



PROCUREMENT CARD

Procedure Manual

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This manual will tell you how to get started, how to use, and explain rules and regulations for departmental procurement cards.



PROCUREMENT CARD PROCEDURE MANUAL

<http://www.uiowa.edu/~purchase/procurement/>

Getting Started

AGREEMENT FORM

University of Iowa employees who wish to obtain a Procurement Card must complete and sign a Procurement Card Agreement Form which must be approved by the department administrator. Signature stamps can not be used. The agreement form can be downloaded at the following URL address: <http://www.uiowa.edu/~eforms/prch/pcagree1.pdf>

Submit the completed agreement form to the Purchasing Department, Andrea Winters or Keith Provin, PCO-202. Once the agreement is received in the Purchasing Department, the card will be ready for use in 10 to 14 days. The card is mailed directly to the Purchasing Department.

TRAINING CLASSES

On receipt of the card, Purchasing will contact the cardholder to attend an upcoming training class. *These classes are mandatory for all cardholders.*

Classes will be held in both the East and West Campuses and new cardholders will be notified regarding class times and dates. The card will be released to the cardholder upon their completion of the training session.

PROCUREMENT CARD

A charge card product designed primarily to facilitate the procurement process. It is issued by a commercial financial institution for corporate users.

The Procurement Card is used by The University of Iowa to purchase low dollar goods and services with a limit of \$2,000.00 per transaction.

WHAT THE USERS ARE SAYING

“The Procurement card program is one of the best changes Accounts Payable and Purchasing made. Love the decrease in paperwork and the convenience.”

“I think the Procurement Card Program is terrific.”

“The Procurement Card Web Application is very helpful and efficient.”

“I am happy with the procurement card and have not had any problems with it.”

“The Procurement Card is an effective method of purchasing especially in emergencies.”

“The Procurement Card Program is overall a good program and extremely helpful - well done.”

“I do not have to use my own personal card anymore, instead I use the department’s for office expenses. I am glad to have one.”

“We LOVE using the card for travel, it’s so easy!”

Procurement Cardholder’s Responsibilities

<http://www.uiowa.edu/~purchase/procurement/forms/PCardRisk.doc>

CARD PLATE AND CARD NUMBER SAFEKEEPING

The card is the property of The University of Iowa. All cards when not being used should be stored in a secure location. Cards should not permanently be carried in the cardholder’s purse or billfold because of the possibility of it being lost or mistakenly used in place of a personal credit card.

AUTHORIZATION

In some instances another staff member, other than the cardholder, may need to use the University Procurement Card and an authorization memo/form should accompany that staff member so that vendors will accept their signature for the charges. (The authorization form may be found at <http://www.uiowa.edu/~purchase/procurement/forms/Authorization.xls>)

When traveling, only the cardholder may use the Procurement Card issued in their name.

PROCUREMENT CARD LIST SERVE

In order to communicate urgent or important information to cardholders in a timely manner, the University of Iowa Office of Finance and University Services requires all cardholders to be enrolled in the Procurement Card List Serve.

CARD CANCELLATION

All cards should be immediately canceled if a staff member terminates employment, transfers to another department or assumes different duties that do not require the use of the procurement card. Procurement cards are canceled by the department reclaiming the card, cutting the card in half, and returning the card to Andrea Winters or Keith Provin, Purchasing, PCO-202.

If a card holder takes a leave of absence for 30 days or more, their card must be put on hold until their return. Contact Andrea Winters, 335-0385, or Keith Provin, 335-0389.

If a card is lost, stolen, misplaced or believed to have fraudulent transactions, it is the responsibility of the cardholder to immediately notify the Purchasing Dept: 335-0385, or 335-0389. If it is after regular business hours, call US Bank: 1-800-393-3526 to cancel the card, and call the Purchasing Dept the next business day. Public Safety: 335-5022 must be notified if the card is stolen locally.

INTERNET TRANSACTIONS

For any transaction that takes place as an internet order first confirm that the site of the order is a secure site. Questions on how to determine if a site is a secure location can be directed to Sherri Dusenbery, 335-1207, (sherri-dusenbery@uiowa.edu).

