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http://www.usf.edu/business_finance/purchasing/staff_procedures/usf_pcard/index.aspx

USF SYSTEM PROCUREMENT CARD PROGRAM

PURPOSE AND BENEFITS:

The USF System Procurement Card (PCard) Program permits USF System leadership to authorize the issuance of PCards to USF System employees. The PCard Program enables more efficient and cost-effective business purchasing across the “Procure to Pay” system and provides the following benefits:

- o Streamlines the processes for small dollar orders and payments. The cost of purchasing goods and services with a PCard is less than via a purchase order.
- o Allows department personnel more time to perform other important tasks related to the University’s educational and research missions.
- o Expands the vendor base by enabling Cardholders to buy in person from local vendors, by telephone, or online. Cardholders may also receive the lowest discounted price from vendors since vendors are paid quickly.
- o Pays merchants within 24 to 72 hours, depending upon when the merchant transmits the transaction to their servicing bank and how quickly the bank routes transactions to VISA.

PCARD AUTHORITY:

The USF System established USF System Procurement Card Policy #5-026 effective August 20, 2009 to define what is allowable. All PCard purchases are subject to USF System and Florida Board of Governors regulations, policies and procedures as well as applicable State and Federal laws and regulations. The USF System PCard Program Manager has the authority to issue and suspend USF PCards. The USF System Purchasing Director has the authority to revoke PCards.

PCARD PROVIDER:

The USF System PCard is a VISA credit card issued by JPMorgan Chase Bank. The bank provides an online management program called PaymentNet which is **only** used by the USF System PCard

CREDIT CARD LIMITS:

In accordance with USF System Procurement Card Policy #5-026, the standard USF System PCard Program credit limits are:

- o \$2,000.00 or less per transaction (total dollar limit of each transaction with a vendor)
- o \$5,000.00 or less monthly (total dollar limit of all transactions within banking cycle; 5th of each month through 4th of the following month))

Once approved, a Cardholder's monthly credit limit and single transaction limit are electronically set by the USF System PCard Program Manager. If monthly and/or single transaction limits are not set, the Cardholder must contact the USF System PCard Program Manager to have the limits set.

ROLES and RESPONSIBILITIES:

- USF System PCard** o Provide training for all cardholders, reconcilers and verifiers
- Services Department** o Order and issue PCards
- o Review and approve FAST access request fo



TRAINING

Cardholders must complete Cardholder Certification Training. The training course covers USF System policies, procedures and regulations regarding purchasing commodities, services, and travel with the PCard. This training will be conducted in-person but may be administered via an online training and test at the discretion of the PCard Program Manager or the Purchasing Director. Cardholders will **retake training and retest** each time the PCard is renewed, prior to reissuance. Additional training is at the discretion of the USF System PCard Program Manager. Reconcilers must review the USF System PCard Website and attend an instructor-led Reconciler Training class. **Reconcilers / Verifiers will need to attend Reconciler Training every two years in order to retain FAST PCard Module system access.** A comprehensive summary of PCard training is available on the [PCard Training page](#).

PURCHASING FROM A MINORITY/WOMEN OWNED BUSINESS ENTERPRISE

USF encourages and expects supplier diversity from employees entrusted with the purchasing authority provided by the PCard. Where there is discretion to select a firm or vendor to provide goods and services to the USF System, the expectation is that employees will fully take into account whether Minority, Women, or Disabled Veteran-owned Business Enterprises (MWBE) are available to meet the given need. This factor should be equally considered along with competitive pricing, quality products and customer service. MWBE spending on PCard shall be reported to Purchasing Services quarterly no later than the 10th business day following the end of the quarter.

WHERE PCARDS CAN BE USED

The USF System PCard can be used at any business that accepts VISA. PCards may be used in person at a merchant location, by telephone, or online.

ALLOWABLE PURCHASES

Small dollar purchases (\$4,999.99 or less) for commodities, services, and travel needed for USF System business are allowable. If in doubt about a potential purchase, contact the department fiscal staff, the USF System PCard Program Manager, or Purchasing Agent. PCards cannot be used to purchase capital equipment (OCO) items. Exceptions will be reviewed and may be granted by the USF System Purchasing Director or Associate Director. When making purchases:

- o Talk with your Purchasing Agent on a regular basis for updates on USF System contracts. Check State of Florida contracts for prices and potential vendors.
- o If you are buying office supplies, you **MUST** purchase them from Office Depot, as the USF System has an exclusive contract with Office Depot.
- o Any technology item must be purchased in accordance with the University's technology acquisition policy 00-518.
- o Check for minority vendors as potential suppliers.
- o Ensure the total cost of the purchase does not exceed your single transaction or monthly limit.
- o Have the USF System tax exempt number available. This number is available on the card issued with the PCard and from the PCard website.

Contractual service (two-party agreements) payments may be made via the PCard; however, any two-party agreements requiring signature must be processed through Purchasing Services. (Contractual service is defined as the rendering by a contractor of its time and effort rather than the furnishing of a specific commodity.)

Refer to the [Expenditure Guide by Source of Funds and Procurement Method](#) for additional guidance regarding recommended and/or prohibited use of the PCard.





Signature Requirements:

The following signatures are required on the reconciled Monthly Cardholder Activity Statement: Cardholder, Reconciler, and Supervisor.

Note: **Deans, Directors or Department Chairs** may delegate supervisory signature authority to a designee with equal or higher responsibilities than the Cardholder. The designee cannot be the Reconciler, Verifier or actual Cardholder.

DECLINES BY MERCHANTS

If a PCard transaction is declined at any point-of-sale, including an online purchase, contact the USF System PCard Program Manager to report the incident. If outside normal business hours, the Cardholder may contact JPMorgan at the number shown on the back of the PCard to report the incident. Declines are usually resolved within 24 hours.

DISPUTES

If there is a problem with a purchase after receipt, two processes are available for resolution:

- o **Informal Dispute Process:** Cardholder or reconciler works directly with the vendor to resolve the problem. **Remember: you cannot receive cash for returned items.** If you return an item or there's a problem with the charges, request a credit to your PCard. (Note: there may be a restocking fee.) Within three (3) business days of confirming a vendor credit, forward su

