Standard Operating Procedure: ProCard for Non-Fiscal ProCard Holders

Purpose

To provide guidance on the appropriate use of Procurement Cards (ProCards) for purchasing goods and services on behalf of the College of Education (COE) and to ensure compliance with University of Washington (UW) policies.

Definitions

- **Procurement Card (ProCard):** A UW-issued credit card used to make low-dollar purchases of goods and services for official university business.
- **Cardholder:** The individual authorized to make purchases using the ProCard within UW and COE policy limits.
- **TREQ:** UW's procurement request and approval tool for purchases, reimbursements, and ProCard documentation.
- **Workday:** A cloud-based software suite that provides human resources, finance, and student information management for UW.
    - **Verification:** The process of reviewing and confirming ProCard charges in Workday to ensure they align with the approved TREQ and comply with UW policy.
    - **In Progress:** Status indicating that a TREQ or verification task is currently being worked on but not yet submitted.
    - **Draft:** Status indicating a saved but unsubmitted TREQ or verification task.

Responsible Parties

Role	Responsibilities
Project Owner	Completes and submits requests in TREQ.
ProCard Holder	Makes purchases, creates TREQs, uploads supporting documentation, confirms delivery, and completes verification in Workday.
Department Approver	Reviews and approves TREQs.
Budget Manager	Reviews TREQs for allowability, allocability, consistency, and reasonableness (Four Cost Principles). Adds the spend category and assigns tasks for verification.
Shared Environment	Oversees the ProCard process, sends weekly pending verification report, and provides training and support.

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Applying for a New ProCard

1. **Review Eligibility**
   a. Must be a permanent UW employee with purchasing responsibilities.
   b. Must complete all required UW ProCard trainings prior to issuance.
2. **Complete Required Trainings**
   a. ProCard Cardholder eLearning Training
   b. ProCard Card Verification Training
3. **Submit a ProCard Request**
   a. Complete the **UW Connect Card Services Form** and select "Request a New ProCard."
   b. Include your name, department, supervisor approval, budget number, and purchase justification.
4. **Receive and Activate Your Card**
   a. The card will be mailed to your department.
   b. Follow the emailed activation instructions and keep your card secure.

Requesting a Purchase Memo

1. **Submit a Memo Request**
   a. Email edfiscal@uw.edu and cc your supervisor. In the subject line, write *"Purchase Memo Request"* and include:
      i. Description of purchases
      ii. Business purpose
      iii. Frequency (if recurring)
      iv. Supplier name
      v. Estimated cost
      vi. Budget number
      vii. Any other relevant details or context
2. **Approval Process**
   a. The request will be reviewed by the Shared Environment and your supervisor.
   b. A final memo will be sent to the requester, supervisor, and Assistant Dean of Finance and Administration for review and signature.
   c. Once signed, you'll receive the approved purchase memo for the fiscal year.
3. **Using the Memo**
   a. All purchases made prior to a TREQ request must align with the scope of the memo.
   b. If a purchase will fall outside the scope of the approved memo, a TREQ must be submitted first.
   c. Purchase memos must be renewed annually. They expire on the last fiscal day of the year (June 30).
   d. To renew, email edfiscal@uw.edu and indicate whether any memo details should be updated.

Submitting a TREQ for ProCard Purchase

Before the Charge (“Make A Purchase” or “Pay an Invoice”)

*All ProCard purchases require an approved **TREQ before purchase**, unless the cardholder has a **purchase memo** and the purchase fits within the scope of that memo.*

- For a **non-subscription purchase or invoice**, create a “Make a Purchase” (If there are items that need to be purchased) or “Pay an Invoice” (if there is an invoice that needs to be paid).
- Once submitted, your TREQ will be reviewed by the **Department Approver** and **Budget Manager**.
- The Budget Manager will review and reassign the **“Make a Purchase”** or **“Enter in Workday”** task to you.
    - The budget manager will include per diem limits (if applicable) and the spend category in a note on the TREQ prior to reassigning to you.
- Be sure to upload your supporting documents to the TREQ folder:
    - Itemized receipts
    - Agendas (if food purchased)
    - Attendee lists (if food purchased)
    - Quotes or vendor confirmations (if applicable)

