

PROCUREMENT CARD POLICY

I. NAME

This document shall be called the Associated Students Procurement Card Policy.

II. PURPOSE

This policy is and will be in effect in order to set guidelines for the use of procurement cards within the Associated Students (AS).

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students Board of Directors (AS BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the AS BOD.

V. GUIDELINES

A. APPROPRIATE USE OF PROCUREMENT CARDS

1. Travel

Procurement cards may be used for business-related travel expenses of the AS. Personal travel expenses may not be charged on the procurement card. In addition, the traveler must follow the guidelines established in the AS Travel Policy when traveling on AS business.

2. Goods and Services (Other than Equipment)

Procurement cards may be used for the purchase of goods and services, which directly relates to the business needs of the AS.

3. Equipment

Procurement cards may be used for the purchase of equipment, which directly relates to the business needs of the AS. In addition, the purchaser must follow the guidelines established in the AS Capital Expenditure Purchases and Fixed Asset Policy.

4. Personal Expenditures

The use of a procurement card for personal expenditures is strictly prohibited. Inappropriate use of a procurement card may result in a loss of card privileges, disciplinary action, and in some cases termination.

B. LIMITS ON PROCUREMENT CARD USE

1. Travel

No single transaction for travel-related expenses may exceed \$5,000.

2. Goods and Services (Other than Equipment)

No single transaction for goods and services (other than equipment) may exceed \$5,000.

3. Equipment

No single transaction for equipment may exceed \$7,500.

4. Limit on Outstanding Balance

At no point in time may the outstanding balance on a procurement card exceed \$10,000.

5. Limits on procurement card use may exceed the dollar limits outlined above only with the prior approval of the Unit Director, the Associate Executive Director, the Executive Director or the Financial Services Director. The approval must be submitted with the documentation to support the procurement card purchase.

C. DOCUMENTING PROCUREMENT CARD PURCHASES

1. Procurement card purchases must be supported by appropriate documentation such as itemized original receipts or invoices or other documentation as required by the AS Business Office to support and justify the purchase.
2. The documentation should be submitted with an Expense Report to the AS Financial Services Office within 28 days (within the same month the purchase was made).

Approved BOD: 6/27/02

Revisions Approved BOD: 4/27/05

Revisions Approved BOD: 11/12/25