



TO: UW-Green Bay Purchasing Card Holders and Supervisors

FROM: Marie Helmke, Purchasing Supervisor

RE: Changes to Purchasing Card (P-Card) Policies

DATE: December 17, 2014

Centralized filing of the P-Card bank statements in the Purchasing Office began with the July 4, 2014 statement. To date, not one billing period's file has been completely received. Due to the high degree of non-compliance to the deadlines and the amount of labor involved in pursuing this documentation, the following process will begin with the bank statement dated January 2, 2015. **Please read the following information carefully:**

Current Process (This portion will not change):

- U. S. Bank P-Card statements are generated every two weeks when a transaction posts to the cardholder's account.
- The signed and reviewed statement with supporting documentation must be turned into the Purchasing Office **no later than 2 weeks after the date of the bank statement.**

New:

- Cardholders that haven't submitted their p-card statement by the deadline will receive **one email** notifying them their p-card statement was not received in the Purchasing Office on time allowing them **two more weeks** to do so.
- If the requested information is not received by the revised deadline **the Purchasing Card will be suspended** and will not be lifted until the information is received and reviewed for completeness and compliance with regulations (an email will be sent to the cardholder and their supervisor).
- If the cardholder's account is suspended three times within a 12-month period, the card may be terminated. Exceptions to this policy may be granted on a case-by-case basis by the Purchasing Supervisor in extraordinary cases.

These regulations may seem restrictive, but please remember that while the use of the Purchasing Card is convenient and expedites the purchasing process, it is not a right of employment. Thank you for your help in making the Purchasing Card Program successful.