

Slide 1 - Procurement Card



Financial Foundations

Procurement Card

**Slide notes**

Welcome to the Finance and Administration Specialized Training Program. There are five introductory FAST courses called Financial Foundations. We hope the Procurement Card course is beneficial to your daily responsibilities at the University of Kentucky.

Quick reference guides and a review of the course can be found on the FAST website.

Slide 2 – Learning Objectives

Learning Objectives

Introduction to Procurement Cards:

- What they are
- Why they are used
- Who is responsible
- What the policies are
- What is allowable



Procurement Card = Procard



Slide notes

The objectives of this module are to introduce the basics of procurement cards, including what they are, why they are used, who is responsible, what the policies are, and what is allowable. At UK, procurement cards are often referred to as “procard.” We will use both terms interchangeably throughout this module.

Slide 3 - Procurement Card Introduction

Procurement Card Introduction

Procurement cards are for small dollar transactions, generally \$5,000 or less.



BPM E-7-16:
Procurement Cards

- VISA branded corporate liability credit card
- Cardholder must be active, regular employee

Temporary employees, retirees and students do not qualify to have a procard



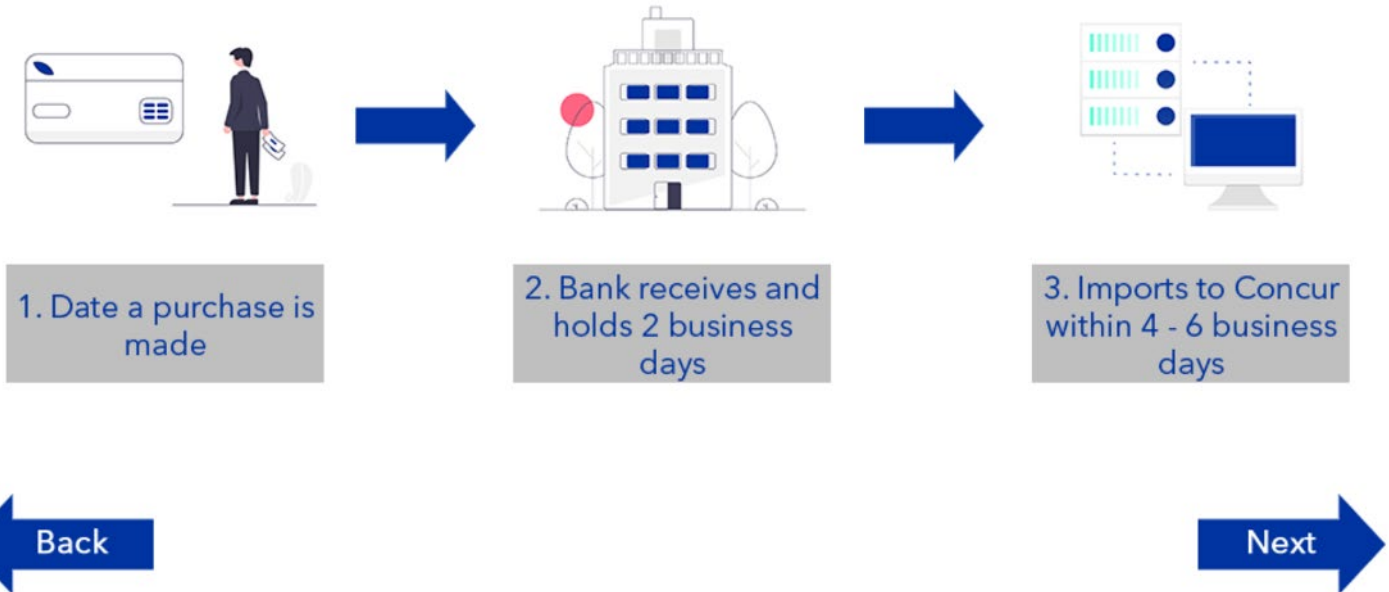
Slide notes

The procurement card program was established to provide a more efficient, cost-effective method for purchasing and paying for small dollar transactions, which are generally \$5,000 or less. The University of Kentucky provides cardholders with corporate liability credit cards issued through US Bank that can be used anywhere Visa is accepted. The Procurement Cards policy, which is Business Procedures Manual, or BPM, E-7-16, requires all cardholders be active, regular employees. This means temporary employees, retirees, and students do not qualify to have a procard in their name or have access to anyone's procard.

