

# College of the Environment Dean's Office ProCard Policy

## Overview

Dean's Office employees who have a reasonable business need are eligible to obtain an individual UW Procurement Card (ProCard).

The Director of Finance is responsible for the management of the ProCard Card Program in the Dean's Office, including authorization and termination of individual ProCards, monitoring all Cardholder activity, and oversight of compliance with university and state procurement policies and regulations. These responsibilities can be delegated to the Administrator.

Each ProCard account holder is required to:

1. Complete the UW ProCard training and pass the assessment prior to applying for a new card or renewing an existing card.
2. Complete the Washington State DES Procurement Training
3. Abide by all WA state and UW purchasing regulations and policies
4. Actively respond to policy changes
5. Comply with the Dean's Office reporting requirements and deadlines

## Requesting a New ProCard Account or Renewal

1. Obtain written authorization from your supervisor that the responsibilities of your position include a reasonable business need to obtain an individual UW ProCard account. This need should include purchases that could not be accommodated by a Dean's Office shared card. This authorization should be submitted to Caroline Feng at [cfeng@uw.edu](mailto:cfeng@uw.edu).
2. After being granted access to the Washington State LMS system by Caroline Feng, complete the following Washington State DES Procurement Training modules:
  - WA- State Small Purchases (required only for an initial ProCard application)
  - WA-State Purchasing and Procurement Ethics
3. Complete the mandatory [UW ProCard Cardholder Training](#) and pass the assessment.
4. Complete and submit the [Ariba](#) application. (A guide for filling out the application can be found [here](#).) Please confirm the following information in the Comments section of the application:
  - Individual has supervisor approval (Please include name of supervisor.)
  - Individual has passed the UW ProCard Training Assessment
  - Individual has completed the required Washington State DES Procurement Training modules
5. The College ProCard approver must approve the application/renewal.
6. The ProCard Office reviews and approves the application. Applications are processed on Fridays.
7. Email notice will be sent to the Cardholder when the card arrives in the ProCard office, typically in 7-10 business days. The ProCard Office will mail the card to a remote work site if requested.

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## Purchasing Goods and Services with a ProCard

**Before purchasing items from Amazon.com or other sources, first check [UW eProcurement](#).**

### **Supplier Diversity & Sustainable Purchasing thru UW Procurement Services (Ariba eProcurement)**

UW Procurement Services is committed to Supplier Diversity by maintaining purchasing practices that promote and expand opportunities for diverse suppliers. The use of [eProcurement](#) streamlines the order process, encourages the purchase of environmentally friendly products and provides ordering information for OMWBE CERTIFIED DIVERSE SUPPLIERS. In order to further the University's commitments to diversity and sustainability, individuals are encouraged to:

- Consider whether the item is really necessary.
- Consider used items available from [UW Surplus](#).
- Check out the catalog and suppliers in [eProcurement](#). Please consider using a OMWBE Certified Diverse Supplier. Steps to do this are:
  - Log into [Ariba](#), locate the Common Actions on the left side of the dashboard and select Requisition. This opens up an online catalog and from there look under [OMWBE CERTIFIED DIVERSE SUPPLIERS](#) (first choice on the left) to start your selection. There is a [how-to guide to purchase from a catalog in eProcurement](#). The Dean's Office F&A Team is also available to answer questions.

## Using a ProCard for Food and Meals

Please keep in mind the per person cap on meals. This per person (per diem) limit includes tax, tip, delivery charges etc. For Seattle, the FY21 meal per diem is: Breakfast \$19.00; Lunch \$23.00; Dinner \$34.00.

ITEMIZED RECEIPTS. When purchasing food (this includes catering, box lunches, groceries, restaurant dining, etc.) please collect itemized receipts.

LIST OF ATTENDEES & BUSINESS PURPOSE. All food and alcohol purchases require a list of attendees/participants and a stated business purpose along with the itemized receipt. **If you used a ProCard to purchase food/alcohol, please add the names of attendees/participants to the Transaction Notes section when reconciling the ProCard in PaymentNet.** If participant list is very long please submit the list with the receipt.

FOOD FORM. A food form is required if the budget does not allow food. Budgets that allow food will be coded as such, information on food approval codes can be found [here](#). Food forms can be obtained [here](#).

