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PROCUREMENT CARD POLICY

POLICY

Procurement Card Policy

ISSUED

ON 02/

28/

2025

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A. Purpose

The University of Rochester Procurement Card, hereafter referred to as ‘Pcard’, is a VISA credit card issued through US Bank. The Pcard is a delegated Procurement authority granted to individual department employees to be used solely for the business purposes of the University of Rochester per the guidelines outlined under the Approved and Restricted Use section. It shall not be used for any personal purchases or individual employee travel. It is a valuable tool for quickly and efficiently managing resources by concentrating low-dollar, low-risk purchases in a less paper-intensive process. The card is issued in an employee’s name and the charges are paid directly by the University.

ABOUT THIS POLICY

Policy Applies To

Staff

Issuing Authority

Administration & Finance

Responsible Officer

Courtney Peplin

ADDITIONAL RESOURCES

Pcard Authorization

Request Form

(<https://rochester.app.box.com/file/1706286868233?s=d5o8vx8ybglekwc17vfe9vk2bat4tec5>)

Pcard Change Form

(<https://rochester.app.box.com/file/1706288118569?s=0tuo2b5fbib0kwwzwxxk80q9jlkt48pi>)

Pcard Transaction

Exception Form

(<https://rochester.app.box.com/file/1706297123108?s=uusdy7d85fy7s8cv3xomjdqzyng3ug7i>)

Pcard Missing Receipt

Form

(<https://www.rochester.edu>)



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