Slide 4 – Introduction to Fraud



Procurement Card Workflow



Slide notes

The lifespan of a procurement card transaction begins with the date a purchase is made. The transaction will typically post to US Bank within 24 hours but can take longer depending on the dollar amount or other circumstances. The university’s agreement with US Bank requires the bank to hold transactions for two business days. Transactions usually import into Concur four to six business days after the transaction date. Keep in mind; credits often take longer to post than debits.

Slide 5 - Concur Workflow

Concur Workflow

Internal Controls

- Cardholder or delegate responsible for *timely expense reporting*
- Posted in SAP by the *15th day* of the *following month*
- Concur ensures *separation of duties*



Must maintain separation of duties with delegates



Slide notes

SAP concur is the university’s expense management system for travel expense reports and non-travel procurement card expenses. There are several things to know regarding the concur workflow pertaining to Procards. Cardholders or their assigned delegates are responsible for preparing expense reports in a timely manner. It is the concur report owner and/or delegate’s responsibility to ensure all approvals have been obtained and the report is posted in SAP. All procurement card transactions on a General Expense report should be posted in SAP by the 15th day of the month following the transaction. The goal is to complete processing of all eligible reports within seven business days of receipt in Accounts Payable Services. All unprocessed Procard transactions at the end of each month will be accrued based on the cardholder’s default cost center on file. This accrual will then be reversed in the following month and actual expenses will post in concur through the standard process of submitting reports. The electronic workflow in concur is configured to ensure separation, or segregation, of duties, where no one person has complete control of a process. You may recall this topic was discussed in the Internal Controls and Fiscal Responsibility module of Financial Foundations training. If you assign a delegate, someone acting in another’s place, you must ensure separation of duties is maintained. We will discuss delegates in more detail shortly. Now that we’ve reviewed some basic information regarding the Concur workflow, let’s look more closely at Procard responsibilities.

Slide 6 - Cardholders

Responsibilities

Cardholders

- Cardholder User Agreement
- Delegated purchasing authority



- BPM E-7-16: Procurement Cards
- BPM B-3-2: Delegated Procurement Policy for Departments

- Ensure expenditures are in accordance with policy
- Properly safeguard procard
- Review all transactions
- Provide documentation
- Provide detailed business purpose
- Submit Concur expense reports timely
- Stay informed of policies



Slide notes

As can be expected, there are significant procurement card responsibilities that pertain to individuals and departments, which include cardholders, supervisors, business officers, delegates, additional users, and University Financial Services. We're going to begin with cardholders. First and foremost, cardholders must comply with the Cardholder User Agreement, which can be found in BPM E-7-16, and the guidelines and restrictions of the policy for delegated purchasing authority, as described in BPM B-3-2: Delegated Procurement Policy for Departments. In addition, it is the cardholder's responsibility to make, authorize, and approve expenditures in accordance with the terms and conditions under which the procurement card was issued, properly safeguard the procurement card, review each transaction to confirm it is a valid university purchase, provide supporting documentation, like itemized invoices, and retain all receipts for purchases, provide a detailed business purpose of the purchase, including who, what, why, when and where. Adding the "where" is only applicable to travel. This information can be entered in the comment field in concur or be part of the supporting documentation. Submit Concur expense reports in a timely manner and stay informed of university policies regarding procurement cards.

