UAMS PROCUREMENT CARD MANUAL
(UAMS Administrative Guidelines, 5.1.19a)

The following instructions are consistent with UAMS Admin Guide 5.1.19, the State of Arkansas Procurement Card Program, and generally accepted business practices.

Definitions/Acronyms

Procurement Card Transaction Verification (PC) refers to the reconciliation process for Procurement Card transactions in Workday.

Travel & Expense Reimbursement (T&ER) refers to the Supply Chain department that manages Procurement Card accounts for UAMS.

Procurement Card (P-Card) refers to the corporate credit card used for procuring small goods.

Business Process refers to the workflow of a task/event in Workday.

Business Justification refers to the reason for and benefit to UAMS associated with the Business expense.

Personal Expense refers to an expense not associated with the Business Event or Business Justification, including any expense that lacks complete business documentation.

Procurement Specialist Card is a P-Card held by a UAMS Supply Chain Procurement Specialist that is used as a payment method to execute a UAMS Purchase Order acquisition.

Department Procurement Card is any P-Card issued to a cardholder in a department other than UAMS Supply Chain Procurement and is used for small purchases that will not be supported by a Purchase Order.

Processes

Requesting A New Card

A new card is requested through the Workday task “Create Card Request.” All department P-Cards are limited to a single transaction limit of $3,000. All credit limits are contingent upon approvals from the proper signature authority as administered by the Workday Business Process.

Approvals by Credit Limit

Limit between $2,001 - $10,000 – Credit Card Administrator
Limit between $10,001 - $24,999 – UAMS Vice Chancellor of Finance
Limit of $25,000 and above – UAMS Chancellor or Designee

After approval, P-Cards will be ordered by a UAMS Credit Card Administrator and released to cardholders upon completion of training and acknowledgement of compliance requirements within Workday.

Increasing Credit Limits
Request for a permanent or temporary increase of the monthly credit limit on an existing P-Card requires an “Update Credit Card Information Request” task to be submitted and approved within Workday.

Temporary increases will remain in place until the end of the billing period. All temporary increases will revert to prior levels on the first day of the next billing period.

A limit increase, permanent or temporary, to an existing P-Card follows the same approval path as a new P-Card approval.

Appropriate Usage
Department P-Card should only be used to purchase commodities listed below.

- **Books (<20 total)**
- **Courier Services**
- **Membership (Fees, Dues)**
- **Postage**
- **Publication/Abstract Fees**
- **Registration Fees* (seminar, training, etc.)**
- **Subscriptions**
- **Digitally Printed Posters for Conference Presentations (IE: PosterNerd)**
- **Student Exam fees supported by their tuition**
- **Employee Exam fees required for continued employment**
- **Licenses and certifications required for continued employment**

***Travel card should be used for conference registrations or anything where other travel expenses are known.**

Items not mentioned above are not permissible on a P-Card without UAMS Credit Card Administrator prior approval.

Procurement Specialist Cards are supported by UAMS purchase orders and are restricted only by Arkansas Procurement Law and UAMS Policy. These P-Cards are not restricted to the items listed above.

Delivery/Ship-To Addresses

All commodities ordered via P-Card requiring shipment must be delivered to a verifiable UAMS address. Shipments to home addresses are strictly prohibited.

Fraudulent Charges

A fraudulent charge is an unauthorized transaction made with lost, stolen, compromised, or counterfeit card information. If fraudulent charges are identified, it is the cardholders' responsibility to immediately contact the issuing bank and report the fraudulent activity. The cardholder should then notify their direct supervisor as well as the Credit Card Administrator in Procurement/T&ER. These charges are still verified through the PC transaction and must include the fraud claim information. They are held to the same verification timeline as all other transactions.

Disputable Transactions

Disputable transactions are merchant errors or errors in billing between the merchant and cardholder. This includes duplicate billing, incorrect billing, billing for merchandise that was never received, or billing for a cancelled order. It is the cardholders' responsibility to immediately contact the vendor to seek resolution. If no resolution can be reached, the cardholder must escalate with the issuing bank and report disputed charges. The cardholder should then notify their direct supervisor as well as the Credit Card Administrator in Procurement/T&ER. These charges are still verified through the PC transaction and must include the claim information. They are held to the same verification timeline as all other transactions.

Declined Transactions

If a transaction is declined, the cardholder should contact the UAMS Credit Card Administrator for an explanation of the denial. Upon review, the Administrator can process an override if the purchase is deemed compliant or provide additional guidance if it was not a bank denial.

Department Procurement Card Reconciliation

Each charge on a P-Card must be reconciled. Reconciliation is done by submitting a "Verification task (PC)" in Workday. A detailed sales slip, receipt, or invoice must be included for each charge on the PC submitted within Workday. Cardholders are personally responsible for charges on their cards and may have to reimburse the organization if proper documentation is not provided within 30 days of the transaction posting. Each transaction should be supported by Business Justification/purpose.

Valid supporting documentation may include:

- Receipt and/or transaction slip from the merchant
- Packing slip from the delivery annotated by the cardholder as ordered by, received by, paid by and signature of the cardholder.

All documentation must include the following minimum information (cardholder must handwrite any of these items on the receipt if the vendor receipt does not include them):

- Vendor name
- Date of the purchase
- Description and quantity of each item purchased

- Total cost of the transaction

Each charge should have a Line-Item Description provided in Workday.

Procurement Specialist Card Reconciliation
All transactions on a Procurement Specialist Procurement Card are reconciled against a line on an approved UAMS purchase order.

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.