Using Your Card

DOLLAR LIMITS

VISA monthly credit limits are initially set at \$10,000. The monthly cycle runs from the 28th day of the month through the 27th day of the following month. Requests for higher spending limits need to be made in writing and approved by the card holder's department administrator. These requests can take place in the form of an e-mail or memo. Requests should be sent directly to Andrea Winters, 335-0385, PCO-202 (andrea-winters@uiowa.edu), or Keith Provin, 335-0389 (keith-provin@uiowa.edu).

Single transactions may not exceed \$2,000.

Single Transaction is defined as one or more items bought at the same time from the same vendor on the same day. Orders intentionally split to circumvent the \$2,000 transaction limit violate University Policy.

Single Transaction limits do not apply to conference registration fees, travel, reprints, subscriptions and renewals or advertising costs. However, when these costs exceed \$2,000, the transaction limit will have to be raised or they will be declined by the bank. All requests should be made to Andrea Winters (andrea-winters@uiowa.edu), 335-0385, or Keith Provin (keith-provin@uiowa.edu), 335-0389. Email from Andrea or Keith should be included with PCV.

PREFERRED VENDORS

Office Supplies:

General Stores is the University's main vendor for office supplies. Please order from their MIGS and SIGS on-line ordering systems, or a General Stores requisition form via FAX to 4-3918 or via Campus Mail. For information on their on-line systems call 4-3906. General Stores has contracted with OfficeMax to furnish office supplies to the University of Iowa. OfficeMax orders may be placed via MIGS or via Pcard. Please email gary-anderson@uiowa.edu with your name, address, phone number, and email address to be set up for Pcard ordering. You can contact General Stores at 384-3917 with any questions or concerns or visit their web site at <http://www.uiowa.edu/~fusmm/stores/ustores.html>

WHAT YOU CAN BUY

Airline Tickets

Business Meals

Car Rental and Gasoline - When Travel Related

Conference Registrations

Express Freight

Fax and telephone calls - Travel and Business Related

Foreign Transactions

Ground transportation - Travel Related

Interdepartmental Expenses

Laboratory Supplies

Lodging

Maintenance Contracts

Maintenance Expenses

Memberships (non-UIHC)

Monthly Service Fees (i.e., cell, pager, internet)

Office Equipment (Low Dollar, Non-Capital Equipment)

Office Supplies

Operating Supplies

Repairs (non-Automotive)

Subscriptions

See information Examples of Eligible Charges for complete information. UIHC may vary from non-UIHC.

HISTORY

December, 1992: The first team was assembled to review the low dollar procurement process. The review finding was that a purchasing tool was needed to simplify low dollar value purchases. The procurement card was chosen due to its advantages of:

- No geographical limits.
- Available 24 hours per day, 365 days per year.
- Only one voucher per month would cover all procurement card transactions.
- Would provide users speed and control of low-dollar purchases.

August, 1993: A Pilot procurement program was created with 200 cards issued.

August, 1994: The procurement card program was rolled out to the entire campus.

January, 2001: A Pilot program was started to allow travel expenses to be charged to the Procurement Card.

December, 2001: Travel ability added to procurement card was rolled out to the entire campus.

January, 2002: Web applications rolled out.

For items not supplied by *General Stores* (<http://www.uiowa.ed~fusmm/migs.html>) for office supplies from contracted vendor or (<http://www.uiowa.edu/~fusmm/sigs.html>) for supplies in stock at General Stores) the University has an agreement with the following vendors which give additional discounts from their regular prices.

Frohwein Office Plus (www.frohwein.com)

A locally owned independent office furniture and supply business, is an Iowa and Federal Small Business. Offers deeper discounted prices when using the procurement card.

Office Depot (<http://bsdnet.officedepot.com>)

Offers an 8% discount off their store prices when using The University of Iowa Procurement Card. A User ID and Password are needed; call Denny Gritsch, 335-0392, for information.

Staples Business Advantage

(<http://www.staplescentral.com/contract/iowa/>)

Offers additional discounts when using The University of Iowa Procurement Card at any Staples store as well as the StaplesLink.com web site.