Slide 7 - Supervisor

Responsibilities

Supervisor

- Review and approve **all transactions**
 - Allowable, reasonable and necessary
 - Comply with policies and procedures
 - Timely reconciliation
- Ensure **documentation** meets **standards**
- Verify **records** are **legible**
- Stay **informed** of **policies**



Slide notes

Now let's discuss the basic Procard responsibilities for supervisors. They must review and approve all transactions to ensure they are allowable, reasonable, and necessary to university business, in compliance with university policies and procedures, and are reconciled in a timely manner. They must ensure documentation meets the required standards verify that electronically stored records are legible and stay informed of university policies regarding procurement cards.

Slide 8 - Business Officer

Responsibilities

Business Officer

Concur Workflow

- Appropriate charge to cost object and expenditure type
- Documentation meets standards
- Records are legible
- Transactions are allowable, reasonable and necessary
- Approvals obtained



Additional Oversight

- Ensure segregation of duties
- Approve and submit limit increase requests
- Review cardholder limits
- Stay informed of policies



Slide notes

Along with cardholders and supervisors, business officers have a critical role related to Procards. Business officers are required to validate that all transactions have been charged to the appropriate cost object and expenditure type ensure that documentation meets the required standards verify that electronically stored records are legible ensure transactions comply with university policies and procedures that they are allowable, reasonable and necessary and confirm that all required approvals are obtained. In addition, business officers have additional oversight for the Procard process in their departments. They must ensure segregation of duties related to processing procurement card transactions for all roles in their college or area, particularly when delegates are involved. Approve and submit requests for an increase in spending limit, review cardholder limits to ensure appropriate utilization and stay informed of university policies regarding procurement cards.

Slide 9 - Delegates

Delegates

Delegates act in the capacity of their assigned role

Cardholder Delegate

- **Can:** create expense reports, upload receipts, update settings
- **Cannot:** submit expense reports

Supervisor / Business Officer Delegate

- **Can:** review, approve, reject or forward expenses



- Delegates must be properly trained and stay informed of policies
- Cardholder / Supervisor is ultimately responsible



Slide notes

Now that we've discussed the responsibilities for cardholders, supervisors and business officers, it's important to know that each of these roles can have a delegate assigned in the Concur workflow. Delegates should be chosen wisely as they act in the capacity of the role for which they have been assigned. This means they need to comply with the responsibilities we've just reviewed specific to the role they have been assigned. For cardholders, delegates can create expense reports, upload receipts, and update profile settings. However, delegates cannot submit reports for cardholders. For supervisors and business officers, delegates can review, approve, reject, or forward expenses. Just like with cardholders, supervisors and business officers' delegates must be properly trained on procurement card procedures and stay informed of policies. Additionally, even though you may have a delegate, the actual cardholder and/or supervisor are still responsible to ensure policies and procedures are being followed.

Slide 10 - Additional Users

Additional Users

Qualified to have a card in their name

- Must be **active, regular** employee
- Sign their **own name**
- Be aware of **policies**
- Use a **control log**
 - Additional user's name
 - Procard **check-out / check-in** dates
 - Purchase **details**



Cardholder is ultimately responsible for all charges



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Cardholders may choose to allow others who are considered additional users to use their procurement card. If that is the case, it is expected the card will be handled by individuals who are qualified to have a card in their name. This means they must be an active, regular employee. Remember, as we previously mentioned, temporary employees, retirees and students may not have access to a university procurement card. The additional user should sign their own name at the time of purchase not the name of the cardholder. It's important to note that vendors are not required to accept a procurement card if the cardholder is not present to make the purchase. As you might expect, the additional user should be aware of university purchasing policies and regulations, including our tax exemption status. And the use of a control log should be implemented anytime an additional user makes a purchase with the procard. This allows the cardholder the opportunity to authorize transactions before the purchase is made and be aware of the card's location at all times. Basic information to include on a control log should include the name of the additional user, Procard check-out and check-in dates, and details of the purchase. Regardless of who is making the purchase, the cardholder is ultimately responsible for all charges made with their procurement card.

