



Campus Training Series

Procurement Cards- Policies and Forms



Procurement Cards- Policies and Forms

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Procurement Cards- Policies and Forms

What is a procurement card?

A procurement card is a Visa card issued to a department through US Bank. It is designed to assist departments with convenience and efficiencies with certain allowable purchases. The program also allows for a small percentage back to the university on purchases.



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How do I get a procurement card?

Procurement cards are issued to departments (for individual cards see Corporate Travel Cards). If a department finds the need to issue a new procurement card, or if there are changes to be made they will:

- Complete the [Application and Agreement form](#)
- Those adding who have not done so already, take and pass the [Procurement Card Training and Procurement Card Test](#)
- Route for signatures (make sure everyone adding has signed)
- Send to Service Center Support Specialist



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How do I get a procurement card?

The Service Center will:

- Assign Account and Business Managers
- Verify everyone on form has taken and passed the Procurement Card Test
- Create/Update procurement card Activity Logs
- Forward form to Business Services
- Train new Card Custodian on processes



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How do I get a procurement card?

Business Services will:

- Update procurement card database
- Order new cards from US Bank
- Enter/Update procurement card information in Banner
- Contact Card Custodian to pick-up new card



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Procurement Card Roles

Department

- **Budget Authority/Card Holder (required)**- responsible for overseeing procurement cards, such as approving users and card custodians and reviews and approves expenditures
- **Card Custodian (required)**- responsible for security of the procurement cards: checking card out to authorized users, maintaining log, and physical security
- **Card Users**- responsible for knowing and following purchasing policy, such as obtaining and passing along proper documentation related to purchases



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Procurement Card Roles

Service Center

- Account/Business Manager- responsible for redistribution of expenditures and ensuring procurement policy and procedures are being followed

Business Services

- Procurement Card Administrator- responsible for the procurement card program at Southern Oregon University



Procurement Cards- Policies and Forms

What is covered and what is not?



- Office/General Supplies
- Dues and Memberships
- Hosting Groups and Guests
- Conference Hotels
- Subscriptions
- Minor equipment/furniture
- Software



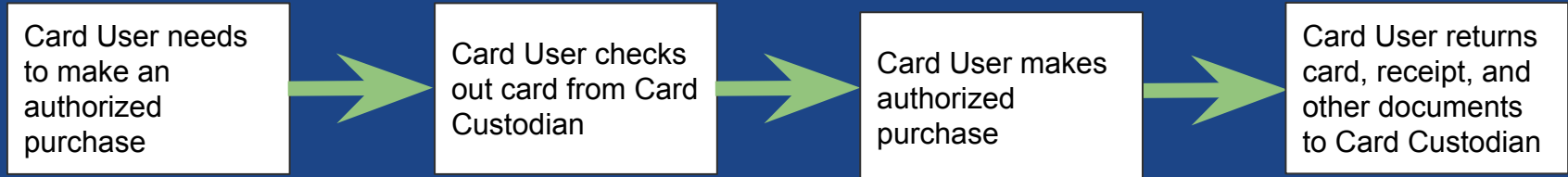
- Moving costs
- Services
- Maintenance and repairs
- Travel expenses (some exceptions)
- Capitalized items (over \$5000 and >1 year lifespan)



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What is the process for using a procurement card?

Card User- Purchasing

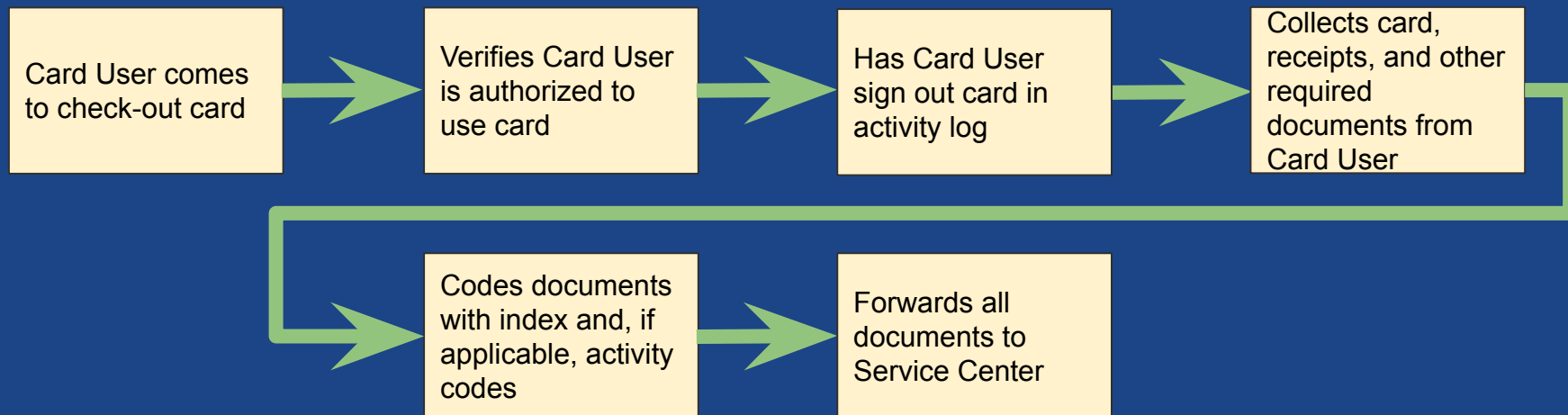




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What is the process for using a procurement card?

