

**EASTERN MICHIGAN
UNIVERSITY™**

**PHYSICAL PLANT
OPERATIONAL & MAINTENANCE
ADMINISTRATIVE PROCEDURE**

Section:	Administration	Effective date:	April 2008
Subject:	Purchasing Card Guidelines	Procedure Number:	A -07

Purpose

The purpose of this procedure is to establish guidelines for the use of purchasing cards by physical plant staff for parts, materials; and the distribution of purchasing card charges to the appropriate accounts. Use purchasing cards for small dollar purchases. Whenever possible, use a Purchase Order for purchasing materials. Bid large dollar purchases whenever possible.

1. Tradesperson needing parts:

1.1. Complete parts requisitioning form, have appropriate manager sign and turn in to materials management worker for ordering of parts. See parts requisitioning procedure.

2. Managers/Project Manager/Foreman with purchasing cards:

2.1. After making purchase, complete purchasing card validation spreadsheet (see attached) for all charges and attach receipts with printed copy of purchasing card statement by the 10th of the month. Repeat process by the 26th of the month and mark all charges previously approved with an "X".

2.1.1. If spreadsheet contains chargeback purchases, include work order number on spreadsheet and forward spreadsheet with all receipts attached to materials management worker.

Material management worker will enter receipts related to work orders into TMA and assign a batch number to the purchase on the spreadsheet and forwarded to the appropriate manager/director.

2.1.2. If there are no charge back purchases forward spreadsheet, statement and receipts to appropriate manager/director for approval.

2.1.2.1. Attach on-line account distribution screen for charges to accounts other than the default account. This applies only if you have signing authority on the other accounts.

3. Materials management worker:

3.1. Enter the purchasing card receipts into TMA quick post other charges screen and assign batch number to the parts requisition form or managers validation spreadsheet.

3.2. Run account distribution report biweekly using crystal reports and validate purchases against purchasing card statement for your purchasing card. Charges will default to an operating account with journal voucher submitted to the accounting department for account distribution.

3.3. Forward distribution report and statement with attached receipts and part requisition forms to appropriate manager.

3.4. Forward any validation spreadsheets with all receipts attached for approval to the appropriate manager/director.

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