Newark InOne (http://www.newark.com/NewarkWebCommerce/newark_en_US/support/registration/register.jsp)

You must be registered with Newark InOne to receive the 15% off with free freight discount. Register on the Iowa Public Universities Microsite listed above. Contact names: UI - Denny Gritsch (dennis-gritsch@uiowa.edu), 319-335-0392; Newark InOne Account Representative - Amy Schroll (aschroll@newarkinone.com), 800-263-9275.

Boise Technology Products

(<http://www.uiowa.edu/~purchase/locked/program.htm>)

Register using the above link.

Travel Agencies:

The University has three preferred travel agencies. Take advantage of their services to save you time and ensure you receive all the discounts available to University of Iowa business travelers.

Meacham Travel Services - <http://www.meachamtravel.com>

229 E. Washington, Iowa City, IA 52240

Phone 351-1360, Fax 351-0710

Short's Travel Service, Inc. - <http://www.shortstravel.com/uiowa>

CC302 General Hospital, Iowa City, IA 52242

Phone 353-6611, Fax 356-4542

Winebrenner Red Carpet Travel - <http://www.winebrenner.com>
 755 S. Gilbert Street, Iowa City, IA 52240
 Phone 351-4510, Fax 351-3152 or
 C319 GH
 Phone 384-7100, Fax 384-7087

Airlines:

American Airlines, Northwest Airlines and United Airlines offer discount rates for University employees traveling on University business. These discounts can only be obtained by using the preferred University travel agencies listed above.

Car Rental Agencies:

National Car Rental has entered an agreement with the Big Ten Universities. To take advantage of these discounted rates use the following recap number when making reservations - **5004461**. You may make reservations through your travel agency, by calling 1-800-227-7368 (1-800-CAR-RENT) or by booking directly on-line.

National Car Rental - <http://www.uiowa.edu/~fustd/travel/>

EXAMPLES OF ELIGIBLE CHARGES

Airline Tickets

Business Meals - see page 7

Car Rental (Travel)

Conference Registrations - Departments must provide a copy of the registration form, traveler's name, social security number, trip dates, and conference location.

Copying Charges - those that are business related and incurred while traveling

Express Freight (Federal Express, Airborne Express, etc.)

Fax and Telephone charges - those that are business related and incurred while traveling

Foreign Transactions - The \$20 foreign draft fee charged by the bank is eliminated.

Ground Transportation - Travel Related (i.e. taxi, shuttle service)

Hotel Deposits

Interdepartmental Expenses (where the Procurement card is accepted)

Lodging - room, room tax, telephone access charges

**EXCLUDED
ITEMS**

Airline Executive Club Memberships

Alcohol *1

Animals

Automotive Repairs (Non-Emergency) *2

Business Cards

Capital Equipment *3

Cash Advances

* Copying *4

Cylinder Gases & Liquid Nitrogen, including Propane

* Gasoline *5

Gifts for Staff *6 (unless it meets specific requirements)

*Lease, Rentals of equipment *7

Leases, Storage *8

Meals for Individual Travel *9

Personal Expenses at Hotel
 Movie or Spa Charges
 Personal Phone Calls

Personal Items *10

Printing *4

Radioactive Materials

Telephones, Related Equipment *11

Weapons, Ammunition

*These charges may be allowed, if expense is travel related.

UIHC - ADDITIONAL EXCLUDED ITEMS

The following additional items are **not** to be purchased with the University Procurement Card **per UIHC policy**:

* Telephone calls, faxes, telegraph messages, etc.

* Association dues, membership fees, etc.

Memberships (non-UIHC staff)

Monthly Service Fees (i.e. cell phones, pagers, exclude those processed by FSG)

Phone orders

Subscriptions

EXCLUDED CHARGES

The excluded items (see box on page 5) are **not** to be purchased with The University of Iowa Procurement Card **per University policy**:

*1. Exception if the purchase is in direct connection with a conference that UI is hosting and being reimbursed via conference fees.

*2. Pertains to personal vehicles or vehicles owned and operated by Motor Pool.

