Procurement Card Quick Tips

Keeping Monthly Transaction Logs
- Use the reconciliation pro-card website
- 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
- Keep all logs for five years, in a central location
- Complete a log each month, even when there’s no activity

Supervisor/Reviewer’s Duties
- Approve cardholders’ logs by the 25th 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 to be charged to your budget
- Verify that reallocation and property tagging have been completed
- Review spending limits and request changes as needed

Prohibited Purchases
- Purchases more than $5,000
- Gift cards
- Alcohol
- Card sharing
- 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
- Off campus deliveries
- Maryland state sales tax
- Vehicle rental
- Personal services

Notify Procurement If
- You lose your card
- You leave the department or university
- You are on extended leave
- Your reviewer changes
- Your department moves
- Your purchase exceeds $5,000
- 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

Program Questions?
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Procurement card records are public information.

Additional Resources
US Bank 1800-344-5696
Cardholder Support 1877-887-9260
Fraud Prevention 1800-523-9078

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