Please review the following changes to the University’s procurement card and procurement processes:

1. All Tier 3 cards will be transitioned to Tier 2 cards, removing the ability to purchase food.
2. All Deans and VPs will be issued a ProCard that will allow only the purchase of food.  The food purchase must be pre-approved by the Dean/VP and the card must be checked out from the Dean/VP for the food purchase.  The Dean/VP will be responsible for overall management and control of the card and for submitting receipts and expense substantiation to the ProCard Office monthly.

**Key Requirements:**

* The required ratio for students versus staff (to qualify as a student event) is at least 2:1—at least two students in attendance for every one staff member in attendance.
* Snacks/meals for staff meetings are not permitted.
* The employee checking out the card is responsible for the card while in their possession and must return the card with all receipts and expense substantiation forms.
* It is the responsibility of the Dean/VP to ensure the required process is followed, expenses are allocated in the U.S. Bank Access Online System, and receipts and expense substantiation forms are submitted to the ProCard Office timely.
* The Dean/VP Budget Specialist will have appropriate training and will have college/unit-wide org access.

1. Purchase of items available from existing Jaggaer catalogs will not be permitted without prior approval from the ProCard Office.  Failure to follow this requirement will result in immediate card suspension for the first offense, and card termination for the second offense.

**Key Requirements:**

* + The only items that should be purchased with the card outside the Jaggaer catalogs should be something *NOT* available from any Jaggaer supplier or Jaggaer punch-out catalog. (This excludes purchases restricted by other procurement policies, such as personal services, capital equipment, etc.)
  + Pre-approval for any emergency exceptions or price savings can be requested to [procard@eku.edu](mailto:procard@eku.edu) and will be reviewed for approval.

1. Any purchases from general merchandise/department stores (i.e., Walmart, Meijer, etc.) require pre-approval and timely submission of receipt(s) to the ProCard Office within the month of the purchase.  Strict adherence to this requirement is required and failure to follow this requirement will result in an automatic card termination.

**Key Requirements:**

* + Supplies needed for normal/routine business operations are available for purchase through a Jaggaer supplier or Jaggaer punch-out catalog via purchase order.
  + Purchases from Walmart, Meijer, or any other large general merchandise/department stores should always be a last resort/emergency situation.
  + Any other store, vendor, supplier, or purveyor that is unique or outside of the scope of normal, routine business operations will be subject to these same requirements.

1. Requests for personal reimbursement for purchases that have circumvented these processes and procedures will not be honored.
   * Items purchased with personal funds that would not be acceptable via these processes and procedures will not receive reimbursement and should not be submitted.  (For example, staff meeting snacks/meals, items shipped to an off-campus address, items ordered from personal funds due to rush/urgency, and/or any other example of a transaction that avoids following these processes and procedures.)

For questions about this email please contact the Procurement Card Office at 859-622-7688, or at procard.eku.edu.