

---

## 2303 USE OF A PURCHASING CARD

---

Effective: July 1993  
Revised: December 2015  
Last Reviewed: April 2018  
Responsible Office: Purchasing Services  
Approval: Purchasing Services

---

### PURPOSE

---

To establish the policies and procedures related to the appropriate use of a University of Pennsylvania Purchasing Card.

---

### POLICY

---

1. The appropriate Senior Financial Officer must approve all requests to obtain a new [Purchasing Card](#).
2. The Cardholder must successfully complete required training, and, upon completion of training, sign and accept the terms and conditions of the Purchasing Card Cardholder Agreement prior to receiving his/her Purchasing Card. Cardholders must also complete a biennial refresher training course in order to retain use of their Purchasing Cards.
3. All Purchasing Card transactions must be processed in accordance with University Procurement and Disbursement financial policies, the authorized buying method instructions listed in the [Commodity Matrix](#).
4. All Purchasing Card cardholders must adhere to the [ethics in purchasing](#) guidelines.
5. The standard Purchasing Card monthly spend limit is \$4,999.00. The standard single transaction limit is \$1,000.00. Requests to increase the standard spend or transaction limit must include an explanation of the business purpose for the request and must be approved by the appropriate Senior Financial Officer. The request must then be forwarded to the Chief Procurement Officer (or designee) for final review and approval. Requests to increase the standard spend or transaction limit must be submitted via email using the online form. To request a single transaction exception limit for one time use, please submit a properly completed [Purchasing card single transaction exception request](#). To request a permanent monthly/single (not to exceed \$4,999) spending limit increase, please submit a properly completed [Purchasing card monthly spend limit exception request](#). This form can also be used for a temporary monthly increase.
6. The Purchasing Card cannot be used for purchases of [restricted commodities and/or purchases from restricted suppliers](#).
7. All Purchasing Card transactions must be made by the individual to whom the Purchasing Card is issued.

**8. All Purchasing Card transactions must be made for the sole use and benefit of the University of Pennsylvania. Personal purchases are not permitted under any circumstances as per the terms and conditions of the Cardholder Agreement.**

**9. As an authorized agent of the University, it is the [cardholder's responsibility](#) to ensure proper use of the University's sales tax exemption number.**

**10. It is the cardholder's responsibility to maintain appropriate supporting documentation for each Purchasing Card transaction along with a copy of the monthly statement of account for all transactions.**

**11. Purchasing Services is authorized to review Purchasing Card purchasing activity to ensure compliance with this policy. Purchasing Services is authorized to suspend the Purchasing Card privileges of any Cardholder who is deemed to be in violation of this policy.**

**12. Violation of this policy and/or the duties and responsibilities listed in the Purchasing Card Training program will result in further action by the Dean, Director, or School or Center Senior Financial Officer in accordance with the University of Pennsylvania Human Resources policies.**

**13. Fraudulent use of the Purchasing Card will result in actions being taken in accordance with the procedures established in the Cardholder Agreement form.**