



UNIVERSITY OF IOWA

# Procurement Card Manual

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

## Contents

<b>Getting Started – The Application Process .....</b>	<b>1</b>
Applying for a Procurement Card .....	1
Training .....	1
<b>Procurement Cardholder’s Responsibilities .....</b>	<b>1</b>
Card Plate and Card Number Safekeeping.....	1
Purchase Information Safekeeping.....	1
Procurement Card List Serve .....	2
Card Cancellation.....	2
Internet Transactions .....	2
<b>Using Your Card .....</b>	<b>3</b>
Dollar Limits.....	3
Vendor Rewards Programs.....	3
Purchasing Card Returns .....	3
Preferred Vendors .....	3
Allowed Charges.....	4
Food Purchases .....	6
Sales Tax .....	7
Supporting Documentation .....	7
<b>Travel Expenses on Your Procurement Card.....</b>	<b>7</b>
Allowable Expenses and Receipt/Documentation Required.....	8
<b>Transaction Review.....</b>	<b>9</b>
Discrepancies.....	9
<b>Dates and Deadlines .....</b>	<b>10</b>
Procurement Card Voucher.....	10
Signatures.....	10
Defaults .....	10
<b>Procurement Card Program Violations.....</b>	<b>11</b>
Types of Violations .....	11
Repeated Violations .....	11
<b>Definitions .....</b>	<b>12</b>
<b>Attachments .....</b>	<b>12</b>

## Getting Started – The Application Process

### Applying for a Procurement Card

- Login to <https://protrav.bo.uiowa.edu>
- Click on the PCard tab in the navigation bar
- Navigate to the link titled Apply for a Procurement Card



A charge card product designed primarily to facilitate the procurement process. It is issued by a commercial financial institution for corporate users.

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

Once your agreement is approved through Workflow, it is reviewed by the Purchasing Department. The card will be ready for use in 10 to 14 days. The card is mailed directly to the Purchasing Department.

### Training

Once the Procurement Card application is approved through workflow, the cardholder will be contacted to enroll into an online training course. These ICON 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. Upon completion of the online tutorial, the cardholder will be able to pick up their card at the Accounts Payable, Travel, and Purchasing Department.

At a minimum of every 3 years, program policy requires all cardholders to complete “online” procurement card training to ensure all UI 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 month and year in which your card expires.

If the refresher course is not completed by the end of the month your card expires, your 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.*

Please click here for details about the available courses: [www.uiowa.edu/ap-purchasing/tools-departments](http://www.uiowa.edu/ap-purchasing/tools-departments)

## Procurement Cardholder’s Responsibilities

### Card Plate and Card Number Safekeeping

The card is the property of The University of Iowa. All cards when not being used should be stored in a secure location. 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. You should not request or grant access to another user’s forms unless you have one of these responsibilities. Requesting and or granting access to another users form in absence of these responsibilities is a violation of the Acceptable use of Information Technology Resources policy, section D.

As a best practice, the Accounts Payable, Travel, and Purchasing Department strongly discourages sharing your procurement card or card number with other individuals. Cardholders are responsible for all charges processed on their

procurement card. Sharing your account number or allowing others to use your 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, hotel deposits, etc.

If the cardholder cannot personally make or pick up a purchase, instead of sending the card with another individual, the cardholder may also contact the vendor to make the purchase and make arrangements for someone else to pick it up. Cardholders should never send a copy of your card to any vendor to “authorize” use of the card. If a vendor requires a copy to process your 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, the University of Iowa Office of Finance and University Services requires all cardholders to be enrolled in the Procurement Card List Serve.

## Card Cancellation

All cards should be immediately canceled if a staff member terminates employment, transfers to another department or assumes different duties that do not require the use of the procurement card. Procurement cards are canceled by the department reclaiming the card, cutting the card in half, and returning the card to Procurement Card Team, PCO-202.

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@uiowa.edu](mailto:protrav@uiowa.edu).

If a card is lost, stolen, misplaced, or believed to have fraudulent transactions, it is the responsibility of the cardholder to immediately notify the Purchasing Dept: 335-0115. If it is after regular business hours, call US Bank: 1-800-393-3526 to cancel the card, and call the Purchasing Dept the next business day. Public Safety: 335-5022 must be notified if the card is stolen locally.

## Internet Transactions

For any transaction that takes place as an internet order, first confirm that the site of the order is a secure site.

Questions on how to determine if a site is a secure location can be directed to [protrav@uiowa.edu](mailto:protrav@uiowa.edu).