*3. Limited to less than \$2,000 per transaction. Purchases involving trade-in of tagged University property. Capital institutional accounts (e.g. 6730, 6740) cannot be processed on a Procurement Card Voucher.

*4. The official printing and copying purchaser for The University of Iowa is the Printing Department. This is mandated by law (Chapter 5 of the Iowa Code, Administrative Rules, Printing Division, Department of General Services, of the State of Iowa); and by the Operations Manual for The University of Iowa. All purchasing of printing, copying or related products must be routed through, and purchased by, The University of Iowa's Printing Department. For all of your printing and copying related needs contact the Printing Department at 384-3700, and you will be assigned a Customer Service Representative. You can visit the Printing Department web site through The University of Iowa Business Services or directly at <http://www.uiowa.edu/~printsvc>

Photocopying may be purchased if needed when out of town on University business.

*5. Pertains to personal vehicles or vehicles owned by Motor Pool. Vehicles obtained through Motor Pool must use the Motor Pool gas card. However, the purchase of gasoline to fill rental trucks to move University property is allowed.

Gas can be purchased on the procurement card when traveling and using a rental vehicle.

*6. Gifts, flowers and tickets, for staff members or their family members unless it meets specific requirements. (See the University Operations Manual, Part V, Chapter 11, Section 11.25.)

BOTTOM LINE

Personal expenses processed on The University of Iowa Procurement Card are considered to be in violation of the Procurement Card guidelines and could result in cardholder termination for any flagrant misuse.

- *7. Long-term leases and rentals of equipment (6 months or longer).
- *8. Any lease of property including storage space
- *9. Meals for individual travel.
- *10. Be sure to store the card in a safe location. The card should not be carried permanently in a purse or billfold because of the possibility of its use in place of a personal credit card. Personal expenses processed on The University of Iowa Procurement Card are considered to be in violation of the Procurement Card guide lines and can be punished by cardholder termination for any flagrant misuse. If the card is inadvertently used for personal expenses, the individual will need to send a check or a copy of the Money Received Form with their PCV.
- *11. Telecommunications provides the University with their phones and related needs. If your need can't be met through Telecommunications then another provider can be used.

FYI

Reimbursement requests for food must include a description of the University purpose served, as well as an explanation of why food or beverage is required.

FOOD PURCHASES

The Procurement Card may be used for the purchase of food in certain instances. The general rule is that food may be purchased if the primary purpose of the event is for the benefit of the University, rather than for the benefit of the individuals in attendance. A clear University purpose for incurring the expense has to be documented in writing. Food may NOT be purchased if the primary benefit is for the individual(s). Food may NOT be purchased for individual travel meals.

Examples of acceptable use of the Procurement Card for food purchases:

- ◆ business meetings
- ◆ conferences
- ◆ recognition events
- ◆ recruitment
- ◆ training
- ◆ new employee orientation
- ◆ lectures, symposia, presentations
- ◆ student orientation and support events

Examples of when food purchases are not allowed on the Procurement Card:

- ◆ UI employee meals while in Travel Status
- ◆ Alcohol is NEVER allowed on the Procurement Card

Whenever food purchases are permitted they must be accompanied by a Note of Business Purpose and an explanation of why food or beverage was required at the meeting. Requests for payment require two approval signatures. The person coordinating the event should sign. In addition, one of the following must approve reimbursement: the DEO, business officer of the college or division, dean or vice president of the employing division.



BOTTOM LINE

Each item purchased and listed on the University Procurement Card Statement must have acceptable supporting documentation attached to the Procurement Card Voucher.

FLOWERS, GIFTS, AND OTHER INCIDENTAL EXPENSES

Flowers, gifts, and other incidental expenses may be approved for reimbursement if the following conditions have been met:

- 1) There is a clear University purpose for incurring the expense that is documented in writing.
- 2) Requests for payment or reimbursement require two approval signatures. The person coordinating the event should sign. In addition, one of the following must approve reimbursement: the DEO, business officer of the college or division, dean or vice president of the employing division.

This policy applies to all University funding sources, which include funds transferred to the University from affiliated organizations.

