

EASTERN MICHIGAN UNIVERSITY™

PHYSICAL PLANT OPERATIONAL & MAINTENANCE ADMINISTRATIVE PROCEDURE

Section	Subject	Effective date	Procedure Number
Administration	Purchasing Card Guidelines	May 30, 2013	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 under \$5,000. Otherwise, use a Purchase Order for purchasing materials. Bid large dollar purchases whenever possible.

Procedure

1. Tradesperson needing parts:

1.1. Complete parts requisitioning form, have appropriate Foreperson/Supervisor, Manager sign and turn in to Materials Management Worker for ordering of parts. See parts requisitioning procedure A-10.

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

2.1 Use of the Payment Card must be in accordance with University policy and procedures.

2.2 Review all charges on-line at www.paymentnet.com and verify to original receipts, ensure that all meals and entertainment transactions include statement of business purpose and listing of attendees.

2.3 Print statements; attach all original receipts and forward to Accounts Payable by the 15th of the following month for audit.

2.4 If on-line review/approval is not possible then reconciled statements are to be signed by the cardholder and approver and forwarded to Accounts Payable by the 15th of the following month for audit.

2.5 Cardholders have electronic access to review and distribute charges to authorized fund/orgs.

2.6 If purchases contain chargeback purchases, include work order number on all receipts and forward to Materials Management Worker for entry into TMA.

2.7 Forward statement and receipts to appropriate manager/director for approval.

3. Materials Management Worker:

3.1. The Materials Management Worker will enter receipts related to work orders into TMA and assign a batch number to the purchase and forward to the appropriate manager/director.

3.2. The Materials Management Worker will verify batch entries and maintain the monthly log, which is forwarded to the Physical Plant construction accountant.

3.3. The Materials Management Worker will match all invoices to the payment card statement, scan all receipts, batch reports into the “O” drive as back up. The Materials Management Worker will then send the monthly batch reports to Accounting by the 15th of the month for the monthly audit, review and storage per the P-Card procedure.

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