



**Department of Purchasing:**  
**Procurement Card (PCard) Policy and Procedure Manual**

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## The Department of Purchasing

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Procurement Card Services

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## Procurement Card General Guidelines

### ***Introduction - Purpose***

The Procurement Card Program has been established as a service to campus departments.

This program enables departments the convenience of a University Procurement Card to purchase goods and services.

The University benefits from the use of the PCard because our procurement process facilitates payments in a more efficient and cost-effective manner.

### ***Introduction - Caution***

While we encourage its use, departments are required to follow the established rules and procedures listed in this manual.

All cardholders will be held accountable for their actions.

The Procurement Card Program cannot be used to avoid or bypass appropriate purchasing procedures or bidding requirements.

The Procurement Card Program is designed to work side by side with existing purchasing procedures and to empower the cardholder to make needed purchases without delay and with minimal paperwork.

Items purchased using the PCard that need to be shipped to a specific address should only be sent to addresses within the University campuses, or special permission will be required.



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### ***Introduction - Security***

The cardholder is responsible for the security of their PCard.

The card shall be treated with the same level of care as the cardholder would use with his or her own personal credit cards. The card is to be stored in a secure location.

The PCard account number should be protected. Be cautious and be suspicious of requests for account information.

The PCard account number should never be put in an e-mail. At most, only use the last four (4) digits.

If you are unsure of any request regarding your PCard, contact the Department of Purchasing with questions or concerns.

## **Obtaining a Procurement Card (PCard)**

### ***The Application Process***

First, the requester must email the Procurement Card Program through [Pcard@uakron.edu](mailto:Pcard@uakron.edu)

They should copy their supervisor on their request to have the card and state the purpose for using the card (Travel, Hospitality and Entertainment would require a "THE-Card" the PCard would be for purchasing office supplies, equipment or services)

The requester will then be given an access code to the Bank site to complete an online application.

Once the application has been submitted, the bank will create the new account and send the PCard to the new PCard holder.



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### ***Required***

Online training materials are available for use of the PCard and all new cardholders are required to review the instruction guides.

The cardholder will be required to sign a "Procurement Card Agreement", wherein you agree to use the Procurement Card for University purchases only and will comply with all requirements set out by the department.

## **Using the PCard**

### ***Card Use by the Assigned User***

Making a university related purchase with your Procurement Card is a simple process. The card is permitted for purchases via telephone, internet, mail or in person.

Follow these guidelines when using your Procurement Card:

- First, verify the purchase is within your monthly & per transaction limits.
- Verify the item being purchased is not on the list of restricted items.
- Inform the vendor this purchase is on behalf of The University of Akron, a state institution and exempt from state sales tax
- Next, provide the vendor your PCard information and allow them to process your transaction.
- If your transaction is within the acceptable transaction and credit limits, and not with a restricted vendor, your transaction will be complete.

***If the accountholder ever has an issue with a transaction that should go through, please contact PCard Program administrator.***



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### ***Card Use by the Assigned User (continued)***

- Obtain an itemized receipt of your transaction from the vendor.
  - If the purchase is via the internet, telephone or mail, print what information you have that aids in documenting the purchase. Also request an itemized receipt from the vendor at delivery or when you pick up the items.
- Please note you must scan receipts and any documentation supporting the transaction and save as PDF files. You must remain vigilant to verify the transaction when it appears in your WORKDAY files. Transactions should be verified within 14 calendar days of appearing in WORKDAY.

### ***Card Use by Another Employee***

Should you allow another University employee to use your card, you are responsible to ensure that the individual using the card is aware of the appropriate uses of the card.

Further, the borrower must return the card, along with the necessary purchase documentation, immediately after making the purchase.

You should note vendors may question a different person signing the card and may refuse the sale.

### ***Purchasing General Merchandise***

When making purchases of some day-to-day items, we encourage using vendors the University may have under contract through the Punchout Catalog Requisition program through Workday. This program provides a cost savings using online ordering from contracted supplier catalogs.



