

## Using a Procurement Card

### Department Procurement Card Coordinator Responsibilities

Collect all original receipts and packing slips; compare against the electronic transactions as part of daily review. Obtain explanations for any discrepancies.

Review and release electronic procurement card transactions within 7 days of receipts.

Follow up with cardholder to obtain missing receipts or resolve of allowable charges.

Contact vendor, or bank, to request credits for unacceptable items or improper charges on monthly departmental statements.

Contact bank, and Procurement Card Administrator in the event of lost or stolen card, or of employee termination. Collect procurement cards from all employees that terminate employment, or transfer to another department. Forward card to Procurement Card Administrator!

Complete appropriate forms to change, cancel or request suspension to an account.

Report continuous failure by a cardholder to follow Procurement Card Policies. Report incidence of possible procurement card abuse.