Department Resources – Department Policies & Procedures – Purchasing & Accounting: POLICY - Procurement Card (ProCard) Use

The University of Washington, Department of Chemistry Procurement Card can ONLY be used for official UW purchases. Use of the card for personal items is strictly forbidden. The ProCard cannot be used to purchase items of equipment over $2,000. A lost or stolen ProCard must be reported to the Department Administrator or P&A Manager immediately.

Each individual cardholder account must be reviewed, reconciled, and approved weekly. A purchase order form must be completed and submitted to the P&A Office with the appropriate approval signatures. Failure to perform weekly reviews, reconciliation and approval will not delay payment for charges on the account. Lack of compliance may result in erroneous or incorrect charges to budgets.

ProCard privileges may be withdrawn whenever there is evidence of cardholder abuse (i.e., unauthorized purchase, splitting single charges to stay under the single transaction limit). The UW ProCard is issued to an individual and must not be loaned to a third party in order to allow someone other than the individual cardholder to make purchases on the card.

See http://www.washington.edu/admin/procard/ for more information on UW Procurement Card.