

Oklahoma State University Policy and Procedures

PURCHASING CARD	3-0241 ADMINISTRATION & FINANCE November 2018
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INTRODUCTION

1.1 It is the intent of Oklahoma State University (OSU) to use a commercial purchasing card (pcard) to facilitate the acquisition of lower dollar goods and services needed for conducting official University business.

1.2 The pcard is to be issued to selected University employees. The cardholder is responsible for and accountable to the University for all charges made with the pcard. Use of the pcard is solely for official University purchases. Personal purchases are strictly prohibited and may result in disciplinary action, including termination of employment.

1.3 The pcard program may be extended to OSU student organizations provided all compliance requirements can be met.

1.4 The Purchasing Card Policy and Procedures and the Pcard Guidelines may be used by the A&M Colleges and Universities.

POLICY

2.1 Compliance with University policy and procedures statements and pcard guidelines is essential for OSU to adhere to the State statutes regarding purchases. To ensure proper and allowable purchases are made by University employees using the pcard, these policies and procedures have been developed and are intended to be used by all OSU departments.

2.2 University departments, as a condition of participation in the program, shall abide by the terms of these policy and procedures statements and the pcard guidelines.

2.3 Misuse of the pcard in any manner by a cardholder may result in revocation of the privilege to use the pcard, disciplinary action, termination of employment, and/or the pursuit of any legal action available to the University.

2.4 Liability for payment as well as responsibility and accountability, for pcard purchases resides at the departmental level. Designated approvers and accountants for each department are responsible for reviewing/verifying that all cardholder transactions are appropriate and University business related. Failure to perform these duties may result in disciplinary action, termination of employment, and/or the pursuit of any legal action available to the University.

PROCEDURES

3.1 The Purchasing Department is designated to oversee the implementation and operation of the pcard program. The Pcard Administrator is responsible for managing the pcard program. Pcard guidelines and applicable forms will be available from the Purchasing Department's website at <http://purchasing.okstate.edu/pcard>.

3.2 The pcard will be issued by OSU in coordination with a bank. All pcards issued under this program are the property of OSU and shall be surrendered at the time of termination of employment with a University department, upon the request of the cardholder's administration, or upon the request of the Purchasing Department.

3.3 All cardholders, as well as employees responsible for approving pcard purchases, accounting for pcard transactions, and/or accessing the pcard software, are required to complete training on Pcard guidelines. Instructions for use of the software are available on the Purchasing Department's website. The department is responsible for maintaining required documentation and for ensuring pcard purchases are made in compliance with University policy and procedures statements, pcard guidelines, and State statutes.

3.4 The Purchasing Department will monitor transactions and request copies of receipts and/or explanations for purchases as deemed appropriate. Desktop and on-site compliance reviews will be conducted by the Purchasing Department to determine compliance with OSU policy and procedures statements, pcard guidelines, and State statutes.

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