



Policy Title	Purchasing Card Policy
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Responsible Office	Assistant Vice President for Financial Management
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### 1. Policy Purpose Statement

The purpose of this policy is to establish additional Kennesaw State University (KSU or the University) policy for the use of the state of Georgia Purchasing Card (P-Card) by KSU employees.

### 2. Background

KSU adheres to the Georgia Department of Administrative Services (DOAS) State Purchasing Division (SPD) and the Board of Regents (BOR) of the University of Georgia (USG) policies, procedures, and guidelines for P-Card use. This KSU policy originated to:

- Establish KSU policy for additional P-Card purchasing restrictions due to state continuous audit requirements and
- Provide KSU P-Card cardholders, cardholder supervisors, and budget owners/approvers with the reference and Web link to the KSU Purchasing Card Procedures, where procedures and consequences for policy violations are documented.

### 3. Scope (Who is Affected)

All KSU P-Card cardholders, cardholder supervisors, and budget owners/approvers are affected by this policy.

### 4. Exclusions or Exceptions

There are no exclusions or exceptions.

## 5. Definitions and Acronyms

**Budget Owner/Approver:** A budget owner/approver is a KSU employee who approves P-Card transactions and the Monthly Configured Spend Report (MCSR), which includes but is not limited to the direct supervisor of a cardholder, department head, dean, vice president, director, and/or business manager.

**Cardholder:** A state employee to whom a P-Card was issued.

**Cardholder Supervisor:** The direct supervisor to whom the P-Card cardholder reports.

**Monthly Configured Spend Report (MCSR):** The monthly billing statement reconciliation report for P-Card purchases.

**Purchasing Card (P-Card):** A charge card issued by a credit card company, bank, or other financial institution and provided by the state of Georgia or any of its departments or agencies under the state of Georgia Purchasing Card Program to state employees for the purpose of making small dollar purchases on behalf of such departments or agencies of the state.

**Employee Travel Expense:** A reimbursable expense for such items as airfare, meals, lodging, mileage, automobile rentals, transportation, parking, and miscellaneous expense incurred by an employee on official travel.

## 6. Policy

KSU employees are not allowed to use a P-Card for employee travel expenses.

### Procedures

The Office of Procurement and Contracting (OPC) manages the KSU Purchasing Card Procedures, which includes P-Card violation procedures and consequences for KSU employees (see item 8.a. below).

## 7. Associated Policies/Regulations

- a. [DOAS, State Purchasing Division \(SPD\) - Statewide Card Programs](#)
- b. [DOAS, State of Georgia P-Card Program Policy](#)
- c. [BOR Policy Manual, Section 7.7 Purchasing](#)

## **8. Procedures Associated with this Policy**

- a. [KSU Purchasing Card Procedures](#)
- b. [USG Business Procedures Manual, Section 3.3 Purchasing Cards](#)

## **9. Forms Associated with this Policy**

- a. [KSU P-Card Request and Change Form](#)
- b. [KSU P-Card Purchase Approval Form](#)
- c. [KSU P-Card Special Approval Request Form](#)

## **10. Violations**

Individuals in violation of this policy are subject to a range of sanctions, including but not limited to temporary or permanent suspension of cardholder privileges, other disciplinary action, dismissal from the University, and/or legal action.

The DOAS State of Georgia Purchasing Card Program Policy also requires every cardholder to adhere to the policies governing the use of the state P-Card. Failure to do so may result in disciplinary action up to and including employment termination. Additionally, such failure could result in prosecution to the fullest extent of the law, including financial restitution and criminal prosecution.

KSU P-Card violation procedures and consequences are documented in the KSU Purchasing Card Procedures managed by the OPC (see item 8.a. above).

## **11. Review Schedule**

The Purchasing Card Policy is reviewed annually by the assistant vice president for Financial Management or his/her designee and the Office of Procurement and Contracting.