Purpose

The purpose of this operating procedure is to establish procedures for the College of Arts & Sciences Integrated Business Units (IBUs) regarding Procurement Card Edit Process in accordance with BPM B-3-2, BPM B-3-2-1, and BPM E-7-16.

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.
- **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**: Reviews and edits all procurement card 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](mailto:potfinance@uky.edu) [kasfinance@uky.edu](mailto:kasfinance@uky.edu) [aspayroll@uky.edu](mailto:aspayroll@uky.edu) [ASGrants@uky.edu](mailto:ASGrants@uky.edu))

Policy

**Department Responsibility:**

The Department Manager, and/or faculty/staff designee should communicate through Waggle, email, or in person after a need is requested by faculty, students or staff. The request needs to include the vendor, item number, item description, funding source (cost center or grant number), business purpose, and date item is needed.

If the IBU staff determines that the purchase can be made via University of Kentucky Procurement Card and the department staff opts to purchase the item with the procurement card instead of having the IBU order the item, the department staff needs to:

1. Check-out Procurement Card from the IBU
2. Complete the Procurement Card Sign-Out Sheet. You will need to include the following information: vendor, estimated amount, what commodity will be purchased and business purpose.
3. Upon return, the Purchaser will submit the Procurement Card as well as itemized receipts to the IBU. If not previously done, the Purchaser will complete an order form/Waggle with funding source and business purpose.

**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. This is then noted on the Waggle story. The Procurement Card procedure will be the following:

**Procedure:**

1. The department manager, faculty member or other staff will come and check out the Procurement Card for their purchase. The IBU staff member who hands out the card will record this in the Control log and on the appropriate Waggle ticket.
2. The DM or other faculty/staff will bring/email the receipts from their purchase once they return the Procard.
3. IBU Staff will update the control log and ticket. A scanned copy of the receipt will be attached to the waggle ticket.
4. The IBU staff will print the Waggle story detailing the purchase request information and attach the itemized receipt.
5. All paperwork is placed in the central cart for editors to edit the 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.
6. 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.
7. Editors update account spreadsheet and control log, then close Waggle ticket when applicable.
8. 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. The editor will make copies as necessary for all cost objects. If applicable, copies will be sent to other units on campus.
9. 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. ABE120746880_Delta_1012052670
10. The hard copies will be filed in the appropriate account folder to be used in the paper reconciliation process.

**Resources:**

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

Business Procedure B-3-2-2 (PRD Procedure)

Business Procedure E-7-16 (Procurement Cards)

Cardholder Manual/Policies

Cardholder Editing Manual

Cardholder User Agreement

AP Purchasing Guide

UK Price Contracts

UK Discretionary Policy