### What Users are Saying:

"The Procurement Card program is one of the best changes Accounts Payable and Purchasing made. "Love the decrease in paperwork and the convenience."

"I think the Procurement Card Program is terrific."

"The Procurement Card Web Application is very helpful and efficient."

"I am happy with the Procurement Card and have not had any problems with it."

"The Procurement Card is an effective method of purchasing especially in emergencies."

"The Procurement Card Program is overall a good program and extremely helpful -- well done."

"I do not have to use my own personal card anymore; instead I use the department's for the office expenses. I am glad to have one."

"We LOVE the card for travel, it's so easy!"

## Using Your Card

### Dollar Limits

VISA monthly credit limits should be requested in \$1,000 increments up to \$10,000. VISA single transaction limits 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 28th day of the month through the 27th day of the following month. Requests for higher spending limits need to be made in writing and approved by the cardholder's department administrator. Requests can be made by filling out the forms below. Requests should be sent directly to [protrav@uiowa.edu](mailto:protrav@uiowa.edu).

- [Procurement Card Limit Increase](#) (credit and single transaction)

### Single transactions may not exceed your individual transaction limit 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 your established limit violates University Policy.

Single Transaction limits may not apply to travel, conference registration fees, or advertising costs. When these costs exceed your single transaction limit, please complete the Single Transaction Limit increase form. You will be notified if your request is approved or denied. If denied, you will be provided instruction on how to complete the order. All requests should be made to [protrav@uiowa.edu](mailto:protrav@uiowa.edu) or fax the form to purchasing 335-2443.

Cardholders' spend will be reviewed annually to determine if the limits established are within their purchasing needs. Purchasing will contact the cardholder, upper level approvers and budget officers with proposed cardholder limits.

### Vendor Rewards Programs

At times 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. Employees responsible for purchasing goods and services at the University may not participate in these promotional offers. If incentives are received, it is the responsibility of the department to be assured that any monetary or cash incentive reward received as a result of a University of Iowa purchase becomes the property of the University.

Reward Point Programs: The use of reward point programs is prohibited. In the event the value of the reward can be determined and the reward has been used, repayment will be required from the participating employee. Staples, CVS and Best Buy are examples of local vendors who offer rewards or discount cards that result in "dollars" off future purchases. Amazon Prime is an example of a fee based membership that is also prohibited. Procurement card policy prohibits the use of these rewards programs when using the procurement card. Doing so will result in an audit error, repayment of the rewards to the University department and/or revocation of procurement card privileges.

### Purchasing Card Returns

Any item that is returned must be returned for credit. Do not accept a refund in cash or in-store credit for another purchase.

### Preferred Vendors

#### Office Supplies

General Stores is the University's main vendor for office supplies. Items can be ordered as a Catalog Order in PReqs. General Stores has also contracted with OfficeMax to furnish office supplies to the University of Iowa. OfficeMax orders

may be placed via eBuy or PCard. Contact General Stores at 384-3917 with any questions or concerns or visit their web site at <https://uiowa.edu/generalstores/general-stores>

### Car Rental Agencies

National Car Rental has entered an agreement with the Big Ten Universities. To take advantage of these discounted rates go to [www.uiowa.edu/ap-purchasing/car-rental](http://www.uiowa.edu/ap-purchasing/car-rental)

Per the contact with National Car Rental only 1 membership/profile may be saved in their system per driver's license number for a traveler. Due to this, their system will not allow separate memberships be created for business vs. personal travel/rentals.

When using National Car Rental for personal travel, please advise the rental agent of this and present your personal card to be charged for the personal rental. If the personal rental expense is charged to the University of Iowa Procurement Card incorrectly by the vendor, it is your (the traveler's) responsibility to contact National and request this be corrected. A credit will need to be issued to the Procurement Card and your personal card would need to be charged. It is recommended to request a credit receipt be provided to be included with the Procurement Card documentation.

### Travel Agencies

The University has contracts in place with preferred travel agencies. Additional information is available on the Purchasing Contracts website <https://uiowa.edu/ap-purchasing/purchasing/contracts>. Take advantage of their services to save you time and ensure you receive all the discounts available to University of Iowa business travelers.

### Airlines

Delta Airlines offer discount rates for University employees traveling on University business. These discounts can only be obtained by using the preferred University travel agencies listed above.