Slide 11 - University Financial Services

Responsibilities

University Financial Services



- Review and approve **applications**
- Authorize **issuance** of procards
- Participate in **training** development
- Examine transactions for **compliance**
- Conduct periodic **audits of expenditures**

BPM E-7-10:
Discretionary Expenditures



Slide notes

Now that we have reviewed the individual responsibilities related to procards, let's look at the responsibilities for University Financial Services, or UFS. Their responsibilities are to review and approve applications authorize issuance of procards to approved applicants participate in the development of procard training examine procard transactions for policy and regulation compliance for example, transactions should comply with BPM E-7-10: Discretionary Expenditures, and UFS conducts periodic audits of expenditures, ensuring transactions adhere to university policies.

Slide 12 - Safeguarding a Procard

Safeguarding a Procard

- Store in a [safe](#) or [locked desk / cabinet](#)
- Never expose the [card number](#)
- Ensure [websites are secure](#) before use
 - Web addresses that begin with "[https:](#)"
 - Public [hotspots](#) are [not secure](#)
- Do not [email](#) the [entire card number](#)



Slide notes

The remainder of this course will focus on basic policies related to procards, including what is, and is not, allowable. Let's begin by reviewing a few ways to safeguard procards. First, procards should be stored in a safe or in a locked desk or cabinet and the card number should never be exposed. When making an online purchase, card users should first ensure a website is secure. For example, a web address that begins with "https" is secure. Public hotspots are not considered secure. And finally, the entire card number should not be included in an email.

Slide 13 - Procard Limits and Billing



Procard Limits and Billing

Procard Limits

- Single transaction limit = \$5,000
- Monthly credit limit
 - On application
 - Determined / approved by department
- Limit increase requests
 - Cardholder submits to Procurement Services
 - Requires appropriate business officer approval

Billing Cycle

- Ends 6th business day of the month
- Monthly limit resets next business day



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A single transaction limit of \$5,000 is mandated by the delegated purchasing authority of Procurement Services. When applying for a procard, the monthly credit limit is included on the application. This limit is based on what department leadership feels will meet their spending needs. Procurement Services may consider authorization for a higher transaction limit when requested by a cardholder and approved by the appropriate business officer. The last day of the billing cycle is the 6th day of the month or the next business day, when the 6th falls on a weekend. The monthly limit resets to its full available credit on the first business day after the last day of the previous billing cycle.

Slide 14 - Supporting Documentation

Supporting Documentation

Acceptable forms of supporting documentation must:

- Be **itemized** and include a **final total**
- Include **detailed business purpose**:
- Be **retained** minimum of **three years** after **fiscal year** is closed

Who? What? Why? When? Where?

Retention period for grants:


- Refer to grant contract
- Begins after grant is closed



Slide notes

Earlier when we were discussing cardholder, supervisor and business officer responsibilities we referenced documentation and that it needed to meet standards laid out by the university. Acceptable forms of supporting documentation must be itemized and include a final total. Itemized receipts from vendors should include details such as a description, date of purchase, quantity, and price per unit. Next, supporting documentation must include a detailed business purpose describing how the transaction supports the mission of the cardholder’s area or a specific project. This purpose should include the who? what? why? when? and where? Adding the “where” is only applicable to travel. This will help you determine if the expense meets the criteria of a university business purpose. And finally, following the State Record Retention Schedule, documentation should be kept for a minimum of three years after the fiscal year is closed. For transactions charged to a grant, refer to the grant contract for the retention period specific to the grant. This retention period begins once the grant is officially closed.

Slide 15 - Tax Exemption



Tax Exemption

The University is **exempt** from Kentucky state sales tax.

