
PURCHASING CARD PROCEDURES

DEFINITIONS

Capitalized terms shall have the same meaning as defined in the Purchasing Card Policy.

PROCEDURES

A. Obtaining a Purchasing Card

To obtain a Purchasing Card, the Reconciler shall:

1. Request a Purchasing Card through the [PCard Request](#) in the Employee Service Center.
2. Complete on-line Reconciler training.
3. Purchasing Cards are delivered to Contracts, Purchasing and Risk Management approximately one week after receipt of an approved PCard Request and completion of appropriate training.
4. Reconcilers shall sign a Reconciler Agreement acknowledging that they have read, understand and will follow terms and conditions of the Purchasing Card Program, and confirm their receipt of their Purchasing Card.
5. Card Limits

Card transaction limits are set as follows and may be updated by CPRM at any time:

- i. Single purchase transaction: \$5,000.00
- ii. Daily spend: Maximum \$50,000.00
- iii. Purchase transactions per day: 25
- iv. Monthly spend: Maximum \$250,000.00
- v. Limits may be set lower than above as authorized by the department.
- vi. Limits may be increased temporarily upon submittal of a PCard Change Request Form in accordance with Section C.

B. Reconciliation in PeopleSoft Financials

1. Weekly Reconciliation shall be completed by Reconciler and shall include the following:
 - i. Uploading a detailed receipt, and/or paid invoice and any additional supporting documentation. Reconciler's Purchasing Card may be suspended at the end of the month for failure to upload detailed receipts. Email PCard@nau.edu once receipts are uploaded for Purchasing Card restrictions to be lifted.
 - ii. Completing the Public Purpose field to include:
 1. A description of the transaction, examples include hotel and office supplies; and
 2. The Public Purpose, examples include Educational Conference in San Diego for professional development and office supplies to be used in CPRM to complete job duties.
 - iii. Allocating the expense to the proper Speedchart and account code.
 - iv. Populating traveler name, departure and return date in the suitcase, if applicable.
 - v. Moving the transaction status from Staged to Verified upon completion of Section B.1.
2. Monthly Reconciliation shall be completed by the LFO and shall include:

- i. Moving any transaction remaining in 730150 or 760XXX within five (5) business days after the monthly Purchasing Card close process to the appropriate expense account.
 - ii. Reporting any suspicious activity to the bank and Contracts, Purchasing and Risk Management.
3. Alternative Reconciliation Assistance:
 - i. Reconciler or LFO may submit a Request PCard Reconciliation Assistance ticket through the Employee Service Center in the event of vacation, an emergency or in the event assistance is needed to complete Reconciliation. Contracts, Purchasing and Risk Management will reconcile the transactions according to information presented in the service ticket.

C. Purchasing Card Account Changes

1. Changes may be made to Purchasing Card account information by submitting a PCard [Change Request Form](#) to PCard@nau.edu.
 - i. Actions that may be taken are Close Account, Change Account Information, and Request Single Purchase Limit.
 - ii. Fields that may be changed under the Change Account Information action are Reconciler last name, address, phone number, billing address, funding source, or temporary spending limits.
 - iii. Requests to change/increase reconciler limits may be made each fiscal year and shall include the period of time covered within that fiscal year.
2. Increases exceeding \$10k require LFO and Vice President/Provost .
3. A request to close a Reconciler's account shall be made immediately upon Reconciler's separation from the University.

D. Reporting Lost or Stolen Card

1. The Reconciler shall immediately notify the bank by calling the number on the back of the Purchasing Card to report suspected fraudulent use of, or a lost or stolen Purchasing Card. Inform the bank that the account is a University Corporate (VISA) Purchasing Card. Immediate notification is imperative, as the University shall be responsible for all charges until the notification is made.
2. Following notification to the bank, the Reconciler shall immediately email PCard@nau.edu.

ASSOCIATED POLICY

- [Purchasing Card Policy](#)
- [Procurement Policy](#)

RELATED INFORMATION

Forms or Tools

- [Employee Service Center](#)

*Disclaimer: all documents, links, or other materials included in this policy's appendix are provided solely for the user's convenience and are not part of official University policy.