### Allowed Charges

- **Airline Tickets** – Coach class
- **Alumni and Fund Raising Expenses**
- **Animals** – unfertilized chicken eggs, fish eggs, flies, crickets, termites, and worms. Also included are crayfish, hermit crab, sponge, planaria, red footed sea cucumber, sea pansy, sea urchins, star coral and yellow ball sponge – if fish present in the tank, MUST have an approved protocol for fish thru Institutional Animal Care and Use Committee. For additional information please contact Office of Animal Resources (OAR), [oar-veterinarian@uiowa.edu](mailto:oar-veterinarian@uiowa.edu).
- **Business meals** – Refer to the University of Iowa Operations Manual for further detail on the food policy
- **Car Rental** – while traveling only
- **Conference Registrations** – Departments must provide a copy of the registration form, travelers' name, trip dates, and conference location
- **Copier lease and maintenance payments** – this does not include equipment purchases. Contracts will still need to be signed by the Purchasing Director
- **Express Freight** (Federal Express, Airborne Express, etc.)
- **Fax and Telephone charges** – those that are business related and incurred while traveling
- **Foreign Transactions** – The \$20 foreign draft fee charged by the bank is eliminated
- **Ground transportation** – Travel related (i.e. taxi, shuttle service)
- **Hotel Deposits**
- **Interdepartmental Expenses** (where the Procurement card is accepted)
- **Lodging** – room, room tax, telephone access charges

- **Meals for individual travel** – Refer to the University of Iowa Operations Manual for further detail on the food policy - See [food](#)
- **Memberships** (non-UIHC staff)
- **Phone orders**
- **Subscriptions**
- **Leases, Rentals of Equipment** – Long-term leases and rentals of equipment
- **Leases, Storage** – Any lease of property including storage space

### Allowed with Conditions

- **Alcohol**-If approved by the ORG Budget Officer and the Director of Accounts Payable
- **Any purchase made for the personal benefit of faculty/staff or their family members** must meet specific requirements outlined in the department’s Reward and Recognition policy – Staff (Refer to the University of Iowa Operations Manual, Part V, <https://opsmanual.uiowa.edu/services/reward-and-recognition> for details)
- **Copying/Printing** – Mandated by the Iowa Board of Regents policy, the official printing and copying purchaser for the University of Iowa is the Printing Department. This is mandated by law (Chapter 5 of the Iowa Code, Administrative Rules, Printing Division, Department of General Services, of the State of Iowa); and by the Operations Manual for The University of Iowa. All purchasing of printing, copying or related products must be routed through, and purchased by The University of Iowa’s Printing Department. For all of your printing and copying related needs contact the Printing Department at 384-3700 and you will be assigned a Customer Service Representative. You can visit the Printing Department web site through The University of Iowa Business Services or directly at <https://printmail.bo.uiowa.edu/printmail/>. Exceptions to this policy would include copying done while on business travel or exception by the University of Iowa Printing Department.
- **Flowers, Gifts, and Other Incidental Expenses** – Flowers, gifts, and other incidental expenses may be purchased on the procurement card if the following conditions have been met: There is a clear University purpose for incurring the expense that is documented in writing. Approval of the expense requires two approval signatures. The person coordinating the event and one of the following: DEO, business officer of the college or division, dean or vice president of the employing division.  
  
This policy applies to all University funding sources, which include funds transferred to the University from affiliated organizations
- **Purchases over \$5000** - With pre-approval, travel related purchases and advertising may be purchased over this dollar amount
- **Telephones, related equipment** – Telecommunications provides the University with their phones and related needs. If your need can’t be met through Telecommunications, then another provider may be used.

### Excluded Charges

The excluded items are not to be purchased with The University of Iowa Procurement Card per University of Iowa policy:

- **Airline Club Membership**
- **Animals** – Fish, Frogs, and all other vertebrates (rodents and larger animal species) not mentioned previously. For additional information please contact Office of Animal Resources (OAR), [oar-veterinarian@uiowa.edu](mailto:oar-veterinarian@uiowa.edu)
- **Automotive Repairs** – Pertains to personal vehicles or vehicles owned and operated by Motor Pool
- **Business Cards**
- **Capital Equipment**
- **Conflict of Interest Vendors** – See Purchasing website for list under Policies.
- **Cylinder Gases and Liquid Nitrogen** – including Propane and Helium

- **Gasoline** – Pertains to personal vehicles or vehicles owned by Motor Pool. Vehicles obtained through Motor Pool must use the Motor Pool gas card. However, the purchase of gasoline to fill rental trucks to move University property is allowed. Gas can be purchased on the Procurement Card when traveling and using a rental vehicle \*
- **Personal Expenses at Hotel** – Movie charges, personal phone calls and spa charges
- **Personal Items** – Be sure to store the card in a safe location. The card should not be carried permanently in a purse or billfold because of the possibility of its use in place of a personal credit card. Personal expenses processed on The University of Iowa Procurement Card are considered to be in violation of the Procurement Card guidelines and can be punished by cardholder termination for any flagrant misuse. If the card is inadvertently used for personal expenses, the individual will need to send a check or a copy of the Money Received Form with their PCV.
- **Radioactive Materials**
- **Weapons, Ammunition**

\*These charges maybe allowed if expense is travel related.