Cardholders should ensure purchases made in Kentucky are tax exempt

Not exempt from:

- City taxes
- Alcohol taxes
- Hotel taxes

Tax Exemption Number:

A00276

List of state certificates that offer tax exemption is on the [Procurement Services](#) website

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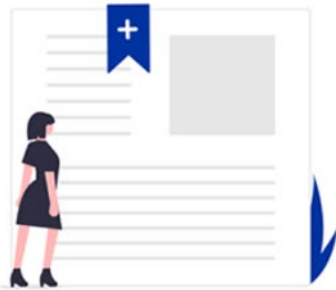
As an agency of the Commonwealth of Kentucky, the University is exempt from Kentucky state sales tax under Tax Exemption Number A00276. It is the responsibility of the cardholder to ensure purchases made in Kentucky are tax exempt. However, the university is not exempt from city, alcohol, or hotel taxes. When making out of state purchases, cardholders should be aware of which states offer tax exemption to the university. A list of these state certificates can be found on the **Procurement Services website**.

Slide 16 - Restrictions

Restrictions

Not all purchases are allowable on a procurement card.

Purchasing / Accounts Payable
Quick Reference Guide



Common restrictions:

- Commodities restricted by contract
- Purchases from Supplier Relationship Management (SRM)
- Inter-departmental transactions
 - Journal voucher (JV)
 - Budget transfer



Slide notes

It's important to note that not all purchases are allowable on a procurement card. The Purchasing/Accounts Payable Quick Reference Guide, which is available through the Procurement Services website, will help you determine the correct purchase method based on the commodity. Some commonly restricted procard purchases include, but are not limited to commodities restricted by contract, purchases from Supplier Relationship Management or SRM, vendors, which should be conducted by e-Catalog, and inter-departmental transactions. These payments must be made by journal voucher or budget transfer depending on the business area and the fund group. These are the same, a budget transfer would be required unless the cost centers are allowed to carryforward their fund balance, in that case a transfer JV would be required. Any questions or inquiries on restrictions should be directed to Procurement Services.

Slide 17 - Restrictions

Restrictions

\$5,000 limit per transaction

Splitting a single transaction that is greater than \$5,000 into multiple purchases is strictly prohibited

- Could result in procard suspension
- \$5,000 limit increase may be possible
 - Cardholder submits request to Procurement Services
 - Requires appropriate business officer approval



BPM B-3-2-1:
Procurement Card
Authorization and Limits



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Slide notes

As was mentioned earlier in this module, procurement cards have a \$5,000 limit per transaction. Per Business Procedures Manual **B-3-2-1: Procurement Card Authorization and Limits**, splitting a single transaction that is greater than \$5,000 into multiple purchases is strictly prohibited. You may recall from the Fundamentals of Fraud Prevention module that splitting transactions could be a red flag indicator for fraud. Occurrences of transaction splitting could result in suspension of an employee's procurement card. As we mentioned earlier, Procurement Services may consider authorization for a higher transaction limit when requested by a cardholder and approved by the appropriate business officer. Procurement card transactions are audited by Procurement Services and Accounts Payable Services. In the next several slides, we are going to cover different types of purchases and requirements pertaining to each.

Slide 18 - Discretionary Purchases

Discretionary Purchases

Allowed when **reasonable** and **necessary**

Most common transactions:

- Meals and catering
- Flowers

Sometimes discretionary funds...

MUST be used		MAY be used	
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BPM E-7-10:
Discretionary
Expenditures



Slide notes

Certain types of expenditures, called discretionary purchases, require particular caution. Discretionary purchases are allowed when reasonable and necessary as approved by BPM E-7-10: Discretionary Expenditures. The most common types of discretionary transactions are meals and catering, and flowers. In some circumstances, discretionary funds must be used, and in other situations, discretionary funds may be used. For example, alcohol always requires discretionary funds. Whereas, discretionary funds may or may not be used for flowers. Flowers in memorial of an employee’s immediate family member must use discretionary funds. However, flowers for a centerpiece at a business event may use non-discretionary funds. BPM E-7-10 provides a complete list of discretionary purchases and required funding sources and in other situations, discretionary funds may be used. business event may use non-discretionary funds. BPM E-7-10 provides a complete list of discretionary purchases and required funding sources.

