February 13, 2014

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY14-42
Distributed via Campus Email

To: PVAMU Employees

From: Corey E. Bradford
Senior Vice President for Business Affairs

Re: Improper Use of the Procurement Card (Pro Card)

The Procurement Card Program is designed to delegate the authority and capability to purchase limited items directly to the cardholder. It enables the cardholder to purchase non-restricted commodities, priced within their delegated purchasing authority. The cardholder is responsible for following purchasing guidelines of PVAMU in regards to acceptableness of purchases, selection of vendors, security of card, and preparing card expense reports.

The procurement card represents the University’s trust in the cardholder and your empowerment as a responsible employee of the University to safeguard and protect the University’s assets. As a cardholder, you assume the responsibility for the protection and proper use of the Procurement Card.

Non-adherence to State and University Purchasing and Procurement card policy and procedures may result in revoking of individual cardholder privileges. All non-compliance or misuse of the card will be monitored.

The following situations are a few examples of “misuse” of the pro-card:

**Personal misuse categories:**

- Purchases using the card for the sole benefit of the employee.
- Assignment or transfer of an individual’s card to another person.
- Use of a pro-card by a suspended or terminated employee.
Administrative misuse categories:

- Lack of proper and timely reconciliation of the individual cardholder’s account
- Use of card in direct violation of acquisition goals (ex: neglecting to use the pro-card for commodities available through contracts or preferred suppliers).
- Use of card to purchase restricted commodities.
- Use of card in excess of assigned cardholder limits or available budget.

Pro Card Audits

To ensure the continued success of the Pro-Card Program and to meet audit requirements of the University and various governmental agencies, periodic post audits will be made of the cardholder’s pro-card account to determine that items purchased have been received, that proper records are being maintained, and that policies and procedures are being followed.

Misuse of the procurement card may result in termination of employment if a card holder is found to be negligent in their duties. If anyone should intentionally violate or misuse the procurement card, the University will pursue actions against the cardholder to include termination of employment and recovery of loss funds through garnishment of wages.

xc: Patricia Baughman
Jullette Spivey