### Bottom Line

Personal expenses processed on the University of Iowa Procurement Card are considered to be a severe violation of the Procurement Card program and may be punished by cardholder termination for any misuse.

## 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. A clear University purpose for incurring the expense has to be documented in writing.

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.

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

- business meetings
- conferences
- recognition events
- recruitment
- training
- new employee orientation
- lectures, symposia, presentations
- student orientation and support events

UI Cardholders, who currently have travel permissions on their procurement card, will be allowed to use the procurement card to purchase meals while in travel status.

- The following requirements as outlined in the University of Iowa Operations Manual will be enforced. [www.uiowa.edu/ap-purchasing/domestic-travel](http://www.uiowa.edu/ap-purchasing/domestic-travel)
- 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 payroll deduction.
- Repeat overages of the daily allowance may result in card privilege restrictions.
- 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 policy applies - receipts for individual meals are not required to be attached to the voucher, unless the purchase is \$75 or greater.

### Sales Tax

All purchases made in the State of Iowa as well as goods shipped to the State of Iowa should be tax exempt. Tell the vendor that the University of Iowa is tax exempt from State sales taxes and give the tax exempt ID number that can be found on the Procurement Card. If sales tax is charged in error, please contact the vendor to credit the sales tax back to the University Procurement Card. [State of Iowa Sales Tax Exemption Certificate](#)

### 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 Purchasing-Accounts Payable-Travel Department. 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 e-mailed to the cardholder's department.

Freight charges to Fed Ex or UPS that have been processed on an account set up by Purchasing-Accounts Payable-Travel Department do not need supporting documentation attached. The sender/receiver information is loaded into ProTrav as line item detail and is accessible by clicking on the 'Trans Detail' button next to the charge. If the sender/receiver information is accurate and complete, an electronic attachment is not required. If the information is not complete, or the department has not set up an account through the office listed above, then the supporting documentation must be attached to the voucher.

#### Acceptable supporting documentation:

- Catalog Page
- Invoice
- Packing Receipt
- Register Receipt
- Web Page Printout

#### Acceptable supporting documentation must include:

- Vendor name
- Amount
- Date
- Itemized description of item(s) purchased

Note: If the register receipt only includes the total purchase amount, list the items purchased with costs. If an itemized receipt is not available, a packing slip may be used by filling in the missing information.

### Travel Expenses on Your Procurement Card

Travelers may charge most travel expenses directly to their departmental procurement card rather than using a personal charge card and submitting your expenses for reimbursement. For departmental expeditors, this means you may pay travel expenses directly for UI visitors (faculty recruits, guest speakers, etc.) rather than submitting a Voucher and Invoice for payment or reimbursing the traveler after the trip. Please remember that your card 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, airline discounts, maximum hotel allowances, etc., please refer to our web page [www.uiowa.edu/ap-purchasing/travel](http://www.uiowa.edu/ap-purchasing/travel)

## Allowable 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.

*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, and class of service

**Hotel Deposits**-does not include pre-payments

*Required Documentation:* Housing form, 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 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 click [here](#) for maximum hotel allowances. If your hotel is over the allowable limit, but is the conference hotel, please attach housing form or other 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.

*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) are NOT allowable charges.

*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).

### *Tips for UI Travel*

#### **Trip Receipt File:**

Create a file for each trip you take and keep all forms and receipts in the appropriate file as you post and reconcile charges related to that trip.

#### **Before the Trip:**

- Obtain Department approval
- Make Lodging Arrangements
- Purchase Airfare
- Create trip in ProTrav

#### **During the Trip:**

- Record Daily Expenses
- Retain Receipts

#### **After the Trip:**

- Submit Procurement Card Voucher/Assign Trip information
- Submit Travel Expense Voucher

**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.**

## 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.*

The cardholder should reconcile the individual receipts to the items charged during the statement period and include a line description and select appropriate business purpose. Click [here](#) to view the printable reconciliation tutorial.

