



Masonic Cancer Center

UNIVERSITY OF MINNESOTA

Comprehensive Cancer Center designated by the National Cancer Institute

ADMINISTRATIVE POLICY

Procurement Card (PCard) Policies

Policy Type:
Finance

Policy Owner(s):
Finance Manager

Policy contacts:
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POLICY STATEMENT

A University Procurement Card (P-card) is used by University employees for allowable business-related purchases under \$2,500 on sponsored and non-sponsored accounts.

Applying for a PCard

Prior to applying for a card the following online course must be completed: [Pcard Cardholder Training: Using the University Pcard](#). Once the course is completed contact BiKe Ojomo, the AHC Department Card Administrator (DCA) at bojomo@umn.edu for a P-card application.

The completed form will then be submitted to the Procurement Card Program by the DCA.

Using the PCard

All purchases must remain compliant with University policies, found [here](#). For purchases that will exceed the limit of \$2,500 first contact the DCA with the item description, vendor name, cost of the item, and justification. If approved, the DCA will work with the Procurement Card Program to temporarily increase the transaction limit.

Reconciling Transactions

All transactions incurred on the P-card must be reconciled by the cardholder using MyWallet within 30 days of the transaction. The online training for MyWallet for Cardholders Course can be found [here](#). Once the reconciling is completed the information must be pulled into EFS and submitted via the Expense Reimbursement module. Contact the DCA if you do not know who the best contact is for you to notify to enter the information into EFS.

Terminating the PCard

Generally the card will be given to your HR representative during the exit interview. If this does not occur contact the DCA to notify her to terminate the card.

PCard Violations

All cardholders are expected to follow policies at all times. The MCC understands that there will be instances when inadvertent policy violations may occur. After three violations within a 12 month period

the cardholder will be reviewed for potential deactivation of the card. The following are examples of common violations.

VIOLATION	RESULTING ACTION
Late Receipts (deadline passed for reconciling)	All receipts not turned into PCard preparer and reconciled within 30 days after the transaction occurs, are considered late. All late receipts during a single billing period count as one violation.
Inadequate Justifications (does not include 5 W's)	One violation per billing period
Purchasing Unallowable Items	An unallowable purchase - includes alcohol and travel expenses (conference registration & airfare not included) counts as one violation.
Paying Sales Tax Inappropriately	Failing to invoke the University's tax exemption counts as one violation.
Personal Transactions	Each violation will be reviewed and may result in deactivation.
Splitting Transactions to Avoid PCard Limits	Each violation will be reviewed and may result in deactivation.
PCard Purchases also being turned in for Employee Reimbursement or Making a Vendor Payment	Mistakenly seeking personal reimbursement from the U of MN for a PCard purchase is one violation. Doing this intentionally will lead to immediate, permanent revocation of the PCard, and possibly further disciplinary action. (It is advisable to turn in travel reimbursements and PCard transactions made during a trip at the same time to minimize the risk of violating this policy.) Mistakenly paying a Vendor on PCard and via Voucher is one violation.
Tipping in Excess of 20% Max of Pre-Tax/Delivery Amount	E-mail warning sent to PCard holder with policy and "Tipping Guide" on first instance. Next violation counts as one violation and PCard holder needs to pay excess tip amount back to the U of MN.