

Policy No. 511

Area: **Business Services**

*Original signature is on file in
Administration & Finance*

Adopted: April 6, 2004

Certified by _____
Dr. Cynthia Jackson-Hammond
University President

Revisions Adopted: June 9, 2016

SUBJECT: University Procurement Card (“ProCard”)

1. This policy establishes guidelines and procedures for issuance of the University Procurement Card (ProCard), including authorization, processing, reconciliation, bill payment, and approvals. The intent of the ProCard is to provide an expeditious procurement tool to execute travel related transactions on behalf of the University.
2. The ProCard was established by the Office of the Vice President and Chief Financial Officer (CFO) to execute procurement requests for travel (airfare, hotel, rental car, meals, and registration costs) on behalf of the University.
3. The ProCard shall only be utilized for those designated travel transactions identified above and shall only be utilized for University travel on University business. The card shall not be used for any personal travel.
4. The ProCard is administered by the Vice President and CFO. All cards issued under this policy shall have the prior approval of the Vice President and CFO. Individual cards shall be issued by the Controller who will manage the ProCard program and issue cards to cardholders with specific use parameters and transaction limits. The card shall bear the name of Central State University and the cardholder.
5. The cardholder shall be responsible for all transactions associated with the card.
6. All use of the ProCard shall be in accordance and compliance with all existing applicable University policies and procedures and in accordance and compliance with Procedure 511.1, University Procurement Card (ProCard).

PROCEDURE:

Procurement Card Procedure 511.1