

Procurement Card Manual

A guide for procurement card policy, application, procedure, and payment processes.



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Getting Started – The Application Process

Applying for a Procurement Card

- Login to <https://protrav.uni.edu>
- Click on the PCard tab in the navigation bar
- Navigate to the link titled Apply for a Procurement Card and provide required information

The Procurement Card is used by the University of Northern Iowa to purchase low dollar goods and services. Each cardholder has their own established single transaction limit up to \$5,000.00.

Once an agreement is approved through workflow, it is reviewed by the Office of Business Operations (OBO). The card will be ready for use in 7-10 days. The card is mailed directly to the Office of Business Operations where it will be held for pickup by the cardholder.

The card is a privilege granted to faculty and staff by the University, it is the duty of each cardholder to ensure the responsible use of University funds. All purchases made using the Procurement Card fall under the same guidelines as all other University purchases such as with a purchase order or request for payment. The University will seek reimbursement, which could include through payroll deduct, for any inappropriate charges made to the card. Fraudulent or intentional misuse of the card will result in revocation of the card. Procurement card transactions are audited by the Office of Business Operations and monitored by Internal Audit.

Note: It is the discretion of the department to whom the procurement cards will be issued.

Training

Once the Procurement Card application is approved through workflow, the cardholder will be contacted to enroll into an online training course. These eLearning courses were developed to provide easy, online training to educate cardholders, reconcilers, and approvers about the procurement card policies and procedures. This training is mandatory for all cardholders and reconcilers. Upon completion of the online tutorial, the cardholder will be notified when their card is available for pick up at the Office of Business Operations.

At a minimum of once every three years, or more frequent as determined by the Director of Business Operations, program policy requires all cardholders (and reconcilers) to complete “online” procurement card training to ensure all UNI cardholders are kept informed of updated or changed policy. Training is offered online to allow for ease and convenience. The date required to complete training coincides with the day, month, and year in which the cardholder last took the training. If the refresher course is not completed by the date in which it is required, purchasing privileges may be suspended until course completion.

**Reminders will be sent to cardholders well in advance of card expiration to allow for adequate time for course completion.*

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Procurement Cardholder's Responsibilities

Card Plate and Card Number Safekeeping

The card is the property of the University of Northern Iowa. All cards, when not being used, should be stored in a secure location on campus. The definition of secure can be found within the cash handling guidelines. Cards should not permanently be carried in the cardholder's purse or billfold because of the possibility of it being lost or mistakenly used in place of a personal credit card.

Purchase Information Safekeeping

ProTrav's security is designed to assure only those individuals with departmental fiduciary oversight or voucher processing responsibilities are granted access to its forms. Individuals should not request or grant access to another user's forms unless the user has one of these responsibilities.

As a best practice, the Office of Business Operations strongly discourages sharing procurement cards or card numbers with other individuals. Cardholders are responsible for all charges processed on their procurement card. Sharing procurement card account numbers or allowing others access to the card increases the risk of unauthorized use and the potential for fraud. Unauthorized use can lead to card revocation and/or disciplinary action. Individuals who make frequent purchases should consider applying for their own procurement card. [Please click here for instructions.](#)

It is acceptable for a cardholder to make some University business related purchases on behalf of individuals who do not have a procurement card. The types of purchases that are acceptable to make for others include, but are not limited to: office supplies, conference registrations, airline tickets, etc. If the cardholder cannot personally make or pick up a purchase, instead of sending the card with another individual, the cardholder should contact the vendor to make the purchase and make arrangements for someone else to pick the purchase up. Cardholders should never send a copy of their card to any vendor to "authorize" use of the card. If a vendor requires a copy to process the transaction, choose another vendor or payment method.

Procurement Card List Serve

In order to communicate urgent or important information to cardholders in a timely manner, OBO requires all cardholders to be automatically enrolled in the Procurement Card List Serve. Email protrav@uni.edu with any questions you have regarding this list serve.

