

COLLEGE OF AG ADMINISTRATIVE USER'S GROUP

February 11, 2015

8:30 am

E.S. Good Barn, Gorham Hall

Agenda Items

Guest Speakers

Megan Lucy – Strategic Plan Website – *The strategic plan listening sessions are complete. If anyone could not attend the sessions and wishes to add comments, they may do so by going to the college's strategic plan website and adding their comments in the designated section. The link is at: <http://strategicplan.ca.uky.edu/>*

1. Budget & Finance – Stephen / Chris

- a. Business Operations Update – *Stephen indicated that there is no news on the new budget model; thus, the same incremental budget process as has been done in the past will again be used for the upcoming budget process. Dr. Tim Tracy has just recently been named our new Provost. Chris Shotwell returned to the business center on January 5, 2015. April Collier moved from the North Farm to the business center in Ag North and replaces Hannah. The position at the farm that was formerly April's position has been revamped and is now titled College Business Analyst Lead. That position will hopefully be filled very soon. The staff position vacated by Joy Long was revamped and filled by Christine Tawasha. Christine's duties are HR-related and also include the DOE's and Effort Certifications. The position formerly held by Gina Vessels is currently vacant. The business practices and processes and the structure of the college's business staff may undergo some minor changes in order to be better compliant with policies and regulations; however, there will not be major changes in personnel nor office locations. The business center remains fully committed to providing the best customer service possible to the college.*
- b. Budget Process – *FY16 budget process has begun. Income estimates were due February 11. General fund difference explanations and restricted estimates are due March 6. Fund balance projections are due March 13. Service Center budgets are due after that (date to be decided). If there are any questions about these budget tasks, staff may contact Chris Shotwell or April Collier.*
- c. Budget Transfer Requests – *The majority of budget transfers are being prepared by April. If you have any questions about budget transfers, you may contact April, Chris or Susan.*

2. Sponsored Programs – Betty / Chris

- a. Grant Account Files – *Departments are strongly encouraged to file all grant documents by grant account number, **not** by document type. Also, every document should include an explanation of how the purchase benefits the project (and the explanation should **not** be just "Research"). These explanations will help in the case of an audit and will help in grant reporting purposes.*
- b. Fellows/Scholars on Grants – *Carefully review the details on your PADR's for your grants to make certain individuals are being classified correctly as fellows or scholars. This is important to comply with the sponsors' guidelines and budgets for which the funds were intended. It is very difficult to correct an error because of the IRS tax differences between a scholar and a fellow.*
- c. Pro-Rating DOE's – *Always pay close attention to the end date of a grant. If the grant crosses fiscal years, it's important to prorate the effort whether it is direct-charged or cost-shared. For non-DOE faculty or staff, please be sure to use the grant end date on the 021 screen so that the payroll encumbrances as well as charges do not go beyond the end of the grant.*
- d. Effort Certifications – *The mid-year effort certifications have been distributed to departments. These are due back to Christine Tawasha in the business center **by March 17**. If questions, please contact Christine or Le Anne.*
- e. Grant Duties – *Due to Gina's departure from the college, the grant duties are being distributed among other staff in the business center (Chris, April, Christine and Kim). The contact list for the business center is being revised to reflect the changes and will be published soon.*

