

 UNIVERSITY OF DENVER	UNIVERSITY OF DENVER POLICY MANUAL PURCHASING CARD (P-CARD)	
<u>Responsible Department:</u> University Financial Services <u>Recommended By:</u> SVC Business and Financial Affairs <u>Approved By:</u> Chancellor	<u>Policy Number</u> FINA 2.10.034	<u>Effective Date</u> 4/4/2023

I. INTRODUCTION

Purchasing Cards ("P-Cards") provide a convenient, efficient, and managed approach for appropriate small-dollar purchasing transactions. The purpose of this Policy is to provide structure, limits, and accountability in the use of a P-Card.

II. POLICY OVERVIEW

- A. P-Cards may only be used by Cardholders for Allowable Purchases in accordance with this Policy and the [Purchasing Card Guide](#).
- B. Cardholders must adhere to relevant University policies related to the expenditure of institutional funds.
- C. Cardholders using a P-Card are expected to:
 - 1. safeguard the resources under their control and report any suspected financial misconduct (See University Policy SAFE 7.10.062 - *Reporting and Investigating Misuse or Theft of University Property*); and
 - 2. avoid situations in which their relationships with other employees or with outside entities could create an actual, apparent or potential conflict of interest (See University Policy RISK 3.20.060 - *Conflict of Interest*).

III. PROCESS OVERVIEW

- A. P-Cards are for business use only.
- B. The P-Card displays the Cardholder or department's name and "University of Denver." The phrase "tax exempt" and the University's tax-exempt number are also embossed on the card.

C. P-Cards have transaction limits and restrictions, including:

1. Single transaction (purchase) limit. Multiple charges, or splitting a transaction to purchase a single item exceeding the purchase limit, are not permitted;
2. Monthly spending limit; and
3. Limits on the number of transactions per day.

D. Prohibited P-Card Use

1. The P-Card may not be used for any of the following categories:
 - a. Personal charges, even with the intent of reimbursing the University;
 - b. Payments to individuals for honorariums and payroll services;
 - c. Computer and fixed asset purchases;
 - d. Split transactions to circumvent the single transaction limit;
 - e. Payments to University departments;
 - f. Consulting or contract employee services that require contracts, unless an approved contract is in place;
 - g. Donations, sponsorships, and contributions, except if preapproved by the Office of the Provost; and/or
 - h. Gift cards (except: (i) where pre-approved by both the applicable Department and University Financial Services under circumstances outlined in the Chart of Allowable Expenses, and (ii) pre-approved Human Subject Research Payment requests)
 - i. Airfare (See University Policy FINA 2.30.012 - *Travel Expense*)

E. Cardholders are responsible for:

1. Reading and abiding by the policies and procedures found in the Purchasing Card Guide and other University policies;
2. Confirming card expenses are valid, have a legitimate business purpose, are reasonable, and conform to University policy and/or grant restrictions, where relevant;
3. Providing the University's tax-exemption information to the merchant and confirming that sales tax is not charged when making a purchase on qualified purchases;
4. Obtaining a Receipt for: (a) all lodging expenses, and (b) any transaction over \$75 (See University Policy 2.30.012 – *Travel Expense*);
5. Keeping the card in a secure location, keeping the card number confidential, and exercising caution when providing account information for payments;
6. [Reporting a lost or stolen card immediately](#) (1-800-344-5696);
7. [Reporting fraudulent charges immediately](#) (1-800-523-9078);
8. Resolving issues with merchants and disputing erroneous transactions; and
9. Reviewing and submitting their expense reports within sixty (60) days in

Pioneer Travel and Expense according to the [DU Accountable Plan](#);

The electronic submission of the P-Card report affirms that these responsibilities have been met.

F. Business Officers are responsible for:

1. Reviewing the policies and procedures found in the Purchasing Card Guide and other University policies;
2. Reviewing the expense report;
3. Affirming that the expenses were necessary, reasonable, and consistent with University policies and the stated business purpose;
4. Confirming that information contained on the report is properly documented and supported by attached Receipts where required;
5. Requesting further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the trip, event, or stated business purpose, and ensuring that the explanation(s) for such expenditures are included with the expense report;
6. reviewing the expense report and approving it by the published deadlines; and
7. Report violations to the Dean or Department Head.

The electronic approval of the expense(s) affirms that these responsibilities have been met.

G. Violation of this Policy will result in (at a minimum) a suspension of card privileges. Repeated violations will result in revocation of the P-Card, and may include disciplinary actions up to, and including, termination.

IV. DEFINITIONS

- A. **“Allowable Purchase”** means a purchase of goods that are needed for a legitimate University business purpose, fall under the P-Card limits, and are not otherwise restricted by existing University policies for purchase with a P-Card. The Purchasing Card Guide includes a non-exhaustive list of commonly purchased items that are Allowable Purchases.
- B. **“Purchasing Card or P-Card”** means a University-issued credit card paid by the University for Allowable Purchases.
- C. **“Receipt”** means a document that substantiates the business transaction and provides proof of payment of that expense. A receipt will typically include the date of transaction, merchant name, list of items purchased, or services received, form of payment (cash, check, credit card), and amount paid.

- D. “Cardholder”** means a full-time benefits eligible faculty or professional staff member or other individual who has been given a P-Card to use for making Allowable Purchases and trained in accordance with this Policy.
- E. “Purchasing Card Guide”** means specific guidelines applicable to P-Cards as may be updated from time to time by Procurement Services.

V. RESOURCES

- A.** University Policy FINA 2.10.033 – *Procurement*
- B.** University Policy FINA 2.30.012 -*Travel Expenses*
- C.** University Policy FINA 2.30.011-*Business Expense*
- D.** University Policy SAFE 7.10.062- *Reporting and Investigating Misuse or Theft of University Assets*
- E.** University Policy RISK 3.20.060 -*Conflict of Interest*
- F.** University Policy FINA 2.10.032- *Contract Management*

Revision Effective Date	Purpose