Change of Address

Note: Change of address is important. If the cardholders address in the US Bank system does not match what is provided to a vendor, the transaction may be declined.

1. Locate the [Procurement Card Change Form](#) on the OBO website
2. Fill in required information
3. Submit the online form
4. A notification email will be sent to the cardholder's Department Head or designee
5. Accounts Payable/OBO will make the change and notify the cardholder when complete

Cancellation/Termination/Retirement

Accounts Payable/OBO needs to be notified immediately when a card needs to be canceled, the card holder is retiring, transferring, assumes different duties that do not require the use of the procurement card or their employment has been terminated. OBO will immediately notify US Bank, thereby protecting the University through Visa's Liability Waiver Program. Failure to notify US Bank within two days of learning of an employment status change voids this protection. The employing department is responsible for destroying and discarding the Procurement Card once the cardholder leaves the University/department. Do NOT send an active Procurement Card through campus mail.

1. Locate the [Pro-Card Change form](#) on the OBO website
2. Fill in required information
3. Submit the online form
4. A notification email will be sent to the cardholder's Department Head or designee
5. Accounts Payable will cancel the card
6. Destroy and discard the procurement card.

If a card holder takes a leave of absence for 30 days or more, their card must be put on hold until their return. Contact protrav@uni.edu.

If a card is lost, stolen, misplaced, or believed to have fraudulent transactions, it is the responsibility of the cardholder, or the cardholder's department, to immediately notify US Bank: 1-800-344-5696 to cancel the card, and call the Office of Business Operations 273-2162. Public Safety: 273-2712 must be notified in the event of local theft.

Internet Transactions

The Procurement Card may be used for purchasing items through the Internet, as long as the site is a secure site. The Procurement Card may not be used for purchases from online auctions (i.e. Ebay, uBid.com, Overstock.com, etc); there is no recourse for items purchased on these websites.

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Using the Procurement Card

Dollar Limits

The Procurement Card monthly credit limit should be requested in \$1,000 increments up to \$5,000. The single transaction limit should be requested in \$500 increments up to \$5,000. Please request the limits that most accurately reflect the spending needs of the cardholder. The monthly cycle runs from the 26th day of the month through the 25th day of the following month. Requests for temporary changes in spending limits need to be made via the change request link located on the OBO website and upon submission will be automatically routed via emailed for approval by the cardholder's department.

Single transactions may not exceed the individual transaction limit up to \$5,000.

Single Transaction is defined as one or more items purchased from the same vendor on the same day. An order intentionally split to circumvent the established limit violates University guidelines.

Single Transaction limits may not apply to travel, conference registration fees, or advertising costs. When these costs exceed the single transaction limit, please complete [the Pro-Card Change form](#). The requestor will be notified if the request is approved or denied. If denied, the requestor will be provided instruction on how to complete the order.

All cardholders' spend will be reviewed annually to determine if the limits established are within their purchasing needs. The Office of Business Operations is tasked with the responsibility of evaluating card limits, departmental requirements, and potential risk and exposure to the University. In some situations OBO will contact the cardholder and department head with proposed cardholder limits.

- Temporary Change in credit limits
 1. Locate [the Pro-Card Change form](#) on the OBO website.
 2. Indicate "Temporary Limit" change
 3. Fill in required information
 4. Submit the online form
 5. An email will be sent to the cardholder's Department Head or designee for approval and then to the Purchasing department for approval.
 - Department Head approval (required)
 - Dean/director approval (necessary if they are the direct supervisor of the cardholder)
 6. Once necessary approval has been acquired, Accounts Payable will make the change and notify the cardholder when complete. Cardholder should allow for at least one business day for the change to take effect.
- Permanent Change in credit limits
 1. Locate the Pro-Card Change form on the OBO website.
 2. Indicate "Permanent Limit" change
 3. Fill in required information
 4. Submit the online form
 5. An email will be sent to the cardholder's Department Head or designee for approval and then to the Purchasing department for approval.
 - Department Head approval (required)

- Dean/director approval (necessary if they are the direct supervisor of the cardholder)
6. Once necessary approval has been acquired, Accounts Payable will make the change and notify the cardholder when complete. Cardholder should allow for at least one business day for the change to take effect.