****NEXT MEETING: Wednesday – May 20, 2015 @ 9:00 am (Gorham Hall, Good Barn)****

<http://acsg.uky.edu/AgBusOff/>

3. Procurement & Travel – Chris

a. BPM Updates –

- i. Q-1-2 (Cell Phone) policy has recently been changed to allow direct charges to grants for data plans if appropriate approval is obtained from department and college. You may contact Betty if you have questions.
- ii. E-7-10 (Discretionary Expenditures) policy has several revisions. The two changes that would have the most impact to the college are Conferences and Meetings (meals) and Dues and Memberships. The distinction between on-campus and off-campus administrative meals has been eliminated; and, now there are two subcategories of meal expenditures, with differing levels of supporting documentation. The business center is working with the Controller's Office to get clarification as to the documentation required and will notify departments once clarification is received. Professional membership dues in an individual faculty member's name can now be paid with non-discretionary funds (except grants), and they no longer need advance approval. The dues must meet the following criteria: payment is made to a professional organization; the dues are appropriate for the employee's position/duties; and paying the dues benefits the university. The revised discretionary policy grid is now embedded within BPM E-7-10 at the following link: <http://www.uky.edu/EVPFA/Controller/files/BPM/E-7-10.pdf>.
- iii. Advance Approval – our college form has been changed to reflect the revisions in the discretionary policy and will be added to the business center website very soon. Electronic signatures are acceptable on this form, and users are urged to submit the forms electronically by clicking on the "Submit" button on the form.
- iv. Purchasing – please review Purchasing's January 2015 newsletter, which can be found at <http://www.uky.edu/Purchasing/docs/newsletterjan2015.pdf>. The most impactful change is that VWR is now the University's primary source supplier for laboratory-related purchases. An e-catalog for VWR products has been provided in SRM as a punchout catalog. An online help guide for using the VWR punchout catalog can be found on the Purchasing website at <http://www.uky.edu/Purchasing/docs/vwrpunchout.pptx>. We can no longer use pro cards for Fisher Scientific purchases. The business center is currently working with Purchasing to determine what other options, if any, are available.

- #### b. Pro Card Applications and SOP's –
- With last year's addition of multiple types of procurement cards, Accounts Payable is now requiring more standardized supporting justification for the Enhanced and the Special Purpose pro cards. They are currently working on updating the BPM to require a Standard Operating Procedure (SOP) for these two types of cards. The business center has provided in the handouts a template for departments to use when applying for the Enhanced and the Special Purpose pro cards. The declining balance pro card application does not currently require an SOP be attached; however, the department is required to work closely with Laura Payton, UK Pro Card Administrator, when requesting the Declining Balance pro card. Social security numbers should **not** be entered on any pro card application. And, all pro card applications in the college **should now be submitted to Kim King** in the business center for review and routing.

4. HR & Payroll – Le Anne / Susan

- a. Changing 0027 Screens – In mid-March, the earliest payroll retro dates will be updated to 12/14/14 for biweekly staff and 1/1/15 for monthly staff. Departments are urged to review and update 27 screens as soon as possible, in order to clean up HR clearing account balances and to assign new grant numbers, when applicable. Contact SPA to obtain any grant number you are waiting on. Departments should also review leave usage and active employee reports to ensure that data is current. Labor distribution, zhrflex and zhr_leaveusage reports should be run. After the dates are reset, retroactive changes would require a BPE. Also, remember that retroactive adjustments to federal funds are not possible for payroll dates prior to 10/1/14. Do not allow payroll end dates to default to 12/31/9999 if the individual is paid on a grant. The screen 27 date should not extend beyond the grant ending date.
- b. PE Deadline – The college deadline for 2014 PE's is now **March 6**.

5. Other

- a. New staff were introduced.
- b. UG participants were reminded to sign the attendees list.
- c. UG participants were asked to relay meeting info to other staff in their departments.

6. BREAKOUT SESSION – HR and Payroll

A breakout session will be held immediately following this meeting for any new HR staff or anyone needing an HR refresher overview.

****NEXT MEETING: Wednesday – May 20, 2015 @ 9:00 am (Gorham Hall, Good Barn)****

Discretionary Expenditures

Discretionary Expenditures

I. Purpose

As the flagship institution of higher education for the Commonwealth of Kentucky, the University of Kentucky is held to a high level of accountability for its business practices. Every reasonable effort must be made to ensure that funds are used in a responsible and appropriate manner. Certain types of expenditures require particular caution; these expenses have been categorized and entitled *Discretionary Expenditures*. This *Discretionary Expenditure Policy* ensures that expenditures in these categories only occur when necessary and appropriate.

II. Source of Funds

The source of funds to support discretionary expenditures is generally private donations.