SALES TAX

All purchases made in the State of Iowa as well as goods shipped to the State of Iowa should be tax exempt. Tell the vendor that the University of Iowa is tax exempt from State sales taxes and give the tax exempt ID number that can be found on the Procurement Card. If sales tax is charged in error, please contact the vendor to credit the sales tax back to the University Procurement Card. A copy of the State of Iowa Sales Tax Exemption Certificate is located at <http://www.uiowa.edu/~eforms/prch/taxex.pdf>.

RECEIPTS

An original receipt from the vendor must support each purchase and/or credit transaction. Invoices must be sent directly to the cardholder's department. Please advise vendors not to send such documentation to the Purchasing Department or Accounts Payable. If the vendor states that their system is set to mail all University invoices to the University's Accounts Payable Department, then the cardholder should request a duplicate of the invoice to be faxed to the cardholders's department.

Acceptable receipts:

- Catalog Page
- Invoice
- Packing Receipt
- Register Receipt
- Web Page Printout

An acceptable receipt must include:

- Vendor name
- Amount
- Date
- Itemized description of item(s) purchased.

Note: If the register receipt includes only the total purchase amount, list

TODAY

The University of Iowa Procurement Card Program has over 1,450 active issued cards with an average of 3 million dollars processed monthly and approximately 36 million dollars yearly.

the items purchased with costs. If an itemized receipt is not available, a packing slip may be used by filling in the missing information.

Travel Expenses on Your Procurement Card

Travelers can now charge most travel expenses directly to their departmental procurement card rather than using a personal charge card and submitting your expenses for reimbursement. For departmental expeditors, this means you can now pay travel expenses directly for UI visitors (faculty recruits, guest speakers, etc) rather than submitting a Voucher and Invoice for payment or reimbursing the traveler after the trip. Please remember that your card should NEVER be given to another individual to take on a trip and charge his/her travel expenses.

This tool is provided to you for convenience, but with it comes a high level of personal responsibility. Although your department will be paying these expenses directly for you, it does not diminish the need for you to keep good records and to retain the required receipts in order to reconcile your expenses. Please review the following information regarding appropriate use of your procurement card for travel expenses and reconciliation of those charges.

ALLOWABLE EXPENSES AND RECEIPT/DOCUMENTATION REQUIRED

Conference/Workshop Registrations —social events (golf outings, tours, etc) held in conjunction with conferences and/or spousal/guest registrations should be paid for personally and should NOT be charged to the Procurement card.

Registration forms or other conference materials that verify the amount charged to the procurement card and specify what is included in the registration/workshop fee.

Airfare, including exchange fees and travel agency service fees.

Itinerary provided by the travel agency at the time of booking that shows routing, dates, and class of service.

Hotel Deposits

Housing form, email or other documentation from the hotel or housing bureau that verifies the amount of deposit required and charged.

TIPS FOR UI TRAVEL

Trip Receipt File:

Create a file for each trip you take and keep all forms and receipts in the appropriate file as you post and reconcile charges related to that trip.

Before the Trip:

- Obtain Department Approval
- Make Lodging Arrangements
- Purchase Airfare
- Create trip in ProTrav

During the Trip:

- Record daily expenses
- Retain Receipts

After the Trip:

- Submit Procurement Card Voucher / Assign trip information
- Submit Travel Expense Voucher

It is the responsibility of the cardholder and department to assure that no expense is claimed on both the Procurement Card Voucher and the Travel Expense Voucher.



DISCREPANCIES

Any discrepancies between the amount billed and the receipt must be resolved by the cardholder.

First contact the vendor and try to resolve the problem. If this fails contact US Bank in writing by filling out the *Procurement Card Billing Dispute Form* at <http://www.uiowa.edu/~purchase/> procurement under the forms menu.

Lodging, including room charges, taxes (out of state only), business phone/faxes, local or phone access charges. Please note that personal expenses such as movie, personal phone calls, bar or spa charges should be paid for personally upon check out and should NOT be charged to the procurement card.

