



UTAH VALLEY UNIVERSITY

**UTAH VALLEY UNIVERSITY
PURCHASING CARD MANUAL**

UPDATED FEBRUARY 2019

P-CARD PROGRAM



The purpose of the Utah Valley University Purchasing Card (P-Card) program, also sometimes referred to as the Procurement Card or Pro-Card, is to establish an efficient and cost-effective method of purchasing small-dollar goods and services for day to day departmental needs. The P-Card is the preferred method for making appropriate small-dollar purchases.

With proper controls in place, the Purchasing Card is a secure and effective tool which allows employees to perform their jobs more efficiently. Using the P-Card responsibly allows the program to flourish to the benefit of UVU, its students, and its employees.

The P-Card is a VISA credit card and is accepted anywhere VISA is accepted. Although U.S. Bank issues the cards in the name of individual employees, P-Cards, corresponding transaction and audit data remain the property of UVU. All purchases made with the P-Card must comply with federal and state laws, University policies and procedures, and all guidelines contained in this manual. For additional information regarding UVU policies, please refer to the [UVU Policy Manual](#).

POINTS OF CONTACT

Procurement & Contract Services

Mail Stop 188
Auxiliary Building (AX)
1545 West Business Park Drive
procurement@uvu.edu
801.863.8301

UVU Travel Card Office

travel@uvu.edu
801.863.8966

Purchasing Card Manager

Aubrey Shumway
AX 102
pcard@uvu.edu
801.863.7416

U.S. Bank

<https://access.usbank.com>
24/7 Customer Service: 800.344.5696
24/7 Access Online Help Desk: 877.452.8083
24/7 Fraud Prevention: 800.523.9078

Purchasing Card Auditor

Stephanie Robson
AX 108
pcard@uvu.edu
801.863.7223

Amazon Business

<https://www.amazon.com/gp/help/customer>
Amazon Business Customer Service: 888.281.3847

OBTAINING & USING YOUR CARD

OBTAINING A CARD

The P-Card is available to any UVU full-time employee who needs to make small dollar purchases and has approval from their Index Responsible Party (IRP) and Department Chair/Director. P-Cards are not recommended for part-time or student employees. To request a UVU P-Card, you must fill out the [application](#), obtain the required approvals on the form, and submit it via email, intercampus mail, or in person to the Purchasing Card Manager. Once the completed application is received, a P-Card will be requested from U.S. Bank on your behalf. It can take up to 10 business days for your P-Card to be delivered to the Purchasing Card Manager.

If you are new to the P-Card program, you must take the online Purchasing Card training prior to receiving your P-Card. The Purchasing Card Manager will directly invite you to take the online training. The Purchasing Card training can also be found on UVU's employee training system, [UVU Learn](#).

If your supervisor does not have his/her own P-Card, they will be required to take the online P-Card Supervisor training. The P-Card Manager will advise you if this is required and will invite your supervisor to this training. Your supervisor must complete this training before you may pick up your card.

ACTIVATING A CARD

After receiving a new or replacement P-Card, you should immediately sign the back of the card and call the number on the attached sticker to activate the card. Remember, although the card is issued in your name, it is the property of UVU and you should only use the card for UVU business purchases.

Never give out your social security number (SSN) or personal information to U.S. Bank. If U.S. Bank asks for your SSN, you should provide your UV ID with a preceding zero. For example:

- UV ID: 12345678
- U.S. Bank SSN: 012345678

If U.S. Bank asks for your phone number and zip code, you should provide your office phone number as listed on your application, along with UVU's zip code: 84058.

CARD REGISTRATION

Register your P-Card with U.S. Bank Access Online to monitor P-Card limits, view transactions, and print bank statements. To register your P-Card, visit the [U.S. Bank website](#).

1. Click Register Online
2. Organization Short Name: UVU
3. Enter your 16-digit P-Card number
4. Enter your P-Card expiration date
5. Click Register This Account
6. SSN: Enter your UVID with a preceding zero

VISA CREDIT CARD

The P-Card is accepted anywhere VISA is accepted (excluding blocked vendors as described later in this manual). P-Cards are issued with an inserted EMV chip and an associated pin. The chip technology adds a layer of data security that combats counterfeit fraud and protects your card information. On occasion, you may be prompted to provide your PIN instead of a signature. The pin is assigned to the chip during the card activation process. Store the PIN in a secure location in case it is required by a vendor. If have forgotten your PIN, please call the number on the back of your card and request a PIN reminder.

