

Using a Procurement Card

Cardholder Responsibilities

Keep the procurement card number confidential. You are the only authorized person authorized to use the card. Lending or sharing the card is not allowed.

Purchase authorized goods or services from any merchant who accepts credit cards. Each transaction must be less than \$1499.00. The Department Head will determine the monthly spending limit on each card. CAUTION: Each cardholder must continue to follow your department's procedure for obtaining authorization to make a purchase, prior to using your card.

Do not split a transaction. Each transaction must be less than \$1499.00.

Inform the merchant that your purchase is exempt from sales tax. Most merchants accept the procurement card as significant evidence of exemption, but some merchants require a copy of the Florida Tech Sales Tax Exemption Certificate.

Obtain a receipt from the merchant when using the card. For purchases made over the telephone, instruct the merchant to mail/fax the receipt to you, the cardholder. A detailed packing slip may also serve as an original receipt. NOTE: the cardholder has the primary responsibility to provide the receipt to your Departmental Procurement Card Coordinator.

If the receipt does not detail what was purchased, write a description on the receipt of the goods or services purchased.

It is recommended that the cardholder record the purchases on a 'Procurement Card Transaction Log'. It may be the most efficient means of keeping track of your purchases.

Present your original receipts or detailed packing slips to the Departmental Procurement Card Coordinator immediately. Indicate the account to be charged on each receipt, if applicable.