Information

Procurement Card Program

Number

PUR - 23.00

Applicability

This policy applies to University Administrators, Faculty, and Staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Sally Molsberger, Chief Procurement Officer - Procurement Services
Service Complex, University of Louisville
Louisville, KY 40292
502-852-8223
purchase@louisville.edu

History

Original Date: Unknown
Revision Date(s): September 19, 2017; April 28, 2023
Reviewed Date(s): February 14, 2020; April 28, 2023

Categories

Reason for Policy:

The university benefits by having a more efficient, cost-effective method of purchasing and payment for small dollar transactions.

Statement:

The Procurement Card Program has been established as a service to campus departments though PNC Bank and the UofL Procurement Services. This program allows departments the opportunity to use a University credit card to purchase certain goods.

Related Information:

The program complements the existing purchasing and payment process. Use of the card will not replace current travel or competitive bid regulations, nor will it allow departments to bypass Procurement policies and procedures. (All purchases under $4,500 should be placed using the university credit card. Exceptions to this include vendors that do not accept the credit card or charge a fee for processing credit card transactions.)

Procard Site

See Related ProCard Program Policy

Responsibilities:

If a department decides it is appropriate for their use and wishes to participate, the cardholders will be expected to follow the established guidelines and will be held accountable for use of the card.