

## Using a Procurement Card

### Department Responsibilities

Appoint a Departmental Procurement Card Coordinator who must attend training as a condition of program application.

Complete application for p-card (individual or departmental), including index number and monthly credit limit. Please check the Merchant Category Code Groups that have been approved for your card..

Delegate full purchasing authority to cardholder, at \$1499, per item, (except for Travel-\$999), with the after-the-fact purchase approval and budget availability verification.

Assume central financial responsibilities for purchases made which are within University policies.

Ensure Departmental Coordinator compliance with administrative processing requirements and monthly deadlines.

Collect procurement cards from all individuals who terminate employment at the University or transfer to another department. Destroy the card immediately and return it to the Procurement Card Administrator in the Purchasing Department.