Significant Changes to the Procurement Card Policy Effective June 1, 2016

A new Procurement Card policy has been established and will be effective starting June 1, 2016. Procurement Cardholders must read the policy, as there are some significant updates. Some highlights of the updated policy include:

1. Gift Purchases
   a. Gifts or gift cards for employees or student employees are not allowed to be purchased on the Procurement Card. A few exceptions are detailed in the Procurement Card Policy.

2. Concur Reconciliation Guidelines
   a. All charges must be submitted in an expense report by the 10th of the following month (ex. September charges must be submitted by October 10th). Any cardholder who does not submit their charges by the 15th of the following month will receive 30 points (as outlined in the new policy in Section 5.1). If a cardholder reaches 100 points, a card will be suspended for one month. A card can be reinstated by completing an online training course on the policies and procedures for the Procurement Card.
   b. All approvers (both Supervisor approvers and Index approvers) must have any reports in their queue approved by the final day of the month (ex. September charges must be approved by October 31st). Any Supervisors or Index approvers who have not approved all charges by the 31st may lose their responsibilities as an approver or have cards within their area revoked. A separate points system has been established as outlined in the new policy in Section 5.2.

3. Audit Procedure
   a. A new points system has been established to monitor any violations to the Procurement Card Policy. Cardholders who reach 100 points will have their card suspended for one month. Please refer to the Procurement Card Policy for further details.

4. Missing Receipt Affidavits
   a. Only the digital Missing Receipt Affidavit in Concur is allowed going forward. No paper Missing Receipt Affidavits are allowed to be attached to charges in Concur. Any paper Missing Receipt Affidavits used will be considered missing receipts.

For a video tutorial of the new policy, please visit our website.