

PROHIBITED

- PURCHASES OVER \$5000.00
- GIFT CARDS
- ALCOHOL
- SHARING CARD
- PERSONAL PURCHASES
- PERSONAL REWARDS
- GIFTS/FLOWERS
- RESTAURANTS
- TRAVEL/ HOTELS/ AIRLINES
- ENTERTAINMENT
- CASH
- FINES/FEES
- BOTTLED WATER
- APPLIANCES FOR OFFICES
- EMPLOYEE CLOTHING
- SOCIAL FUNCTIONS
- OFFICE DECORATIONS
- DELIVERY OFF CAMPUS
- MARYLAND STATE SALES TAX
- VEHICLE RENTAL
- PERSONAL SERVICES

PROCUREMENT CARD QUICK TIPS

KEEPING MONTHLY TRANSACTION LOGS



reconcile (vt): to make consistent

- USE THE RECONCILIATION PRO-CARD WEB SITE
- COMPLETE EACH MONTH'S REALLOCATION BY THE 5th OF THE NEXT MONTH OR THE DATE PUBLISHED ON THE WEB
- HAVE THE LOG, STATEMENT AND DOCUMENTATION FOR EVERY TRANSACTION AND CREDIT
- NOTE DISCREPANCIES
- SIGN EACH LOG AND BANK STATEMENT
- HAVE REVIEWER APPROVE LOG AND BANK STATEMENT
- KEEP ALL LOGS FOR 5 YEARS, IN A CENTRAL LOCATION
- COMPLETE A LOG EACH MONTH, EVEN WHEN NO ACTIVITY

Supervisor/Reviewer's Duties

- Approve cardholders' logs by the 15th of each month
- Ensure documentation is sufficient
- Ensure that a reasonable price is paid
- Request account suspension when cardholder is out for extended leave
- Notify the Procurement Card Program Administrator (PCPA) of any irregularity by the 25th of each month
- Remember that your signature means that you approve every transaction be charged to your budget
- Verify that reallocation and property tagging have been completed
- Review spending limits and request changes as needs change



PROCUREMENT CARD RECORDS ARE PUBLIC INFORMATION

NOTIFY PROCUREMENT IF:

- YOU LOSE YOUR CARD
- YOU LEAVE THE DEPARTMENT OR THE UNIVERSITY
- YOU ARE ON EXTENDED LEAVE
- YOUR REVIEWER CHANGES
- YOUR DEPARTMENT MOVES
- YOUR PURCHASE EXCEEDS \$4,999.00
- YOU HAVE A CONTRACT TO SIGN
- YOU NEED TO PURCHASE OR DISPOSE OF HAZARDOUS MATERIALS
- YOU NEED TO PURCHASE FURNITURE
- YOUR PURCHASE NEEDS TO BE DELIVERED OFF CAMPUS
- **YOU HAVE PROGRAM QUESTIONS**
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