Slide 19 - Discretionary Purchases



Financial Foundations

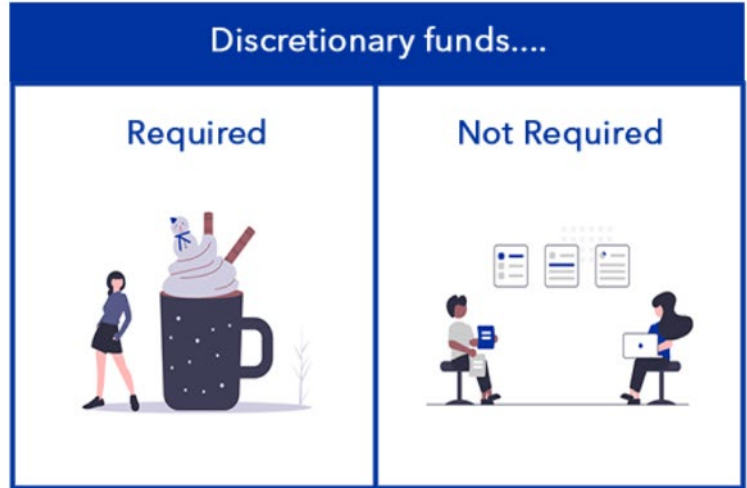
Discretionary Purchases

Meals and Catering

Documentation should include:

- Itemized receipts
- Detailed business purpose
- Agenda
- List of attendees

Personal meals when traveling are not allowed on the procard



Slide notes

Let's look specifically at one of the most common types of discretionary purchases, meals and catering. For discretionary purchases, the documentation for meals and catering should include itemized receipts, a detailed business purpose, an agenda, and a complete list of attendees. Some events require discretionary funding, and some do not. For example, refreshments for a holiday party require discretionary funds. However, a meeting with a documented agenda that details the business purpose does not require discretionary funds. Additionally, personal meals while traveling are not allowed on the procard. The traveler's per diem should be claimed on a Concur Travel Expense Report.

Slide 20 - Established Contracts

Established Contracts

Procurement Services establishes contracts for procurement of general goods and services.

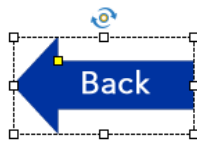
Contracts must comply with applicable Kentucky law: Model Procurement Code

Departments should use contracted providers for procard purchases to meet requirements



Procurement Services maintains an online list of established price contracts

Contact Procurement Services for non-contracted vendor purchase questions



Slide notes

UK Procurement Services establishes contracts for procurement of general goods and services on behalf of the university. All contracts must comply with applicable Kentucky law, otherwise known as the **Model Procurement Code**. This Code dictates how state agencies and institutions are to procure goods and services. Departments are to use the contracted providers when making procurement card purchases. Use of the contracted vendors meets procurement requirements for federal and state grant sponsors. Procurement Services maintains a list of formally established price contracts for departments to their purchases. If a department has a need to make a purchase from a non-contracted vendor, Procurement Services can provide guidance.

Slide 21 - Promotional Items

Promotional Items

Any item bearing a University of Kentucky mark and distributed to promote the UK brand

Common recipients

- Potential students
- Potential employees
- Public at official events



Allowable on procard

- Contracted vendor
- University Bookstore

Approved promotional vendors list on Procurement Services website



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Slide notes

Promotional items are described as any item bearing a University of Kentucky mark and distributed with the intent of promoting the university brand. Common recipients of promotional items are potential students, potential employees, and the general public at official events. Promotional items are allowable on the procard but must be purchased from a contracted promotional vendor or the University Bookstore. The most up-to-date list of approved promotional vendors is located on the Procurement Services' website.

