

# College of Agriculture, Food and Environment

## Procard Policy

### 1. Pre-authorization

- a. Purchases greater than \$500 must be approved by the purchaser's supervisor (or delegate) before the purchase is made.
- b. Pre-authorization must be documented in writing and recorded on the procard voucher.
- c. Departments may choose to have more stringent pre-authorization policies, but must do so in writing.

### 2. Control Log

- a. For cards that are used by multiple individuals, a sign-out log must be used.
- b. For cards used by just a faculty member and their research staff a log is not mandatory. Only for cards used by individuals in multiple areas.
- c. The Ag Business Center will conduct periodic transaction reviews using data pulled from SAP and will work with department personnel as necessary to resolve concerns.

### 3. Purchase Approvals

- a. Procard purchases must be approved by the purchaser's supervisor unless delegated to someone else in writing.

### 4. Procard Voucher

- a. The college procard voucher must be used for all procard purchases (see voucher).
- b. Each voucher requires two signatures (purchaser & supervisor).
- c. A brief list of the items purchased must be provided.
- d. A brief business purpose that adequately describes the nature of the purchase and how the items will be used in the unit must be provided.
- e. If a department has a business need to use a different voucher, approval must be granted through the Ag Business Center.

### 5. Edit Documentation

- a. The edit documentation must include a system generated report and two signatures (editor and edit approver).
- b. Attach all receipts and voucher to the edit report and file as appropriate in the department.