

# UMBC PURCHASING CARD PROGRAM QUICK REFERENCE SHEET

## Monthly Transaction Logs

- ✓ Complete each month's log review by the 25<sup>th</sup> of the next month
- ✓ Have the log, statement and documentation for every transaction and credit
- ✓ Note the discrepancies
- ✓ Sign each log and bank statement
- ✓ Have Supervisor approve and sign log and bank statement
- ✓ Keep all logs for 3 years or until audit requirements are met\*, whichever is later, in a secured locked area
- ✓ Complete a log and the PeopleSoft report each month, even when no activity

\*grant funds may have specific retention requirements.



## PROHIBITED

ALCOHOL

APPLIANCES FOR OFFICES

CASH

DELIVERY OFF CAMPUS

EMPLOYEE CLOTHING

ENTERTAINMENT

FINES/FEES

FURNITURE

GIFT CARDS

GIFTS/FLOWERS

MD STATE SALES TAX

PERSONAL PURCHASES

PERSONAL REWARDS

PERSONAL SERVICES

PURCHASES OVER \$5000.00

OFFICE DECORATIONS

RESTAURANTS

SHARING CARD

SOCIAL FUNCTIONS

TRAINS/AIRLINES

## Supervisor Duties

- ✓ Approve cardholder's logs within 30 days after the end of the billing cycle
- ✓ Ensure documentation is sufficient
- ✓ Ensure that a reasonable price is paid
- ✓ Request account suspension when cardholder is out for extended leave
- ✓ Notify the Procurement Card Program Administrator (PCPA) of any irregularity by the 25<sup>th</sup> of each month
- ✓ Remember that your signature means that you approve every transaction be charged to your budget
- ✓ Verify that reallocation and property tagging have been completed
- ✓ Review spending limits and request changes as needs change



## Notify Procurement if:

- ✓ You lose your card
- ✓ You leave the Department or the University
- ✓ You are on extended leave
- ✓ Your Supervisor changes
- ✓ Your Department moves
- ✓ Your purchase exceeds \$5,000.00
- ✓ You have a contract to sign
- ✓ You need to purchase or dispose of hazardous materials
- ✓ Your purchase needs to be delivered off campus

