MEMORANDUM

TO: CES & SNRAS-AFES Faculty and Staff

FROM: Raaj Kurapati, Executive Officer, CES & SNRAS-AFES

THRU: Carol Lewis, SNRAS-AFES Dean and Director
       Fred Schlutt, Vice-Provost for Outreach and Director of CES

DATE: July 1, 2011

SUBJECT: ProCards

We have found that although there is an existing policy governing the use and control of ProCards, compliance with and enforcement of such has been lacking. This is the source of some issues/concerns and unnecessary additional work at the Business Office.

Of immediate concern is the lack of adherence to the required weekly Pathway Net reconciliation of transactions incurred on the ProCards, by some ProCard holders. In an effort to ensure that there is a standard to which all ProCard holders can be held accountable, this memo contains our policy which governs ProCards, updated to reflect current circumstances. This policy is in addition to UAF Procurement Regulations, which are not fully listed here, and therefore supplements those requirements. Please be advised that everyone who currently has a ProCard is expected to adhere to these requirements. Noncompliance with such will carry consequences which include suspension or termination of the ProCard privileges. ProCards provide access, convenience and flexibility which we all recognize as beneficial to carrying out our work and want to continue but need to hold folks accountable for having this access.

Although information on the UAF ProCard system may be obtained from the UAF Procurement website at http://www.uaf.edu/procurement/procard-information/, all ProCard applications, change forms and other paperwork should be routed through the Business Office, attention Fiscal Technician. The UAF ProCard website includes the Cardholder manual, the Approving Official manual as well as information on reconciling, disputes, etc. I recommend that you review and understand this information before requesting a ProCard.

Each ProCard requires a designated cardholder and an approving official (the Dean-Director of SNRAS-AFES or the Director of CES for the approval of the issuance of a ProCard). The cardholder is the only person authorized to use the card for purchases. The cardholder is responsible for verifying to ensure that each purchase was actually made by the cardholder, is allowable under university regulations, is the correct dollar amount, and has the correct accounting identified at the time of purchase.
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The approving official, usually delegated to the cardholder’s direct supervisor, audits and signs the monthly statement indicating that all of the above activity is correct for the month. All receipts/records must be retained for 7 years for transactions on fund 1 and for 3 years after the end of the grant for fund 3.

Helen Connor, UAF Procurement and Contract Services, is the person who issues the ProCards for UAF. She also trains all new cardholders and reconcilers. While the official training must come from Procurement and Contract Services, Debbie Gonzalez, Fiscal Tech is your main contact. She and others in the Business Office are available to answer ProCard related questions. Additional departmental ProCard information can be found on the Business Office web site, http://www.uaf.edu/ces-snras-busoffice/.

Internal CES & SNRAS-AFES guidelines are as follows:

1) Effective immediately, only the SNRAS-AFES Dean and Director or CES Director, as applicable, may approve the issuance of ProCards and such approval will occur only after the business office reviews the application to ensure that requested limits and uses are within the budget authority of the requesting department and grant limitations/guidelines, if applicable. Business Office review of the application shall be evidenced by the signature of the Executive Officer.

2) Only the person who is issued the ProCard may use the card. The cardholder must receive a requisition form or “ProCard order form” for each purchase that has the signature of the person requesting the purchase along with the supporting accounting, invoices, receipts, printed e-mail, etc. The cardholder is also required to maintain a log of all purchases made with the card. The cardholder is responsible for reconciling and/or working with departmental reconcilers to ensure that the correct accounts are charged for each transaction and that the transactions are updated weekly in Pathway Net, as well as maintaining all ProCard records.

3) Once the ProCard has been issued, UAF Procurement and Contract Services will not process purchase orders for items that could be purchased with a ProCard. The exception is that the ProCard should not be used during the last few days of June in order to avoid charges transacting in the next fiscal year.

4) ProCard users must consult with their respective fiscal officers prior to making any purchases using ProCards against grants to ensure that the purchases are allowable and comply with grant conditions and limitations. This will protect the user from incurring costs which may be disallowed and other potential consequences.

5) Each ProCard user will be assigned a default account where all transactions against his/her card will accumulate (see details below). The ProCard user shall be responsible for reviewing these transactions on a weekly basis (Note: Charges are posted to Banner every Tuesday at noon so the reconciliation must the
completed before this time) and ensuring that the charges are coded to the correct accounts and cleared from the default control account by logging into Pathway Net and overriding any fund-org-acct #’s that need to be changed from the default.

6) The ProCard must be kept in a secure (locked) location in the office until needed; it should not be carried on the cardholder’s person when it is not being used.

7) ProCards cannot be used for travel regardless of the circumstances, with one exception: conference or workshop registrations, and only after the registrant’s travel authorization has been processed by the Business Office and notification of such has been received from the Travel Tech.

8) Failure to ensure that ProCard transactions are reconciled and cleared from the default account on a weekly basis will result in suspension and/or termination of ProCard privileges (1st - Warning, 2nd – Suspension, 3rd – Termination).

9) ProCards users that generate excessive errors by not properly reconciling and recording their transactions requiring correcting journal vouchers are also subject to suspension or termination of ProCard privileges (1st - Warning, 2nd – Suspension, 3rd – Termination).

The goal of the Business Office is not to cause undue burden to ProCard users but to support them and to efficiently provide services while ensuring that there is greater accountability and transparency in our operations. We appreciate your cooperation and understanding. Please contact the Business Office staff if you have any specific questions or concerns regarding this or other services.

I have received, read and understand the guidelines for the use of the ProCard assigned to me and will ensure that I comply with the same. I also understand that failure to comply with the guidelines is subject to the consequences noted in the memo.

ProCard Holder: _____________________ Date: ___________________