CARDHOLDER AGREEMENT

You are required to sign the Purchasing Card Cardholder Agreement prior to taking possession of a P-Card. This agreement states that, as the cardholder, you are the only person authorized to use the P-Card issued in your name. If you allow another person to have access to your P-Card, you are liable and responsible for any charges made by another person.

RENEWING A CARD

P-Cards expire after three years. U.S. Bank will automatically send a new P-Card with the same card number and a new expiration date to the Purchasing Card Manager. You will be notified via email to collect your renewed P-Card from the Procurement & Contract Services office prior to the expiration date of your current card.

LOST OR STOLEN CARD

The P-Card should always be kept safe and secure. If a card is lost or stolen, you must immediately notify U.S. Bank by calling 800.344.5696. U.S. Bank will cancel the lost or stolen card and issue a replacement card to you through the Purchasing Card Manager. Your replacement P-Card will have a new number, but will retain all of your old authorizations assigned to the lost or stolen card. Promptly reporting a lost or stolen P-Card reduces UVU's liability for fraudulent charges.

DAMAGED CARD

If your card is damaged, please contact the P-Card Manager via email requesting a new card. A card will be ordered and will arrive within ten business days.

CLOSING YOUR CARD

If you no longer want to use your P-Card, please inform the P-Card Manager via email. The P-Card Manager will instruct you on the procedure for closing your card. If you transfer to another department at UVU, please inform the Purchasing Card Manager. You will need to close the P-Card from your previous department and apply for a new card in your new department. If you terminate your employment with UVU, please inform the Purchasing Card Manager promptly and deliver the last 7 years of your P-Card documentation to the Procurement & Contract Services office before your last day of employment. All closed cards will be subject to a Closed Card Audit.

BILLING AND SHIPPING ADDRESSES

When making online purchases with your P-Card, use UVU's mailing address as the billing address. This is the address listed on your P-Card with U.S. Bank and will ensure your transaction is not declined due to a verification error. All items purchased using a P-Card that are shipped must be sent to UVU Receiving. Include your name, the word "P-Card" and your mail stop.

Billing Address
Willy Wolverine
800 W. University Pkwy
Orem, UT 84058

Shipping Address
Willy Wolverine
P-Card, MS000
1545 W. Business Park Dr.
Orem, UT 84058

VENDOR BUSINESS ACCOUNTS

You may set up individual accounts with online vendors. If a vendor requires UVU to create a business account, contact Procurement & Contract Services. You are not permitted to create business accounts in UVU's name. Procurement & Contract Services will ensure that all requirements are met in establishing a business account for cardholder use.

AMAZON

UVU has established a Business Prime account with Amazon. Using the Business Prime account provides the benefit of free shipping on Prime-Eligible orders. This tax exempt account is only to be used for UVU purchases with UVU P-Cards. Personal purchases on this account are not permitted. Email the P-Card Manager to be added to the Business Prime account.

All items sold by Amazon directly on the Business Prime account are automatically tax exempt. Some third-party sellers on Amazon's platform may charge Utah sales tax. If sales tax is showing on your Amazon order during checkout, do not place the order. You should contact Amazon Business Customer Service (888.281.3847) to inquire about why sales tax is being charged.

Sales tax might be added to your orders for digital items (ebooks, etc.) due to a limitation in Amazon's system. If this is the case, you will need to place the order and contact Amazon Business Customer Service to request a sales tax refund.

You may not purchase an individual Amazon Prime membership. If you require express shipping faster than the provided Prime shipping benefit, you may add it on a per order basis during checkout.

DISPUTING A TRANSACTION

You are responsible for all transactions identified on your bank statements. If a transaction on a statement from U.S. Bank does not correlate with purchases that have been made by you, first contact the vendor involved to try to resolve the error. If you are unable to resolve the issue with the vendor, contact U.S. Bank Customer Service within 60 days of the date of the purchase at 800.344.5696 and dispute the transaction. You may only dispute a transaction within 60 days of the transaction date. Be sure to check your statements on a monthly basis for any unfamiliar transactions.

