

## SEPTEMBER 2015 – NEW PRO CARD STATEMENTS WITH BUSINESS PURPOSE

### Q. At the department level, who is involved in the purchasing card process?

A. The cardholder is responsible for making purchases and completing required documentation. The site manager is responsible for reviewing the appropriateness of the charges, ensuring proper documentation is received from the cardholder, and charges are distributed to the appropriate accounting codes.

### Q. What are the cardholder's responsibilities?

A. The cardholder is responsible for

- Making only authorized purchases
- Obtaining a detailed receipt for each purchase
- Completing the purchasing card record with a brief description justifying the purchase
- Reconciling the statement
- Resolving any discrepancies
- Ensuring credits are received
- Documenting purchases that require supplemental information, as required
- Signing the purchasing card record
- Passing the paperwork to the supervisor/site manager for review and approval
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## EXAMPLES – ACCEPTABLE BUSINESS PURPOSE PRO CARD STATEMENT DESCRIPTIONS

- **Conference registration**

Conference Name/Dates/Location

**Example:** Conference Registration Fee, 9/25/2015, UW System Purchasing Conference, Madison, WI

\*Include registration form, conference agenda, and paid receipt with the pro card statement.

- **Book/DVD Purchase**

Number of Books/DVDs + Business Purpose for Purchase

**Example:** 4 Books for "Finance 230" breakout study groups

\*Include any "study group" information, ordering information, packing slip, and paid receipt with the pro card statement.

- **Equipment repair part**

Type of part + Building, Equipment, Vehicle Description or Item Being Repaired

**Example:** Muffler clamp for 2005 Ford Ranger

\*Include ordering information and paid receipt with the pro card statement.

- **Admission/Event Tickets**

Name of Activity/Event + Dates + Business Purpose

**Example:** Admission Tickets for Great Lakes Aquarium, 9/25/15, Class sponsored field trip

\*Include an Activity/Event Flyer or detailed email "Invitation", List of Attendees, and itemized receipts/paid invoices with the pro card statement.

## BUSINESS PURPOSES FOR TRAVEL

- **Airfare** – List the conference/event name, dates, and location

- **Verify purchased through Fox World Travel**

- **Lodging** – List the conference/event name, dates, and location

- **Fuel** - List the conference event/name, dates, and location

- **Miscellaneous Items** – All Miscellaneous Items need a business related reason for the charge.

- **Parking** (only overnight parking at hotel or airport) – Conference/event name, dates, and location
- **Taxi** List the conference event/name attending

The purchasing office, accounting office, and/or campus internal auditors will conduct random audits of purchasing cards use to ensure that:

- Policies and procedures are being followed.
- Purchase volume appears reasonable.
- Transactions are appropriate.
- Purchases were not made from ineligible vendors.
- Documentation is complete.
- Proper internal controls exist with regard to the program.