Food purchases are allowable on discretionary (64-xxxx) budgets and do not require a food approval form. **Use of the Dean's Office discretionary budget for alcohol purchases or food purchases beyond per diem require pre-authorization from the Dean.** Failure to receive pre-authorization will result in financial penalties applied to the team budget equivalent to the amount of unauthorized expenditures and repeated failure to receive pre-authorization will result in the suspension of an individual's ProCard. Please contact the CoEnv F&A team at [coenvfa@uw.edu](mailto:coenvfa@uw.edu) with questions relating to use of discretionary budget.

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## Minimize Compliance Risks

ProCards are at risk for fraud, theft, and misuse. The following guidelines will help minimize these risks:

- Use to purchase goods not available through Ariba eProcurement or from vendors available in Ariba
- Use for official UW business and not for personal use.
- Your ProCard should not be loaned or shared.
- Know your single transaction limit (do not split charges to stay under the single transaction limit).
- Unallowable transactions include: (comprehensive allowable/unallowable list can be obtained [here](#))
  - Travel related expenses (see [Travel](#))
  - Machinery & equipment (M&E Tax exempt)
  - Goods/services from other UW departments
  - Vendors that could be associated with personal purchasing (e.g., jewelry stores, gas stations)

## Monthly Reconciliation of ProCard

ProCard Cardholders are responsible for reconciling their accounts on a monthly basis. Reconciliation steps are:

1. ProCard Cardholders receive monthly emails from the CoEnv F&A team that specify the Dean's Office reconciliation deadline. This deadline allows time for the F&A team to review transactions and make edits as needed.
2. To reconcile (Detailed instructions are available on the [UW Purchasing website](#)):
  - a. Log into [PaymentNet](#).
  - b. Enter detailed description of the purchase and business purpose for the purchase in the Transaction Notes box.
  - c. Ensure that the correct budget number and object code is selected. The object codes most frequently used by members of the Dean's Office are:
    - i. 03-30 Memberships, Dues, Newspaper subscriptions
    - ii. 03-75 Food and Light Refreshments for Meetings or Restaurant Meals
    - iii. 05-01 Food (purchases from grocery stores)
    - iv. 05-99 Miscellaneous ConsumableAdditional object code information can be found [here](#).
  - d. Verify "Add Use Tax" box is accurate. This box should be checked when sales tax was not applied *and* item is **not** exempt from tax. For information on Use Tax go [here](#).
  - e. Check the "Cardholder" box to confirm the information you have submitted is complete and accurate.
3. A CoEnv F&A staff member will review the transactions entered by the Cardholder and correct (if needed) budget number, object code, use tax and PCA codes if applicable. The CoEnv F&A staff member will check the "reviewer" box. *NOTE: For CoEnv Advancement ProCard holders a first review will be performed by an Advancement staff member, this is followed by a second review by CoEnv F&A staff.*
4. The Cardholder, or in the case of CoEnv Advancement a CoEnv Advancement staff member, will electronically submit supporting documents (e.g., receipts and proof of delivery/packing slips) **no later than the deadline provided by the F&A team each month** to [coenvfa@uw.edu](mailto:coenvfa@uw.edu).

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5. A CoEnv F&A team member will review transactions and submitted documentation and will follow-up with Cardholder if documentation is missing or incomplete.
6. CoEnv F&A staff will download a monthly ProCard Transaction Summary Report from PaymentNet and will match the receipts to the report and sign the report when completed. A second review and signature by CoEnv staff follows. If substantive changes were made to what was entered by Cardholder during the reconciliation process, F&A staff will email the Procard Transaction Summary Report to Cardholder for signature.

**If Cardholders are late with reconciliation and/or submitting required documentation for three months in a twelve-month period, the ProCard limit will be reduced to \$1 for a minimum of three months and possibly terminated.**

### Packing Slips and Receipt Information

Per Washington State law, every purchase of goods must be accompanied by a detailed receipt and proof of delivery.

An order confirmation is not a receipt unless it specifies it has been delivered and that it has been "PAID" or the amount due is \$0. If you did not receive a proof of delivery or packing slip, notate and initial on the order confirmation that you received the delivery. Refer to the [University of Washington Receipt Policy](#)

The College of the Environment Dean's Office prefers electronic records and has a scanning policy to accept scanned documentation in addition to electronic receipts. Please refer to the scanning policy located [here](#).