



## Supervisor Responsibilities For UVM Purchasing Card

The signature of the cardholder’s supervisor or supervisor’s designee is required on the Purchasing Card Journal Report in addition to the cardholder’s signature. Because of the volume of dollars and transactions that the purchasing card program processes, supervisor review and approval is a prudent and necessary business practice. Supervisor responsibilities are listed below.

- A. Review purchasing card receipts and invoices to ensure that:
  - All transactions are appropriate University business, and fall within University and federal guidelines. Any unusual purchases are supported by an explanation of the business purpose.
  - All transactions have been verified by the principal investigator(s) whose sponsored project(s) have been charged.
  - All transactions, especially those that are sponsored project-related, have been allocated appropriately.
  - All original invoices or original, itemized receipts are attached.
  - Transactions are within guideline limits - \$2,500 per transaction.
  - Transactions are in compliance with the IRS' Accountable Plan Rules. Space for this documentation is provided on the PurCard Journal Report. This is true for all travel, business meals, and hospitality transactions.
  - Any additional documentation requirements have been completed.
  - No Vermont Sales Tax has been charged.
- B. Verify that the transaction is charged to the correct chart string and account.
- C. Verify that the PurCard Journal Report is signed by the cardholder (no signature stamps).
- D. Sign the PurCard Journal Report (no signature stamps).
- E. Ensure that the PurCard Journal Reports are routed to Disbursement Center in a timely fashion. PurCard Journal Reports are due to Disbursement Center ten days after the US Bank statement is received. If reports are not received in a timely basis, purchasing cards will be placed on hold.
- F. Supervisors must ensure that the purchasing card of a terminating employee is returned to Disbursement Center for cancellation.
- G. Supervisors must ensure that the necessary documentation is completed and submitted for the last cycle of purchasing card activity when an employee (cardholder) is terminated.
- H. Supervisors will ensure they do not approve their own expenses when charged to another employees purchasing card.
- I. Supervisors will delegate authority to review and approve the PurCard Journal Report only to qualified personnel, who are in a position to make a meaningful review and assessment of the transactions and where the expenses will be charged.

### CONSEQUENCES

I understand that failure to properly fulfill my responsibilities of the purchasing card supervisor could result in the following:

- Purchasing card benefits will be restricted
- Purchasing card in supervisor’s name will be put on hold
- Requirement of chair, dean, or director in issue resolution
- Requirement of chair, dean, or director to approve cardholders’ Journal Reports
- Consultation with Internal Audit Services

I confirm that I have read and understood these responsibilities and procedures.

Print Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Signature: \_\_\_\_\_ Department: \_\_\_\_\_

Date: \_\_\_\_\_ Campus Address: \_\_\_\_\_

**Return to: UVM Disbursement Center**  
23 Mansfield Avenue, Burlington, VT 05401  
Telephone 802-656-4192



## Supervisor Responsibilities For UVM Purchasing Card

### Supervisor Responsibilities For UVM Purchasing Card (cont'd)

I am responsible for the following cardholders:

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

Card Holder Name: \_\_\_\_\_

*(List above will be cross-referenced with the Card Holder acceptance forms)*

I designate the following individual to sign off on card holder Journal/Reports on my behalf. I also recognize that assigning a designate does not relieve me from my PurCard supervisor responsibilities listed on page 1.

Designate Name: \_\_\_\_\_

Designate Emp ID: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Designate Signature: \_\_\_\_\_

*(Designate subject to same responsibilities and consequences as Supervisor)*