Additionally, there are certain self-supporting activities within the University that charge registration or other fees to specifically support discretionary (entertainment) type expenditures. For these activities, the segmented portion of the registration or other fee income related to these special activities may be moved to a self-supporting discretionary cost object, provided approval for moving the funds is obtained from the Provost or appropriate Executive Vice President, or their designee. The Dean/Director responsible for oversight of the self-supporting activity would prepare a letter to the Provost or appropriate Executive Vice President requesting the fund transfer and attaching supporting documentation to explain how the amount requested was determined. Additionally, a journal entry to move the funds or a budget transfer form would need to accompany the letter.

III. Responsibilities

- A. *Deans/Directors* – assume responsibility for enforcement of this policy.
- B. *Office of the Treasurer* – responsible for oversight of the discretionary expenditure policy.
- C. *Accounts Payable Department*– responsible for final review of discretionary expenditures to ensure proper funding.

IV. Procedures

Items covered by this policy may not be purchased using the Standard Procurement Card, with the exception of meals purchased for groups through UK Catering (arranged through Catertrax or by calling 257-1741), Boone Center and Spindletop Hall. Categories covered by this policy must be paid using the Payment Request Document (PRD), an Enhanced Procurement Card or an Open Procurement Card. Please see BPM E-7-16 for more information regarding authorized use of various types of Procurement Cards.

When expenditures include the purchase of food the supporting documentation must include an original, itemized receipt which includes the time, place, and date of the purchase; a description of the business purpose; and a list of attendees, regardless of the funding used.

Discretionary Expenditures**V. Policy**

The University is allowed to reimburse or pay for expenses that are necessary and reasonable. A necessary expense is one where there exists a clear business purpose.

To establish a clear business purpose the expenditure must contain all information necessary to substantiate the expenditure. Categories of expenses covered by this policy are as follows:

Category / Description	Non-Discretionary Funds	Discretionary Funds	UK BPM Reference
<u>ALCOHOL</u>			
Alcoholic Beverages	No	Yes	B-3-2-2
Not permitted on non-discretionary funds for any function/event. Liquor, wine or beer for cooking, patient care or research may be approved on non-discretionary funds on an exception basis only. See BPM E-1-2 for guidance on completing an exception request. Alcohol should be charged to GL account code 540356.			
<u>CONFERENCES AND MEETINGS</u> – This category includes the costs of conferences, workshops, meetings and seminars conducted by the University when the primary purpose is the dissemination of technical or departmental information. This includes costs of meals and other necessary expenses.			
Expenditure Supported By Income	*Yes	Yes	B-3-2-2
*Expenses shall be paid from revenue from the event. Alcohol is generally not allowed for these type of events however if expenses include alcoholic beverages the alcohol must be paid with discretionary funds - see Alcohol category above. Note: Not allowable on a sponsored project.			
Expenditure Not Supported By Income	*Yes	Yes	B-3-2-2
*Meal or refreshment expenses will require assurance that the function has a clear business purpose consistent with the mission of the College/Division/Department. <u>The provision of meals and/or refreshments must be incidental to the function rather than the primary purpose of the function.</u> To establish a clear business purpose the documentation to support the transaction should include the original, itemized receipt; a written agenda (planned in advance) which includes the time, place, and date of the meal; the business purpose; and a list of attendees. Alcohol is generally not allowed for these type of events however if expenses include alcoholic beverages the alcohol must be paid with discretionary funds - see Alcohol category above. Note: Not allowable on a sponsored project unless sponsor prior approval is received.			
<u>CONTRIBUTIONS</u>			
Cash Donations	No	No	
Not allowed from any funds (See Gifts – Memorial)			
<u>DEPARTMENTAL SOCIAL ACTIVITIES</u>			
Social Activities On or Off Campus	No	Yes	B-3-2-2
Such as staff going away parties (not covered by AR 3:1 and AR 3:2) or holiday parties.			
<u>DUES/MEMBERSHIPS</u>			
Individual Membership to Civic, Service, Private Clubs	No	No	
Not allowed from any funds. This includes memberships to Boone Center, Spindletop, and individual or departmental memberships to Sam's Club and Costco. Note: Not allowable on a sponsored project unless sponsor prior approval is received.			
Professional Membership Dues	Yes	Yes	
The University may pay for membership dues to professional organizations if it is appropriate for the individual's position and duties and if the membership benefits the university. Note: Not allowable on a sponsored project unless sponsor prior approval is received.			
Professional Licenses and Certifications	Yes	Yes	
The University may pay for professional Licenses and Certifications if it is appropriate for the individual's position and duties and if the license benefits the university. Note: Not allowable on a sponsored project unless sponsor prior approval is received.			