The following institutional accounts should be used for faculty and staff for conference registration and for travel expense:

- **6025** conference registration and travel within the State of Iowa
- **6026** conference registration and travel outside the State of Iowa to any of the other 49 states, any possessions and territories of the USA, or to Canada
- **6027** conference registration and travel outside of Canada and the USA and its possessions and territories

For individuals other than faculty and staff, consult the [accounting code manual](#) for the correct travel institutional account.

## 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 MFK number 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 US Bank:

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 with the receipts 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 the Accounts Payable department 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.

## Dates and Deadlines

### Procurement Card Voucher

Billing cycles still end on the 27th of each month. Charges must be reconciled by the 18th of 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 the [self-service portal](#).

If the cardholder is unable to submit the Procurement Card voucher and documentation by the due date, please contact the Accounts Payable and Travel Office at 335-0115 prior to the due date to explain the reason for the delay.

### Signatures

The University of 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 designated authority, an additional level of approval (above the cardholder or subject of 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 prior to the form being sent to the Accounts Payable Office.

### Defaults

The Accounts Payable department audits all Procurement Card Vouchers (PCV) received in our office on or before the 18th of the month. Cardholders, whose vouchers have not been audited by the last day of the month, will have their monthly balance posted to the default account listed on their Procurement Card Agreement. Once the voucher is received, the application will process the reversal entry.

#### Reminder Notice (18th of the month)

Cardholders/reconcilers that 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.

#### 1st Notice (Last business day of the month)

The cardholder/reconciler are notified via email that their voucher was either not received and/or was missing documentation and was defaulted. The memo also lists the default MFK that the total amount posted to. The memo states the voucher and/or documentation needs to be in our office within two weeks.

#### 2nd Notice

If the voucher is not received and audited in our office the cardholder, reconciler and department head is notified, along with The Procurement Card Review Committee. The second notice identifies that a voucher is not received within two weeks the card will be put on a hold, thus eliminating any further transactions.

#### 3rd Notice (21st business day of the following month)

An e-mail notification will be sent to the departmental approver and the Procurement Card Review Committee. The review committee will review the cardholder's purchasing history and determine if the card should be placed on hold.

#### Lost Cards

Lost, stolen, or misplaced cards – report loss immediately to:  
*UI Bank Corporate Payment Systems – 800-344-5696*

*Purchasing – 319-335-0115*

If stolen locally, also notify *Public Safety – 319-335-5022*

## 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.

### Repeated Violations

Repeated violations are subject to review by the University Procurement Card Review Committee.

Inquiries – [protrav@uiowa.edu](mailto:protrav@uiowa.edu)

Accounts Payable/Travel Auditing

[Danielle Weber](#) – 353-2503

Card Maintenance/Quality Assurance

[Tanushree Jain](#) – 335-1598

[Cindy Li](#) – 467-1765

[Deanna Snyder](#) – 467-1225

## Definitions

**B2B E-Commerce:** Business-to-Business. The online exchange of products and services among businesses through online trading networks.

**Direct Procurement:** Procurement directly used for production, such as parts and raw materials, inventory, etc.

**E-Procurement System:** Any product or trading network enabling companies to purchase goods and services from suppliers online.

**EDI:** Electronic Data Interchange. An electronic point-to-point data connection between two trading entities.

**Electronic Statement:** An Electronic File Transmitted by Issuer containing details of all purchasing card charges.

**General Ledger (G/L):** A company's financial record containing all reconciled expense transactions.

**Indirect Procurement:** Procurement for nonproduction items, such as office supplies, MRO (maintenance, repair and operating goods) etc.

**POS:** Point-Of-Sale, a location where a purchase transaction takes place, such as the checkout counter at a retail location or an online store's payment web page.

**Reconciliation:** A process where billed charges are matched against receipts to ensure an accurate data feed to a General Ledger system.

**Single Transaction:** One or more items bought at the same time from the same vendor on the same day.

## Attachments

- Tax Exemption Statement for Federal Taxes: [tax.fo.uiowa.edu/content/sales-tax](http://tax.fo.uiowa.edu/content/sales-tax)
- Best Practices: [www.uiowa.edu/ap-purchasing/article/pcard-best-practices](http://www.uiowa.edu/ap-purchasing/article/pcard-best-practices)
- University Assumed Risk for Procurement Card: [www.uiowa.edu/ap-purchasing/article/procurement-card-risk](http://www.uiowa.edu/ap-purchasing/article/procurement-card-risk)