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Departments should continue to purchase basic office items such as paper, pencils, pens, etc., through Central Stores as these items are competitively priced and offer the convenience of on-campus stock.

### **Restricted Usage**

#### ***Restricted Vendors***

Vendors are assigned a Merchant Category Code, or MCC, based on the type of business they operate.

Using these classifications, the PCard is restricted for use with certain types of vendors. If the PCard is presented for payment to these vendors, authorization will be declined.

However, if a transaction within guidelines is declined, please call the Program Coordinator immediately to discuss the purchase.

Also note that many vendors who operate *within acceptable MCC's* may sell *some* items restricted from purchase using the PCard.

The message here is, even though an approved vendor sells it does not always mean the Cardholder will be able to buy it. Please reference the Restricted & Prohibited Items topic for a complete listing of restricted items.

If you believe your department has a unique purchasing need that cannot be met due to these restrictions, please contact the Program Coordinator prior to the purchase, as an exception may be approved.



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### ***Pyramiding***

Another restricted use of the PCard is called Pyramiding, which is the use of multiple card transactions to make a purchase that would otherwise exceed your procurement card per transaction limit.

**Pyramiding is *not* permitted.**

**Pyramiding charges** are the use of *multiple transactions* to circumvent per-transaction limits.

For example, someone with a \$1,000 per transaction limit makes a purchase of \$1,900 by requesting the vendor process one transaction for \$1,000 and another transaction for \$900, to circumvent the \$1,900 per transaction limit.

*Note that the practice of pyramiding is considered in play whether a transaction is for several items or just one item.*

### ***Restricted/Prohibited Procurement Card Purchases and Activities* \*\***

*Please contact Purchasing for assistance if you have a need that may not comply with this program.*

\*\* Certain items from the “Restricted & Prohibited Items List” may be purchased through the Punchout Suppliers list in the Workday ordering system and charged to the University Procurement Card.

Visit the Department of Purchasing website for more information about the Punchout Suppliers ordering system, including the *current* list of items available through the system.

#### **Advertising**

Legal Notices, Job Advertising, Internet, Publications.

*University Communications & Marketing must be contacted.*



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### Alcoholic Beverages

[Except as allowable under The Allowable Entertainment and Other Discretionary Expenses Chart.](#)

### Appliances

Air Conditioners, Heaters, Refrigerators, Stoves, Ovens, Washer, Dryers, Microwaves, Coffee Pots, Toasters, etc.

### Cash Advances

### Computers, Electronic Communication Devices

Laptops, Tablets, PC's, iPads, Cell Phones, Two-way Radios, Telecommunication Equip., Printers, Copiers, Faxes, etc.  
*Online University Computer Store must be consulted for all purchases of computer systems, equipment, & software.*

### Drugs

### Copiers, Printers

Contact Printing Services

### Furniture

All furniture - contact buyer for University contracts

### Gasoline or Fuel

The University Fleet Fuel Card, is available through The Department of Purchasing and exempt from fuel and gasoline taxes.

### Gift Cards

[Current UA Gift Card Policy](#)

Gift Cards can also be purchased through the Zip Card Office with an on-campus order form.

Cards are available for all on-campus and many off-campus merchants.





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See the [Zip Card website](#) for a complete list of merchants.

### **Guns, Weapons, Ammunition or Other Explosive Devices**

### **Hazardous Chemicals**

Hazardous chemicals are defined as any chemical with the following information on the label:

explosive, flammable, oxidizer, corrosive or poison and with either a flammability, health or reactivity designation factor above one

(1) (see special notes on Hazardous Chemical purchases below)

(2) exemptions may be granted for specific users and departments

### **Insurance**

Rental cars, Travel, etc.,- purchase no additional coverage.

### **Inter-Departmental Purchases**

Computer Store, DocuZip, etc.