Discretionary Expenditures

Category / Description	Non-Discretionary Funds	Discretionary Funds	UK BPM Reference
GIFTS – This category includes flowers. Employee awards for the purpose of recognizing outstanding performance and stimulating professional development are covered by E-7-12 and are not covered by this policy.			
Employee Appreciation/Congratulatory or Special Occasions Not allowed from any funds. See BPM E-7-12 for Employee Awards.	No	No	B-3-2-2
Employee Memorial/Illness or Immediate Family see HR 84.0 *Cost of flowers plus delivery limited to \$100 or Monetary gifts in lieu of flowers, not to exceed \$100, may be made to family-designated charities or memorial funds.	No	*Yes	B-3-2-2
Employee Retirement Must be official retirement from the University as defined in AR 3:1 and AR 3:2. Limit of \$400 - Cash or cash equivalent gifts are not allowed. Note: Not allowable on a sponsored project.	Yes	Yes	B-3-2-2
Friends or Donor Appreciation/Congratulatory or Special Occasions Sporting event tickets/admission is limited to a single event only and may include a ticket/admission for a University host and spouse/adult guest.	No	Yes	B-3-2-2
Friends or Donor Memorial/Illness Cost of flowers plus delivery limited to \$100 or monetary gifts in lieu of flowers, not to exceed \$100, may be made to family-designated charities or memorial funds.	No	*Yes	B-3-2-2
FACULTY/STAFF ORIENTATION AND RECEPTIONS			
Annual Event to Orient New Faculty/Staff and Promote Social Interaction Among Colleagues. Activities organized and presented by College/Division/Department. Expenses may include employee meals, refreshments, mileage (does not include overnight lodging), entertainment, flowers. Note: Not allowable on a sponsored project. For Alcohol related expenses see Alcohol category above. *Spouse/adult guest meals only allowed on Discretionary Funds.	*Yes	Yes	B-3-2-2
UNIVERSITY FUND RAISING ACTIVITIES			
Internal Activities and Events Organized By College/Division/Departments to Generate University Revenue and Increase Giving From Alumni, Friends and Donors Where a Fee is Charged to Cover the Cost of the Activity or Event May include facilities, decorations and set-up fees, refreshments, meals and entertainment for friends and donors and University hosts and spouses/adult guests. Sporting event tickets/admission is limited to a single event. *Expenses may be paid from revenue generated by the event or activity. Note: Not allowable on a sponsored project.	*Yes	Yes	
Internal Activities and Events Organized By College/Division/Departments to Generate Revenue and Increase Giving From Alumni, Friends and Donors Where the Fee Charged Does Not Cover the Cost of the Activity or Event or Where No Fee is Charged for the Activity or Event May include facilities, decorations and set-up fees, refreshments, meals and entertainment for friends and donors and University hosts and spouses/adult guests. Sporting event tickets/admission is limited to a single event. *Must be conducted to generate funds to be used to further the essential operations of the hosting College/Division/Department. To establish a clear purpose the documentation to support the transaction should include the original, itemized receipt which includes the time, place, and date of the meal; a description of the funding being sought; and a list of attendees. The ratio of hosts to guests should be reasonable. Expenses should be segregated in a unique cost center with a functional area of 0670 or if the College/Division/Department does not have a unique cost center with a functional area of 0670, non-personnel expenses may be charged to GL account 535046 Fundraising activities or 535044 Alumni activities, as appropriate, so as to be easily identified. Note: Not allowable on a sponsored project.	*Yes	Yes	
HOSTING OFFICIAL GUESTS OF THE UNIVERSITY			
Activities Related to Hosting Officially Invited Guests Expenses may include refreshments, meals and entertainment for guest and spouse/adult guest along with faculty/staff and spouse/adult guest. Ratio of hosts to guests should be reasonable. Note: Not allowable on a sponsored project. For Alcohol related expenses see Alcohol category above. *All sporting event tickets are limited to a single event and require discretionary funds.	*Yes	*Yes	

