

College of Agriculture, Food and Environment

Procard Policy

1. Pre-authorization

- a. Purchases greater than \$1,000 must be approved by the purchaser's supervisor (or delegate) before the purchase is made.
- b. Pre-authorization must be documented and recorded on the CAFE Procard Voucher.
- c. Pre-authorization documentation (CAFE Procard Voucher) must be attached in CONCUR with Procard documentation.
- d. Departments may choose to have more stringent pre-authorization policies but must do so in writing.

2. Control Log

- a. For cards that are used by multiple individuals, a control (sign-out) log must be used.
- b. For cards used by a single faculty member and his/her research staff, a log is not mandatory. Only required for cards used by individuals from multiple areas.

3. Purchase Approvals

- a. Procard purchases must be approved by the cardholder's supervisor as the first level approver.
- b. Procard purchases must be approved by the cost object's business officer(s) as the final approver.
 - i. If multiple cost objects are expensed across more than one unit, each unit's business officer must approve the purchase before the expense will post.
- c. All approvals, including the pre-authorization voucher, will be obtained and recorded electronically via the Concur expense reporting system.

4. Procard Voucher

- a. In addition to its required use as a record of pre-authorization, the college procard voucher is recommended as additional documentation to support all purchases. Departments may develop their own vouchers or systems to adequately document each purchase and enable accurate expense reporting via the Concur system.
 - i. If used, a brief list of the items purchased should be provided.
 - ii. If used, a brief business purpose that adequately describes the nature of the purchase and how the items will be used in the unit should be provided (business purpose is required in the Concur system).