Slide 22 – Printing and Duplicating

Printing and Duplicating

Printing and duplicating are allowable procard expenses

Printing

- Governed by Kentucky Revised Statutes (KRS) Chapter 57
- Must use contracted printer for all printing services, including stationery



Duplicating

- On-campus Ricoh Document Service Centers
 - Whitehall Classroom Building
 - W. T. Young Library
 - Willard Medical Education Building
- Off-campus contact Procurement Services



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Printing and duplicating are allowable expenses on a procard. However, as an agent of the state, it is a requirement for the university to exclusively use contracted printing service vendors. Printing for all state agencies, including the University of Kentucky, is strictly governed by Chapter 57 of the Kentucky Revised Statutes (KRS). Based on the statute, university departments must use a contracted printer for all printing services, including stationery, regardless of order value. In accordance with the KRS statute, there is no allowance for any non-contract vendor to provide printing services under any circumstances. For duplicating needs, departments should use the on-campus Ricoh Document Services Centers contracted under the Managed Print Services program located in Whitehall Classroom Building, W.T. Young Library and Willard Medical Education Building. If a department has an off-campus location and needs to make a duplicating purchase, Procurement Services can be contacted for guidance. Procurement Services also has a website containing printing services, links and forms.

Slide 23 - Patient Related Purchases

Patient - Related Purchases

Purchases for patient-related goods and services for university hospitals and clinics are not permitted on the procard.



Conduct in SAP:

- Requisition process
- Purchase order with vendor

Procurement Services manages all patient-related purchases for UK HealthCare



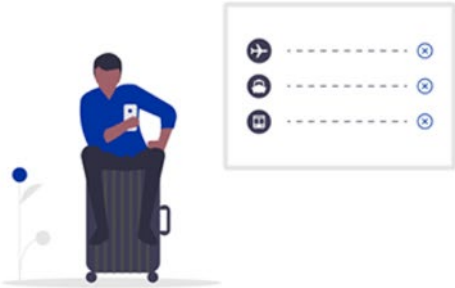
Slide notes

Purchases for patient-related goods and services for university hospitals and clinics are not permitted on the procard. Any goods or services that relate to patient care must be conducted within SAP using the requisition process. This will result in a purchase order transaction with the appropriate vendor. Procurement Services has staff at Chandler Hospital to manage all patient-related purchases on behalf of HealthCare.

Slide 24 - Travel Expenses

Travel Expenses

Procards can be used for certain travel expenses



- Airfare and baggage fees
- Hotel expenses
- Transportation expenses
- Auto rental
- Registration fees, except:
 - Optional events
 - Add-on fees



Slide notes

Now that we've discussed several different types of purchases, we're going to switch our focus to travel-related expenses. If a cardholder is approved for travel, the following types of transactions can be made with the procard. Airfare and baggage fees, hotel expenses, transportation expenses, auto rental, and registration fees, except optional events or add-on fees, those are not allowed.

Slide 25 – Travel Expenses: Airlines

Travel Expenses

Airlines

US Bank will add a travel alert to the account when airfare is purchased

Preferred travel agencies for airfare purchases:

- Avant Travel
- AAA - using Concur online booking tool

Combining business and personal travel?

- Traveler liable for price differential
- Cost comparison for business-only travel must be included with documentation



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When airfare is purchased with a procard, US Bank will automatically add a travel alert to the account to reduce the possibility of declines which could occur while in travel status. The preferred travel agencies for purchasing airfare are Avant Travel, AAA, using the Concur online booking tool. If business and personal travel are combined on an airline ticket The traveler will be liable for the difference in price and a cost comparison for business-only travel must be included with documentation.

Slide 26 - Travel Expenses Hotel and Car

Travel Expenses

Hotel and Car Rental

Procard:	Allowable	Not Allowable
Hotels	Internet and parking	Personal meals
Car Rentals	Gasoline	Rental insurance (except international travel)

Claim mileage on a Concur Travel Expense Report when using a personal vehicle while traveling



Slide notes

In addition to airfare expenses, we also want to cover some basics related to hotel and car rental expenses on the procard. At hotels, internet and parking expenses are allowable when reasonable and necessary. Personal meals while in travel status are not allowed on the procard. Room service charges should be removed from hotel folios before the final bill is paid. For car rentals, the purchase of gasoline is allowed only for rental vehicles. You may recall from the Fundamentals of Fraud Prevention module that gas should never be purchased for a personal vehicle with a procard. Auto rental insurance is not allowed except when traveling internationally. The university is self-insured within the United States through Risk Management. When traveling in a personal vehicle, mileage should be claimed on a Concur Travel Expense Report once travel is completed.

