

ProCard Procedures

The purpose of the program is to provide state agencies a more efficient method of making small dollar purchases. The ProCard system should result in an increase in savings and provide other cost reductions to this agency by eliminating many of the unnecessary steps now required to make such purchases. The following policies and procedures must be followed when utilizing the ProCard.

1. Obtaining a ProCard

Prospective Cardholder: Contact the Program Administrator to determine how you will fit into the hierarchy/organizational structure of the credit card program.

Department Head: Request in writing to the Primary Administrator employee name, employee social security number, and Banner Index (account) number.

All Cardholders: Schedule to attend training class on ProCard use which will be taught by the Program Administrator.

2. Program Administrator Duties and Responsibilities

- A. **Disseminating Information-** The Program Administrator is responsible for disseminating card information
- B. **Training-** The Program Administrator is responsible for training all cardholders in the proper use and care of the credit card after receipt.
- C. **Credit Card Retrieval** In the event a cardholder resigns or terminates from the agency, the Program Administrator is responsible for providing and assisting the cardholder with the completion of the proper forms for returning the credit card to the Purchasing Department.
- D. **Fraudulent Use or Misapplication of the Credit Card** In the event a cardholder has used the card fraudulently, the Department head is responsible for notifying the Primary Administrator who will take necessary steps to act on the report. The Department head must also notify the Internal Audit Department.
- E. **Payments** The Program Administrator will review and approve payments.

3. Cardholder Duties and Responsibilities Include

D. Lost or Stolen Credit Card Cardholders are responsible for immediately notifying the