Final Check-out folio, showing an itemization of all nightly room charges, taxes and other business related expenses. Please check our web page for maximum hotel allowances at <http://www.uiowa.edu/~fustd/travel/>. If your hotel is over the allowable limit, but is the conference hotel, please attach housing form or other verification.

Rental Cars and gas for rental car—

Please note that additional/optional insurance coverage (CDW, LDW, SLI, PAI, etc) are NOT allowable charges.

Final itemized receipt given upon return of car, showing an itemization of all charges, including daily/weekly rate, refueling charges, taxes, etc. The rental agreement given at the time of rental is not sufficient.

Other Ground Transportation—rail, shuttle service, etc.

Rail—itinerary or receipt given by travel agency at time of booking. Shuttle service—receipt given at time service is provided (unless charge is posted in advance of service).

For more detail on travel regulations, preferred agencies, airline discounts, maximum hotel allowances, etc, please refer to our web page <http://www.uiowa.edu/~fustd/travel>.

Transaction Review

NOTE: *Each item purchased and listed on the University Procurement Card statement must have acceptable supporting documentation attached to the Procurement Card Voucher.*

The cardholder should reconcile the individual receipts to the items charged during the statement period.

See the **Procurement Card Web Application On-line or printable tutorial** at <http://www.uiowa.edu/~Purchase/procurement> on the “New Web App” menu.

The following institutional accounts should be used for faculty and staff



for **conference registration** and for travel expense:

6025 conference registration and travel within the State of Iowa

6026 conference registration and travel outside the State of Iowa to any of the other 49 states, any possessions and territories of the USA, or to Canada

6027 conference registration and travel outside of Canada and the USA and its possessions and territories

For individuals other than faculty and staff, consult the accounting code manual for the correct travel institutional account.

<http://www.bo.uiowa.edu/~gldss/accman/instacct.cfm#6000>

DISCREPANCIES

Any discrepancies between the amount billed and the receipt must be resolved by the cardholder. Please note the reason for the discrepancy on the receipt and who was contacted to resolve the discrepancy.

If an item(s) was returned to the vendor, but the credit was applied to the next billing cycle, **the item must be charged to the department for the current period.** The charge should be applied back to the MFK number used the prior month once the credit appears.

If the cardholder is disputing an item on their account, the cardholder should first contact the vendor and try to resolve the problem. If efforts to resolve the problem directly with the vendor fail, *the item(s) in dispute will be charged to the department.* Below are the procedures used to initiate the dispute with US Bank:

1. Contact US Bank Service Center in writing by filling out the Procurement Card Billing Dispute Form located at <http://www.uiowa.edu/~Purchase/procurement> on the forms menu. The dispute form must be faxed to US Bank by the reconciler or the cardholder.
2. Attach a copy of the completed form to the Procurement Card Voucher.
3. US Bank will initiate the dispute procedure by contacting the vendor's bank to obtain a receipt.
4. If the dispute is resolved in favor of the cardholder, a credit will be applied to the account.
5. If the dispute is resolved in favor of the vendor, US Bank will forward supporting documentation to the cardholder, which should be submitted to the Accounts Payable department to file with the original charge.

IMPORTANT

Photocopy all vouchers and documentation prior to sending to Accounts Payable both for the department's needs and in case the original is lost in transit.

NO ONE other than the cardholder is authorized to sign in place of the cardholder.

Effective 06/2002 US Bank Statement will no longer be mailed to cardholder.



DEFINITIONS

B2B E-Commerce:

Business-to-Business. The online exchange of products and services among businesses through online trading networks.

Direct Procurement:

Procurement directly used for production, such as parts and raw materials, inventory, etc.

E-Procurement System:

Any product or trading network enabling companies to purchase goods and services from suppliers online.

EDI: Electronic Data Interchange. An electronic point-to-point data connection between two trading entities.

Electronic Statement:

An Electronic File Transmitted by Issuer containing details of all purchasing card charges.

General Ledger (G/L):

A company's financial record containing all reconciled expense transactions.

Indirect Procurement: Procurement for nonproduction items, such as office supplies, MRO (maintenance, repair and operating goods), etc.

