



Clinical Support Service  
Administrative Policies and Procedures

## **Procurement Cards, Use of and Monitoring**

**Policy Number:** 1.30

**Effective Date:** 03/02

**Revision Date:**

**Purpose:**

To outline a process for requesting a Procurement Card and its use and monitoring within the Clinical Support Services Division.

**Definitions:**

**Individual Cardholder:** Any permanent staff member who has been issued a Procurement Card in his/her name.

**Reconciler/Approver:** Is the manager/director who is responsible for reconciling and approving purchases made by the individual cardholders in their department.

**Division Coordinator:** Is the Director of Professional Support who is responsible for the Procurement Card Program within the division.

**Policy:**

- Cardholders and reconcilers must attend the UW and HMC training sessions prior to receiving the card.
- **Procurement Cards may only be used for official HMC purchases. Use of the card for personal items is strictly forbidden and inappropriate use is subject to disciplinary action up to and including termination.**
- The Procurement Card is for emergency and routine purchases of less than \$2,000.
- A lost or stolen Procurement Card must be reported to the card provider and to the Division Coordinator immediately.
- Each individual cardholder account must be reviewed, reconciled and approved weekly.
- Procurement Card privileges will be withdrawn whenever there is evidence of cardholder abuse.

- The Procurement Card 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.
- No cash advances may be obtained using the card.
- The manager/director will collect the card prior to the employee separating from the department and forward it to the Division Coordinator.

## **PROCEDURE:**

### **1) Individual Cardholder:**

- Discuss your request for a Procurement Card with the department Manager/Director.
- Familiarize yourself with the Procurement Card rules and regulations.
- Obtain an application form and complete and sign the form.
- Return the completed and signed application to the Reconciler.
- Sign the card when received.
- Active the card following procedures provided with the card.

### **2) Reconciler/Approver:**

- Work with individuals to determine the need for individual cards.
- Insure the individual has read and understands all of the rules and regulations.
- Check completed application for accuracy and completeness and forward to the Division Coordinator.
- Approve purchases.

### **3) Division Coordinator:**

- Maintain overall responsibility of the Procurement Card program within the Division.
- Verify the need for the card.
- Discuss the request with the Reconciler/Approver.
- Approve the application.
- Obtain approval for the card from the Associate Administrator.
- Obtain a signature from the cardholder acknowledging receipt of the card.

### **4) The individual cardholder will:**

- a) Enter each transaction into the transaction log and obtaining documentation for each transaction as the card is used.
- b) Review each transaction for the receipt of goods/service, pricing and correct expense code or cost center code.
- c) Update the Paymentech Web site weekly checking the “reviewed” box for each transaction.
- d) Submit the transaction documentation to the reconciler on a weekly basis.

- 5) The Reconciler/Approver will:
- a) Reconcile all transactions of the cardholder on the Paymentech Web site no less than weekly.
  - b) Verify expense codes and cost center numbers.
  - c) Determine if appropriate documentation is provided.
  - d) Maintain written documentation of all transactions for a 7-year period of time according to HMC Procurement Card Policy.
  - e) Assure compliance on use of the card and documentation of the purchases
  - f) Approve all transactions.

**REFERENCES:**

HMC Policy "Procurement Cards"

UW Web site <http://www.washington.edu/admin/ProcurementCard/>

---

---

Associate Administrator: \_\_\_\_\_ Date: \_\_\_\_\_