The University of Minnesota sponsors a purchasing card program enabling employees to make business-related purchases for goods and standard (not professional) services up to $2,499.00 on sponsored and non-sponsored accounts.

Purchases made through this program must comply with:
- University Purchasing policies and procedures.
- Any special requirements of projects supported by sponsored funds.
- Cardholder Department policies and procedures which may be more restrictive than this policy.

Specific FOD center policies and procedures are as follows:

**Card Eligibility**

Applicants must have either a Civil Service/Labor Represented or P&A appointment.

Refer to the university’s administrative procedure on how to obtain a P-Card at: [http://www.policy.umn.edu/Policies/Finance/Procurement/PROCUREMENTCARD_PROC01.html](http://www.policy.umn.edu/Policies/Finance/Procurement/PROCUREMENTCARD_PROC01.html) to determine the steps to follow. The DCA (Departmental Card Administrator) for the FOD center is Erik Hamilton (hamil256).

Once complete, submit form to Finance Department for final approval.

**Training**

The Purchasing Card will not be released to the individual until they have reviewed, signed, and returned this form to fmfinanc@umn.edu.

**Personal Purchases**

Use of the University Purchasing card for personal purchases may result in immediate loss of the card. In addition, the cardholder will not be allowed to re-apply for the card in the future.

**Timely Completion of Paperwork**

Justifications, receipts & required supporting documentation must be submitted to the Finance Department by the deadline set forth in each bi-weekly reconciliation report sent to cardholder.

Chronic tardiness in meeting this deadline will result in the violation process outlined in the next section titled “Purchasing Card Violations”.

Transactions not reconciled and approved within 60 days of the transaction date will be subject to card suspension as detailed at the end of this policy and per university policy.
Purchasing Card Violations

Violations of purchasing card policy or procedure will result in the following disciplinary steps:

1st violation – Cardholder will receive a written explanation of violation and a warning.

2nd violation – Cardholder will receive a written explanation of violation and purchasing card will be suspended for six months. At the end of the suspension period, they may reapply for the purchasing card. Cardholder will be required to retake training offered through ULearn.

3rd violation – Cardholder will receive a written explanation of violation and permanently lose purchasing card privileges.

Examples of policy/procedure violation include, but are not limited to:

- Purchase of alcohol
- Lodging and travel meals
- Consultants or professional services
- Purchases for other departments
- Cell phone service
- Splitting expenses to circumvent the purchasing card limit
- ATM machines
- Chronic tardiness processing paperwork

In addition to the violations above, transactions not reconciled and approved within 60 days of the transaction date will result in the following suspensions per the University’s Verification & Approval of Procurement Card Activity Procedure* (please allow for at least 5 business days to allow for processing and approval):

1. First Suspension – Card will be suspended until ALL transactions have been reconciled and approved.
2. Second Suspension – Card will be suspended until ALL transactions have been reconciled and approved then will remain suspended for an additional 30 days.
3. Third Suspension – Card will be canceled.

*As of 11/9/16, this procedure and related policy is currently under 30 day review; the PCard office is currently enforcing this policy and procedure.

Cardholders should contact the FOD center finance staff if there are questions on whether a charge is allowable on the purchasing card prior to the purchase of the item.

________________________________________________________________________
Name (printed) ........................................ Date

________________________________________________________________________
Signature

I have completed training and agree to comply with the FOD center Purchasing Card policy as stated above.
University of Minnesota Medical School
FOD (Family Medicine, Ophthalmology and Dermatology) Administrative center

Purchasing Card Procedures
(Updated November, 2016)

1. Cardholder uses the purchasing card.

2. Cardholder will receive an email from Finance on a bi-weekly basis which will include a spreadsheet attachment detailing all unreconciled transactions.

3. Cardholder fills in the four columns to the right of the transaction detail.
   • Chartstring or description of where this should be charged
   • WHO initiated the purchase if it wasn’t specifically you
   • WHAT was purchased & WHY the purchase was needed
   • HOW it benefits the grant/department/University

4. Cardholder scans all receipts & required supporting documentation into ONE PDF file and sends to finance with completed spreadsheet. The body of this email must include the statement “I certify the above charges are valid and allowable on these accounts.”
   • If receipts are lost or not available, a statement in lieu of receipt form must be completed. It is located on the web at: http://policy.umn.edu/sites/policy.umn.edu/files/forms/um1566p.pdf
   • The PI’s signature is required on all receipts charged to a grant
   • For all meeting meals purchased, the following are required:
     ▪ the business purpose
     ▪ agenda or list of business topics discussed
     ▪ list of attendees
     ▪ reason the meeting was held over a meal hour
     ▪ allowable tips must follow the Medical School’s tipping guide

Name (printed)       Date

________________________________________________________________________

Signature

I have read and understand the FOD center Purchasing Card procedure as stated above.