



POLICY

Category	
4-18 PROCUREMENT CARD POLICY	
Approval	
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Responsible Party: Vice President of Finance and Administration	

Introduction

Wichita State University Campus of Applied Sciences and Technology (WSU Tech) purchasing and inventory control reports to the Vice President of Finance and Administration. This department is committed to providing a high level of customer service to the faculty, students, and staff at WSU Tech while ensuring the purchasing of goods and services is performed in an ethical, compliant, and efficient manner.

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Policy Statement

WSU Tech procurement cards (the cards) are available to certain positions and for all employees for certain events. The card is a method of payment only and does not give purchasing power to anyone holding the card.

1. A Vice-President, Director or Dean may request a permanent procurement card for one of their employees from the Procurement Card Program Administrator. Must be a full-time employee to be eligible for a card. Assistant Director of Finance will evaluate the business need in conjunction with total cards active in the department. Vice President of Finance and Admin may approve exceptions and holds the right to decline requests.
2. Individual cards are in the employee's name but remain the property of the College. The card may not be used for personal purchases. If the card is inadvertently used for a personal nature, immediate reimbursement to the College must be made via check or cash. Any abuse of the card or violation of this policy will result in disciplinary action.
3. Credit limits will be established by the VP-Finance & Administration for each card depending on the expected use of the card. Employee cards with no activity for more than six consecutive months will be reduced to zero. Employee cards with no activity for more than 18 consecutive months will be inactivated and closed. Should an employee need to use such card, they will need to make a request to reactive or reinstate the credit limit. Any changes to the limit shall be requested from and approved by the VP-Finance & Administration.
4. The card is only another method of payment for goods and services. Normal purchasing policies and procedures regarding prior approval of purchases still apply. The card should only be used for transactions that cannot be handled through normal payment methods. See the WSU Tech Purchasing Policies and Procedures for further information.
5. Use of the P-Card is limited to the cardholder and should not be shared. The cardholder can

make purchases on behalf of others but not delegate their card to another individual to place the charge.

6. Upon receipt of the monthly memo statement showing the transactions for that period, an approved P-Card journal entry (located in Etrieve as AP-VISA Journal Entry under purchasing forms) must be completed with all invoices and original itemized receipts attached and required approvals and received by the Assistant Director of Finance by the close of business on the last day of the statement month. Upon two late submissions or one violation of this policy, a warning will be issued via email to the cardholder and supervisor will be notified. Subsequent violations following the warning could result in the suspension or termination of the card.
7. If there is a dispute of a charge on the statement, it is the cardholder's responsibility to resolve that dispute with the vendor in a timely and appropriate manner.
8. If a card is lost or stolen, the cardholder must contact the Procurement Card Program Administrator immediately or, if not available, Commerce Bank using the number on the back of the card.
9. If the cardholder terminates employment with the College, the cardholder's direct supervisor must collect the card and return to the Procurement Card Program Administrator along with a completed P-Card journal entry and invoices prior to departure. If the cardholder changes positions within the College, the Procurement Card Program Administrator must be contacted so that eligibility and/or limits can be re-evaluated.
10. For cards issued in conjunction with College travel, see the Travel policy for related instructions.