

Purchase Card Programs

University Operations – Financial Management

CWU Policy 202-07

Effective: March 8, 2019

Policy Review Date: YEAR

Policy Executive: Senior Vice President – Finance and Administration

Responsible Office/Unit: Contracts, Purchasing and Surplus

Policy Statement:

Applicability:

Content:

Policy
Appendix A - Corporate Travel Charge Card

(1) Purpose

- A. To improve the efficiency, flexibility and convenience related to the purchase of goods and services, including travel, the University offers two credit card programs: the ProCard and Corporate Travel Cards. Both programs are governed by the same statutes, rules, policies and procedures as purchases by any other means of payment. Both programs provide the university with expenditure data for volume purchasing by the state and improve budget oversight.

(2) State Authority

- A. Purchase card programs are governed by policies and procedures in Chapters 10 and 45 of the State Administrative & Accounting Manual (<http://www.ofm.wa.gov/policy/default.asp>), [CWU Purchasing Policies and Procedures](#) and [CWU Travel Procedures and Policies](#).

(3) ProCard

- A. The ProCard (purchasing) program provides flexibility, quick turn-around time and reduced paperwork when ordering low-value, non-strategic consumable goods or services. Information on the acceptable use of the ProCard is detailed on the Purchasing department website at [Purchasing Card Information](#).

(4) Corporate Travel Charge Card:

- A. The corporate travel charge card program provides expenditure data for volume purchasing by the state, improved budget oversight by managers, reduces travel advances and otherwise improves cash flow, and is critical to efficient travel management. There are two types of corporate travel cards: department cards and individual cards. Acceptable use of the corporate travel card is governed by Chapter 10 of the State Administrative and Accounting Manual (<http://www.ofm.wa.gov/policy/default.asp>) , CWU's [Travel Procedure and Policies](#) and the terms and conditions of the issuer's (credit card company's) corporate card account cardholder agreement .
- B. Procedures related to purchasing cards may be found at [Contracts, Purchasing and Surplus Office](#) webpage
- C. See [Travel Procedures and Policies](#) for procedures related to Corporate Travel Charge Cards.

History:

*Responsibility: Business and Financial Affairs; Authority: RCW 43.19.185, 43.19.1905, 28B.10.029;
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James L. Gaudino, President
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