

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19

Cancels:

See Also: TSK-U5348.04A Reviewing PCard Transactions

TSK-U5348.04B Approving PCard Transactions

TSK-U5348.04C Auditing PCard Activity

PRO-U5348.04B**USING A PCARD WITHIN THE PURCHASING DEPARTMENT**

Applies to any Buyer who elects to use a Buyer's PCard to fulfill a Purchase Form which has been received from a campus department. Usage of this nature will generally occur when the requesting department has not yet elected to participate in the PCard program, when the transaction cost exceeds the level for purchases by departments, or when the item is restricted.

Definition:

Departmental Purchase Limit: Maximum dollar amount that departments may purchase without involving Purchasing. The dollar limit is determined prior to sales tax and shipping costs.

Action by:

Department

Purchasing Assistant

Buyer

Action:

1. **Prepares and submits** Purchase Form for Purchasing to complete order.
2. **Enters** incoming Purchasing Form into Banner (FWIPURR) for tracking purposes.
3. **Determines** transaction is appropriate for PCard use.
4. **Places** order with PCard (online, phone, fax, mail, or in person).
5. **Prints** online order screen, photocopies mail-in order form, or asks vendor for a confirmation.
6. **Notes** a confirmation has been requested on the Purchasing Form.
7. **Stamps** white and yellow copies of the Purchasing Form with, "This order has been placed on PCard by Purchasing."

PROCEDURE

Action by:

Action:

8. **Sends** e-mail notification on the day the purchase is made to the requesting department to advise that the purchase was made on a PCard.

Note: If the departmental purchasing limit is exceeded, a positive confirmation is also required from the requesting department that goods have been received.

9. **Retains** documents until the PaymentNet review is completed, and until a confirmation is received if required.
10. **Conducts** transaction review as per TSK-U5348.04A, Reviewing PCard Transactions.
- a. **Includes** Purchasing Form number in Comments/ Requisition number field on PaymentNet for later tracking.

Purchasing Manager

11. **Approves** PCard transaction per TSK-U5348.04B Approving PCard Transactions.

Purchasing Assistant

12. **Mails** the yellow copy of the Purchasing Form with the transaction ID number and date to the department contact.
13. **Cancels** the original Purchasing Form in Banner noting code PCRD and **indicates** it was placed as a PCard order.
14. **Files** white copy of Purchasing Form and associated receipts in Purchasing main files under Requisition number.