

# Procurement Card Roles & Responsibilities

## Purpose

To clarify the roles, responsibilities, and expectations of procard holders in CBE and outline the process for card termination for non-compliance.

## Definitions

**Procurement Card:** Also known as a procard, or p-card. Credit card for making UW related business purchases under \$3,500 (including tax), unless preauthorization is provided by the Procurement Card Office.

**Cardholder:** Individual with a procard performing the first level of transaction review within Workday

**Reviewer/Reconciler:** Individuals with the Procurement Data Entry Specialist (PDES) role in Workday.

**Department Administrator:** The department head or administrator with delegated signature authority for department budget expenditures, and ultimately responsible for the management of the Procard Card Program in their College or Department.

## UW Policy

[UW policy](#) defines responsibilities for procard roles as the following:

- Cardholder
  - Discuss your request for a procard with the appropriate department administrator in your area
  - Review [card security best practices](#)
  - Complete the procard cardholder training [eLearning](#) with assessment quiz
  - Review and agree to the [procard conditions](#)
  - Understand your specific reconciling responsibilities in Workday
  - Understand your department's purchase approval procedure
  - For questions about what you are allowed to purchase, email [procard@uw.edu](mailto:procard@uw.edu)
  - Activate the card following procedures emailed from the procard office
  - Sign the card when it is received
- Reviewer
  - If unfamiliar with procard, complete the procard cardholder training [eLearning](#)
  - Understand your specific reviewing responsibilities in Workday

- Maintain source documentation for cardholder purchases in compliance with [UW retention policy](#)
- Department Administrator
  - Create a written department policy establishing internal procedures and identifying procard responsibilities for department staff including backups
  - Determine who should have a procard
  - Ensure that cardholders and reviewers complete the eLearning and quiz
  - Delegate procard roles and responsibilities for the department
  - Manage the procard program within the department

## CBE Policy

Applications for procards will be reviewed and approved on a case-by-case basis by department administrators in consultation with Chairs and the Assistant Dean, Finance & Administration as needed.

Procard holders will be held to the terms and conditions they agree to as procard applicants which include:

- Only using the card for UW business purchases; personal purchases may constitute fraud and may be cause for serious disciplinary action
- Abiding by the rules established by the State and UW procurement services as well as departmental/college internal procedures
- Purchasing only items under \$3,500 including tax, unless special pre-approval is granted by the Procurement Card Office
- Reviewing their account regularly and allocating charges to proper accounting codes with documentation attached
- Resolving any discrepancies with suppliers and/or the card provider
- Reporting compromised or missing cards immediately to the card provider
- Surrendering the procard upon termination of employment or when it is no longer necessary to fulfill departmental duties

Violations of the terms and conditions of procard holders, or of the procedures below, may result in the termination of an employee's procard immediately.

The reviewer role will be held by departmental administrators or other designated staff in the case of labs and/or centers.

## Procedure

On a weekly basis, procard holders should review and verify their transactions in Workday. For detailed instructions on verifying a transaction, cardholders should reference the [How to Manage Procard in Workday Job Aid](#).

Receipts and supporting documentation must be submitted for each transaction. For more information regarding acceptable receipts, please reference [CBE's Receipt Policy](#).

Verified transactions will then go to the PDES for the cardholder's department and/or unit for approval. If the procard holder also holds the PDES role for their unit, they should not approve their own transactions. A process should be developed within their unit to ensure review by an individual other than the cardholder. Department administrator cards will be reviewed by the Dean's Office PDES. Card holders with PDES roles in the Dean's Office will be reviewed by another PDES in the Dean's Office.

After the PDES has reviewed and approved the transaction, Workday will route the transaction to the appropriate budget reviewer, either a Grant Manager or Cost Center Manager.

Workday will be the system of record maintaining the backup documentation for the duration of the retention rules appropriate for the funding source.

The PDES will run reports monthly for unmanaged procard expenses in their department and/or unit. For any transactions/cardholders out of compliance with UW and/or CBE policy, the following process will be applied prior to the termination of the procard:

1. PDES role runs a report for unmanaged procard expenses.
2. Transactions >30 days, cardholder will receive an email from the PDES of the compliance issue.
3. Cardholders will have 5 business days in which to verify their outstanding transactions.
4. More than 3 cumulative (not consecutive) notifications of transactions older than 30+ days will result in the termination of an individual's procard. Future requests for a procard will be denied.
5. For cardholders with unmanaged transactions > 60 days, cards will be immediately terminated. Future requests for a procard will be denied.
6. The PDES will notify the Assistant Dean, Finance & Administration, in writing of any cardholder who has had their procard revoked.
7. Exceptions will only be made in the case of approved FMLA.

Effective Date: September 1, 2023

Last Review Date: September 1, 2023

Councils Review: November 2023

All-College Review: December 1-15, 2023

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