Card Custodian- Purchasing

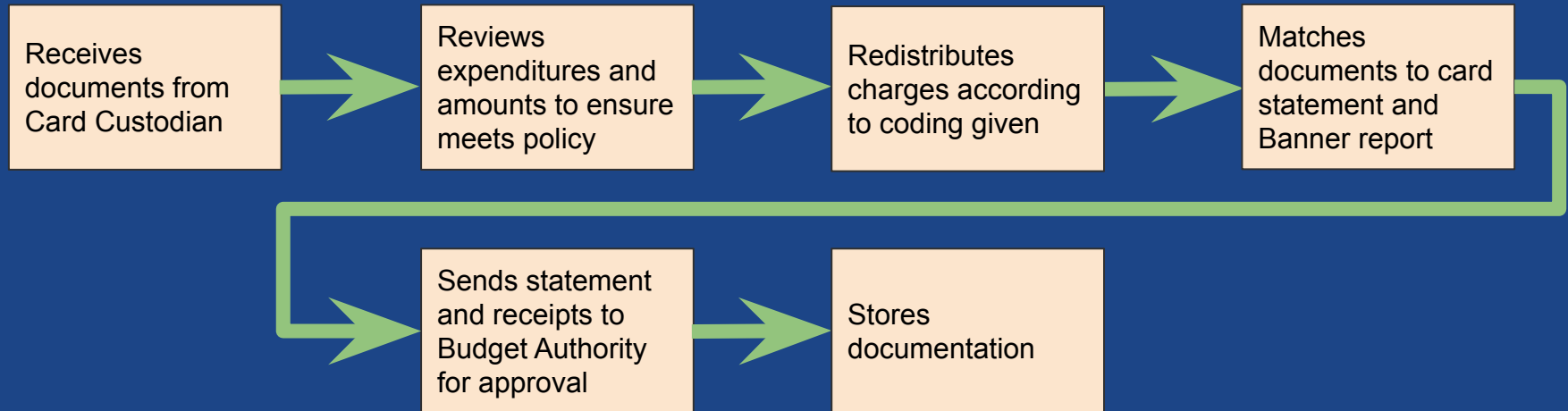




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What is the process for using a procurement card?

Account/Business Manager- Purchasing

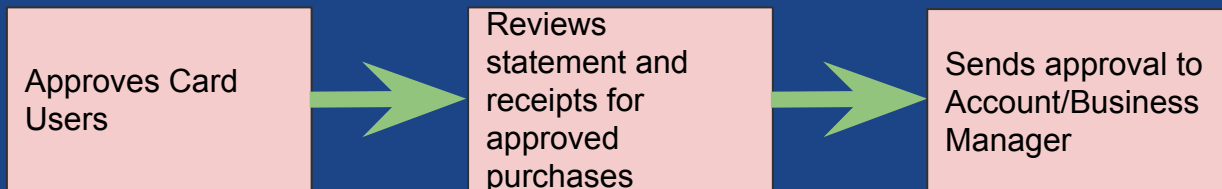




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What is the process for using a procurement card?

Cardholder/Budget Authority- Purchasing





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What do I do if I have trouble using the procurement card?

If you are having issues with your procurement card, you may contact:

- During regular business hours, your Account Manager or Business Services
- After hours, US Bank helpline on the back of the card



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What do I do if I have trouble using the procurement card?

When contacting US Bank directly, they will want ask some identifying information. Here are some items to know:

- Phone number and email associated with p-card (always tied to the card's Card Custodian)
- Address (1250 Siskiyou Blvd., Ashland, OR 97520)



Procurement Cards- Policies and Forms

Why is it important to turn in documentation timely?

- Fraud
 - Liability is greater the longer we do not identify charges
- Budgets
 - Expenditures are not realized in departmental budgets until redistributed
- Lost Receipts
 - Heat transfer paper fades easily and quickly
 - Receipts are easy to lose over a period of time



Procurement Cards- Policies and Forms

Helpful Links

- [Business Services Purchasing Card](#) (policies, forms)
- [Service Center Department Purchase Card](#) (process, statement cutoff dates, forms)