

OBTAINING A PROCUREMENT CARD

The University of Kentucky procurement card is a Visa credit card available to individuals who are recognized as a regular UK employee in the Human Resource database. The procurement card provides a more expedient process for purchasing small-dollar goods and services for university business. Purchases made with a procurement card must be in accordance with federal, state, and university statutes, regulations, policies and procedures. Additional information on procurement card usage is available in the [Procurement Card Manual](#) and [Procurement Card Policy E-7-16](#).

PROCEDURE TO OBTAIN A PROCUREMENT CARD:

- Complete the [Procurement Card Application](#) located on the Accounts Payable website, obtaining required approvals from the applicant's supervisor along with an additional approval from the cardholder's business officer, dean, or director. Email the completed form to the [Procurement Card Administrator](#)
- Complete the required training within 30 days of the training session being assigned. Once the Procurement Card Administrator receives a complete application, the required training course will be assigned in myUK Learning, the University's learning management system (LMS). The applicant will receive an email notification from myUK Learning when the program has been assigned. The email will provide directions to access the assigned training and accompanying quiz (~30 minutes to complete).
- When applying for a procurement card, employees should verify their official home address through the Employee Self Service tab of myUK. Select Personal Profile under Personal Information in the center of the screen or from the Most Frequently Used column at the bottom right. The Permanent Residence is where the card will be delivered. If the address is no longer valid and needs updating, the applicant may do so by clicking on the pencil icon to update the address.

What's Next:

- Once the completed application has been submitted and the required training has been fulfilled, the applicant should receive his or her Procurement Card within 10-14 business days. Cards will be disbursed in a default delivery method, mailing cards to home addresses on file in the HR database.

DID YOU KNOW

When determining if a purchase is allowable on procurement card a quick and easy resource readily available is located on the Purchasing Departments website. See the [Purchasing/Accounts Payable Quick Reference Guide](#).

RELATED INFORMATION AND LINKS

- [PROCUREMENT CARD MANUAL](#)
- [PROCUREMENT CARD POLICY E-7-16](#)
- [PROCUREMENT CARD WEBSITE](#)
- [CONCUR TRAVEL AND EXPENSE MANAGEMENT WEBSITE](#)
- [CONCUR PROCARD TRANSACTION DEADLINES](#)

- Upon receiving the card in the mail, the cardholder will need to activate the procurement card, by contacting US BANK at (800) 344-5696:
 - An electronic system will verify the cardholder's identity by asking for the last four digits of their social security number and the billing address zip code (located in the address window of the procurement card envelope).
 - Once activated, remain on the line to establish a 4-digit PIN. The PIN may be required by some vendors as an alternative to providing a signature when conducting a purchase.

Other Cardholder Responsibilities:

- Review Concur Travel and Expense Training tools to ensure success when creating and submitting Concur expense reports. Cardholders, supervisors, and business officers are responsible for learning and understanding the procurement card reconciliation process. Described below, are the primary training methods for the Concur Travel and Expense Management Solution:
 - On-Demand Training Videos
 - Quick Reference Guides

On-Demand Videos related to Concur processes and procedures have been uploaded to myUK Learning and can be viewed at any time. To access these videos, login to myUK and go to the Employee Self Service tab. Select myUK Learning and search for the "Concur" videos. The On-Demand videos include demos such as creating a travel request, travel expense report, general procard expense report, and the approver process.

Quick Reference Guides for various Concur processes can be found [here](#).

*For those who need to book travel arrangements in Concur, virtual training is also available for the Concur Travel Online Booking Tool which can be found through the myUK Learning solution referenced above.

REMINDERS

- Include itemized invoices and a clear business purpose with every procurement card transaction within the Concur Travel and Expense System to ensure quick and efficient processing of all procurement card expenditures.
- Ensure that all procurement card expenses associated with a Concur General Expense Report are submitted to Accounts Payable Services for review by the 15th day of the following month for which the transaction occurred.