department

#### **2. Procurement Card Dollar Limits and Other Restrictions**

A limit of \$5,000 per transaction has been established. The Purchasing Division may consider authorization for a higher transaction limit when requested by a cardholder and approved by the appropriate Director, Dean/Vice President or Provost. In addition, the Purchasing Division may conduct a review and audit of cardholder purchases prior to approving any increase in the cardholder's transaction limit. All commodities and services may be purchased on the Procurement Card except as restricted herein. The following policies must be followed when making delegated purchases:

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- A. The Procurement Card may only be used to purchase goods in accordance with University policies, regulations and procedures as stated within the University Personnel Policy Manual, the Business Procedures Manual and the Procurement Card Program Cardholder Manual, <http://uky.edu/ufs/sites/www.uky.edu.ufs/files/Cardholder%20Manual-Policies.pdf>.
- B. Orders must not be split or otherwise manipulated to circumvent the Procurement Card's single transaction limit.
- C. The Procurement Card must not be used to make any personal charges under any circumstance.
- D. A cardholder's failure to comply with the policies, regulations and guidelines set forth herein may result in disciplinary action including termination of employment from the University of Kentucky.
- E. Purchases of items covered by the University's Discretionary Expenditure Policy <http://uky.edu/ufs/sites/www.uky.edu.ufs/files/bpm/E-7-10.pdf>, capital equipment and certain other commodities are not allowed on the procurement card (see exceptions in paragraph "G" below). For current listings of restricted purchases, please read the Restricted Purchases list on the Procurement Card home page <http://uky.edu/ufs/sites/www.uky.edu.ufs/files/Restricted%20Purchases.pdf>.
- F. Technology related equipment and supplies should be purchased through the University SRM system and on the University's technology purchasing website, ebuy. Select vendors have a punch-out catalog through SRM and it shall be used for those specific vendors. Orders that cannot be purchased through the punch-out catalog and up to a cardholder's single transaction limit (\$5,000), may be charged to the Procurement Card. Purchases exceeding the \$5,000 limit shall be purchased via free text in the University's online system, SRM.