POS: Point-Of-Sale, a location where a purchase transaction takes place, such as the checkout counter at a retail location or an online store's payment web page.

Reconciliation: A process where billed charges are matched against receipts to ensure an accurate data feed to a General Ledger system.

Single Transaction:

One or more items bought at the same time from the same vendor on the same day.

6. The dispute must be resolved within two billing cycles. The cardholder is responsible to pursue the resolution.

Dates and Deadlines

PROCUREMENT CARD VOUCHER

Billing cycles still end on the 27th of each month. Charges must be reconciled by the 18th of the following month. This means that charges such as airfare and hotel deposits will be reconciled sometimes months before a trip takes place. Reconciliation is done through the ProTrav application. The ProTrav application is accessed via the self-service portal.

If the cardholder is unable to submit the Procurement Card voucher and documentation by the due date, please contact the Accounts Payable and Travel Office at 335-1816 prior to the due date to explain the reason for the delay.

SIGNATURES

The University of Iowa requires two approvals for Procurement Card Vouchers which will be obtained through workflow. The cardholder's approval is required and cannot be delegated. The second approval may be anyone delegated the authority to sign on behalf of the department. However, no one individual may approve a form in more than one capacity. If the subject of any transaction is the person with designated authority, an additional level of approval (above the cardholder or subject of transaction) is required. It is the cardholder/traveler and department's responsibility to ensure that the appropriate departmental approval is obtained, and/or to obtain multiple approvals via workflow when required prior to the form being sent to the Accounts Payable Office.

DEFAULTS

The Accounts Payable department audits all Procurement Card Vouchers (PCV) received in our office on or before the 18th of the month. Cardholders whose vouchers have not been audited by the last day of the month will have their monthly balance posted to the default account listed on their Procurement Card Agreement. Once the voucher is received, the application will process the reversal entry.

Reminder Notice (18th of the month)

Cardholders/reconcilers who have not completed their vouchers by the 18th of the month will receive an email generated by the application. This email will remind them that their vouchers are due today.

1st Notice (Last business day of the month)

The cardholders/reconcilers are notified via email that their voucher has either not been received and/or is missing documentation and is defaulted. The memo also lists the defaulted MFK that the total amount posted to. The memo states the voucher and/or documentation needs to be in our office within two weeks.

2nd Notice (10th business day of the following month)

If the voucher is not received and audited in our office, the cardholder, reconciler and department head are notified, along with the Procurement Card Review Committee. The second notice identifies that if a voucher is not received within two weeks the card will be put on a “freeze” status, thus eliminating any further transactions. (The freeze is determined by Denny Gritsch after a review of the cardholder’s account to decide if this is a unique situation or a trend in behavior.)

3rd Notice (21st business day of the following month)

An email will be generated by the application to the Procurement Card Review Committee. Denny will contact each cardholder/department head to notify them of freeze status. Denny will notify the Review Committee along with Andrea Winters or Keith Provin of his findings.

Procurement Card Program Violations

TYPES OF VIOLATIONS

1. Unallowable purchases (listed pages 5-6).
2. Unacceptable documentation (listed on page 8)
3. Late submission of procurement card voucher and documentation.
4. Unresolved item disputes.
5. Splitting charges to avoid the transaction limits.

REPEATED VIOLATIONS

Repeated violations are subject to review by the University Procurement Card Review Committee.

LOST CARDS

Lost, stolen or misplaced cards - report loss immediately to:
US Bank Corporate Payment Systems:
 1-800-393-3526,
Purchasing:
 319-335-0389 or
 319-335-0385
 and if stolen locally,
Public Safety:
 319-335-5022.

INQUIRIES

Accounts Payable/Travel:
Auditing

Sherri Dusenbery - 335-1207
sherri-dusenbery@uiowa.edu

Faye Schillig - 335-1816
faye-schillig@uiowa.edu

Becky Schaffner - 335-0113
becky-schaffner@uiowa.edu

Sherry Reynolds-Miller - 335-0656
sherry-reynolds@uiowa.edu

Purchasing:
Application

Andrea Winters - 335-0385
andrea-winters@uiowa.edu

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