

HES Admin/FCS Extension Procard Policy

In accordance with CAFE guidelines and RFS requirements, the policy below supersedes previous procard requirements for FCS Extension and HES Admin. Current procard form revision date is December 2017.

Procard Holder Responsibilities

- At the supervisor's discretion, the preapproved amount may be adjusted to an amount lower than the CAFE requirement of \$500. This preapproval is by transaction total, not item amount.
- For each procard purchase, the purchaser must enter their name ("Purchaser Name") and sign ("Purchaser Signature"). Their supervisor (as shown within the UK HR system) or an authorized delegate must sign ("Supervisor (or Delegate) Signature"). Delegation of supervisor signatures must be in writing, with copies provided to the primary procard editor and department budget manager.
- Procard vouchers must contain complete responses regarding the business purpose for the purchase (i.e., benefit of the expense to UK) and invoices/ receipts that total the purchase amount. Some purchases, such as airfare, may include multiple amounts. When possible, please note each amount on the procard voucher "Amount of Purchase" line.
- Required signatures must be complete prior to the procard edit and must be either original (in ink) or Adobe digital.
- Procard holders are encouraged to submit documentation as soon after the purchase as possible.
- Procard editors will provide screenshots of outstanding charges to procard holders on or before the 7th of each month. Due to time constraints of procard edits, procard holders are responsible for providing a completed voucher and documentation to the primary editor within 14 days of the email regarding charges.
- Procard holders are responsible for ensuring that documentation is submitted by other employees who make purchases on their procard.
- If sales tax is charged, it is the purchaser's responsibility to ensure it's removed in a timely manner, and to provide documentation of the credit to the procard editor.
- Questions or concerns about this procard policy should be directed to the department budget manager, Christine Tarne, at 859.257.0120 or christine.tarne@uky.edu.