Policy Title: PSU Purchasing Card Policy Amendment
Policy No: FA 09P

Issued By: Compliance, Analysis and Planning Office
535-3293

Effective Date: October 1, 2019

Purpose: In order to control spending, obtain better spend data, ensure compliance with the upcoming revised USNH PCard Policy, and better align current practices with those that will soon be required with the role out of the USNH UShopNH e-procurement process, the following policy items are established and supersede the USNH 09 Purchasing Card Guides where applicable.

Policy:

1. **New PCard Administrator:** Tom Weeks, Director of Financial Operations is PSU’s new Pcard Administrator.

2. **The PCard should be used as a “last resort” purchasing tool.** It should only be used if this only means by which to pay a vendor. Otherwise, the purchase should be made through the traditional requisition/purchase order (PO) process. Contact your Financial Service Center for questions or support.
   
   Note:
   
   - This requires increased planning to receive the goods/service timely. (Lack of planning is not a valid reason for using the PCard.)
   
   - The requisition/PO should be in place and funding encumbered prior to the goods/services being received.

3. **Standard PCard limits per transaction and per month are changed as follows for individual and department cards:**

<table>
<thead>
<tr>
<th>Card Types</th>
<th>Per Transaction Limit</th>
<th>Per Month Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard</td>
<td>500</td>
<td>1000</td>
</tr>
<tr>
<td>Standard +</td>
<td>1000</td>
<td>2000</td>
</tr>
<tr>
<td>Travel</td>
<td>1500</td>
<td>3000</td>
</tr>
<tr>
<td>Abroad</td>
<td>1500</td>
<td>5000</td>
</tr>
</tbody>
</table>

   Note: Exceptions to these limits are currently in place for Facilities staff who need to address emergency issues and Financial Service Staff that are paying for Enterprise Rental Invoices on PSU’s behalf. The limits on these cards will be reviewed once the UShopNH tool become active.

4. **Exceptions to the policy will be limited.** While one-time exceptions are necessary on occasion, this should not be a recurring need.
   
   a. **Exception Request Process:** All exception requests (one-time or ongoing) should be sent to your Financial Service Center. Upon review/discussion the request will be sent to the appropriate approve (see below). In the case of a time-sensitive issue/emergency, contact the PCard Administrator directly.

   Note: A request for a permanent limit increase requires a new Pcard Application to be completed.

   b. **Exception Request Approval:** One-time or Emergency requests will be approved by the PCard Administrator. All other exception requests will be approved by the Assoc. VP for Finance and Administration or VP for Finance and Administration.

5. **The policies will be strictly enforced.**