Vendor Rewards Programs

In some instances University purchases may result in cash or cash-like value incentives. The cash and/or incentives are the property of the University and may not be used for personal gain. Examples of such incentives include, but are not limited to: rebates, gift cards, two-for-one purchases and spend rewards. The University recommends that cardholders not participate in these promotional offers. It is the responsibility of the cardholder to be assured that any monetary or cash incentive reward received as a result of a University of Northern Iowa purchase becomes the property of the University. If there is a cash purchase incentive, such as a rebate check attached to the purchase, every attempt should be made to receive the cash incentive as a credit to the Procurement Card. If credit to the card is not feasible, then deliver the currency or check to the Cashier's, Gilchrist 103. Refer to the ["Depositing Cash Receipts" quick reference guide](#) under the e-Business website for further instruction. The funds should be deposited to the account which was originally charged. If a purchase incentive is received in the form of a gift card, retain the gift card within the department and use for future allowable purchases based on funding. Contact Accounts Payable/OBO if further clarification is needed.

Purchasing Card Returns

Any item that is returned must be returned for credit if possible. If credit to the card is not feasible, deliver the currency or check to the Cashier's, Gilchrist 103. Refer to the ["Depositing Cash Receipts" quick reference guide](#) under the e-Business website for further instruction. The funds should be deposited to the account the expense was originally charged. If a purchase return is received in the form of a gift card, retain the gift card within the department and use for future allowable purchases based on funding. Contact Accounts Payable/OBO if further clarification is needed.

[Preferred Vendors](#)

Cardholders are asked to make purchases from vendors with which the University of Northern Iowa holds a contract whenever possible. In situations where a contracted vendor is not available then purchases should be made using the most economical non-contracted vendor.

Allowed Charges

The general rule is that each purchase with the Procurement Card must have a business purpose that benefits the public and the University. Document in detail the business purpose for the purchase for review. Failure to document the business purpose may result in further questions to the cardholder and delay in processing of the procurement card voucher.

- Advertising
- Alumni and Fund Raising Expenses
- Business meals – Refer to the University of Northern Iowa travel guidelines for further detail on the [meal reimbursement policy](#)
- Copier lease and maintenance payments – this does not include equipment purchases.
- Express Freight (Federal Express, United Parcel Services, etc.)

- Foreign Transactions
- Laboratory Supplies
- Maintenance Contracts/Expenses
- Memberships
- Monthly Service Fees
- Office Equipment – low dollar
- Operating Supplies
- Repairs – non automotive
- Subscriptions
- Travel Related Items
 - Airline Tickets – Coach class
 - Car Rental – (Rental & Gasoline)
 - Conference Registrations – Departments must provide a copy of the registration form, travelers’ name, trip dates, and conference location
 - Fax/Telephone charges – those that are business related and incurred while traveling
 - Ground Transportation – (i.e. taxi, shuttle service)
 - Hotel Deposits
 - Lodging – room, room tax, telephone/internet access charges
 - Meals for individual travel – Refer to the [University of Northern Iowa travel guidelines](#) for further detail on the meal reimbursement policy
 - Photocopying

Allowed with Conditions

- Alcohol – if approved and paid for by UNI Foundation funding
- Flowers, Gifts, and Other Incidentals – if approved and paid for by UNI Foundation funding
- Fuel - when traveling and using a rental vehicle, when using a rental truck to move University property, or if approved by Motor Pool. Vehicles obtained through Motor Pool must use the Motor Pool gas card or have approval from Motor Pool for fuel charges.

