

## Guide 3215 GD.03 Purchasing Card Responsibilities

Revision Date: 10/18/06

This Guide is for use by Individual and Departmental Non-EMS Cardholders.

### Individual Cardholder:

- Retain original itemized receipts
- Attach required receipts to monthly Purchasing Card Statement
- Sign and certify monthly statement & document business purpose.
- Provide additional information about purchases to department business manager, as needed, to facilitate proper account classification
- Ensure that all purchases are in accordance with University Policies and Procedures
- Ensure that competitive bids or single/sole source documentation are attached to the monthly statement if transaction exceeds \$2000

### Individual Cardholder with Travel & Entertainment Commodities:

- Retain original required itemized receipts and attach to monthly Purchasing Card Statement
- Provide Business Purpose for each transaction. For entertainment, also provide list of attendees or a description of the group (if greater than 10).
- For business meals & entertainment, retain all receipts & annotate whether alcohol was purchased to facilitate proper expense allocation
- Travel itinerary including method of payment serves as receipt of purchase for air/rail
- Foreign Travel paid by Grant funds must abide by the Fly America Act

### Department Card Administrator:

- Obtain original itemized receipts
- Document the name of the individual who used the card (initiator) on the original receipt.
- Document Business Purpose or Agenda
- Document list of attendees or description of group (if greater than 10) for catering, food, business meal and entertainment transactions
- Annotate whether alcohol was purchased to facilitate proper expense

### Department Business Office:

- Responsible for monthly statement review for receipts, signature, valid & adequate Yale Business Purpose
- Verify that all purchases are in accordance with University Policies and Procedures and that all required approvals are on file
- Ensure that monthly Purchasing Card Statements are filed and available for review
- Complete MEI documentation for appropriate transactions @ \$5000 or greater (effective 7/1/06) and ensure that competitive bids/sole source documentation are present (greater than \$2000)
- Prepare SWAP or JSA entries as required for accurate financial reporting
- Authorize changes to card privileges as required