SECTION: SUPPORT SERVICES
AREA: SUPPLY CHAIN PROCUREMENT
SUBJECT: P-CARD PROCUREMENT

PURPOSE

To establish the procedures for the use of the Arkansas Purchasing Card (P-Card) program at the University of Arkansas for Medical Sciences (UAMS).

SCOPE

This policy applies to all UAMS employees.

DEFINITIONS

Procurement Card (P-Card) shall mean a procurement credit card issued on behalf of the State of Arkansas that allows delegated employees to purchase goods or services for State business.

Procurement Specialist shall mean any individual who processes Purchase Orders for UAMS and reports to the Manager of Procurement in UAMS Supply Chain.

UAMS Credit Card Administrator shall mean individuals in the Travel and Expense Reimbursement department selected by the Vice Chancellor of Finance and the State of Arkansas to oversee the credit card program on behalf of UAMS.

POLICY

There are two types of P-cards leveraged at UAMS:

1. Procurement Specialist Card – A P-Card held by a UAMS Procurement Specialist.
2. Department P-Card – Any P-Card issued to a cardholder in a department other than Procurement.

All transactions on a Procurement Specialist Card must be supported by an approved PO. No funds should be committed on a Procurement Specialist Card prior to a PO being issued.

Use of the Department P-Card is limited to the procurement of relatively low dollar purchases as outlined in the Procurement Card Manual 5.1.19a. A UAMS Credit Card Administrator can approve, in writing, card usage in circumstances where it is not practicable to leverage the PO process.

All Procurement Card purchases must abide by any requirements outlined in Administrative Guide Policy 5.1.01, Procurement Policy.

PROCEDURES

All P-Card transactions must be submitted within 30 days of the transaction posting on the cardholder's statement. In cases of employment termination, the Cost Center Manager over the P-Card will have an additional 30 days to reconcile. Any transactions left unreconciled after 60 days may be charged to the cardholder as a personal expense.

1. All Procurement Card requests and approvals shall be submitted and reviewed within Workday.

2. All temporary and permanent credit limit increase requests shall be requested within Workday.

3. All purchases must be shipped to an approved UAMS address as displayed in Workday regardless of card type.

4. All Procurement Card transaction verifications should be supported by a clear item description as well as a legible copy of the receipt or invoice.

5. Reconciliation of transactions must occur within 30 days of the transaction posting with the bank.

    a. Procurement Specialist Card transactions are reconciled against the PO/requisition in Workday that supports the expense. Procurement Specialists are responsible for reconciling their charges against approved POs.
    b. Department P-Card transactions are reconciled via the "Verify Procurement Card Transactions" or "Verify Procurement Card Transactions for Worker" tasks in Workday. Cardholders are ultimately responsible to verify transactions on their cards.

A UAMS Credit Card Administrator has the authority to suspend or terminate any P-Card or cardholder due to non-compliance or non-use. The Administrator also has the authority to reduce credit limits on P-Cards to better align with historical spend/usage and minimize organizational liability.

All Procurement Card transactions shall be in compliance with the UAMS Procurement Card manual, UAMS Administrative Guidelines, 5.1.19a.

Split Purchasing

Split purchasing is the splitting of a purchase expense greater than the single transaction limit on the card to circumvent the controls. Intentional splitting of a purchase to circumvent UAMS procurement policies and procedures will result in cancellation of the P-Card and may result in disciplinary action as well as civil or criminal proceedings.

Unauthorized Sharing of a P-Card

Allowing another person to use a cardholder's P-Card is not permitted. Card numbers should never be provided in their entirety via email or other written forms. Failure to ensure cardholder information is secure may result in immediate card termination.

Exceptions

It is understood there may be cases when the use of the Procurement Card may be necessary outside the policy. All requests for exceptions must be submitted in writing to the UAMS Credit Card administrator and must be made per transaction/instance. Requests should include complete Business Justification to support the exception. Procurement and/or T&ER will review all requests and notify the requestor of a determination. Any approval documentation/responses must be included with any applicable transaction verifications. Disallowed charges made on a P-Card without prior written approval may be deemed a Personal Expense and require the cardholder to reimburse the organization.

REFERENCES

Arkansas (DF&A) P-Card Resources
https://www.transform.ar.gov/procurement/agencies/credit-cards/
Administrative Guide Policy 5.1.01, Procurement Policy

Signature: ________________ **Date:** **June 25, 2026**