Discretionary Expenditures

Category / Description	Non-Discretionary Funds	Discretionary Funds	UK BPM Reference
OFFICE DECORATIONS – Non-public areas			
Private Office Decorations	No	Yes	B-3-2-2
Includes but is not limited to flowers, pictures, plants and/or holiday decorations.			
PUBLIC RELATIONS ACTIVITIES AND EVENTS			
Events and Celebrations To Raise Funds For Other Entities	No	Yes	B-3-2-2
Must be consistent with the University's mission organized or presented by non-profit organizations and University participation and support is appropriate. Expenses may include reception/dinner/event tickets, including tiered pricing for table seating where focus is on the cause/purpose and not the activity. Employee spouses/adult guests may be included.			
RECRUITMENT EXPENSES – Faculty and Staff			
Evaluating Prospective Employees (Faculty and Staff).	Yes	Yes	B-3-2-2
Expenses may include refreshments, meals and entertainment for the prospective employee and spouse/adult guest and a reasonable number of University employees and spouses/adult guests. Refer to Business Procedures Manual for details of allowable expenses. For Alcohol related expenses see Alcohol category above. Note: Entertainment costs for University employees are not allowable expenditures on a sponsored project.			
REFRESHMENTS FOR DEPARTMENT USE			
Coffee, Soda, Bottled Water, etc.	No	Yes	B-3-2-2
Refreshments made available for general departmental consumption.			
RETIREMENT DINNERS FOR EMPLOYEES			
Official Retirement From The University	No	Yes	B-3-2-2
Defined in AR 3:1 and AR 3:2.			
SPECIAL PURPOSE CARDS – Includes Greeting and Holiday Cards for Holidays, Birthdays, Congratulatory etc.			
	No	Yes	
Note: Not allowable on a sponsored project without sponsor prior approval.			
SPONSORSHIPS			
Providing Financial Assistance or Co-Sponsoring an External Activity or Event	No	Yes	
Activity or event must be consistent with the University's mission. Activity or event should be organized or presented by non-profit organizations and University participation and support is appropriate.			

**COLLEGE OF AGRICULTURE, FOOD & ENVIRONMENT
ADVANCE APPROVAL REQUEST**

Submit to:
Ag Business Center
S103-A Ag Sci Ctr North 0091
Fax: 3-3842

Date of Request: _____

Dept Number: _____

Dept Contact: _____
(Dept Contact Name & Phone Number)

Select Type of Expenditure:

Alcohol*

Sporting/Event Tickets*

Dues / Professional Memberships /
Professional Licenses

Gifts to Friends/Donors

Select category below:

Appreciation*

Memorial*

Special Occasions*

Meals/Refreshments/Special Activities (>
\$1,000) *Select category below:*

Departmental Social Event*

Public Relations Activity*

Retirement*

Faculty Orientation/Reception

Student Orientation/Reception

Workshop/Conference

Planning/Administrative Meeting**

Other _____**

Estimated \$ Amount: _____

Cost Center/WBS: _____

Date of Activity: _____

Location of Activity: _____

Purpose of Activity:

REQUESTED BY:

APPROVED BY:

Chair/Director Date

Ag Business Center Date

APPROVED BY (as required):