Unallowed Charges

The excluded items are not to be purchased with the University of Northern Iowa Procurement Card:

- Airline Executive Club Membership
- Animals
- Automotive parts or repairs – both personal vehicles & vehicles owned by Motor Pool
- Capital Equipment
- Controlled Substances
- Gifts for Staff – Gifts, flowers and tickets, for staff members or their family members.
- Hazardous Chemicals/Materials
- Interdepartmental Purchases
- Personal Expenses at Hotel– for example movie charges, personal phone calls, spa charges, etc.
- Personal Items
- Purchases involving trade of University Property
- Radioactive Materials
- Retirement Parties
- Weapons, Ammunition

Food Purchases

The Procurement Card may be used for the purchase of food in certain instances. The general rule is that food may be purchased if the primary purpose of the event is for the benefit of the University, rather than for the benefit of the individuals in attendance.

Please include a written justification that documents a clear University purpose for incurring the expense. The justification should include an explanation of why food or beverage was required at the meeting if it is not evident by the nature of the event, along with a list of attendees.

Examples of acceptable use of the Procurement Card for food purchases:

- Business meetings
- Conferences
- Recruitment
- Training
- Lectures, symposia, presentations
- Student orientation and support events
- Meals incurred while in travel status. The following requirements as outlined in the [University of Northern Iowa Travel Guidelines](#) will be enforced.
 - The traveler must only charge actual meal expenses and is limited to the daily allowance for the city traveled.
 - Expenses for alcohol are not allowed.
 - Any meal expense in excess of the daily allowance will result in a payroll deduction
 - Repeat overages of the daily allowance may result in a restriction of card privileges
 - All travel related meals must be reconciled to a trip created and approved in ProTrav
 - If a meal is determined to be travel related and not associated to a trip, the voucher will be returned to the cardholder and/or reconciler for edits
 - Travel receipt guidelines apply – receipts for individual meals up to the allowed per diem are not required to be attached to the voucher, unless the purchase is \$75 or greater

Sales Tax

Inform vendors that the University is sales tax exempt!

Sales tax can typically be avoided by providing or drawing attention to the tax exempt ID number that can be found on the Procurement Card.

All purchases made in the State of Iowa as well as goods shipped to the State of Iowa should be tax exempt. Payment of hotel/motel taxes are not exempt. The states listed on the [Sales Tax Exemption page](#) also grant tax exempt status to the University for goods or services purchased while in their state. As on the [Sales Tax Exemption page](#), a form or copy of a letter is usually required. These forms or letters may be obtained by contacting Accounts Payable/OBO at 319-273-2162. [State of Iowa Sales Tax Exemption Certificate](#). If sales tax is charged in error, please contact the vendor to credit the sales tax back to the University Procurement Card.

Supporting Documentation

Required Documentation to support Procurement Card purchases

Acceptable supporting documentation from the vendor must be electronically attached to the voucher for each purchase and/or credit transaction. Invoices should be sent directly to the cardholder's department. Please advise vendors not to send documentation to the Office of Business Operations. If the vendor states their system is set to mail all University invoices to this location, then the cardholder should request a duplicate of the invoice be faxed or emailed to the cardholder's department.

Acceptable supporting documentation:

- Invoice
- Detailed cash or sales receipt
- Packing slip with dollar amount
- Detailed billing statements
- Conference registration forms
- Internet purchase confirmations (Web Page printout)

Acceptable supporting documentation must include:

- Vendor name
- Amount
- Date
- Itemized description of item(s) purchased
- Airline ticket documentation must include the ticket number

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Travel Expenses on the Procurement Card

Travelers may charge most travel expenses directly to their procurement card rather than using a personal charge card and submitting expenses for reimbursement. For departmental purchasers, this means travel expenses may be paid directly for UNI visitors (faculty recruits, guest speakers, etc) rather than submitting an RFP and Invoice for payment or reimbursing the traveler after the trip. Please remember that procurement cards should **NEVER** be given to another individual to take on a trip and charge his/her travel expenses. For more detail on travel regulations, preferred agencies, airlines discounts, maximum hotel allowances, etc., please refer [Travel information on the OBO website](#).

