



These are the steps taken by EOU to ensure that proper procurement and corporate card monitoring occurs:

Procurement Card

- All new cards and limit changes require a new request form. The request form is approved by the unit administrator, program administrator and the business operations manager.
- Before a new custodian, user, or unit administrator can have access to the procurement card, they have to attend procurement card training. After they have been trained, they are required to sign a training verification check list. A copy of this check list is filed with custodian and the program administrator.
- Monthly, the procurement card statement is reviewed by an accounts payable staff member, other than the program administrator, to ensure that the purchases are following the guidelines of the EOU policies and procedures. If there are purchases that are questionable the custodian is notified, usually by email. The responses and resolutions are recorded by the program administrator. The program administrator keeps a transaction exception report. Behind the report are all of the year's statements and emails supporting the discussion of the questionable expenses.
- Yearly, all of the procurement cards have been audited to ensure that all policies are followed. Audits are performed yearly, however newly issued cards and cards placed on probation will be audited within 3 months. The program administrator also has the authority to perform an unannounced audit. If a violation is detected at anytime, the procedures listed in section 6 of the policy, procurement card violations will be applied.
- Yearly, the program administrator reviews card usage and closes out unnecessary cards.

Corporate Card

- Before a corporate card is issued, it is required by EOU that the proposed user complete a Visa Card Agreement and Application. By signing the agreement, the user agrees that the card will be used only for authorized travel expenses and the balance will be paid in full each month. Misuse of the card may result in disciplinary action, including termination. The application is also required to be signed by an approving manager.
- Monthly, the corporate card statement is printed by the program administrator and monitored for misuse.
- The program administrator is notified by US bank when a corporate card holder is 60 days past due. The program administrator emails the card holder and the approving manager. If there is not a resolution or payment plan within 30 days the card is canceled by the program administrator. The unpaid balance is then handled by the bank company.