

SECTION: Purchasing
SUBJECT: PCard Management – Process Documentation
APPLIES TO: All PCard Holders

PCard Procurement Overview

The objective of the PCard management process is to ensure the use of the PCard is consistent with University as well as local procurement guidelines.

PCard Procurement

Activity	Responsibility	Reference/Comments
KEY ROLES		
Below are the criteria or supporting rationale for someone within FBS’s client units to be a PCard holder, as determined by the unit’s designated PCard authorizer.	FBS Department	
TRAINING		
On-line training must be completed before a card is ordered for new card holders.	Department PCard Applicant	See http://procurement.umich.edu/card-programs/purchasing-card-pcard/application-training for PCard Holder training.
PCARD APPLICATION		
Complete the online PCard Application. The application process includes acceptance of the PCard Cardholder Agreement as well as attesting to completing PCard training.	PCard Applicant	Applying for a PCard is an online process that can be found at http://procurement.umich.edu/card-programs/purchasing-card-pcard/application-training .
As part of the on-line process, the applicant must select the appropriate individual to approve the request in the unit.	PCard Applicant to designated approver and Department Higher Administrative Authority (See <i>Appendix A</i>)	The application is routed to the individual selected for unit approval.
Review the application and, if approved, click approver on the on-line PCard Application. Upon unit approval, the application is routed electronically to the PCard Administration Auditor team in Procurement Services for review and processing.	Department Higher Administrative Authority (See <i>Appendix A</i>)	Unit approval should be performed by someone authorized to make that decision. Ensure the credit limit is in line with the needs of the cardholder and the unit, and that the application is consistent with local policies where applicable.

PCARD PROFILE CHANGES		
Complete the relevant section(s) of the PCard Maintenance Form to update the Cardholder's profile.	PCard Holder	<p>The PCard Maintenance Form can be found at: http://procurement.umich.edu/card-programs/forms.</p> <p>The Approver may opt to complete the form and obtain the Cardholder's signature.</p> <p>For changes to cardholder's address, also submit the HRRIS change of address form, which can be found at http://hr.umich.edu/hrris/forms/individuals.html, and then select Address/Personal Data Form.</p>
Sign the form and submit it to the Approver for review and signature.	PCard Holder	
Sign and submit the PCard Maintenance Form to the PCard Administration Group via fax, email (PDF), campus mail, or hand delivery.	Department Higher Administrative Authority (See Appendix A)	Once the form is signed by the Approver, <i>it should not be returned to the Cardholder.</i>
Once you receive your PCard, record the contact information from the back of the card regarding who to contact in the event of a lost or stolen card. If necessary, contact them to suspend/close your account.	PCard Holder	
PCARD LIMIT CHANGES		
Complete the relevant section(s) of the PCard Limit Change Form to request change(s) in the monthly credit limit.	PCard Holder	<p>The PCard Limit Change Form can be found at http://procurement.umich.edu/card-programs/forms</p> <p>NOTE: A clear business purpose must be provided for a request to increase the monthly credit limit. Ensure the credit limits are in line with the needs of the cardholder and the unit and the application is consistent with local policies where applicable.</p> <p>NOTE: ATM is only available for international travel</p>

Sign the form in the designated signature areas (both cardholder and approver).	PCard Holder <i>and</i> Department Higher Administrative Authority (See <i>Appendix A</i>)	Once the form is signed by the Approver, <i>it should not be returned to the Cardholder.</i>
Submit the completed, signed form to the Procurement Services Group via fax, email (PDF), campus mail, or hand delivery.	Department Higher Administrative Authority (See <i>Appendix A</i>)	
CLOSING/SUSPENDING PCARD		
For card holders going on an extended leave of absence, submit a PCard Maintenance Form to the PCard Administration Group in Procurement Services to temporarily suspend the card.	Department Higher Administrative Authority (See <i>Appendix A</i>)	The PCard Maintenance Form can be found at: http://procurement.umich.edu/card-programs/forms
For card holders transferring to another department or unit within the University, submit a PCard Maintenance Form to the PCard Administration Group to close the current account. Collect and shred the card.	Department Higher Administrative Authority (See <i>Appendix A</i>)	
Notify PCard Administration Group or submit a PCard Maintenance Form immediately upon awareness or notice of departure to deactivate the PCard for card holders leaving the University. Collect and shred the card.	Department Higher Administrative Authority (See <i>Appendix A</i>)	
LOST OR STOLEN CARDS		
<p>Contact the PCard vendor as noted on the back of the PCard* to report a lost or stolen card, or if fraudulent activity is discovered. After the designated PCard vendor has been contacted, notify UMPD if necessary.</p> <p>Monitor activity in Concur to ensure no charges have been processed after the card has been cancelled. Contact the PCard vendor if activity occurs.</p> <p>* This information should be kept on file for immediate access.</p>	PCard Holder	<p>JP Morgan Chase Services can be reached at 1-800-270-7760 or 1-847-488-3748 outside the US.</p> <p>UMPD can be reached at (734) 763-1131.</p> <p>The Procurement Services Office can be reached at (734) 764-8212 or via email at purchcard@umich.edu.</p>

MONITORING & OVERSIGHT		
<p>Review the PCard related Internal Control Management Oversight report to verify:</p> <ul style="list-style-type: none"> • Only authorized individuals have a PCard. • Cardholders are accurate. • Credit limits are appropriate and in line with recent spending patterns. • Lost/closed cards have been closed. <p>Based upon this review, reduce credit limits and/or close cards if warranted (i.e. card has no activity or max spend is less than half the credit limit). Please refer to the PCard website for guidance and best practices found here: http://procurement.umich.edu/card-programs/purchasing-card-pcard.</p>	<p>Department Higher Administrative Authority (See <i>Appendix A</i>)</p> <p>Executive Officer</p>	<p>Report is located in Business Objects and can be accessed through M-Reports (under the Internal Controls menu in the Compliance tab) or through Business Objects at:</p> <p>UM-Maintained → Financials → FN06 Procurement</p> <p>The title of the report is: FN06 Procurement Travel & Expense PCard Holder & Limits by DeptID, Dept Grp or EmplID</p>

Other related information:

Key Contacts:

- Information pertaining to PCard policies and procedures can be found on the Procurement Services web site at <http://procurement.umich.edu/card-programs/purchasing-card-pcard>.
- Contact the Procurement Services Group at 734-764-8212 option 2 for questions pertaining to PCard policies and procedures, the PCard Application process, the PCard Maintenance Form or the PCard Limit Change Form.

Related Standard Practice Guides:

- See [SPG 507.1, Procurement Services](#), for procurement and PCard related policies.
- See [SPG 507.10-1, Travel and Business Hosting Expense Policies and Procedures](#), for information on University travel and hosting policies.

Record of Revisions:

Date of Issue	Description of Change	Page(s) Affected	Approved By
3/4/2010	Original template created	All	
1/4/2011	Minor changes for FY2011 Certification (including updating website links)	All	
12/2011	Minor changes for FY2011 (including step for employees going on LOA and updating Mgmt Oversight report location/title)	3, 4	
12/2012	1 update for FY13 – adding additional info for in	4	

	report review step		
11/2013	No updates needed for FY14 – potentially change contact info (Accounts Payable/PCard Group vs. SSC?) at later date		
9/2016	Adopted new FY16 template	1-5	
08/2018	Updated URLs for the PCard website; added contact information for JP Morgan Chase	3, 4	

Document Owner: Fleming Business Services (FBS) supported departments and FBS

Administrative Owner: FBS