

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

Statement:

The Procurement Card Program has been established as a service to campus departments through 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](#)

Reasoning:

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

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.