



1. Policy Statement

The purchasing card's efficiency and ease of use reduce administrative burdens on UW-Madison staff but also expose UW-Madison to risk. Potential risks associated with the Purchasing Card Program include inappropriate use, fraud, inaccurate coding allocation, noncompliance with State of Wisconsin and UW System Administration purchasing policies, and reputational damage to UW-Madison and Facilities Planning & Management (FP&M). This policy helps ensure controls are in place to mitigate these risks.

The UW-Madison purchasing card is a credit card issued through and supported by US Bank. The card is sponsored by FP&M and is authorized for use for UW-Madison business only. The Purchasing Card Program Office in the Division of Business Services administers the Purchasing Card Program and along with the FP&M Business Office which ensures compliance.

The cardholder is responsible for maintaining security of the card and for any misuse as outlined in this policy.

2. Purpose

To ensure compliance with State Purchasing Card policies and to identify expectations for FP&M cardholders in addition to those required by Division of Business Services.

3. Definitions

Business Purpose: Clear description, without abbreviation, of exactly what the purchase was for, who it was for, where it will be used, and if applicable — AssetWorks Release number.

Cardholder: The UW-Madison employee whose name appears on a purchasing card and who is responsible for all purchases made with that card.

Comparable/Equivalent: Products available from multiple vendors and/or multiple manufacturers that have the same qualities related to type, function, dimension, performance properties, etc. that equal or exceed those of a specified product. Color or brand is not considered an exception for comparable unless based on proprietary needs.

Purchasing Card (p-card): A university-liability credit card issued to a UW-Madison employee for business-related purchases.

SFS: Shared Financial System is UW Madison's financial system and the system of record for all purchasing card transactions.

Single Purchase Limit: The maximum amount that can be spent with the purchasing card on one transaction.



Site Manager: The individual responsible for managing the purchasing cards for a department or division.

Supporting Documentation: Any vendor receipts, invoices, documents etc., required to support a specific purchase as outlined in UW-Madison policy and procedures.

Additional definitions are available at:

[UW-3013 Purchasing Card Policy](https://policy.wisc.edu/library/UW-3013) - <https://policy.wisc.edu/library/UW-3013>

[Purchasing Policies and Procedures Definitions-](https://businessservices.wisc.edu/documents/purchasing-policy-and-procedure-definitions/)

<https://businessservices.wisc.edu/documents/purchasing-policy-and-procedure-definitions/>

4. Scope

Employees of FP&M who are:

- Cardholders
- Supervisors of Cardholders
- Site Managers
- Directors, Financial Officers, Deputy Assoc. Vice Chancellor, and other FP&M leadership

5. Training

Required P-Card Training:

- Cardholders, Approvers, and Site Managers are required to take all training for their role as directed by the Division of Business Services including annual refresher trainings.
- FP&M cardholders must attend any additional training deemed appropriate by the FP&M Site Manager(s), FP&M Delegated Purchasing Agent and/or the FP&M Director of Business Operations & Purchasing.

6. Procedures

In addition to all Business Services policies and procedures, employees of FP&M are required to follow the additional procedures listed below:

I. Order of Procurement Method Options to Use Before Using A Purchasing Card:

- Cardholders are expected to know what contracts (State or University) are available, and the awarded vendors on those contracts. When in doubt, cardholders should reach out to the FP&M Purchasing Agent team for guidance at fpmpurchasing@fpm.wisc.edu before purchases are made.
 - **MDS Warehouse Core Stock Catalog**
Purchases must be done through MDS Warehouse Core Stock Catalog for specified items when directed by campus Business Services (e.g. face coverings, mask fitters, face shields, hand sanitizer, disinfecting wipes, etc.) rather than searching for alternate sources and using best judgement purchasing authority and a p-card for payment.
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- **ShopUW+ Vendors**

Purchases must be done through ShopUW+ Vendor catalogs as a first choice when items (or a comparable) are available, even if purchasing elsewhere would be cheaper, rather than searching for alternate sources outside of ShopUW+. These vendors were awarded mandatory contracts and must be used.

