

PROCUREMENT CARD COORDINATOR RESPONSIBILITIES:

1. Read and understand Procurement Card Policy: **Policy 3.12**
(<http://www.univco.cornell.edu/policy/PC.for.html>)
2. Process procurement card applications and maintain current information on procurement card accounts
3. Review each procurement card charge found in your APPS queue to ensure that sufficient document has been submitted by the cardholder (account, object, project, and DUO are proper) and that purchases comply with university policy and other restrictions applicable to the account.
4. Release charges within 10 calendar days of the date they are received in APPS based on receipt of proper documentation.
5. Contact the procurement card administrator in DFA if vendor consistently charges New York State Sales tax.
6. Determine that credits issued for PCard purchases reflect the exact account number(s) and object, project and DUO code(s) of initial purchase.
7. Retain documentary evidence provided by the cardholder in support of the business purpose of the purchase.
8. Review “auto release” charges with Financial Service Representative to evaluate whether subsequent action is required.
9. Report to Financial Service Representative and BSC administrator the following instances:
 - any cardholder who fails to provide sufficient documentary evidence as outlined in the CALS policy.
 - Any personal purchases by cardholders
 - Prohibited transactions whether for reasonable cause or otherwise
10. Maintain suspended cards in a locked drawer until card is reactivated and may be returned to cardholder.
11. Close procurement card accounts based upon instructions provided by the cardholder’s supervisor, HR representative, or DBA. Destroy card immediately.
12. Report instances of possible abuse of procurement card privileges or the fraudulent use of a procurement card to the Financial Service Representative and BSC administrator.