TRANSACTION DECLINES

There are four common reasons why a transaction will decline:

1. Exceeding the monthly cycle limit - monthly cycle limits reset the 6th of each month.
2. Exceeding the single transaction limit - single transactions are limited to \$2500.
3. Transaction category restriction - restaurants, travel, and other high risk categories are blocked by default on the P-Card.
4. Purchase flagged by US Bank as possible fraud - some transactions, such as transactions made online or are made overseas, may be flagged as fraudulent by US Bank's system. To remove this flag, you will need to call US Bank to confirm the transaction is legitimate.

If you are still unclear as to why your card is declining, first call US Bank using the number on the back of your card. If US Bank cannot provide a satisfactory answer, please contact the P-Card Manager.

SALES TAX

You should not pay State of Utah sales tax when making purchases with your P-Card. The University, as a state entity, is exempt from sales tax. The UVU State of Utah tax-exempt number is 11843640-002-STC. This number can also be located on the tax-exempt certificate stored on the Procurement & Contract Services website and is also embossed on the front of each P-Card. You should inform vendors prior to any transaction that the purchase is not subject to Utah State sales tax. If tax is charged at the point of sale, it is your responsibility to have the vendor refund the sales tax.

PERSONAL PURCHASES

Utah State law prohibits the use of public funds for a personal use expenditure. If you intentionally use your P-Card for a personal purchase, your card privileges will be revoked. A personal purchase is defined as a purchase made for the personal benefit, use, or enjoyment of an employee, student, or other party and has no UVU business purpose. Any employee found to have made a personal purchase will be responsible for reimbursement to the University and may be subject to additional discipline.

If you accidentally use your P-Card to make a personal purchase, you can either have the vendor reverse the transaction or reimburse the charge to UVU through the Bursar's Office. Be sure to store the corrected documentation with the original receipt.

SOFTWARE REGISTRATION

Each transaction involving software, including web or cloud-based software, must be registered using the [P-Card Software Registration Form](#). Documentation of this registration should be stored in your audit materials with the transaction receipt.

SPENDING LIMITS

All P-Cards have the following standard monetary limits:

- \$2,500 single transaction limit
- \$5,000 billing cycle limit

Any transactions exceeding either limit will automatically decline.

SINGLE TRANSACTION LIMIT

Purchases over the single transaction limit should be submitted on a requisition via Wolverine Marketplace. Single transaction limit increases are rarely authorized. Purchasing decisions and plans should not rely on receiving a limit increase. To inquire about a temporary increase to the single transaction limit, email the Purchasing Card Manager regarding the items that need to be purchased and explain why a requisition cannot be used for the purchase. P-Card limits will not be increased for invoices of goods previously ordered or services previously rendered.

BILLING CYCLE LIMIT

The billing cycle limit is the total dollar amount that you can spend during the bank's monthly billing cycle. New billing cycles begin the 6th of each month. If the 6th falls on a weekend or holiday, the cycle will begin the following business day. Once a new billing cycle begins, billing cycle limits are refreshed.

Billing cycle limit increases must be approved by the Index Responsible Party for the default index associated with the card and the P-Card Manager.

Permanent increases to limits are done on a limited basis. Any questions about permanent increase to limits should be directed to the Purchasing Card Manager.

SPLIT TRANSACTIONS

The State of Utah Procurement Code prohibits order splitting to avoid established thresholds, including the single transaction limit and the monthly cycle limit. State law includes penalties for intentionally splitting a transaction, including criminal penalties and loss of employment.

Before placing an order or otherwise committing University funds, you must consider the total transaction cost. It is imperative that the total transaction amount is under the single transaction limit. If the transaction amount might go over the single transaction limit, you should not place the order. For any questionable transactions, please either submit a requisition or contact the Purchasing Card Manager.

P-CARD RESTRICTIONS

RESTRICTED PURCHASES ON THE P-CARD

All transactions must be in compliance with federal and state laws, University policies and procedures, and the guidelines contained in this manual. Because of this, some types of purchases are restricted or limited on P-Cards. The following table is intended to be a reference for cardholders to use when determining what is allowed to be purchased using a P-Card. You are encouraged to read all applicable [University policies](#) regarding appropriate purchases and expenditures, especially [Policy 204](#) and its associated [Guideline](#), as well as [Campus Standards](#).

