
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 for Purchasing Cards that will be used on or after July 1, 2023, or by submitting a Purchasing Card Application form for Purchasing Cards that will be used prior to July 1, 2023.
2. Complete on-line Reconciler training through Blackboard Learn.
3. Purchasing Cards are delivered to Contracts, Purchasing and Risk Management approximately one week after receipt of an approved Reconciler Account Application 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:
 - 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 change request in accordance with Section C.

B. Reconciliation in PeopleSoft Financials

1. Reconciliation shall be completed by Reconciler or Local Fiscal Oversight (LFO) representative or a combination of both on a weekly basis and shall include the following:
 - i. Line item detail shall be required on all Purchasing Card authorization slips, receipts, and/or paid invoices and such documentation shall be uploaded to appropriate transaction in the financial system.
 - ii. A detailed Public Purpose with description of the item and the University business purpose.
 - iii. Allocation of the expense to the proper Speedchart and account code.
 - iv. Traveler name, departure and return date, if applicable.
2. Upon completion of number 1 above, the transaction status shall be moved from Staged to Verified.

3. Weekly Review:

- i. LFO shall email a spreadsheet of all transactions within area of responsibility to pcard@nau.edu certifying they have reviewed all transactions.
- ii. LFO may redistribute transactions to the correct account in Peoplesoft or indicate the correct account on the spreadsheet for redistribution by Contracts, Purchasing and Risk Management.

4. Alternative Reconciliation Assistance:

- i. Reconciler or LFO may submit a 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 weekly 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:
 - i. Submitting a PCard Change Request through the Employee Service Center for changes made to Bank of America Purchasing Cards, or
 - ii. sending an email to PCard@nau.edu for JP Morgan Purchasing Cards.
2. Fields that may be changed are Reconciler last name, address, phone number, billing address, funding source, or temporary spending limits.
3. Single limit increases exceeding \$10k require Local Fiscal Oversight approval through the Employee Service Center.

D. Reporting Lost or Stolen Card

1. The Reconciler shall immediately notify the JP Morgan bank by calling 800-316-6056 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.

B. Closing Accounts

To close an existing Purchasing Card account, the Reconciler shall immediately email PCard@nau.edu and destroy the Purchasing Card.

C. Purchasing Card Contract Purchases

The following commodities may be purchased under the existing University contract on a Purchasing Card. Limit increases shall be requested in accordance with Section C.3. above.

1. Furniture – Desk chairs from contracted vendor. For all other furniture purchases, a Purchase Request is needed.
2. Copiers

ASSOCIATED POLICY

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