Dean, College of Ag Date

* Indicates discretionary funds are required for this expenditure

** PRD will require documentation for meeting (i.e. business purpose, date/time/place, & list of attendees)



William Harris
Director

Purchasing Newsletter – January 2015

Contract Awards for Laboratory Equipment and Supplies

After conducting an extensive Request for Proposal process and in conjunction with the University of Louisville, VWR, International has been selected as the University's strategic partner for provision of Laboratory Equipment and Supplies. As recipient of the contract award, VWR now serves as the University's first source supplier for laboratory-related purchases. An e-catalog for VWR products will be provided through the Supplier Relationship Management (SRM) procurement system for the academic campus and will allow departmental users to shop for needed items through the punch-out process. The punch-out catalog has additional features including MSDS sheets, certificates, equipment manuals, etc. for departmental shoppers. University areas that do not use SRM as their procurement system will continue to use SAP Requisitions and procurement card, as applicable, for VWR purchases. The RFP process demonstrated that VWR provides the best value laboratory products for University departments.

Kick-Off events related to the contract go-live are as follows:

- Scientific Supplier Fair – Thursday, February 12, 10:00 am to 2:00 pm, Location: BBSRB Atrium, 741 South Limestone
- VWR Training for Order Placement – Thursday, February 12 and Friday, February 13. Various training sessions will be provided by VWR staff. The times and location(s) are pending; they will be provided by VWR and will be published on the Purchasing Division home page.
- The VWR Punch-out catalog within SRM will be available for shopping and order placement beginning the week of January 26. As part of the negotiated agreement, VWR provides promotional credits to departments for orders placed through the punch-out catalog. Orders are invoiced electronically; thus, procurement card usage and edits are not required. An online help guide for using the VWR punch-out catalog can be found on the Purchasing website at <http://www.uky.edu/Purchasing/docs/vwrpunchout.pptx>.

In support of the University contract, VWR has established a team led by Tammy Curtis, senior account representative. Tammy and her field support team can be reached as follows:

Tammy Curtis, Phone: (859) 421-3432

Jill Shunk, Phone: (859) 321-7764

Toll-free VWR Education Customer Service Phone: 855-834-9035

Email for UK/VWR sales inquiries: UK.Support@vwr.com

Purchasing questions regarding the VWR agreement can be directed to Debbie Konichek, Contracting Officer, phone 257-5792, email dkonichek@uky.edu.

Fisher Scientific will hold a secondary contract as part of the RFP process. Any orders for Fisher Scientific should be placed on an SRM Free Text Shopping Cart for the academic campus, or SAP Requisition for hospital areas.

Leases

Leases of equipment and space can be particularly complex and require additional attention as part of the procurement process. Depending on its individual nature, a lease may undergo increased scrutiny from an accounting and University debt perspective. Sometimes a "lease transaction" as communicated by a vendor is not even defined as an actual lease from a University or legal perspective. If you are or planned to be involved in leases, below are some tips that may help should the topic arise.

Equipment Leases

The University has financial leasing contracts established for departmental use and that serve as the first source for financing capital when needs arise. To take advantage of a leasing service, the purchase price must meet or exceed \$50,000 for the entire order. Prior to submitting an SAP requisition or SRM Shopping Cart for an item to be leased, contact Becky Purcell, phone 257-5479, email rpurcell@uky.edu for guidance and to discuss options. When creating the order document, it is important to place a header note that the item is planned for leasing. Also, the item detail entered onto the requisition or Shopping Cart (product number, product category, etc.) should be for the actual item being purchased, not leasing-related details. Lease transactions take more time to process than conventional orders; if you are planning to lease equipment, please contact Becky for guidance as early as possible in the process.

Off-Campus Space Needs – Leasing or Renting

Campus departments, colleges, and business units may have the need to lease off-campus space for a variety of reasons. The Office of Real Estate Services is tasked with facilitating this process and will assist campus units in navigating the complex processes. The University is required to follow very strict Kentucky statutes and policies when leasing real property, which can be quite cumbersome. For this reason it is critical that any unit desiring additional space off-campus to contact Christine O'Brien at cobrien@uky.edu or 859-257-8649 to ensure that the University does not inadvertently deviate from state law. You may visit them at <http://www.uky.edu/EVPFA/RealEstate/contact.html>.

