Information

ProCard Program

Effective

January 1, 1998

Number

Card 1.01

Applicability

This policy applies to University administrators, faculty, and staff.

Administrative Authority

Vice President for Finance and Chief Financial Officer

Responsible Unit

Card Services
Houchens Building, University of Louisville
Louisville, KY 40292
502-852-9058
procard@louisville.edu

History

Revision Date(s): September 18, 2017; May 10, 2018; May 9, 2023; April 18, 2025; June 1, 2026

Reviewed Date(s): February 14, 2020; May 9, 2023; June 1, 2026

Categories

Reason for Policy:

The purpose of this policy is to establish uniform procedures, accountability, and controls for the University of Louisville's Procurement Card Program.

The University benefits by having a more efficient, cost-effective method of purchasing and payment for small dollar transactions. The ProCard program complements the existing purchasing and payment process. Use of the card does not replace current travel or competitive bid regulations, nor does it allow departments to bypass Purchasing policies and procedures.

Statement:

The Procurement Card (ProCard) is the University's credit card and must be used for purchasing certain goods costing less than $4,500.00 if accepted by the vendor and not restricted by ProCard policies. The cardholder, Procurement Data Entry Specialist, Delegate, and Program, Project, Gift, Grant (PPGG) Approver Responsibilities must comply with the established policies, procedures and responsibilities as found on the ProCard Website (https://my.louisville.edu/procard/policies-procedures/procard-policies-procedures-role-responsibilities-related-information) and shall be held accountable for use of the card. Purchasing must continue to execute contracts/departmental agreements prior to ProCard use.

Related Information:

Employee Usage Agreement

Anyone who uses a ProCard, as authorized by the cardholder, must complete an Employee Usage Agreement.

Department Cards

Both a department card and an individual card are assigned to a single employee/responsible party. This person controls access to the card and authorizes others to use it as necessary.

Violations of ProCard use and failure to adhere to University policies and procedures may result in suspension or revocation of a ProCard. Consequences of misuse could also result in disciplinary actions, up to and including prosecution and termination of employment. See Fiscal Misconduct Policy.

Types of ProCard Purchases:

Amazon Business

Suggested Uses

- For guidance as to the appropriate payment method based on the type of commodity or service you are procuring, refer to the Procure-to-Pay Grid.

Restricted Purchases

- A listing of restricted purchases can be found here.

Equipment Purchases

- The ProCard may be used to pay for equipment valued less than $5,000.

Laboratory Chemicals

- Each department is responsible for obtaining a Material Safety Data Sheet for every chemical ordered.

Alcohol/Entertainment Purchases

- The ProCard is the required method of payment for business meals, entertainment, and alcohol expenses.

Internet Purchases

- On-line purchases must be made with vendors using a Secure Sockets Layer (SSL) browser session.

Delivery of Goods

Goods purchased with the ProCard must be shipped for "desktop delivery" to the designated department or to Central Receiving.

Number of Cards

ProCards are limited to one (1) card per individual, unless the card will be attached to an externally sponsored activity. Refer to the Definition of Sponsored Activities.

Spending Limits

$4,500.00 is the default limit per transaction. The default monthly limit per card is $15,000.00.

Returns and/or Exchanges

The cardholder is responsible for working with the merchant/supplier for the return of incorrect, duplicate, or damaged merchandise purchased with the ProCard.

Amazon sales tax reimbursement

Review the instructions on the Procurement Card website for instructions on receiving a tax exemption on Amazon.com orders.

Sales Tax Exemption

University purchases are exempt from Kentucky Sales Tax.

Procedures:

Apply for a ProCard

- Card Renewal - active ProCards will automatically be renewed and mailed to the ProCard Office three years after the issue date.
- Card Cancellation or Surrender.
- Lost or Stolen Cards- lost or stolen cards must be immediately reported to PNC Bank.

Disputed Transactions

The cardholder is responsible for contacting the vendor and/or PNC Bank about any erroneous charges, returns or disputed items.

Responsibilities:

Cardholder Responsibilities

The employee who has been issued a ProCard is accountable for all transactions on their card.

- ProCard Security/Possession- the ProCard is to be protected by the same safeguards that are applied to the security of a personal credit card.
- Receipt/Recordkeeping Responsibilities-Each cardholder should maintain files by billing cycle. Included in each electronic file should be itemized receipts/invoices/backup documentation.

Program, Project, Gift, Grant (PPGG) Approver Responsibilities

The PPGG approver's responsibility is to verify that purchases are appropriate for the funding source and are for the benefit of the university. The approver must not be a subordinate in the direct reporting line of the cardholder. Furthermore, the cardholder cannot be an approver of his/her own card.

The PPGG approver is required to review all ProCard transactions in Workday consisting of the itemized receipts, any backup documentation provided, and the reallocated to funding. This review must be completed by the end of each month.

Procurement Data Entry Specialist

The Procurement Data Entry Specialist's responsibility is to ensure all charges are allocated to the appropriate worktags and cost center, and upload receipts/backup documentation for all cardholder transactions in Workday Financials. Verification of transactions can be performed daily or weekly, but must be completed by the monthly cut-off date.

Delegate Responsibilities

If assigned to a card, the Delegate responsibilities in Workday are attaching receipts/backup documentation, adding a business purpose and completing the

reallocation. Workday reconciliation and reallocation of transactions can be performed daily or weekly, but must be completed by the monthly cut-off date.

Financial Administration Responsibilities

The department's Financial Administrator/Partner ProCard oversight responsibilities are summarized below:

- Track active ProCards in the department using RPT543.
- Ensure all ProCard transactions are verified and approved within 60 days using RPT539 to identify pending reallocations.
- Use RPT547 to monitor transaction status and verify business purposes; check who is responsible for the next step.
- Cancel ProCards when employees terminate or transfer.
- Collaborate with the unit liaison to resolve ProCard-related issues

Forms/Online Processes:

Application for a ProCard

Certificate of Destruction

Employee Usage Agreement

Lost or Stolen Notification Form

Sales Tax Exemption Form

Sign In/Out Log

ProCard Dispute Form

ProCard Approval and Reallocation Schedule

You will need a CardBox account to access certain ProCard documents and forms. If you don't have one, click here to create an account.