### **Leases**

Copiers, Vehicles, Parking Spaces, Storage Space, Printers, Equipment, etc.

### **Printing**

For all off-campus printed materials, departments are required to work with University Communications & Marketing for prior approvals

### **Purchases that exceed your per transaction limit**



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### Pyramiding/Splitting Transactions

In any form described above, or any other attempt to make a transaction outside the parameters of your procurement card.

PYRAMIDING IS NOT PERMITTED WITHIN THE PROCUREMENT CARD PROGRAM

### Bio hazardous or Radioactive Materials, Lab Chemicals

See Hazardous Chemicals above.

### Rentals (except Vehicles - through University Contract)

Including but not limited to Tools, Tents, Property, Storage, Equipment, Halls, etc. Contact the Purchasing Department if you need an exception to this rule.

### Security Systems

Including but not limited to Audio Video, Alarms.

### Services

Including but not limited to: Construction, Professional, Personal, Performance, Lectures, repairs to any equipment on campus property, vendors must provide proper documents. For equipment repairs on campus, they must provide a copy of their Worker's Comp and proof of liability Insurance.

### Services - Catering on Campus

Contact Dining Services

### Software

Contact the Computer Store for more information.

### Telephone, Cellular Phones, Pager Equipment & Supplies

This type of equipment must be purchased through the Department of Telecommunications. There are existing contracts in place. Additionally, purchased devices must be compatible with UA networks.

### Toners, Printer ink

Contact University Printing Services



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#### Vehicle Purchases

The University has existing contracts for better pricing, contact The Department of Purchasing

#### ***Hazardous Chemicals & Biohazardous/Radioactive Materials Or Lab Chemicals***

Hazardous Chemicals and Biohazardous/Radioactive Materials, as defined in the Restricted Items List, are restricted from purchase with the PCard;

Based on the criteria, the Department of Environmental & Occupational Health and Safety, or EOHS, makes the final determination if a chemical or material is considered hazardous and therefore excluded from the Procurement Card Program.

Please note, EOHS will be notified of any *permitted* chemicals purchased using the PCard.

You are strongly encouraged to consult with either EOHS or the PCard Program Coordinator *prior* to purchasing chemicals with your PCard;

It is important to understand that purchasing restricted chemicals, or the failure to report purchased chemicals to EOHS, may result in *immediate* suspension of your Procurement Card.



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## **Record Retention**

### ***Record Retention Responsibilities***

As required by IRS regulations and OMB circulars, all purchases must be properly documented.

Specifically, transactions must be supported by *original, **itemized*** receipts.

Internet purchases require a copy of the order, itemizing all costs.

If documentation is not available, an explanation *must* be documented and filed as an attachment in the WORKDAY transaction verification program.

Explanations supporting a transaction must explain the business purpose in terms that would be clear to an external viewer.

Cardholders are responsible for maintaining documentation in compliance with the university's record retention policy. Cardholders must keep paper and/or electronic receipts for the current Fiscal Year and for 2 years prior.

### ***Record Retention Requirement for Grants***

Per federal grant regulations, transactions purchased using grant funds require a longer record retention period.

Records related to grant funded sponsored projects have a retention period of "Active +10 years".

'Active' means all documents related to a sponsored project that has not ended, and for which the final financial report has not been filed.

For this reason, all receipts and records pertaining to a grant funded purchase must be scanned and attached to the transaction in the payment processing website.



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### ***Reconciliation of Your Procurement Card***

1. All PCard transaction verifications are done through WORKDAY. Separate instructions for reconciling those transactions are available on [our Purchasing website](#) or the [Workday training website](#).
2. All cardholders are required to review their transactions **within 14 calendar days** of the transaction appearing in WORKDAY or your card will be suspended until transactions are reviewed.

