# Procard PurchasING tips

UW Bothell complies with [UW Procurement Card policies and procedures](http://finance.uw.edu/ps/how-to-buy/procurement-card). The UW Procurement Card (ProCard) is a Visa purchasing card available for faculty and staff, designed to reduce the use of small dollar purchasing using purchase orders, and eliminate the use of personal funds.

## BEFORE Making a Purchase

* Review the [UW Procurement Card Policies and Procedures](http://finance.uw.edu/ps/how-to-buy/procurement-card) and [ProCard Holder Responsibilities](https://finance.uw.edu/ps/how-to-buy/procurement-card/responsibilities).
* ProCard usage is restricted to UW business purchases only. The ProCard may not be used for personal expenditures or UW travel related purchases.
* **All single transactions must be under $3,500, including taxes and tips.** If a purchase is **over $3,500**, the ProCard holder must log into [Ariba](https://finance.uw.edu/ps/) to [**request a transaction limit increase**](http://finance.uw.edu/ps/procard/limitsandprofile).
* **Never split a transaction into lesser amounts** to avoid the $3,500 per transaction limit.
* **Allowable and Unallowable ProCard Purchases:** UW Procurement has created a [list of allowable and unallowable ProCard purchases](http://finance.uw.edu/ps/sites/default/files/Allowable_Unallowable_Expenditures%20Dec_0.pdf).
* **Food Purchases:** A [Food Approval Form](http://www.uwb.edu/getattachment/finance/forms-and-guides/Food-Approval-Form.pdf) must be completed and approved prior to making any food purchases on state budgets. The business purpose, attendee list and itemized receipt must be maintained with supporting documentation for all food purchases, even if the food is purchased on a discretionary budget.
* **Recognition Program:** Purchases for employee recognition need an [approved recognition policy](http://www.uwb.edu/finance/food-approvals#Recognition%20Program) on file in the unit.

## AFTER Making a Purchase

* All purchases must have an itemized receipt and documented University business purpose.
* If the purchase was delivered, a packing slip must be maintained.
* If an itemized receipt is not available, the cardholder must complete a [perjury statement](http://www.uwb.edu/getattachment/finance/forms-and-guides/Perjury-Statement.docx). **Perjury statements should be rare and are an audit risk**.
* **Monthly Reconciliation:** A monthly reconciliation must be completed. See the [ProCard Reconciliation Tips](http://www.uwb.edu/getattachment/finance/forms-and-guides/ProCard-Reconciliation-Tips.docx) for more information.

## RESOURCES

* **Fraudulent Charges:** Non-authorized charges. Immediately contact JP Morgan Chase.
* **Lost or Stolen Card**: Immediately report to JP Morgan Chase, then contact UW Procurement Card Services at 206-543-5252.
* **JP Morgan Chase Customer Services**
  + **Inside the U.S.:** 1-800-270-7760 / 1-800-VISA-911
  + **Outside the U.S./Canada:** 1-801-281-5825 / 1-410-581-9994