

# SUMMARY OF PROCEDURE 3215 PR.01

## YALE PURCHASING CARD & EXPENSE MANAGEMENT SYSTEM

### I - Overview

- Introduction of EMS as the system to be used to process all Yale Purchasing Card and employee reimbursement transactions.
- If so approved, the ONE-CARD solution may be used to handle travel & expense purchases.
- Once EMS is fully implemented, Employee Reimbursement form/process will be eliminated.
- Users should always refer to the [University Contract listing](#) to determine the preferred purchasing methods and vendors as defined by commodity.
- Exclusions: ISP transactions and social memberships

### 2 - Roles & Responsibilities

- MEI documentation requirement moves to \$5000 effective 7/1/06.
- Department Card transactions must include the name of the individual who used the card (initiator of the transaction) on the original receipt.

### 3 - Obtaining an Individual or Department Card

- Business Manager applications must be approved by their supervisor.

### 4 - Managing Card Transactions & Records

- EMS transactions shall be approved by the Yale Purchasing Card Coordinator (supplies) or a T&E Approver (travel-related expenses)

### 5 - Record Retention

- Electronic records will be maintained in EMS for a period of 2 years, after which the records will be archived and available offline. Receipts should be collected by the Business Office and stamped "processed" after the receipts have been faxed to the 800 number. These files should be readily available upon request for 2 years following the year when the expenses were incurred.
- If the volume of receipts is too high, the fax cover sheet to EMS should indicate where the receipts are filed. These receipts must be maintained for 7 years in accordance with Policy 1105-Retention of University Financial Records.
- Expenses associated with Sponsored Research are subject to specific requirements as defined in the award. (e.g. Federal Grants are governed by OMB Circular-A-110 which requires retention for three years from the filing of the final financial report.)
- Federally sponsored awards should not be used as default accounts.

### 6 - Use of Card for Personal Expenses While Traveling

- Cardholders are not authorized to use the card as a "Personal Card."
- The card may be used to purchase misc. personal expenses that cannot be easily segregated at the time of purchase (in-room movie, mini-bar, etc.)
- These expenses will be treated as an advance and deducted from any reimbursement due the employee or deducted from the employee's next paycheck

### 7 - Cardholder Non-Compliance

- For unprocessed transactions that are 15-30 days old, a reminder notice is sent to the cardholder.
- For unprocessed transactions that are 45 days old, a notice is sent to the cardholder, administrative assistant and business office, that the card may be deactivated at any time.
- For unprocessed transactions that are 60 days old in addition to card deactivation, a notice is sent to the cardholder & other parties noted above that all outstanding expenses will be treated as a cash advance and deducted from their paycheck.

### 8 - Changing, Suspending or Canceling a Card Account

- A card must be cancelled if an individual transfers to another department or leaves the University.