

## Procurement Cards

Physical Plant's mission to care for the campus infrastructure requires employees to have the resources needed to provide immediate response in certain situations. Physical Plant management recognizes the importance of timely customer service and the fact that, in some cases, immediate response is absolutely necessary to prevent further damage or additional problems to University property.

Given the urgency of many situations faced by Physical Plant staff, management has provided for certain individuals to hold procurement cards for the purpose of making emergency purchases for University business. The following conditions must be met:

- The use of a credit card to make purchases on behalf of the Physical Plant is a privilege, not a right. As such, it is the employee's responsibility to follow the rules and regulations set forth by the University as they relate to appropriate and acceptable use of the credit card.
- Credit card holders assume personal liability for purchases made with the credit cards they are issued.
- Credit card holders are responsible for ensuring that appropriate documentation exists for each credit card purchase.
- Credit card holders are responsible for making the credit card accessible only to authorized signers, when they provide a purchase request.
- Failure to adhere to University rules and regulations could result in revoking an employee's privilege to make credit card purchases. Disciplinary action could result from misuse and/or abuse of credit card privileges.
- Employees with credit card privileges are responsible for ensuring that appropriate documentation (purchase request, credit card receipt, and store receipt) is submitted to the credit card holder.
- The credit card, credit card receipts, and store receipts should be submitted to the credit card holder within 24 hours of the date on the purchase request. Failure to return the credit card and/or the necessary receipts in a timely manner could result in loss of credit card privileges.
- Each Assistant or Associate Director may establish spending limitations stricter than those allowed by the Purchasing Office. The nature, extent, and volume of intended purchases will be considered when establishing spending limits for each procurement card issued.