
Policy No. 7

PURCHASING CARD PROGRAM

Revised December 27, 2010

The purpose of this memorandum is to publish policies and procedures for the management and use of the University Purchasing Card issued to employees of the School of Medicine. Misuse of Purchasing Card is considered misconduct and subject the cardholder to disciplinary actions ranging from a reprimand to removal.

1. Purchasing Cards will be issued to selected employees for use in making official purchases for items under \$5,000. The Purchasing Card should not be used for purchases against a University-wide bid. A standing purchase order will be used for these purchases.
2. The Purchasing Card will be issued in the name of the cardholder and cannot be interchanged among individuals. Cardholders will be personally accountable for proper use of their Purchasing Card.
3. A partial listing of the more commonly **excluded** charges with the Purchasing Card include: alcoholic beverages; hospitality, entertainment or travel; maintenance agreements; sales tax and services of sole proprietorships. A complete listing of excluded items is available for review on the University Procurement Services website: www.umkc.edu/procurement.
4. Any questions regarding the appropriate use of a Purchasing Card for a specific item should be discussed with the Business Office prior to executing the purchase.
5. The Business Office will be the approving official for all cardholders within the School of Medicine.
6. Deans and Directors will be responsible for:
 - a. Nominating competent purchase cardholders by name.
 - b. Ensuring that each billing statement is closely reviewed and approved for accuracy and appropriateness by someone other than the card holder.
 - c. Notifying the Business Office whenever there is a need to change or cancel a cardholder.
7. Card holders will be responsible for:
 - a. Completing Purchasing Card Training prior to issuance.
 - b. Not using the Purchasing Card to split or string purchases with the willful intent to circumvent the purchasing policy of soliciting bids. The practice of splitting or stringing purchases is prohibited.
 - c. Ensuring an original receipt supports each and every purchase from a vendor. The receipt must include; vendor name, dollar amount, date of purchase and itemized description of item(s) purchased. Purchases for unusual items which do not have an obvious University purpose must include a letter explaining how this item will be used.
 - d. Forwarding the Statement of Account with original receipts attached to the Business Office by the 4th of each month.

8. Business Office will be responsible for:
 - a. Reconciling the individual receipts to the on-line transaction file.
 - b. Annotating any discrepancies in billing
 - c. Forwarding the completed Statement of Account to Financial Services no later than the 10th of each month.
 - d. Setting the Purchasing Card per transaction and monthly limits based on the cardholders buying experience and needs.

9. Purchasing of goods and equipment with personal funds is prohibited; therefore, individuals will not be reimbursed for making these kinds of purchases.

PREPARED BY: BUSINESS OFFICE

APPROVED BY:



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