Allowable Travel Expenses and Receipt/Documentation Required

Conference/Workshop Registrations – social events (golf outings, tours, etc) held in conjunction with conferences and/or spousal/guest registrations should be paid for personally and should NOT be charged to the Procurement Card if possible.

Required Documentation: Registration forms or other conference materials that verify the amount charged to the procurement card and specify what is included in the registration/workshop fee.

Airfare - including exchange fees and travel agency service fees.

Required Documentation: Itinerary provided by travel agency at the time of booking that shows routing, dates, ticket number, and class of service.

Hotel Deposits – does not include pre-payments

Required Documentation: Email or other documentation from the hotel or housing bureau that verifies the amount of deposit required and charged.

Lodging – including room charges, taxes, business phone/faxes, local or phone access charges. Please note that personal expenses such as movie, personal phone calls, bar or spa charges, etc. should be paid for personally upon check out and should NOT be charged to the procurement card.

Required Documentation: Final Check out folio or online prepayment receipt (i.e. Hotels.com, Orbitz, etc.), showing an itemization of all nightly room charges, taxes and other business related expenses.

Please refer to [meal/hotel rates on OBO website](#) for maximum hotel allowances. If a hotel charge is over the allowable limit, but is the conference hotel, please attach proper verification.

Meals – Receipts for individual meals are not required to be attached to the voucher, unless the purchase is \$75 or greater. Expenses for alcohol are not allowed without prior UNI Foundation approval.

Required Documentation-(if \$75 or greater) Itemized receipt showing what was ordered.

Rental Cars and gas for rental car – Please note that additional/optional insurance coverage (CDW, LDW, SLI, PAI, etc) is NOT an allowable charge.

Required Documentation-Final itemized receipt given upon return of car, showing an itemization of all charges, including daily/weekly rate, refueling charges, taxes, etc. The rental agreement given at the time of rental is not sufficient.

Other Ground Transportation – rail, shuttle service, etc.

Required Documentation – Rail-itinerary or receipt given by travel agency at time of booking. Shuttle service-receipt given at time service is provided (unless charge is posted in advance of service).

It is the responsibility of the cardholder and department to assure that no expense is claimed on both the Procurement Card Voucher and the Travel Expense Voucher.

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Transaction Review

NOTE: Each item purchased and listed on the University Procurement Card statement must have acceptable supporting documentation attached to the Procurement Card Voucher.

Itemized receipts are required for the following Travel expenses, regardless of cost:

- Airfare
- Car Rental
- Train/Bus
- Hotel (itemized check out folio)
- Registration
- Any other expenses of \$75.00 or more

Receipts for meal expenses incurred while in travel status are not required to be attached to the voucher, unless the purchase is \$75 or greater.

The cardholder should reconcile the individual receipts to the items charged during the statement period and include a line description and appropriate business purpose.

The following object codes should be used for faculty and staff for conference registration and for travel expense:

- 61950 conference registration fees
- 61010 staff in-state travel
- 61300 staff out-state travel
- 61600 staff foreign

For individuals other than faculty and staff, consult the [‘Expense Object Code with Definitions’](#) document for the correct travel object code.

Discrepancies

Any discrepancies between the amount billed and the receipt must be resolved by the cardholder. Please note the reason for the discrepancy on the receipt and who was contacted to resolve the discrepancy.

If an item(s) was returned to the vendor, but the credit was applied to the next billing cycle, the item must be charged to the department for the current period. The charge should be applied back to the account code used the prior month once the credit appears.

