Name of Policy: **Purchasing card (P-Card)**

**Policy Number:** 3364-40-16

**Approving Officer:** Senior Vice President for Finance and Administration

**Responsible Agent:** Director, Supply Chain Management

**Scope:** All University of Toledo Campuses

- [ ] New policy proposal
- [X] Major revision of existing policy
- [ ] Minor/technical revision of existing policy
- [ ] Reaffirmation of existing policy

**Original effective date:** December 1, 2010

(A) Policy statement

The University approved purchasing card (P-Card) provides a cost-efficient method for employees to procure goods and services under $5000. All cardholders must use the card responsibly and in a manner consistent with the University’s mission and principles and within the standards of the Ohio ethics law.

All individuals authorized to conduct purchasing activities must adhere to the procedures as defined in the University’s procurement and P-Card manuals.

(B) Purpose of policy

The purpose of this policy is to ensure that all purchases made with the P-Card are authorized and documented and in compliance with all applicable University policies and procedures.

(C) P-Card eligibility

All employees who have obtained procurement authority from their department administrator with budget authority are eligible to obtain a P-Card.

P-Cards will not be issued to:
- Independent service providers and consultants;
- Student employees;
- Intermittent call-in employees; and
- Temporary employees contracted through staffing agencies.

(D) Limits and responsibilities

The P-Card is designed to promote purchasing and payment efficiency, flexibility, and convenience. The P-Card is subject to a maximum single transaction limit of $4,999.99 including freight and handling, with the exception of authorized University business travel that
exceeds the transaction limit. Any other exceptions must be approved in writing by the vice president of finance.

Cardholders may not use the card for personal purchases or loan their card to another individual.

The card is not transferable. The same employee is not permitted to be a cardholder and approver of the same card. An authorized approver of business transactions cannot approve their own transactions.

The cardholder is responsible for:
- All transactions made using the P-Card;
- Compliance with the procurement and P-Card policies and procedures;
- Additional compliance with grant or sponsored agency agreement purchases;
- Safeguarding the card and card number against unauthorized use. If fraudulent use is suspected or card is lost or stolen, notify the P-Card issuing bank and the controller’s office immediately; click on the following link for the contacting information: [http://www.utoledo.edu/offices/controller/accounts_payable/purchase_card.html](http://www.utoledo.edu/offices/controller/accounts_payable/purchase_card.html)
- Reconcile, maintain, and receive necessary approvals of the P-Card statement along with supporting receipts and provide to A/P in a timely fashion;
- Notifying the controller’s office by completing the position change request form upon department transfer and need to use the P-Card; and
- Returning the P-Card upon lack of need for the P-Card or separation from the University.

(E) Misuse of P-Card

(1) Progressive disciplinary steps may include verbal notification, written notification, temporary suspension and/or permanent loss of privileges.

(2) Fraudulent use of the P-Card will result in immediate revocation of the card and will result in corrective action up to and including termination and/or criminal action. In addition, the University will seek restitution for any inappropriate charge.

(3) Disallowed purchases made with grant or outside sponsored funding will be reallocated to the appropriate department account.

(F) Related Documents

The following websites provide links to the reference documents and details on the process steps to follow:
[http://www.utoledo.edu/offices/controller/accounts_payable/purchase_card.html](http://www.utoledo.edu/offices/controller/accounts_payable/purchase_card.html)
[http://www.utoledo.edu/depts/purchasing/](http://www.utoledo.edu/depts/purchasing/)
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<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
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<tr>
<td>/s/ S. Scarborough</td>
<td>• 07-005 Procurement Card Policy (former Medical</td>
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<td>Senior Vice President for Finance</td>
<td>University of Ohio, previous effective date 4/1/2004)</td>
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Review/Revision Completed by:
Director, Supply Chain Management