### ***Change Card Limits And Parameters***

To increase your PCard funds available, the cardholder must submit a PCard Requisition through Workday. Once approved by the Cost Center Manager, PCard managers will receive notification of the need to change card limits. Please allow time for the changes to occur. You could also email [Pcard@uakron.edu](mailto:Pcard@uakron.edu), copying the cardholder's supervisor or approver if there is an immediate need for us to help you with your PCard limits.

### ***Lost/Stolen Cards***

The Procurement Card is University property. It should be secured just as you would secure your personal credit cards.

If a card is lost or stolen, the cardholder should immediately notify Bank of America at 888.449.2273 as well as notify us at [Pcard@uakron.edu](mailto:Pcard@uakron.edu) to limit University and departmental liability.

The bank representative needs to speak to you directly as you are the most familiar with recent purchases that are legitimate or not on your transaction list.

Upon receipt of your call, further use of that particular Procurement Card will be blocked and a new card issued from the bank.

Prompt action in these circumstances can reduce your department's liability for fraudulent charges.



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### ***Cancel Card***

The Procurement Card will be suspended and then closed when the cardholding employee separates from the University.

### ***Sales Tax***

The University of Akron is a tax-exempt organization.

Our tax-exempt status means The University is not subject to *many* federal taxes and is *always* exempt from State of Ohio Sales Tax.

For your convenience, the University Tax ID number, 34-6002924, is printed on the PCard.

Cardholders are responsible for reminding vendors of our tax-exempt status. Be sure that Ohio Sales Tax is not added to the invoice.

If needed, copies of the University's Tax Exemption Certificate may be obtained from the Department of Purchasing.

Additionally, The University of Akron has been granted a state sales tax exemption in several other states. Check the department website for a list of these states.

If sales tax is inadvertently charged to the Procurement Card, *it is the cardholder's responsibility* to contact the vendor and have them issue a credit for the tax amount.

Should you have any questions regarding whether sales tax should be paid, please contact the Department of Purchasing.



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### ***Supervisor's Responsibilities***

It is the supervisor's responsibility to approve all charges made on the Procurement Card in their area within **7 days** of cardholder's verification in WORKDAY.

### ***Audit/Review***

All Procurement cards are randomly *audited* by the University Internal Auditors, or external auditors.

The Department of Purchasing conducts *random reviews* of PCard usage.

The Department of Purchasing uses *automated monitoring systems* to generate monthly usage reports.

The Department of Purchasing provides reports to the Controller's Office twice a month for its use and review.

## **Procedures for Improper Procurement Card Usage, Record**

***The following list provides examples of violations of the [Procurement Card Policies & Procedures](#):***

- Purchase of a prohibited item.
- Exceeding per transaction limits by splitting purchases.
- Improper record keeping.
- Failure to review Procurement Card transactions online.
- Supervisor's failure to approve Procurement Card transactions.
- Excessive state sales tax applied to Procurement Card transactions.



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### ***Card User Agreement***

- Procurement Card Users (Card Users) agree to accept responsibility for the protection and proper use of the Card as outlined in this Manual.
- Card Users agree that the Card may be used only for authorized University business and that such use shall conform to all University rules and policies.
- Card Users agree that no personal expenses will be charged to the Card per the Department Card Use & Agreement
- Card Users agree that the Card may not be used to purchase restricted items as described in the aforementioned Rules or in this Manual.
- Card Users understand and agree that improper, fraudulent, or any unauthorized use of the Card is a serious violation and may result in disciplinary action, up to and including termination of employment.
- Card Users agree to allow the University to collect any amounts owed for improper purchases even if no longer employed with the University.
- Card Users agree to authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper, fraudulent or unauthorized purchases.
- The University reserves the right to terminate a Card Users right to use the Card at any time, for any reason, and Card User agrees to surrender the Card immediately upon request for misuse of the Card.

Similarly, Card Approvers must ensure that all rules and policies are followed. Card Approvers who fail to follow the correct procedures as outlined in the aforementioned Rules or in the PCard Manual will be subject to disciplinary action, up to and including termination of employment.