

### 55-4 Purchasing Card

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1. **Purpose.** The purchasing card program is designed to streamline the procurement and payment process for small dollar transactions. With any procurement process, there is a risk factor. Risk is managed by establishing a controlled process that has formal review and periodic audits. The purchasing card program is a controlled process with most of the responsibility placed on the user.
2. **Policy.** The purchasing card follows the general procurement policy of the System. See AGP&P 55-1 Purchasing Policy and Purchasing Guidelines.
  - A. Procurement by the purchasing card is limited to \$999.99 per transaction, unless the supervisor chooses a lower per-transaction limit.
  - B. Single transaction limits may be increased for cardholders who have the travel option on their card. The travel option allows the cardholder to pay for travel-related items including airline tickets, rental vehicles, lodging expenses, conference fees, taxi fares and shuttle fees.
  - C. The purchasing card is for the use of the cardholder only.
  - D. Disciplinary action will be taken for misuse of the purchasing card.

The foregoing purposes and policies are implemented by the following.

#### Procedures

3. **Administration.** The purchasing card policies and procedures are administered by the Purchasing Card administrator at Portales (for Portales and Ruidoso) and Roswell, with oversight by the System chief financial officer (CFO).
4. **Purchasing Card Limits and Restrictions.**
  - A. **Card Limits.** Procurement by the purchasing card is limited to \$999.99 per transaction, unless the cardholder's supervisor chooses a lower per-transaction limit. Prior written permission of the supervisor and Purchasing director must be obtained for exceptions. Single transaction limits may be increased (up to \$2,500) for cardholders who have the travel option on their card. The travel option allows the cardholder to pay for travel-related items including airline tickets, rental vehicles, lodging expenses, conference fees, taxi fares and shuttle fees.

As with any ENMU purchase, the card is not to be used for any product or service considered to be inappropriate for ENMU funds. Please refer to the AGP&P 55-1, Purchasing.

5. **Lost or Stolen Card.** The cardholder is responsible for the security of the card and any purchase charged on the card. If a card has been lost or stolen, the cardholder should immediately report this to the card company and the University Purchasing Card administrator. It is critical to act promptly to avoid liability for fraudulent transactions.
6. **Reconciliation.** The cardholder is responsible for the proper completion of the purchasing card statement, including these responsibilities:

- A. Ensure all supporting documentation is attached
- B. Ensure documentation is sorted in the order of the purchase on the statement
- C. Ensure the cardholder and supervisor sign the statement
- D. Ensure all charges are legitimate for the cardholder
- E. Ensure sales tax was not paid for tangible items – exception taxes are allowed for out-of-state purchases (physically out of state)
- F. Ensure charges are classified correctly
- G. Ensure that purchases are appropriate and within University System policy

**7. Disciplinary Action for Purchasing Card Misuse.** Improper recordkeeping and purchases that violate purchasing card restrictions or AGP&P 55-1, Purchasing will result in the following disciplinary actions:

- A. First time violation will result in a written warning to cardholder and department head;
- B. Second time violation will result in card being deactivated for 30 days;
- C. Third time violation will result in purchase card being canceled.
- D. Gross violation of the University System purchasing card may result in immediate card cancellation followed by appropriate administrative action.

**Exceptions.** Exceptions not previously listed to this policy's reimbursement guidelines must be approved in advance in writing by the System CFO or chancellor.

Approved by Board of Regents on March 14, 2008.  
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