UNAUTHORIZED TRANSACTIONS BY LAW	REFERENCE
Split Transactions	UT Code §63G.6a.2404.3
Personal Purchases	UT Code §53B:7.1.106
UVU INAPPROPRIATE PURCHASES	REFERENCE
Breakroom Supplies	Guideline ¹ : p. 9
Child Care Expenses	Guideline: p. 6
Flowers for Office Use, Holidays, & other Special Occasions	Guideline: p. 8
Holiday Cards for Intra-Campus Use	Guideline: p. 9
Hot Plates & Stoves	Guideline: p. 6
Loans	Guideline: p. 10
Personal Laundry / Dry Cleaning	Guideline: p. 9
Student Scholarships, Grants or Awards for Tuition/ Tuition Waivers	Guideline: p. 6
Towing / Traffic / Parking Tickets & Related Expenses	Guideline: p. 12

Table continued on next page

¹ Refers to President’s Council Guidelines & Protocols: Appropriate Expenditures

RESTRICTED PURCHASES ON THE P-CARD	REFERENCE
Audio Visual Equipment Including TVs / Projectors	Campus Standards
Business Cards ²	Campus Standards
Clothing	Campus Standards
Computer Desktops / Laptops / Tablets / iPads / Printers / Cellphones	Campus Standards
Construction / Remodeling / Wall Attachments	Campus Standards
Furniture / Furnishings / Lamps / Clocks	Campus Standards
Gasoline / Fuel	Campus Standards
Independent Contractor Payments / Payments to Individuals	Policy 210
Items with UVU Logo(s) / Department Logo(s)	Campus Standards
Leases / Rental Agreements / Contracts	Policy 247
Networking Equipment / Wireless / Switches	Campus Standards
Travel Related Expenses	Policy 251
Vehicles	Policy 251
PURCHASES REQUIRING PRIOR EXECUTIVE APPROVAL	REFERENCE
Clothing from UVU Bookstore for Gifts (In-Stock Inventory) ³	Campus Standards
Flowers	Guideline: p. 8
Food	Guideline: p. 8
Gift Cards for Non-Employees ⁴	Guideline: p. 6, Policy 211
Gifts / Awards / Prizes ⁵	Guideline: p. 6
Holiday Decoration for Public Areas	Guideline: p. 9
Memberships / Credentials / Licenses	Guideline: p. 10
Tickets / Entertainment	Guideline: p. 11
PURCHASES REQUIRING PRIOR VP APPROVAL	REFERENCE
Annual Social	Guideline: p. 7
Non-professional memberships	Guideline: p. 10

See pg. 13 for more information about approvals.

² Business Cards may be purchased from Printing Services.

³ This is an exception; typical clothing purchases may not be purchased on the P-Card.

⁴ See page 10 of this manual for additional requirements regarding Gift Cards for Non-Employees.

⁵ Review restricted purchases: UVU Logo / Department Logos

RESTAURANT USE

By default, purchases from restaurants (including specialty food stores, fast food, bakeries, etc.) are blocked on the P-Card. If you need to purchase food from a restaurant, you will need Executive Approval to remove the restaurant block on your P-Card, see below for more information.

Food purchases from non-restaurant vendors, such as Costco, Smith's, Wal-Mart, etc. are not blocked.

Regardless of source, all P-Card food purchases, whether made from a restaurant or not, still require written approval in accordance with [University Guideline: Appropriateness of Expenditures](#). Documentation outlining the business purpose and the appropriate approval must accompany all food transaction receipts.

Since food purchases already require Executive Approval, it is recommended you ask for restaurant unblock approval from your Executive at the same time you ask for approval for the food purchase itself.

RESTAURANT TEMPORARY USE

To open a P-Card for restaurant purchases temporarily, send an email to the Purchasing Card Manager outlining a general description of the purchase, business purpose, date of the scheduled purchase, and approval from your executive. Once the email is received by the Purchasing Card Manager, the restaurant restriction will be lifted from the specified P-Card for the specified date. Please allow at least one business day to process your request.

RESTAURANT CONTINUED USE

To open a P-Card for restaurant purchases for an extended period of time, send an email to the Purchasing Card Manager with approval from your executive. Once the email is received by the Purchasing Card Manager, the restaurant restriction will be removed from the specified P-Card. Blanket Approval can be granted for up to one year.

