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**COMPANY NAME HERE
PROCUREMENT CARD
POLICIES AND PROCEDURES**

TARGETED USAGE AND EXCLUSIONS

TARGETED USAGE

The COMPANY NAME HERE Procurement Card Program is intended to be an alternative method for the purchase of small dollar value, miscellaneous expense, materials and services. Types of commodities and services targeted are office expenses, maintenance and repairs, miscellaneous software purchases, postage (USPS), subscriptions, exhibits (registrations, supplies, etc.), brochures, catalogs and price lists, promotional supplies, dues & memberships, production supplies, and temporary employment agencies. The program is intended to improve the expediency and efficiency of these purchases with minimal administrative work. This program is not intended to avoid using suppliers with whom COMPANY NAME HERE has established purchase agreements.

EXCLUSIONS

In order to assure compliance with Corporate Accounting Procedures, selected materials and services may require creation of a purchase order or release. The following materials and services shall be excluded from the Program unless the cardholder is otherwise notified:

- Transactions greater than \$1,000 (excluding sales tax and freight)
- Capital equipment and materials
- Travel and entertainment expenses (use the CARD TYPE HERE (AMEX, VISA, MC, Etc) Travel & Entertainment Corporate Card)
- Goods and services that become part of COMPANY NAME HERE inventory of goods and services for resale
- Services for contractors who perform work for COMPANY NAME HERE (freelancers)

Any questions regarding the above should be directed to the Procurement Card Account Administrator - PA (extension 3232) for clarification.

ROLES AND RESPONSIBILITIES

CARDHOLDER

- Acknowledge responsibilities under the COMPANY NAME HERE Procurement Card Program and agrees to comply with the requirements set forth in this manual by signing the “COMPANY NAME HERE Corporate Purchasing Card Application/Acknowledgment” (EXHIBIT C)
- The Procurement Card is a charge card and must be used in such a manner that ensures the security and safekeeping of the Card. The Procurement Card is non-transferable. **Do not give your card or the card number to any other individual to place orders with the supplier. This will result in termination of card privileges.** The Cardholder must be the person placing the order with the supplier.
- Notify CARD TYPE HERE (AMEX, VISA, MC, ETC) immediately of any lost or stolen procurement cards and advise your manager and Procurement Card Account Administrator of the situation. Notification is required to release the company from liability for charges incurred by someone other than the cardholder.
- Contact the Procurement Card Purchasing Manager for assistance in setting up suppliers as procurement card suppliers.
- Advise suppliers of the following at the time of transaction:
 - Apply sales tax to all transactions unless specified as exempt on Page 12 and document on all receipts/packing lists, if applicable.
 - All freight must be prepaid, collect shipments are not allowed.
 - Procurement card transactions are “cash” sales; invoices are not required.
 - The shipping address, including the name, building/room number, and phone number of the person to whom the material is to be delivered, and words “PROCUREMENT CARD” should be prominently marked on the outside of all boxes or other shipping containers.
- Obtain a receipt/packing list at the point of receiving goods and verify that the materials and/or services received are what was ordered.
- Resolve all discrepancies with the supplier. Handle returns and credits of goods as separate transactions. They are not to be handled as exchanges or combined with other purchases. **DO NOT ACCEPT CASH REFUNDS.**
- Retain receipts/packing lists and keep a monthly transaction log of card purchases for proper tax documentation and auditing purposes. Reconcile receipts and monthly transaction log to the CARD TYPE HERE (AMEX, VISA, MC, Etc) monthly cardholder statements.
- Mail statements, receipts and logs to the Accounts Payable department attention of designated employee within 30 days of statement date.

- Notify an CARD TYPE HERE (AMEX, VISA, MC, Etc) Customer Service representative of any billing discrepancies posted on the Monthly Reconciliation Statement that cannot be resolved with the supplier. CARD TYPE HERE (AMEX, VISA, MC, Etc) will place these charges in dispute until they are resolved.
- The Procurement Card is the property of COMPANY NAME HERE and should only be used for business purposes. **A CARD USED OUT OF COMPLIANCE WITH THE GUIDELINES ESTABLISHED FOR THIS PROGRAM CAN RESULT IN SEVERE CONSEQUENCES, UP TO AND INCLUDING TERMINATION OF EMPLOYMENT.**

CARDHOLDER'S MANAGER

- Initiate procurement card accounts by filling out the DCI (Direct Card Issuance) (EXHIBIT A), and forward it to the Procurement Card Account Administrator.
- Identify transaction limits and monthly credit limits for the cardholder.
- Initiate changes to or cancellation of the Cardholder's procurement card account by completing the appropriate information on the "COMPANY NAME HERE Procurement Card Program Maintenance Form" (EXHIBIT B), and forward it to the Procurement Card Account Administrator.
- Establish appropriate guidelines and procedures for internal use, consistent with the requirements set forth in this manual.
- Ensure that cardholders receive training and policy manuals.
- Review the monthly summary statement, which list all the individual Cardholder monthly transactions (within the manager's group), for budget information and policy compliance.
- Submits memo to Procurement Card Account Administrator if there are discrepancies or compliance questions after reviewing monthly control accounts.
- Maintain the monthly summary statements in a central file location.

LOCAL PURCHASING COORDINATOR

- Develop and provide cardholder and manager training with Procurement Card Account Administrator and Procurement Card Purchasing Manager.
- Work with cardholders and Procurement Card Purchasing Manager to identify new CARD TYPE HERE (AMEX, VISA, MC, ETC) suppliers/merchants.
- Create, maintain, and distribute Local Procurement Card Vendor List with copies to both the Procurement Card Purchasing Manager and Procurement Card Account Administrator in (INSERT CITY) as updated.

PROCUREMENT CARD ACCOUNT ADMINISTRATOR

- Establish and maintain company-wide communication with assistance of the Procurement Card Purchasing Manager. Develop and distribute program literature and materials.
- Develop and provide cardholder and manager training with Local Purchasing Coordinator and Procurement Card Purchasing Manager.
- Maintain cardholder records including: account number, transaction limits, monthly limits, reporting hierarchy and card expiration date.
- Coordinate cardmember enrollment, termination and changes.
- Coordinate distribution of the cardholder reports with Procurement Card Purchasing Manager.
- Monitor actual transaction volume vs. identified objectives.
- Ensure cardholder confidentiality.
- Identify and drive future program applications/enhancements with Procurement Card Purchasing Manager.

PROCUREMENT CARD PURCHASING MANAGER

- Identify potential needs for new purchase agreements and ensure the (INSERT CITY) Corporate Purchasing Department establish such agreements for National Accounts where appropriate. This may include negotiation of discounts on future procurement card purchases.
- Establish and maintain company-wide communication with assistance of the Procurement Card Account Administrator. Develop and distribute program literature and materials, on existing and future National Accounts.
- Develop and provide cardholder and manager training with Local Purchasing Coordinator and Procurement Card Account Administrator.
- Work with Local Purchasing Coordinator and cardholders to identify new CARD TYPE HERE (AMEX, VISA, MC, Etc) merchants/suppliers.
- Process CARD TYPE HERE (AMEX, VISA, MC, Etc) supplier enrollment applications for National Vendors.
- Maintain and communicate National Preferred Vendor List in coordination with Local Purchasing Coordinators.
- Review CARD TYPE HERE (AMEX, VISA, MC, Etc)s Preferred Vendors Exception Reports and discusses reasons when appropriate with cardholder.
- Maintain the Local Purchasing Coordinator List.

