**PROHIBITED**

**UMBC PURCHASING CARD PROGRAM**

**QUICK REFERENCE SHEET**

**Monthly Transaction Logs**

* Complete each month’s log review by the 25th 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 5 years, in a secured locked area
* Complete a log and the PeopleSoft report each month, even when no activity

 **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 25th 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

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