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 Open Procurement Card in accordance with BPM B-3-2, BPM B-3-2-1 and BPM E-17-6. The Open Procurement Card will be utilized for discretionary charges as they relate to our Development Unit.

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.
- **Staff**: Resource Email: Emails for each IBU ([scienceibu@uky.edu](mailto:scienceibu@uky.edu) [potfinance@uky.edu](mailto:potfinance@uky.edu) [kasfinance@uky.edu](mailto:kasfinance@uky.edu) [ASGrants@uky.edu](mailto:ASGrants@uky.edu))

Policy

**Procard Holder Responsibility:**

The procard holder will read and adhere to all policies for the open procard. Receipts will be turned into the respective IBU in a timely manner to process all related financial documents. Request for discretionary purchases will be sent to the respective IBU resource email or to the College Budget Managers to seek approval for purchase as outlined by discretionary policy and delegated signature authority.
**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 Open Procard procedure will be the following:

1. Procard Holder will turn in all receipts to the respective IBU in a timely manner.
   
a. Open procard holder’s travel can be charged
   
b. Tickets to events, PRIOR APPROVAL FROM COLLEGE AND PBO OBTAINED (approval email attached to receipt and procard edit screen)
   
c. Gifts, PRIOR APPROVAL FROM COLLEGE AND PBO OBTAINED (approval email attached to receipt and procard edit screen)
   
d. Food/Meals, while in travel status if claiming a per diem FOOD CANNOT BE PLACED ON OPEN PROCARD, if going to lunch with donor, official guest, speakers, dignitaries, faculty, student, staff: FOOD CAN BE CHARGED ON OPEN PROCARD (a list of who attended along with BP must be attached, open procard holder can put their cost of meal on open procard in this situation)
   
e. Contracts for special events, all contracts are sent to IBU. The team will work with Naomi Emmons in Purchasing to make sure the contract language is in compliance. Once Purchasing has approved the contract, the approval will be communicated to procard holder to proceed with purchase on the open procard. Email is attached to receipt and procard edit screen

2. All paperwork is placed in the central cart for editors to edit Open 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 [University of Kentucky’s Procard Mass Deletion Schedule](#).

3. 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.

4. 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.

5. 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)
Business Procedure E-7-16 (Procurement Cards)
Business Procedure B-3-2 (Delegated Procurement Authority)
Cardholder Manual/Policies
Cardholder Editing Manual
Cardholder User Agreement
AP Purchasing Guide
UK Price Contracts
UK Discretionary Policy