Purpose
The purpose of this operating procedure is to establish procedures for the College of Arts & Sciences Integrated Business Units (IBUs) regarding the utilization of the Enhanced Procurement Card in accordance with BPM B-3-2, BPM B-3-2-1 and BPM E-17-6. The Enhanced Procurement Card will be utilized for paying restaurants and institutional/individual memberships. The card should not be used for caterers or other items covered by price contracts established by the Purchasing Division.

Definitions

- **Waggle**: College of Arts & Sciences’ internal ordering system; web-based and is located on A&S IBU website found [here](#). Only Arts and Sciences staff have access to this system and it requires the employee’s linkblue ID and password to access. Each request creates a “story” that the end user is associated with and will receive emails as the story is updated by the IBU, Department Managers, or other A&S staff.
- **PRD**: Financial document used for categories identified [here](#) when approved sources will not accept the University of Kentucky Procurement Card or when the transaction is not authorized on the procurement card.
- **Requestor**: The end user who submits the request for financial documents through either email, in person, or through Waggle.
- **Procard Holder**: recipient of a University Procurement Card.
- **Editor**: Review and edit all transactions.
- **Approver**: Reviews edited transactions for final approval to cost object and general ledger account.
- **IBU**: Integrated Business Unit, owner of all financial functions.
- **DM**: Department Managers, owner of all academic and department functions
- **Resource Email**: Emails for each IBU ([scienceibu@uky.edu](mailto:scienceibu@uky.edu) potfinance@uky.edu kasfinance@uky.edu aspayroll@uky.edu ASGrants@uky.edu)

Policy

**Department Manager Responsibility:**

**Payment to Restaurants**: DM’s submit requests for a payment request document (PRD) to be created via Waggle. The Department Manager will give the PRD to the requestor and receive the itemized receipt upon requestor return. The DM will give the restaurant receipt to their IBU once received.
Memberships: DM’s submit request via waggle to pay memberships, or the enhanced procurement card can be checked out by DM/Faculty.

IBU Responsibility:

The IBU will check Waggle daily and make sure all requests made by specific IBU established deadlines are processed the same day. The IBU staff reviews the request for appropriate business function, sufficient budget, and procurement method according to UK’s Business Procedures and Purchasing website on price contracts and the AP Purchasing Guide. This is then noted on the Waggle story. The Enhanced Procard procedure will be the following:

1. The IBU staff will print off the waggle story pertaining to the request (restaurant or membership) and file it in the central cart, awaiting the itemized receipt from the requestor.
2. **Restaurant**: The IBU staff will create a PRD (not in myUK) to be given to the requestor via Waggle. A log will be created and each PRD noted in the log. This will be taken to the restaurant and be given as the form of payment. The requestor will receive the itemized receipt that will be brought back to the DM or the IBU. A staff member from the IBU will call the restaurant and pay for the receipt using the Enhanced Procard.

   **Membership**: The IBU staff will complete paperwork asking for enhanced procard # and submit to vendor for payment, or the enhanced procurement procard is checked out by DM/Faculty to complete via website with specific IBU resource email being sent the receipt.

3. **Restaurant**: Once the IBU has received the receipt, the IBU staff will review the receipt to validate if it’s itemized (if not discretionary policy will be followed).

   **Membership**: Once the IBU has received the receipt, the IBU staff will review to make sure in compliance with UK policy and place in cart for editors to edit enhanced procard.

4. All paperwork is placed in the central cart for editors to edit enhanced Procard transactions. Editors are required as part of their JAQ to edit transactions daily. This is to maintain the volume of orders and adhere to UK’s policy on force posting UK’s Procard Mass Deletion Schedule.

5. Editors prepare documents to be edited and will park transaction in Enterprise. The editors put internal control numbers in the assignment field. Editors give paperwork to approvers to post to correct cost object.

6. Approvers will conduct a final review of budget availability, accuracy, completeness, and compliance in accordance with the University of Kentucky’s Business Procedure Manual and Purchasing price contracts, AP Purchasing Guide. If errors exist, it is given back to editor to fix according to issue. If no errors exist, approver post document. Approver prints off “Procurement Card Posted Documents” that is from Enterprise. The approver and editor sign the sheet and matches to procurement paperwork to be filed in specific department folder for reconciliation process.

7. IBU staff will scan the procurement card edit along with all supporting documentation. The file will be named as follows: PO Number_Vendor Name_Account Number. The scan will be saved in a designated folder in the shared drive for the department.

   a. Naming Convention Examples:
      i. 510-745342_Ricoh_1012095610
      ii. ENG-745612_Amazon_1012067020
      iii. A8E120746880_Delta_1012052670

Resources:

- Business Procedure B-1 (Authority and Governing Regulations)
- Business Procedure B-2 (General Purchasing and Contracting Authority)