Slide 27 - Declined Transactions

Declined Transactions

Cardholder:

- Verify card information entered correctly
- Call number on back of card



Business Officer:

Procurement Card Services:

- Insufficient funds in monthly available credit

Procurement Services:

- Purchase over the single transaction limit
- Merchant category code not included on university procards



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Before we finish this module, we want to cover how to handle problems that can occur with procards, starting with declined transactions. Procards can decline for multiple reasons. Once it is confirmed that all card information was entered correctly, the cardholder can call the toll-free number on the back of the card to research why a transaction was declined. If a transaction is declining due to being caught in a fraud filter, the cardholder can have the fraud flag removed while in direct contact with the bank. When additional assistance is required, the cardholder's business officer should get involved. For example, contact Procurement Card Services if the card was declined due to insufficient funds in the monthly available credit. Or contact Procurement Services when a transaction declines due to being over the assigned single transaction limit, or if the vendor's chosen merchant category code is excluded from use on university procards.

Slide 28 - Dispute vs. Fraud

Dispute vs. Fraud

Disputed charge

- Defective goods
- Goods not received
- Incorrect billing
- Credit not processed



Fraudulent charge

Unauthorized transaction resulting from compromised procard information

Contact US Bank within 60 days of the statement date for all unresolved disputes and any fraudulent charges.



Slide notes

The next potential problem we want to discuss is related to transactions that are charged to the procard, but there is some type of issue with the purchase. In these cases, it could mean the transaction needs to be disputed, or it could have been a fraudulent transaction. Let's look at the difference between the two. Disputed charges result from defective or never received goods, incorrect or duplicate billing, or an anticipated credit or return not being processed. A fraudulent charge is an unauthorized transaction resulting from procard information being compromised. Every effort should be made to resolve a dispute with the vendor first before contacting US Bank. However, cardholders must report all unresolved disputes and any fraudulent charges within sixty days of the statement on which the item was billed to US Bank by calling the toll-free number on the back of the card.

Slide 29 - Suspend vs. Terminate

Suspend vs. Terminate

Procard suspension

- Card misuse
- Cardholder extended absence

Procard termination

- Cardholder transfers departments
- Cardholder leaves UK



Slide notes

There may be times when procards need to be suspended or terminated. Procards can be suspended if they are not being used properly according to policies or in the case of a cardholder's extended absence. Card suspensions can be made at the request of the cardholder, their department, University Financial Services, Procurement Services or other university oversight areas. Procards must be terminated immediately in the event a cardholder transfers to another department or leaves the university. If a cardholder transfers to another department and the new assignment requires a procard, the new department should submit an application.

Slide 30 - Contact Information

Contact Information



- US Bank Cardholder Support
1-800-344-5696
- Procurement Card Services:
procard@uky.edu
- Concur Travel & Expense
Management:
ConcurExpense@uky.edu
- Procurement Services:
UKPurchasing@uky.edu



Slide notes

Throughout this module we referenced different areas you may need to contact if you have questions or need assistance with procurement card transactions. US Bank's cardholder support line is available 24 hours a day and can be reached by calling 1-800-344-5696. For university-related procurement card questions, email procard@uky.edu. The Concur Travel & Expense Management team can be contacted by sending an email to ConcurExpense@uky.edu. And for purchasing related questions, contact Procurement Services by emailing UKPurchasing@uky.edu. You can find this information, as well as additional resources mentioned during this module, in the course description of this WBT in myUK Learning.