

CNR Purchase Card Policy, Effective October 1, 2010

Principal Investigators, travelers or their designee are responsible for turning in all receipts within two weeks of expenditures. Receipts must be signed by the purchaser and a legible description of items must accompany each receipt if it is not apparent what the items are on the receipt. A budget number must be identified for every receipt. Transactions involving fuel purchases must have the vehicle license plate number indicated on the receipt. Multiple receipts may be bundled as long as all of the necessary information is clearly identified. U-Idaho policy states that individuals who hold a purchase card must keep a log (below). Log sheets are available in the Financial Services Office. CNR staff will no longer investigate and resolve reimbursement issues involving missing receipts. A single warning will follow failure to turn in receipts within two weeks of a purchase. The second offense will result in revocation of the Purchasing Card. Extended travel, e.g. research on the Yukon Delta, is easily accommodated if the Principal Investigator notifies CNR staff before departure in writing.

Background

The purpose of the University of Idaho Purchasing Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar transactions.

Record keeping is essential to ensure the success of the program. The University of Idaho, the State of Idaho, and grantor policies require retention of purchasing transaction documentation. You will be required to retain sales slips, order forms and receiving reports in order to document the transaction details.

Record Keeping and Documentation

The Cardholder is required to provide detailed information about their credit card purchases.

The Cardholder must provide a description of the item purchased and identify the UI budget. The documentation must provide the details of the transaction and describe the goods purchased.

The Cardholders must maintain a summary (log sheet) to expedite reconciliation and distribution of charges. This summary, along with supporting documentation, is to be presented to departmental record keepers *at least once every two weeks*. The record keepers review, reconcile, reallocate the charges, and store the supporting documentation.

The reallocation of charges must be completed every two weeks. This activity is dependent upon card users providing complete transaction documentation on a timely basis to departmental record keepers. This activity is subject to continual review.

A pattern of non-compliance will be the basis for revocation of the Purchasing Card.