

Procurement Card (P-Card) Policy

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Overview

The purpose of this policy is to provide information regarding the issuance and use of the Procurement Card (P-Card) within Facilities and Services. This policy supports, but does not override or replace, the policies and guidelines set forth by the OBFS Corporate Card Office.

Procurement Services provides administrative support for all F&S P-Cards, including Department Card Management, Reconciliation of Transactions, Credit Card Application, Card Issuance and Usage Monitoring.

Card Issuance

Business Unit Head

- Authorize issuance of individual P-Card
- Request employee take on-line P-Card Training
<https://apps.obfs.uillinois.edu/Tutorial/index.cfm?tutorial=pcard>
- Send email to F&S P-Card Manager at FandS Admin-Procurement (fsprocadmin@mx.uillinois.edu)
- Include Employee Name and Purchasing Limits.
- Notify the F&S P-Card Manager for cancellation.

Employee

- Complete on-line P-Card Training prior to completing application, and every two years as required for renewal.
- Meet with F&S P-Card Manager to complete Procurement Card Authorization Agreement and Application
- Meet with F&S P-Card Manager to review cardholder responsibilities and take possession of card.
- Review, understand and follow all rules and guidelines outlined in Section 7 - Purchasing of the Business and Financial Policies and Procedures Manual
<https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-6>

Cardholder Responsibilities

- Review, understand and follow all rules and guidelines outlined in Section 7 - Purchasing of the Business and Financial Policies and Procedures Manual
<https://www.obfs.uillinois.edu/bfpp/section-7-purchasing/section-7-6>
- Obtain a receipt from vendor, complete P-Card Purchase Form for each transaction, submit to ProcSrvcs within 1 business day of purchase. (This is for non-delivered items only. If product will be delivered to F&S, your order needs submitted through the Purchasing portal.)

- Form must be completely filled out - all fields are required. Name, Badge Number, Phone, Date, Vendor, and Description of Purchase, Work Order/Phase.
- Original vendor receipt and credit-card receipt must be attached to form.
- F&S Prohibits the purchase of equipment items that are \$1000 and over.
- Follow up with the vendor on any problems, billing discrepancies, or damaged goods to request credit and credit-card receipt.
- Notify the bank by calling 800-848-2813 and the P-Card manager in case of a Lost or Stolen P-Card.

P-Card Dispute Process

- ProcSrvcs will send email to request receipt information if charges appear and no paperwork has been submitted. For crafts and trades, Foreman will be copied on the email.
- If the cardholder believes that he/she is not responsible for the charge, the cardholder must notify the bank by calling the 800 number that appears on the back of the P-Card. They must also notify the P-Card Manager of this issue.
- The Cardholder should contact the vendor in an effort to further investigate the charge details and request that a credit be issued.
- After the bank has completed the investigation, the cardholder will be notified of the resolution. If the dispute is not settled in the cardholder's favor, the account will be charged again for the disputed transaction.

Compliance

The individual Cardholder is responsible for compliance with University policies and the Illinois Procurement Code. The enforcement of these policies will be documented in the following manner for any and all policy violations.

P-Card Violation Policy

- Policy Violation: Missing Receipt, Missing or Incomplete P-Card Purchase Form
 - ProcSrvcs will send cardholder an email to request receipt information.
 - After 2 business days, if the missing receipt, missing or incomplete paperwork is not received, it will become a Policy Violation
 - An F&S Policy Violation letter will need to be written. See F&S Policy Violation letter information above.

Other Policy Violations

- For the First violation:

- A formal letter will be sent to the Cardholder with a copy to the Cardholder File, Department Head and the Corporate Card Office. This letter will include the Cardholder Name, Item, Vendor and an Explanation of the violation.
- For the Second violation:
 - A formal letter will be sent to the Cardholder with a copy to the Cardholder File, Department Head and the Corporate Card Office.
 - The P-Card will be suspended for the remainder of the current billing cycle, through the end of the next billing cycle.
- For the Third Violation:
 - A formal letter will be sent to the Cardholder with a copy to the Cardholder File, Department Head and the Corporate Card Office.
 - The P-Card will be suspended for one calendar year.

References

OBFS Corporate Card Office:

Phone: 217-244-9300

Email: obfscorporatecardoff@uillinois.edu

Web:

<http://www.obfs.uillinois.edu/cms/one.aspx?portalId=909965&pageId=911912>

P-Card Online Training:

<https://www.obfs.uillinois.edu/training/materials/card-services>

Business and Financial Policies and Procedures Manual:

- [7.6 OBFS P-Card](#)
- [8.12 Business Meals & Refreshments](#)
- [8.13, Allowability and Funding of Certain Expenditures](#)

Revision History

Date of Change	Responsible	Summary of Change
April 12, 2010	Mike Adams	Policy created
June 2, 2011	Mike Adams	Final revisions before publication.
July 22, 2014	Deborah Caparoon	Updated links and edited
Nov 24, 2014	Deborah Caparoon	Updated links and edited
April 9, 2020	Deborah Caparoon	Updated links and edited

Approval History

Approval History				
Name	Department	Role/Position	Date approved	Signature
Mike Adams	Facilities and Services	Procurement Services Manager	6/2/11	Mike Adams
Sonya Chambers	F&S	Director of Procurement Services	7/8/11	Sonya Chambers
Deborah Caparoon	Facilities and Services	Procurement Services Manager	7/22/14	Deborah Caparoon
Deborah Caparoon	Facilities and Services	Procurement Services Manager	11/24/14	Deborah Caparoon
Deborah Caparoon	Facilities and Services	Procurement Services Manager	4/9/2020	Deborah Caparoon

Attachments



Facilities & Services
UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Procurement Services
P-Card Purchase Information Form

Checklist For Purchases and Credits

- Provide the Tax Exempt number, printed on your P-Card, at time of purchase.
- Obtain original receipts for purchases or returns that include the following information:
 - ☐ Vendor name, address, phone
 - ☐ Date of purchase
 - ☐ Itemized description, quantity, and price
 - ☐ Total dollar amount charged or credited
- If any of the above information is missing, write it on the receipt or attach it to the receipt.

Attach the original receipt to this document and complete the following:

Cardholder Badge Number _____ Phone _____ Date Submitted _____
Cardholder Printed Name _____
Brief Description of Purchase _____
Vendor _____
Expense Report ID# _____

Complete this section with the Work Order/Phase

Work Order/Phase _____ - _____ Amount \$
Work Order/Phase _____ - _____ Amount \$
Work Order/Phase _____ - _____ Amount \$
Work Order/Phase _____ - _____ Amount \$

If more than one Work Order/Phase is used, identify the dollar amount associated with each WO/Phase.

Send this form with the attached Original Receipt and any applicable paperwork within 24 hours of completing your report in Chrome River: Procurement/P-Card, PPSB, Room 158, MC-820

For Procurement Office Use Only

Date Reconcile _____

Date Posted _____