

# CBE Procurement Card Roles & Responsibilities

## Purpose

To clarify the roles, responsibilities, and expectations of procurement card holders within the College of Built Environments (CBE) and outline the process for addressing non-compliance, including card suspension or termination when necessary.

## Definitions

Procurement Card (Procard or P-Card): A University of Washington-issued credit card used for UW business purchases under \$3,500, including tax, unless preauthorization is granted by the Procurement Card Office.

Cardholder: The individual issued a procard who is responsible for making allowable purchases and performing the first level of transaction review within Workday

Reviewer/Reconciler: The individuals with the Procurement Data Entry Specialist (PDES) role in Workday who reviews transactions for compliance and approves procard transactions.

Administrator: The administrator with delegated signature authority for budget expenditures. This role is ultimately responsible for oversight of the procard program within their department or college.

## UW Policy

UW policy defines responsibilities for each procard role, summarized below. Full policy details are available on the [UW Procurement Services website](#).

### Cardholder Responsibilities

- Discuss the business need for a procard with the appropriate administrator.
- Review and follow [card security best practices](#)
- Complete required procard [eLearning](#) and the associated assessment quiz
- Review and agree to the [Procard Card User Agreement](#).
- Understand and follow reconciling responsibilities in Workday.
- Follow departmental purchase approval procedures.
- Contact [procard@uw.edu](mailto:procard@uw.edu) with questions about allowable purchases.
- Activate the card according to instructions from the Procard Office.
- Sign the card upon receipt.

### Reviewer Responsibilities

- Complete the procard holder training if unfamiliar with the program.
- Understand reviewing responsibilities in Workday.

- Ensure source documentation is maintained in accordance with [UW records retention requirements](#).

### Department Administrator

- Establish written departmental procedures for procard use, including backup roles
- Determine which employees should be issued procards.
- Ensure all cardholders and reviewers complete required training and assessments.
- Delegate and manage procard roles within the department.
- Provide ongoing oversight of the department's procard program.

## CBE Policy

Applications for procards are reviewed and approved on a case-by-case basis by department administrators, in consultation with department chairs and the Associate Dean, Finance & Administration as needed.

By accepting a procard, cardholders agree to the following conditions:

- Use the card only for UW business purchases. Personal purchases may constitute fraud and may result in disciplinary action.
- Follow state, UW, and departmental procurement rules and procedures.
- Limit purchases to under \$3,500, including tax, unless special pre-approval is granted by the Procurement Card Office.
- Review transactions regularly and allocate charges to appropriate accounting codes with required documentation
- Resolve discrepancies directly with suppliers or the card provider
- Report lost, stolen, or compromised cards immediately to the card provider
- Surrender the procard upon separation from employment or when the card is no longer required for job duties.

Violations of the terms or of the procedures outlined below may result in immediate termination of procard privileges.

Reviewer responsibilities are typically assigned to administrators or designated staff. In the case of labs or centers, reviewers may be assigned based on operational need.

## Procedures

### Transaction Review and Documentation

- Cardholders are expected to review and verify transactions in Workday on a weekly basis.
- Receipts and supporting documentation are required for every transaction. Cardholders should consult CBE's Receipt Policy for guidance on acceptable documentation.
- Verified transactions are routed to the PDES for review and approval.

If a cardholder also holds the PDES role, they may not approve their own transactions. Units must establish an alternative review process to ensure appropriate separation of duties.

- Departmental administrator card transactions are reviewed by the Dean's Office PDES.
- Dean's Office cardholders with PDES roles are reviewed by another PDES within the Dean's Office.
- After PDES approval, transactions route to the appropriate budget reviewer, such as a Grant Manager or Cost Center Manager.

Workday serves as the system of record for transaction documentation and retains records in accordance with the applicable funding source retention requirements.

#### Compliance Monitoring and Enforcement

- PDES staff run monthly reports to identify unmanaged procard expenses.
- For transactions outstanding more than 30 days:
  - The cardholder receives a compliance notice from the PDES.
  - The cardholder has five business days to verify outstanding transactions.
- More than three cumulative notifications for transactions over 30 days old will result in procard termination. Future procard requests will be denied.
- Transactions outstanding more than 60 days result in immediate card termination. Future procard requests will be denied.
- The PDES notifies the Associate Dean for Finance & Administration in writing when a procard is revoked.
- Exceptions are granted only for approved Family and Medical Leave Act (FMLA) situations.

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4/8/26 Refined language for clarity and tone

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