ON-CAMPUS EVENTS

If you are intending to purchase food at an off-campus restaurant or vendor for an event on-campus, University policy requires you to first obtain approval from [Catering Services](#).

GIFT CARDS

Purchasing gift cards for University employees is restricted. However, the purchase of gift cards for students or other non-employees is acceptable. To ensure that all gift card purchases are in accordance with UVU policy, each gift card must be logged in the [Gift Card Log](#) available on the P-Card website. The log should be completely filled out, including contact information for the recipient. This log is to be turned in with all receipts and bank statements during the audit process.

ANNUAL SOCIAL

Vice President approval is required for a Staff or Faculty social. Purchases made on the P-Card for an annual social require Vice President approval, even if the items purchased are not otherwise restricted. If items normally require Executive approval (food, gifts) they will require Vice President approval when associated with an annual social. Socials are limited to one per year, per organizational unit.

TRANSACTION DOCUMENTATION

ITEMIZED RECEIPT

You must always obtain documentation, such as a receipt, from each vendor detailing each transaction. Documentation should always include the following information:

- Vendor name
- Date
- Item description(s)
- Unit price(s)
- Transaction amount
- No Utah sales tax

It is your responsibility to proactively ask vendors for transaction documentation at the time of the purchase. Vendors may not be able to do so after the purchase. It is much easier to obtain and keep a receipt at the time of purchase than to track down documentation months after a purchase. You are responsible for properly storing any documentation provided by the vendor.

ACCEPTABLE DOCUMENTATION

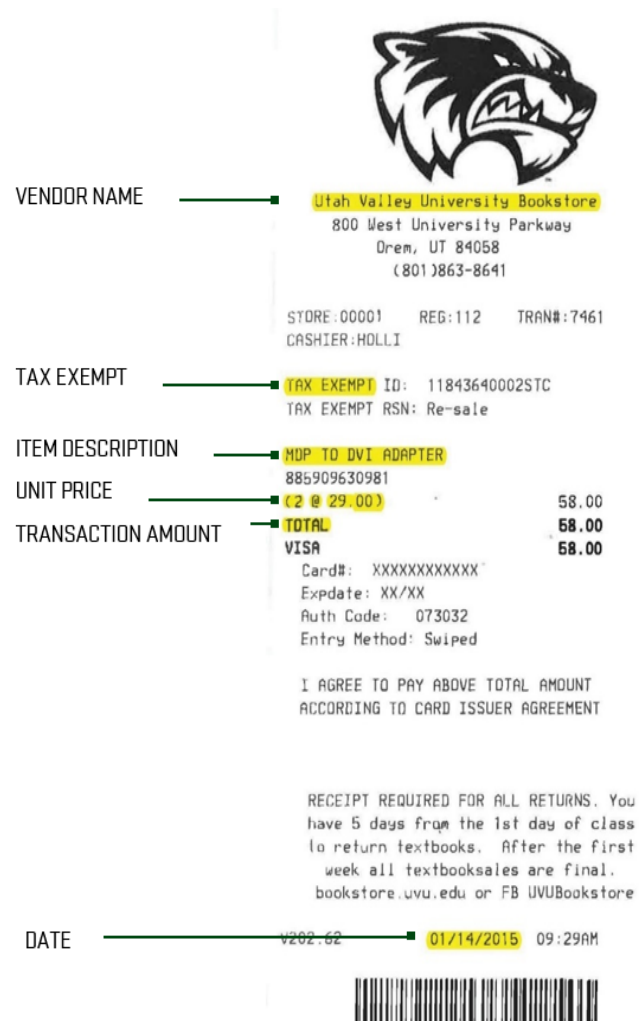
Acceptable transaction documentation includes but is not limited to:

- Itemized invoice / receipt
- Email confirmation
- Web confirmation page

Almost all vendors should be able to provide itemized transaction documentation. In the rare instance where a vendor cannot provide an itemized receipt, it is your responsibility to provide a list of items purchased with their unit prices.

BUSINESS PURPOSE

Each transaction must be related to an appropriate business purpose that answers the question: How does this purchase benefit UVU? If the business purpose isn't inherently clear from the receipt or other documentation, it is your responsibility to include sufficient explanatory information for each transaction or item. Business purposes should be written in such a way that an individual, unfamiliar with your position or department, can understand how the purchase benefits the university. Please try to refrain from using uncommon acronyms, generalized categories of purchases, etc. If similar purchases are being made throughout the year, you may reference the same business purpose for those transactions throughout your documentation.



