

Purchasing Card Policy

Purchasing Card (“p-card”) Program

Introduction

The Purchasing Card Program was created to be used in conjunction with the University Purchasing Policy to provide an efficient and controlled method of procuring small dollar unrestricted materials or services, and to eliminate unnecessary paperwork among all parties involved. In addition, an “Emergency Purchasing Card Program” has been created for use in disaster or deemed “emergency” situations. The Emergency P-card Program differs from the standard p-card policy, and is identified as part of the emergency policy for the University.

Policy

The use of the p-card as a purchasing tool is available to authorized staff and students only. Limits, such as maximum single transaction limits, individual limits, monthly limits, and other limits and restrictions are determined by the Financial Vice President. Additional lower limits may be placed on cardholders by their respective departments. In all cases, the purchasing card maximum credit limits will be determined by the amount of money assigned to the applicable budgeted account and the maximum single transaction limit set for that particular account by the University.

Purchasing cards cannot be used for the purchase of restricted commodities. All cards must be assigned to a designated individual within the Boston College Community who will be responsible for all charges made on the assigned card.

Details of the requirements and uses of the purchasing card program and the list of restricted commodities appear on the Boston College p-card website at www.bc.edu/pcard

Responsibilities

In all cases, use of the Boston College Purchasing (“p-card”) Program requires the following:

Department Manager Responsibilities:

1. Department Managers determine if a p-card is acceptable for a particular chartstring.
2. Department Managers determine who, within their department, should create and maintain cardholders, monitor applicable budgets and limits, and determine responsibilities for reconciliation in accordance with the BC reconciliation requirements listed in the [Boston College P-Card User Guide](#).
3. Department Managers must monitor the reconciliation all departmental statements to the PeopleSoft Financials Budgets monthly.

Cardholder Responsibilities:

1. All cardholders are responsible for reading and adhering to the requirements set in the [Boston College P-Card User Guide](#).
2. Cardholders must use their card with Boston College contracted or approved vendors when possible. In all cases, the purchasing card must be used in accordance with the [BC Purchasing Policy](#). To review the listing of contracted vendors, visit the Boston College Procurement Services website at www.bc.edu/ecommerce.
3. All cardholders must sign the applicable staff or student cardholder agreement, prior to receiving their card. This agreement is signed certifying that they have read and will comply with all requirements of the program, including that the purchase is for a Boston College business purpose only, and that they will comply with all requirements of the P-Card User Guide, including providing proper receipt retention and reconciliation. <http://www.bc.edu/offices/buy/pcard/agreement.html>
4. Cardholders are required to review the P-Card User Guide on a regular basis in order to be sure they are meeting the most up-to-date requirements of the program.

Standard Procedures

Detailed instructions and procedures for the use of the P-card Program can be found at www.bc.edu/pcard.