Subscriptions and Large Purchases (“Pre-Authorization”)

*All ProCard purchases require an approved **TREQ before purchase**, unless the cardholder has a **purchase memo** and the purchase fits within the scope of that memo.*

- For **subscription services, large purchases ($10,000 or more), or events**, a new **Pre-Auth TREQ** must be created for **each fiscal year**.
- Update the **Project Title** to include the fiscal year and supplier name.
- Once submitted, your TREQ will be reviewed by the **Department Approver** and **Budget Manager**.
- Once a payment needs to be made, return to the approved Pre-Authorization and select **“+ Order”** to add the invoice or charge.
- The Budget Manager will review and reassign the **“Make a Purchase”** or **“Enter in Workday”** task to you.
    - The budget manager will include per diem limits (if applicable) and the spend category in a note on the TREQ prior to reassigning to you.
- Be sure to upload your supporting documents to the TREQ folder:
    - Itemized receipts
    - Agendas (if food purchased)
    - Attendee lists (if food purchased)
    - Quotes or vendor confirmations (if applicable)

After the Charge ("Make A Purchase" or "Pay an Invoice")

*All ProCard purchases require an approved **TREQ before purchase**, unless the cardholder has a **purchase memo** and the purchase fits within the scope of that memo.*

- If a purchase was made prior to a TREQ being created, submit a "Make a Purchase" TREQ, upload the itemized receipt and other supporting documentation.
- The Budget Manager will review and reassign the **"Make a Purchase"** task to you for verification.

Delivery Confirmation:
If your order includes physical items, add an **"All Items Received"** task in TREQ once everything has been delivered. Verification cannot be completed until delivery is confirmed.

Verifying a Charge

In TREQ:

- In your **"Needs Action"** list, you'll see any tasks assigned to you. Click the TREQ you need to verify to begin.
- If you cannot find a charge, confirm that a TREQ has been created for that transaction by checking **"My Orders"** in TREQ.
- Orders you've submitted or own that are pending action or were resolved within the past 90 days will appear there.

In Workday:

- In Workday, search **"Verify Procurement Card Transactions"** to find charges that need verification.
- If a charge is in **draft status**, it will not appear in this report — use **R1439 – Find Credit Card Transaction** to locate draft charges.
- Wherever there is a **memo** field, include the **TREQ number**.

Creating a ProCard Packet

- On the TREQ, enter your **PC number** in the **Ref#** box.
- Click the **Print** icon in the top-right corner, then right-click and choose **Print to PDF**.
- In Adobe, combine the TREQ and all supporting documents into a single file (TREQ should be the first page).
- Upload the final PDF packet to your verification task in Workday.

Tips & Other Important Rules

- All ProCard purchases require an approved **TREQ before the purchase**, unless the cardholder has a purchase memo and the purchase fits within the scope of that memo.
- Cardholders must verify ProCard charges **daily or weekly**.
- The ProCard is for **official UW business only**. Personal expenses are strictly prohibited.
- If a **personal charge** occurs, the cardholder must **write a check to COE** and **verify the charge in Workday**.
- Purchases should be **delivered to a department or business address only**. Deliveries to a personal or home address require **department approval prior to the purchase**.
- The default **single transaction limit** is **$4,999**, and the **monthly limit** is **$40,000**. Requests for increases must be submitted through the **UW Connect Card Services Form**.
- **Direct Buy Limit:** All ProCard purchases require an approved TREQ before the purchase, unless the cardholder has a purchase memo, and the purchase fits within the scope of that memo.
- Cardholders must **not split transactions** to circumvent single transaction or monthly limits.
- **Card security:** The ProCard must be used **only by the assigned cardholder**. The card number should not be shared, and vendors should not retain the number for future use.
- If a card experiences **repeated suspensions** or **unverified transactions remain outstanding**, the card will be **permanently cancelled**.

Reference Links

- UW Procurement Services | ProCard
- ProCard Cardholder eLearning Training
- ProCard Card Verification Training
- ProCard Renewal Training
- Allowable & Unallowable Expenditures
- How to Manage ProCard in Workday Job Aid
- UW Receipt Policy