

Frequently Asked Questions for Procurement Cardholders

Who can obtain a procurement card?

- Anyone whose position requires them to routinely complete purchase requisitions and/or uses DPO's for small dollar purchases is a candidate to obtain a procurement card.

Can a department have more than one Cardholder?

- Yes

Is this a debit card?

- No, CNM will receive a monthly statement for the previous month's transactions and will have 30 days to pay the statement.

What is a small dollar purchase for the procurement card?

- A small dollar purchase is \$1,000 or less.

Who handles changes or deletions?

- The Program Administrator in the Purchasing Department.

What if I am transferred to another location?

- The Cardholder will need to submit a pcard application revision and include all the updated information.

What is a Program Administrator?

- The Program Administrator is an individual located in the Purchasing Department who coordinates various activities related to the purchasing card.

What is the role of the Purchasing Department?

- The Purchasing Department's involvement will be limited to establishing policy and procedures and periodic verification that the Procurement Card Program is a controlled process and that it is not being used to circumvent established purchasing policies or is contrary to sound business practices. Purchasing works closely with Accounts Payable and Audit in determining the best practices.

Why not simply use DPO's?

- The Purchasing Department is attempting to not only simplify the purchasing process, but to reduce total acquisition costs. The Purchasing Department believes the use of the CNM Procurement Card will provide our internal customers with greater flexibility, simplify the purchasing process and reduce total acquisition costs.

How do I use the card?

- With the exception of certain limitations, as listed below, the CNM Procurement Card functions just like a personal credit card. When the card is presented to a supplier, the supplier will usually request authorization through the credit card network. If the purchase falls within the card's pre-established limits, you will receive the goods and be asked to sign for the purchase. At this time, you should receive a detailed receipt identifying the items purchased.

Can I use the card over the telephone?

- Yes, just like you might use your personal credit card. The supplier will ask for your card number and for the expiration date.
- The supplier must provide you with a detailed receipt that shows what was purchased and the total amount.

What limitations are placed on the card?

- Standard card limits are as follows:
 - Pre-approval for transaction over 3k
 - Pre-approval from ITS for computers, laptops, phones, tablets, software, licensing, or cloud-based subscriptions regardless of cost
 - Pre-approval from Vice President of Finance & Operations for first-time subscription or memberships
 - Pre-approval for conference registrations / trainings that involve travel via Spend Authorization in Workday
 - Pre-approval for all Grant related purchases via Spend Authorization in Workday
 - Not for cash advances
 - Not for capitalized items
- Each department may place additional limits as dictated by the departments needs and pre-approval from the Purchasing Department.

Do we have to pay for damaged or wrong items, over shipments, etc.?

- No, a disputed charge procedure will allow the Cardholder to notify the PCard Administrator of charges on the monthly statement that are incorrect. We do not have to pay these charges until such disputes are resolved.

What if my order is not received before I receive my statement?

- The supplier does not process charges until shipment is made. With 30 days from the date of the statement to the payment due, all shipments should be received. If not received within one week of the statement, the amount can be shown as a disputed amount. In some cases, the time between the shipment and the payment date may be as long as 60 days.

What if a Cardholder is sick or on vacation and can't review the transactions?

- The cardholder will delegate tasks in Workday to the designated person to cover their assignments.

What will prevent someone from reallocating to a cost center that is not theirs or mistyping in a cost center number?

- Expense Reports are routed to the cost center manager to review. If the cost center is entered incorrectly, the cost center manager can send it back to the expense report initiator for updates.