OVERVIEW

The University of Arkansas at Monticello (UAM) Procurement Card (P-Card) Program has been established to provide an expeditious way to make small dollar commodity purchases while reducing the costs associated with requisitioning and payment.

University employees are entrusted and empowered with the ability to make small dollar purchases on behalf of their department. Along with this empowerment comes responsibility. Cardholders are expected to make sound business decisions in the best interest of the University and always comply with University and State policies and procedures.

The University Procurement Department is responsible for managing the program, and each Academic or Administrative department is responsible for managing its cardholder accounts.

The Vice Chancellor for Finance and Administration is responsible for assigning a P-Card Coordinator (PCC) to be responsible for the overall P-Card Program.

The UAM Procurement Card Program Policies and Guidelines Manual is the reference document regarding procurement card purchases.

APPLICATION AND APPROVAL

Applicants must be a full-time employee of the University of Arkansas at Monticello to be considered for a P-card. Applications must be approved by the Department Head for the employee requesting the card as well as the appropriate Vice Chancellor.

Applications for the card are available at the Finance and Administration Purchasing website (http://www.uamont.edu/FinanceAdministration/Purchasing.htm) or by contacting the P-Card Coordinator.

Employees approved for the card will attend mandatory training and sign a Cardholder Agreement prior to receiving the card.

USE OF THE CARD

It is the Cardholder’s responsibility to ensure that the card is used within the stated guidelines of the Procurement Card Cardholder Manual as well as the University of Arkansas at Monticello’s Policies and Procedures relating to the expenditure of University funds. The cardholder is responsible to the University for any misuse of the card and may be required to reimburse the institution for any misuse.

Restricted Items

Many items available at merchants cannot be purchased with the P-Card due to existing state contracts and restrictions imposed by Constitutional Amendment 54. The following list has been developed to make users aware of restricted items. This list may not include all non-allowable items and is subject to change. If in doubt contact the PCC.

Contract Items
- Air Conditioners
- Ammunition
- Capital Equipment-Commodity purchases $2,500.00 and above (including taxes and freight)
- Cell phones
- Envelopes –Printed
- Envelopes – Plain (over 1,000)
- Letterhead and Envelopes
- Light Bulbs (in bulk over $100)
- Paper towels (in bulk over $100)
- Software-Microsoft and Adobe products
- Stock Continuous Blank Labels
- Telephones-check with Telephone services
- Toilet tissue (in bulk over $100)
- Tires (auto, truck, bus, agricultural tires)
- Vehicles-new or used
- Xerographic and Print Shop paper (over $500)

**Amendment 54 Items**
- Printing

**Personal Items**
- Alcoholic Beverages
- Flowers/Plants/Greeting Cards
- Party/Holiday Decorations
- Regalia
- Supplies and food for birthday & other celebrations

**Other**
- Airfare or other Travel Expenses
- Capital Equipment $5,000 or greater (including taxes and freight)
- Car Rental
- Cash Advances
- Construction or Remodeling
- Fuel/Gasoline
- Gifts/Contributions/Sponsorships/Pledges
- Gift Certificates/Gift Cards/Shopping Cards
- Hotel/Motel Lodging
- Internet Service/Cell Phone Service
- Items for Non-University Purposes
- Medical Service with the exception of Medical Supplies
- Memberships/Dues (Individual)
- Personal Purchases
- Phone Cards
• Restaurants

Agreements/Licensing
• Anything that needs UAM signature
• License Upgrades for Microsoft and Adobe
• Maintenance Agreements requiring signature
• Service Agreements requiring signature
• Site Licensing
• Software Licensing for Microsoft and Adobe
• Terms & Conditions

Items for use by a department for a specific purpose (such as bottled water, candy, soft drinks, food, coffee, decorative items, microwaves, etc.) are allowable with prior approval from the appropriate Vice Chancellor. A Departmental P-Card Approval Form must be completed by the Cardholder and approved by the Vice Chancellor prior to purchase. The approval form must accompany the Cardholder Transaction Log and receipts submitted to the PCC.

Unauthorized and/or Inappropriate Card Use

The Procurement Card MUST never be used to purchase items for personal use or for non-University purposes even if the cardholder intends to reimburse the University.

Charges for an item CANNOT BE SPLIT into separate payments to exceed a card's single transaction dollar limit. Nor can part of the cost of an item be placed on the P-card and the cardholder seek reimbursement for the remaining balance.

Consequences of Unauthorized and/or Inappropriate Card Use

The Procurement Card (P-Card) must never be used to purchase items for personal use or for non-University purposes. A cardholder who makes an unauthorized purchase with the P-Card, or uses the card in an inappropriate manner will be subject to disciplinary action including possible card cancellation, termination of employment at the University of Arkansas at Monticello and criminal prosecution.

1. If the charge is found to be inappropriate (i.e. should have been purchased from an established contract) and it is the first offense: Written warning from the Business Office to the cardholder; additional training will be offered.

2. Habitual inappropriate use of the card: Suspension of the card; user and their Department Head will be notified by e-mail. To reinstate privileges, a memo from a user's Department Head giving adequate justification will be required. Upon receipt and approval of that justification, the Business Office will establish a time for the user to attend Procurement Card training again. Card will not be reinstated until re-training has occurred.

3. Suspected Fraudulent Purchase: Suspension of the card; user and their Department Head will be notified by e-mail. Internal Audit will be notified immediately. Possible criminal prosecution and termination of employment

REPORTING – P-Card Transaction Logs
Each department head must designate a Department Liaison for each department. The department liaison must attend all required training sessions. The department liaison will be required to maintain a transaction log for each card within the department and reconcile to statements provided by the Procurement Card Coordinator. Each cardholder will be responsible for providing to the department liaison detailed sales receipts, packing slips with dollar amounts, or any other detailed document which shows the cost and vendor name within 48 hours of the transaction.

The department liaison forwards all reconciled transaction logs and all supporting documentation to the PCC within seven days of receipt of detailed current month charges.

**Consequences of Late Reporting**

1. If the P-Card transaction log and supporting documentation is not received in the Purchasing Office by the due date and it is the first offense: Written warning from the Business Office to the cardholder and department liaison; additional training will be offered.
2. Habitual occurrences of late submission: Being late three times in a calendar year will result in suspension of the card; user and their Department Head will be notified by e-mail. To reinstate privileges, a memo from a user's Department Head giving adequate justification will be required. Upon receipt and approval of that justification, the Business Office will establish a time for the user and department liaison to attend Procurement Card training again. Card will not be reinstated until re-training has occurred.

**NOTIFICATION OF CARDHOLDER RESPONSIBILITIES AND CARD RENEWALS**

Cardholders will receive annual notification of cardholder responsibilities via email on or around July 1.

Cardholders will be required to undergo training every three years as cards expire and must be renewed. In order to obtain a new card to replace an expiring card, each Cardholder must schedule a time to attend training with the PCC and must sign a new cardholder agreement in order to obtain a new card.

Additional training may be required as determined by the University.