- **Comparable Products**

If comparable products are available through ShopUW+, using best judgement purchasing authority with a purchasing card to buy through a non-contracted vendor is against policy, and would be considered non-complaint and may be subject to corrective actions.

- If comparable items are not selected from ShopUW+, cardholders must provide a written statement documenting why the comparable item(s) were not acceptable or did not meet specifications in the business purpose when reporting.
- The “convenience” of shopping at a non-contract vendor would not be an acceptable substitute for circumventing mandatory contracts.

- **Contract Vendors (Purchase Order)**

If purchasing from a contracted vendor that is not a ShopUW+ Vendor, and a blanket purchase order is not available with the required funding, the preferred method is to submit a purchase request through ShopUW+ to the FP&M Purchasing Team.

- **Non-Contract Vendors**

Non-Contract vendors must be your last resort, which includes purchases with Amazon, Home Depot, Menards, Ace Hardware, McMaster-Carr, etc.

Inadequate planning to procure required materials would not be a justified reason to use a non-contract vendor for supplies/services that are required to be purchased from contract vendors and could potentially result in a negative audit finding for the cardholder.

II. Purchasing Card Usage

- Once the ability to use one of the above procurement method options, have been ruled out (MDS Warehouse Core Stock Catalog, ShopUW+ Vendors or Contract Vendors (Purchase Order), then the use of a purchasing card is appropriate.

- **Lead Time**

Prior to placement of order, the cardholder is responsible for requesting the lead time After Receipt of Order (ARO) from the vendor:



- Product/Service purchased on purchasing card must be received complete within two (2) weeks of order placement.
 - This allows for cardholder reconciliation and audit of transaction by Business Operations and Purchasing (BOP) staff within the mandatory 30 calendar days.
- If Product/Service will not be received complete within two (2) weeks of order placement, a purchase request should be submitted through ShopUW+ to the FP&M Purchasing Team for a purchase order.
- **Travel Expenses**

ALL travel related charges must go through FP&M Travel Coordinators.

 - Only cardholders designated by the FP&M Site Managers/BOP Business Director are permitted to utilize their purchasing cards for travel related purchases. Travel related transactions include, but are not limited to airfare, lodging, car rental, local transportation (e.g., taxis, bus, rail, rideshare, etc.).
- **Training/Professional Development Expenses**

ALL training and professional development must go through FP&M HR Training & Development department.

 - Only cardholders designated by the FP&M Site Managers/BOP Business Director are permitted to utilize their cards for training and development related purchases. This includes conferences, programs, courses, memberships, certifications, credentials, exams, periodical subscriptions. Books/Manuals for programs where courses are taught by FP&M staff in-house must receive written approval from FP&M Human Resources prior to purchase transaction.
- **Sales Tax**

Provide the vendor with the tax-exempt certificate information prior to making a purchase, so that sales taxes we are exempt from are not charged to begin with.

 - If sales tax is charged, but not immediately credited, the cardholder must provide written documentation (e.g., an email to the vendor) with the purchase documentation showing your attempt to obtain the sales tax credit.

III. Account Management and Reconciliation

- The cardholder has the role of “Reconciler” in the Shared Financial System (SFS) Purchasing Card module
 - Cardholders will receive an email notification when new charges are posted to SFS.
 - The cardholder must reconcile each individual transaction within 10 calendar days of the date it is posted to SFS.
 - Each transaction must have stand-alone supporting documentation attached in SFS.
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- Site Managers have the role of “Approver” in the SFS Purchasing Card module
 - Site Managers review and approve their assigned cardholder transactions within 10 calendar days after the cardholder has Verified and Submitted a transaction for approval.
- Transactions will be auto-closed in the SFS P-Card module if they are not verified and approved within 30 business days. Business Services will be notifying the site manager and a Post-Close Reconciliation form that must be completed by the card holder, site manager, and FP&M Business Office Director justifying why the transaction was not reconciled within the 30 calendar days. Multiple occurrences may result in card cancellation.
- Purchasing cards must be canceled immediately upon termination of employment, leave of absence, transfer to another department, or requested by an authorized person for any reason (e.g., Purchasing Card Program Manager, Controller, purchasing card site manager, Divisional Business Office).
- All documents related to the purchasing card may be fully disclosed as public record to the extent required by state and federal open records laws.