Recent Staff Changes

With retirement of Leslie Hanich in January, **James Younce** has joined the Purchasing Division staff as Senior Price Contract Coordinator. James previously served within the College of Medicine, Integrated Business Unit (IBU) as well as support role(s) in campus Information Technology. In addition to his other responsibilities, James will also serve as the new Procurement Card Coordinator for Purchasing. If needed James' contact information is phone 257-1024, email james.younce@uky.edu.

Craig Locke has moved from the role of Contracting Officer to that of Strategic Sourcing Specialist. In conjunction with the University's evolving business model, Craig will be researching and working to implement ways to better add value to procurement activities. Along with other areas of focus, he will be reviewing contract comparisons and consolidation, conducting spend analyses, generating performance metrics, and working to further advance e-procurement as part of the University's business processes. Craig's contact information is phone 257-2964, email clocke@uky.edu.

SRM and Procurement TIPS

Note regarding SRM Shopping Carts: If you need to order items from a punch-out catalog and a non-punch-out source, please create separate Shopping Carts for each transaction. For instance, please refrain from combining Free-Text items, such as restricted office supplies or furniture, onto a Shopping Cart containing punch-out office supplies. Since different types of Shopping Carts use different workflows, this will ensure your carts process correctly and the orders place in a timely manner.

Important Reminders:

- With the exception of office supply purchases through the OfficeMax punch-out catalog in SRM, all other SRM purchase orders require creation of Goods Confirmations. By creating the Goods Confirmation, check payment will process correctly and not remain blocked. OfficeMax office supplies are the only punch-out items that do not require creation of a Goods Confirmation.
- When creating an SRM Shopping Cart or SAP Requisition, please be sure to enter the vendor number for the purchase. Since a single business supplier (or even an individual or independent contractor) can have multiple addresses in the vendor database, it is important for the end-using department to identify and place the correct vendor number on the cart/requisition to prevent incorrect or delayed order placement.

University of Kentucky <i>(Name of Department)</i>	Contact: <i>(Staff Name)</i>	ENHANCED or SPECIAL PURPOSE <i>(select)</i> Pro Card
Standard Operating Procedure	Current Date Effective: <i>(date)</i>	
	Revision History: <i>(date)</i>	

Purpose

Describe the intended purpose of developing this SOP. Refer to the type of Pro Card and the specific intended use.

Examples of Pro Card type and intended use:

Enhanced Procurement Card – generally issued for restricted items/business such as: meals and refreshments, student activities and expenses, planning and administrative training meetings, and etc. Enhancement procurement cards require a discretionary account as the default cost object.

Special Purpose Procurement Card – generally issued only to address certain payments that require special reporting in support of administrative policies and regulations such as: payments on behalf of students that would require that the cardholder be responsible for additional reporting to Student Financial Aid, and etc.

Relevant Policies and Procedures

- [Business Procedure B-3-2 \(PRD Procedure\)](#)
- [Business Procedure E-7-14 \(Payments to Students\)](#)
- [Business Procedure E-7-16 \(Procurement Cards\)](#)
- [Cardholder Manual/Policies](#)
- [Cardholder Editing Manual](#)
- [Cardholder User Agreement](#)
- [UK Travel Services](#)
- [UK Student Financial Aid](#)
- [UK Undergraduate Education - Admin Resources \(list of student awards\)](#)
- [EAG Team - Procard Training Material](#)

Definitions *(possible definitions to use, others may be added as necessary)*

- **Pro Card Holder:** The recipient of a University Procurement Card.
- **Purchaser:** The person who makes the actual purchase using the pro card.
- **Approver:** The person who will approve the purchase and must have first-hand knowledge of the business purpose for the purchase. In some cases this may be the cardholder.
- **Editor:** The reviewer and editor of pro card transactions.
- **Edit Approver:** The approver of the final pro card edits.

Procedures

Describe the step by step procedures that will be followed by each responsible person in the department. It is recommended that you not use a person's name but rather their position title. This will demonstrate your internal controls. Reference BW reports and/or SAP t-codes used in the procedures and the necessary position involved in each step.