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The USF Procurement Card (PCard) Program permits USF leadership to authorize the issuance of PCards to USF 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.

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

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

- o \$5,000.00 or less per transaction (total dollar limit of each transaction with a vendor)
- o \$10,000.00 or less monthly (total dollar limit of all transactions within banking cycle; 5<sup>th</sup> of each month through 4<sup>th</sup> of the following month)

Once approved, a Cardholder's monthly credit limit and single transaction limit are electronically set by the USF PCard Program Manager. If monthly and/or single transaction limits are exceeded, the transaction will be declined at the point of sale.

If a charge exceeds the single-purchase limit on the PCard, the Cardholder should contact the USF PCard Program Manager for assistance.

If a limit increase (temporary or permanent) is necessary, submit a detailed justification and Profile Change Form through the appropriate departmental authority to the area Vice President or other delegated individual as identified in USF Procurement Card Policy #5-026 section II A to the USF PCard Program Manager at [PCard@USF.edu](mailto:PCard@USF.edu). Upon receipt, the form will be reviewed for validity and forwarded to the USF Purchasing Director, who has the final approval authority for limit changes. Temporary increases are granted only for a limited period of time to cover specific situations

The USF PCard Services Department will perform a periodic review of all USF PCard activity to determine if single and monthly Cardholder limits are appropriate to business needs. Limits may be adjusted, and additional reviews may be conducted as necessary.

The USF PCard Program is operated and maintained centrally in the PCard Services Department which is part of the Procurement Services unit within the Controller's Office.

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- o Provide training for all cardholders, reconcilers and verifiers
- o Order and issue PCards
- o Review and approve FAST access request forms and confirm completion of training requirements for cardholders, reconcilers and verifiers
- o Monitor compliance with USF PCard policies, procedures and regulations, including audits of spending limits, and commodity allowability
- o Facilitate and monitor the transaction download process from the bank to the FAST PCard module
- o Validate departmental reconciliation of PCard transactions for timeliness, accuracy and completeness
- o Work with departments to load cardholder activity statements and receipts in the Application Xtender software
- o Produce management reports
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FST 109 PCard Training:

- ◁ This online training course and test is required for all new cardholder's and reconcilers. This training course covers USF policies, procedures and regulations regarding purchasing commodities, services, and travel with the PCard.

PCards with a travel profile may be used for USF travelers for USF official business. ( - - - - - / - - - - - .) Allowable travel purchases include airfare, business phone calls, hotel room (single occupancy), car rental, transportation, and registration fees. A gasoline purchase is only an allowable PCard expense for a rental car or a USF owned vehicle. If the purchase is for a USF vehicle, record the vehicle tag number on the transaction receipt. Parking is only allowable for official USF business away from USF.

Unless an exception has been granted by the USF Purchasing Director, Associate Director, or PCard Program Manager, the following cannot be purchased using the PCard:

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| <ul style="list-style-type: none"> <li>o Alcoholic Beverages</li> <li>o Cash Advances</li> </ul> | <ul style="list-style-type: none"> <li>o Bull Bucks</li> <li>o Entertainment Providers</li> </ul> | <ul style="list-style-type: none"> <li>o Capital Equipment</li> <li>o Financial Institutions</li> </ul> |
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A receipt or substitute documentation - . It should include the vendor name, transaction amount, purchase date, business purpose, and an itemized description of the item(s). Receipts for PCard purchases are processed as follows:

- o Cardholder forwards the receipt or appropriate purchase documentation to the Reconciler within three (3) business days of purchase.
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Upon signing the Cardholder Agreement, the Cardholder acknowledges an understanding of the benefits of this privilege and that willful intent to use the PCard for personal gain or unauthorized use according to USF policies, procedures, regulations and Florida law may result in disciplinary actions up to and including termination of employment and/or prosecution to the extent permitted by law.

Employee misuse of the PCard includes, but is not limited to, negligence in performance of Cardholder's and Reconciler's duties, falsification of records, fraud, theft, use of the card for personal gain, allowing another individual to use the card or account number, repeated non-compliance with USF policies and procedures, or divulging confidential information.

If the Cardholder misuses the PCard, written notification is sent to the Cardholder, Vice President or other delegated individual who approved the Cardholder Profile, and the Dean, Director, and/or Department Chair. The notice also goes to the University Audit and Compliance (UAC) department if fraud or theft is alleged. The following steps may be taken, depending on the severity of misuse:

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