The image shows a receipt from Utah Valley University Bookstore. At the top right is the bookstore's logo, a stylized animal head. The receipt includes the following information:

- VENDOR NAME:** Utah Valley University Bookstore, 800 West University Parkway, Drem, UT 84058, (801)863-8641
- TAX EXEMPT:** TAX EXEMPT ID: 11843640002STC, TAX EXEMPT RSN: Re-sale
- ITEM DESCRIPTION:** MDP TO DVI ADAPTER
- UNIT PRICE:** 885909630981, (2 @ 29.00)
- TRANSACTION AMOUNT:** TOTAL 58.00, VISA 58.00
- DATE:** 01/14/2015 09:29AM

Additional details on the receipt include: STORE:00001, REG:112, TRAN#:7461, CASHIER:HOLLI, Card#: XXXXXXXXXXXX, Expdate: XX/XX, Auth Code: 073032, Entry Method: Swiped, and a barcode at the bottom.

DOCUMENTATION RECONCILIATION

CARDHOLDER REVIEW

You must review and reconcile your monthly bank statements sent to your mail stop by U.S. Bank (bank statements can also be obtained by registering your card on the US Bank website). Every month you must verify the following:

- All appropriate documentation is attached for each transaction, including an itemized receipt and if unclear, the business purpose for each purchase.
- All required approvals are attached to the corresponding receipts.
- No Utah State sales tax has been paid.
- No fraudulent charges have been charged to the P-Card.
- No personal purchases have been charged to the P-Card.

Following your reconciliation and review, you should sign the bank statement and provide the bank statement, along with all documentation for the month, to your supervisor for review and signature.

SUPERVISOR REVIEW

Your supervisor must review your monthly statement and attached documentation and certify the following:

- Each transaction was authorized.
- Each transaction has a business purpose.
- Proper documentation, including approvals, is attached for each transaction.
- All transactions are in compliance with UVU and departmental policy and procedures.

Once your supervisor has determined that all transactions are properly documented, your supervisor should then sign and date the bank statement. By signing the statement, your supervisor is confirming that all transactions were authorized and have sufficient documentation. Your supervisor then returns all documentation to you to store for future audit.

MONTHLY TRANSACTION LOG

To facilitate the monthly reconciliation process, the P-Card office has created the [Monthly Purchasing Card Log](#), available on the P-Card website. This log provides a field for all the required steps of the reconciliation process, including transaction descriptions, business purposes, amounts, and cardholder and supervisor signatures. Although not required, cardholders are highly encouraged to use this document to facilitate their monthly reconciliation.

TRANSACTION DOCUMENTATION LIFE CYCLE

Daily	Monthly		Annually	7 Years
Save all transaction receipts & approvals	Cardholder reconciles bank statement & signs	Supervisor reviews bank statement & signs	Submit all documentation to the P-Card office for audit	Store securely

APPROVALS

Any required approvals must be in writing and attached to the appropriate transaction receipt. Emails or printable forms (available on the P-Card website) are acceptable types of written approval. Types of required approvals for purchases include:

- Executive Approval - Approval from the first up line executive to the index in the financial organization structure. The administrative positions of university president, senior vice president, vice president, associate vice president, assistant vice president, dean, general counsel, chief of staff, and other identified chief executive officers are designated as executive positions at Utah Valley University.
- Vice President Approval – Approval from one of the six divisional Vice Presidents.

If you are unsure who you should be seeking approval from for transactions that require it, please consult with your supervisor.

Single approvals for purchases are specific to that purchase. If your scheduling or plans change for a purchase, please obtain an updated approval to reflect the correct dates of an event, type of purchase, approved amount, etc.

ANNUAL BLANKET APPROVALS

If you will be making many purchases requiring the same approval, you may seek a blanket approval from the appropriate approver. If you have an annual blanket approval, please include a copy of it in your P-Card documentation when you deliver your P-Card materials for audit. If the approval is for the benefit of a department, individual copies must be provided for each cardholder. Department-wide approvals must list all applicable cardholders in the approval.

Annual approvals should be renewed annually. It is your responsibility to ensure that your blanket approval is appropriate and applicable to your transactions.

