

Procurement Card Policy

The Procurement Card (P-Card) is a credit card which can be used for approved purchases up to \$10,000 of all non-restricted commodities from any supplier that accepts credit cards as a form of payment. The pcard provides a faster more efficient way to purchase lower dollar goods and services. The cardholder must understand this policy and sign the FLC Cardholder Agreement. An applicant will receive a card only after they are trained, acknowledge this policy and sign the cardholder agreement. An applicant may not send someone else in their place, there will be no exceptions.

Cardholder Training

Prior to being issued a card, the cardholder must read and understand the p-card policy and travel policy. Additional information regarding the policies will be e-mailed to the employee once the card application is received.

The purpose of the training session is to ensure that the cardholder is familiar with the policies and procedures, Workday, and to answer any questions the cardholder may have regarding use of the card.

Making a Purchase

Most employees are already familiar with making purchases using a credit card. The process for placing an order using the Procurement Card is very similar to those used when making a purchase with any commercial credit card. When making a purchase the following steps should be followed:

- x Confirm that the purchase is appropriate for the P-card.
- x Confirm the total cost (including shipping and handling) will not exceed preset transaction limits.
- x Make sure you are obtaining the best possible price and that tax is removed. Any cardholder should contact Purchasing to ask if there is a preferred/contracted supplier to use.

Departments may purchase items up to their individual spending limits utilizing their P-

PROHIBITED TRANSACTIONS

DO NOT PURCHASE THE FOLLOWING GOODS WITH YOUR CARD.

These are Prohibited Transactions and constitute Cardholder violations.

- x Alcohol
- x Personal expenses
 - o Clothing from Skystore up to \$50 allowed with department approval
- x Cash or Cash Type (Gift Cards) Transactions
- x Split Purchases - an item costing over your approved limit, split among more than one transaction.
- x Contracts requiring authorized signature
- x Drug Enforcement Agency licensed substances
- x Moving and relocation costs
- x Entertainment
- x Meals/beverages charged while traveling if receiving per diem
- x printers

EXCLUDED MERCHANT TYPES

DO NOT PURCHASE GOODS FROM THE FOLLOWING MERCHANT TYPES

An attempted purchase from these types of merchants will cause the transaction to decline.

- x % D Q N V \$ 7 0 ¶ V) L Q D Q F L D O , Q V W L W X W L R Q V
- x Betting, lottery, wagers, beer, wine, packaged liquor stores
- x Dating & escort services, counseling, massage parlors, health and beauty spas, online dating sites

FOOD PURCHASES FOR OFFICIAL FUNCTIONS

P- F D U G K R O G H U V D U H U H V S R Q V L E O H I R U U H D G L Q J D Q G X Q G H U V W D Q G L Q J) / & ¶ V
purchases for official functions.

Lost or Stolen Cards

It is the cardholder's responsibility to report lost or stolen cards immediately to US Bank. After notifying US Bank, the cardholder must report the lost card to Purchasing. A replacement card will be ordered and takes approximately 3-5 business days to receive.

Disputing a Transaction

A cardholder may dispute any charge that appears on the P-Card. If there is a charge that is not recognized by the cardholder or appears to be incorrect, the cardholder must contact US Bank and begin the claim process. The phone number for disputes is located on the back of the card. The current card will be deactivated, and a new card issued. A replacement card will be ordered and takes approximately 3-5 business days to receive.

P-Card Holder Responsibilities

The individual employee to whom a P -Card has been given is responsible for the accuracy of information and

P-Card Violations and Consequences

P-Cards will be monitored for compliance. The table below lists P-Card violations and subsequent actions taken for each offense. Department director and Supervisor will be notified of each offense. Offenses subject to review and may be dismissed due to extenuating circumstances.

Progressive Discipline Guidelines (Within A Rolling Year)

Offense	1 ST Offense	2 ND Offense	3 RD offense
Missing/Invalid Receipts (Includes paying sales tax)	Violation email to user, supervisor, director after 2 occurrences	Suspension of card after 3 occurrences	Loss of p-card privileges
Splitting purchases willfully	Suspension of card for at least 6 months	Loss of p-card privileges	
Inappropriate/Unauthorized purchase (including personal use of card)	Violation email to user, supervisor, director, and reimbursement	Suspension of card	Loss of p-card privileges and disciplinary action
Failure to propose/approve transactions by set deadline	Violation email to user, supervisor, director	Suspension of card	Loss of p-card privileges and disciplinary action
Use of card for personal gain or other non-compliant or inappropriate use	Revocation of card privileges	Termination and possible prosecution	