

# 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 5 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
- CASH
- DELIVERY OFF CAMPUS
- EMPLOYEE CLOTHING
- ENTERTAINMENT
- FINES/FEES
- 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 suspect fraud has taken place
- ✓ 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