If the cardholder is disputing an item on their account, the cardholder should first contact the vendor and try to resolve the problem. If efforts to resolve the problem directly with the vendor fail, the item(s) in dispute will be charged to the department. Below are the procedures used to initiate the dispute with USBank through ProTrav:

1. A Disputed charge is processed through the Line Editor in the Procurement Card Voucher. Click on “new line” for the Line Editor box to appear.
2. Click on the box next to Disputed Charge (located near the bottom left of the Line Editor) and a new window will open up for the user to enter the information being disputed.
3. Once the information has been entered on the form. Click “Save and download form”.
 - a. Print the PDF file that opens after the information is saved.
 - b. Add the card number and have the cardholder sign the print out.
 - c. Fax it to the number listed at the top of the form.
 - d. There is no need to send a copy to OBO as this is saved electronically with the voucher.

4. US Bank will initiate the dispute procedure by contacting the vendor's bank to obtain the requested information.
5. If the dispute is resolved in favor of the cardholder, a credit will be applied to the account.
6. If the dispute is resolved in favor of the vendor, US Bank will forward supporting documentation to the cardholder, which must be submitted to OBO to be filed with the original charge.
7. The dispute should be resolved within two billing cycles. The cardholder is responsible to pursue the resolution.

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Dates and Deadlines

Procurement Card Voucher

Billing cycles end on the 25th of each month. Charges must be reconciled by the 18th of the following month. This means that charges such as airfare and hotel deposits will be reconciled sometimes months before a trip takes place. Reconciliation is done through the ProTrav application. The ProTrav application is accessed via My Universe.

Signatures

The University of Northern Iowa requires two approvals for Procurement Card Vouchers which will be obtained through workflow. The cardholder's approval is required and cannot be delegated. The second approval may be anyone delegated the authority to sign on behalf of the department. However, no one individual may approve a form in more than one capacity. If the subject of any transaction is the person with the designated authority, an additional level of approval (above the cardholder or subject of the transaction) is required. It is the cardholder/traveler and department's responsibility to ensure that the appropriate departmental approval is obtained, and/or to obtain multiple approvals via workflow when required.

Defaults

The Accounts Payable team audits all Procurement Card Vouchers (PCV) received in OBO on or before the 18th of the month.

Reminder Notice (18th of the month)

Cardholders/reconcilers who have not completed their vouchers by the 18th of the month will receive an email generated by the application. This email will remind them that their vouchers were due today.

2nd Notice (Last business day of the month)

The cardholder/reconciler is notified via email that their voucher was either not received and/or was missing documentation. The memo states the voucher and/or documentation needs to be in OBO within two weeks.

3rd Notice (5th business day of the following month)

If the voucher is not received and audited in OBO office the cardholder, reconciler and department head is notified, along with Assistant Director of Business Operations. The third notice identifies that if a voucher is not received within two weeks the card will be put on a hold, thus eliminating any further transactions.

4th Notice (10th business day of the following month)

An e-mail notification will be sent to the cardholder, departmental approver and the Assistant Director of Business Operations. The fourth notice communicates that the cardholder's procurement card limit has been reduced to \$1.

Cardholders, whose vouchers have not been audited by the last day of the fiscal year, will have their balance posted to the default account listed on their Procurement Card Agreement. A reversal entry will be made at the start of the new fiscal year and once the voucher is received, the application will process the charges as assigned.

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Procurement Card Program Violations

Types of Violations

- Unallowable purchases
- Unacceptable documentation
- Late submission of procurement card voucher and documentation
- Unresolved item disputes
- Splitting charges to avoid the transaction limits
- Violation of Procurement Card Guidelines

Repeated Violations

Repeated violations are subject to review by the Office of Business Operations.

All cardholders are subject to disciplinary action which may include revocation of the Procurement Card up to dismissal of employment. If the Procurement Card is used improperly, the University of Northern Iowa may deduct from the cardholder's paycheck or from any other amounts payable to the cardholder, an amount equal to the total of the improper charges. The University of Northern Iowa may also collect amounts owed to the cardholder after the cardholder is no longer employed by The University of Northern Iowa. If a situation such as this occurs, the cardholder is responsible for the legal fees incurred by the University in such proceedings.

Inquiries – protrav@uni.edu

319-273-2162

<http://www.uni.edu/obo/contact>