

## Procard Cardholder Quick Reference Guide

Cardholders must be knowledgeable of applicable University and Olin policies relating to the purchases they make. This includes policies relating to travel. The information provided below is intended to provide helpful information but is not an entire listing of WU and Olin policies and procedures.

### Policy Compliance

- Cardholders must submit acceptable supporting documentation in a timely manner.
- Travelers are expected to purchase economy class airfare (the lowest standard coach fare).
- Employees should seek out moderately priced meals to minimize the cost to the University. When entertaining, the maximum is \$75 per person, per meal (\$100 for dinner). Exceeding this limit requires Dean's Office approval.
- Missouri sales tax should not be paid on purchases made on behalf of WU. The WU tax ID# is printed on the face of the Procard and should be brought to the attention of the merchant at the time of purchase.
- Unallowable Purchases
  - Meals and incidentals when using the per diem method
  - Purchases between WU departments (bookstore purchases are acceptable)
  - Personal expenses
  - Gasoline purchases for personal vehicles
  - Employee relocation expenses
  - Maintenance or lease agreements
  - Hotel, meals, and other costs associated with going to a conference or on business travel early or staying late for non-business-related reasons.
- Unallowable Practices
  - Purchases cannot be shipped to a personal address. Purchases must be shipped to a WU address.
  - Cardholders cannot share their card or account number with another employee
  - Procard transactions cannot be split or parsed into two or more smaller ones to avoid per-transaction dollar restrictions
  - Procards cannot be used to circumvent the competitive bidding process or be used to purchase items in a manner that is inconsistent with any procedures put into place by Purchasing Services.

### Supporting Documentation Requirements

- Detailed receipts, including the vendor name, date, transaction detail, amount, and ship-to address if applicable.
  - Must obtain acceptable supporting documentation at the point of sale, regardless of the amount. All returns and adjustment credits must be credited directly back to the procurement card and have a receipt. Cardholders with an excessive number of transactions without acceptable supporting documentation will have the cards suspended and/or permanently revoked.
  - Receipts must be submitted in a timely manner.
  - Missing receipts – The cardholder and approver must sign and date a print screen of the transaction or other written documentation that contains the details of the transaction. It must be submitted to Olin's Senior Assoc. Dean of Finance or Director of Financial Planning & Analysis for exception approval.
- Detailed description of business purpose
- Social Expense requirements
  - Date, place of the event, and purpose or reason for the expense
  - Names & titles of attendees
    - Groups of under 12 attendees should be listed by name and affiliation
    - Groups of 12 or more must include the number of attendees and their affiliation (names aren't necessary)

For more information, please visit the following:

WU Cash & Credit Operations website - Procurement Card Program Guide @ <https://financialservices.wustl.edu/wfin-topic/goods-and-services/procurement-card-program/>

Olin Accounting link @ <https://sites.wustl.edu/financeandaccountingservices/>

WU Travel Policies @ <https://financialservices.wustl.edu/topics/>