IV. Non-Compliance:

- Business Services will conduct audits after transactions are posted and approved in the SFS Purchasing Card module and if findings occur, Business Services will issue a Non-Compliant Transaction Acknowledgement Form directly to the cardholder. FP&M auditors and/or site managers will be copied on that notification.
 - FP&M auditors/site managers will forward a copy of the Non-Compliant Transaction Acknowledgement Form to the cardholder’s supervisor.
 - Auditors/Site Managers in the FP&M Business Office will also conduct reviews after transactions are Verified in the SFS p-card module by the cardholder. If it’s determined that a transaction is not compliant with either UW Madison or FP&M Purchasing Card Policy or Procedures, a Non-Compliant Transaction Acknowledgement Form may be issued to the cardholder by FP&M auditors/site managers.
 - FP&M auditors/site managers will forward a copy of the Non-Compliant Transaction Acknowledgement Form to cardholder’s supervisor.
 - Failure to comply with FP&M Purchasing Card Policy and Procedures may result in additional training, removal as a cardholder and/or disciplinary action, up to and including termination of employment.
 - Failure to comply with UW-Madison Purchasing Card Policy or Procedures may result in disciplinary steps, up to and including dismissal. (Purchasing Card Policy – Consequences for Non-Compliance.)
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- If a cardholder is directed by their supervisor, manager, or other FP&M Leadership to go outside of any policies, the cardholder still has the obligation to comply with UW-Madison and FP&M policies.
- A cardholder should contact the Site Manager(s), the BOP Director or the FP&M Purchasing team for guidance prior to making a purchase if they are unsure if purchase would violate Business Services or FP&M policies.

7. References

Related UW Madison Policies, and the links within these policies:

- [UW-3013 Purchasing Card Policy](#)
- [UW Madison Procurement \(Purchasing\) Policies](#)
- [3013.1 Purchasing Card Application, Activation and Registration Procedure](#)
- [3013.2 Purchasing Card Use and Account Management Procedure](#)
- [3013.3 Purchasing Card Deactivation Procedure](#)
- [3013.5 Purchasing Card Site Manager Review and Reconciliation Process Procedure](#)
- [3013.8 Purchasing Card How to Enroll in Real-Time Alerts](#)
- [3013.10 Purchasing Card Site Managers – Address Non-Compliance Procedure](#)
- [Account Update Request Form](#)
- [Purchasing Card Non-Compliance Transaction Acknowledgement Form](#)
- [UW-Madison Purchasing Guide](#)
- [UW-Madison Purchasing Card Guide](#)
- [UW-Madison Policies and Procedures Index](#)

External References

- [Wisconsin Sales Tax Exemption](#)
- [Sales Tax Exemption From Purchases In Other States](#)
- [Sales Tax By State Spreadsheet Reference](#)
- [Vendor Eligibility Lists](#)

8. Approving Authority

Approved by Deputy Associate Vice Chancellor Margaret Tennesen

9. Contacts

Contacts	Position	Office Number	Email
Dawn Ness	Director of Business Operations & Business Services (BOP)	608-265-4215	Dawn.ness@wisc.edu
Margaret Tennesen	Deputy to the AVC	608-265-3444	margaret.tennesen@wisc.edu

Web Address: <https://inside.fpm.wisc.edu/policies/>