



Villanova Procurement Card Policy Updates

Effective 2/1/2019

The following changes have been added to our current pcard policy dated 6/1/2016 now version 2.1

1. Addition to Section 4.2 Review of Monthly Charges - Charge Reporting/ Approvals: Each expense line within your NOVApay (Concur) Expense report must have a detailed "Business Purpose" clearly defined in the Business Purpose or Business Description/Destination field. The comment line can be used for additional space if needed. Expense reports not containing this information will be considered a failed audit review. Expense reports will be returned to the individual and 20 points will be assessed. When appropriate, the business purpose should include the following:
 - a. Who incurred the expense or who benefited; specific names of individuals/groups are required (when the expense did not directly benefit the cardholder), e.g. business meals, bereavement flowers, who was the iPad purchased for, etc.
 - b. What was specifically purchased (if not clear from the Expense Type description), e.g. "Supplies" purchased from Amazon would require further description on what was specifically purchased.
 - c. Why the Expense was necessary (what was the purpose) if not clearly derived from the Report Header and other Business Purpose information previously provided.

Expense Type within NOVApay – It is required that you use the correct expense type when reconciling your charges. Incorrect expense types will be corrected by the Procurement Office without notifying the department.

2. Addition to 3.1- Unauthorized Card Use: Due to new Pennsylvania (PA) state regulations, the Procurement Card can no longer be used to pay individuals for Services (Companies or Incorporated vendors are still acceptable). These individuals are considered 1099 taxable individuals and Villanova University is now required to withhold tax in accordance with the PA 1099 state policy. These types of services must be paid through the Procurement Office. Please contact the Procurement Office with any questions. Expense reports that include payment to individuals for Services will be considered a failed audit and will be assessed 50 points upon review.
3. Addition to 3.1- Unauthorized Card Use: Gift Cards or Gifts cannot be purchased to pay for Honorariums or to pay individuals that perform services.
4. Addition to 3.1- Unauthorized Card Use: Software Purchases – All software purchases or software renewal licenses must have an [IT Software Review form](#) completed by the cardholder. Through completion of the short form, you will either be (a) directed to contact

UNIT for further review or (b) notified that your order has been approved and you may continue with your software purchase. This IT Software Review form must be completed prior to placing your order and must be attached with your receipt. Expense reports that include software purchases without the IT Software Review form will be considered a failed audit and will be assessed 50 points upon review.

5. Addition of new section - 3.10 - Shipping of Product: All purchases made on behalf of Villanova University must be shipped to a Villanova University address. Any exceptions must be pre-approved by the Procurement Office and clearly noted on the "Comment line" in NOVApay as to why this was necessary. Expense reports that include purchases shipped to an address other than a University address without pre-approval by the Procurement Office will result in a failed audit and will be assessed 40 points upon review.