DOCUMENT RETENTION

Once the statement and receipts have been reconciled and reviewed by you and your supervisor, the records should be securely stored for future audit. You are tasked with storing your individual documentation.

All audit documentation must be stored for seven years (current fiscal year plus previous six years) per state document storage guidelines.

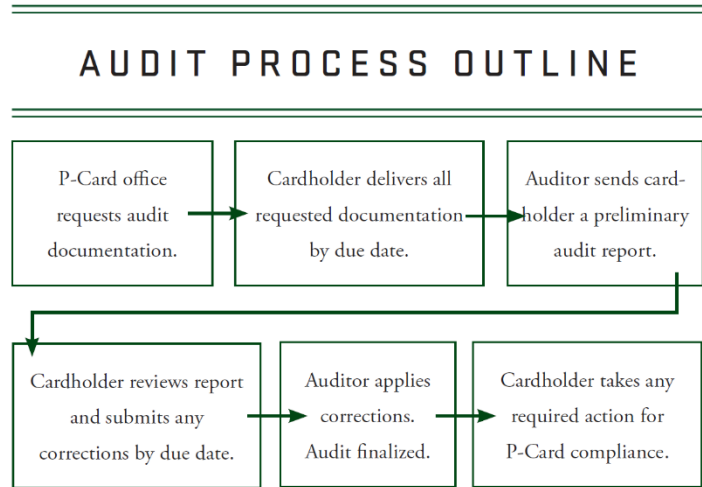
If you close your card for any reason, you should bring all your past documentation for the card to the Procurement and Contract Services office.

AUDIT

All P-Cards are audited at least once a year. When an audit begins, you will receive an email requesting all documentation for a specified timeframe. The email will indicate a due date for which the documentation must be submitted.

If documentation is not submitted by the required date, your P-Card may be disabled until your audit is complete.

Your documentation will be audited for compliance with University policies, procedures, and the guidelines contained in this manual. Instances of non-compliance are assigned points. If you receive too many points, you may lose your P-Card privileges. See additional information below.



PRELIMINARY AUDIT REPORT

Following the auditor’s initial review of your documentation, a Preliminary Audit Report will be sent to you. The Preliminary Audit Report might contain follow-up questions from the auditor, require additional information about certain transactions, or highlight transactions missing documentation. It is your responsibility to review the document and reply to the auditor with any corrections or information prior to the specified due date. The audit will then be finalized.

FINAL AUDIT REPORT

A Final Audit Report will be sent to you indicating your P-Card point total and detailing any required action that may be required based on your accumulated point total. Your audit report will also be sent to your supervisor for their reference and review. You will then be notified to come pick up your audit materials.

Points are assigned based on violation level as indicated in the table below.

150+ IMPROPER CARD USE	30 MAJOR VIOLATIONS	10 MINOR VIOLATIONS
<ul style="list-style-type: none"> Blatant Disregard Personal Purchases Split Transactions 	<ul style="list-style-type: none"> Missing Itemized Receipt Missing Prior Approval Restricted Purchase 	<ul style="list-style-type: none"> Payment of Sales Tax Missing Software Registration Missing Statement Signatures

ACCUMULATED POINTS

Points are assigned to you, the cardholder, not your card(s). The maximum allowable accumulated points for a cardholder is 150. If you have more than one card, the points received during the audit of each card will be combined and assigned to you. All points assessed in an audit will be added to the total accumulated points from past annual audits. This new total will be your accumulated points.

REDUCING POINTS

You can always reduce points by providing missing documentation, such as receipts or approvals. If you find missing documentation after your audit has been finalized, please contact the Purchasing Card Manager.

You can also reduce your total accumulated points by half by doing one of the following:

- Receiving zero points on a following year's audit
- Completing a P-Card training (once per year maximum)

EXCEEDING MAXIMUM POINTS

Cardholders who exceed the maximum allowable accumulated points of 150 will have their card(s) disabled until they meet the requirements to maintain their P-Card privileges. Continually exceeding 150 points may lead to permanent revocation of P-Card privileges.

Point totals over 300 will be reviewed by the Purchasing Card Manager, the employee's supervisor, and the Director of Procurement and Contract Services to determine the best course of action, including possible permanent loss of P-Card privileges.