



Arecibo Observatory

Office of the Director

SUBJECT: Use of the purchasing card	Effective Date: 04-30-2020	Policy Number: AO-POPR11
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	Responsible Authority: Support Operations Manager	

DATE OF INITIAL ADOPTION AND EFFECTIVE DATE: April 30, 2020

APPLICABILITY/ACCOUNTABILITY

This policy applies to the Support Operations branch and purchasing agent at the Arecibo Observatory.

GENERAL POLICY

Establish the minimum requirements for the management and monitoring of adequate use of the purchasing card.

DEFINITIONS

1. Corporate: Yang Enterprises main office in Florida
2. Essential items: a collection or list of objects that are extremely important or absolutely necessary to a particular subject, situation, or activity.
3. Government Institution: Any governmental office in Puerto Rico.
4. Purchasing Card: is a type of Commercial Card that allows organizations to take advantage of the existing credit card infrastructure to make electronic payments for a variety of business expenses (e.g., goods and services).

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5. Purchase order: is an official document issued by a buyer committing to pay the seller for the sale of specific products or services to be delivered in the future.

POLICY STATEMENT

The Arecibo Observatory (AO) Procurement Office will follow applicable Corporate guidelines in the usage of the purchasing card to obtain materials and services.

PROCEDURES

1. The use of the purchasing card is only for purchases made on behalf of the Company.
2. The only person authorized to use the purchasing card is the cardholder whose name appears in the front part of the card. Under no circumstances a cardholder may allow another individual to use his or her purchasing card.
3. The physical security of the purchasing card must be ensure at all moments, as well as the purchasing card number.
4. The records of the purchasing card must be maintained in a safe and secure location.
5. Credit card purchases should only be used when there is no other payment method available. The purchasing agent will exhaust all payment options available including obtaining goods from a different vendor.
6. A vendor verification performance on retailers is required. The verification must be entered on the data base and a vendor number will be assign.
7. A purchase order will always accompany a credit card transaction. Exceptions are payments made to Government institutions.
8. Route PO to the proper approval process. Refer to SOP AO-SUP-01, Procurement Policies and Procedures.
9. All purchasing card acquisitions over \$1,500 must be pre-approved by Corporate.
10. Itemized receipts must be submitted to Corporate along with a copy of the Purchase Order for all credit card charges. The submission of all documentation must be within twenty-four (24) hours of card use.
11. Returns and disputes must be dealt expeditiously to avoid unnecessary charges.
12. Follow-up on disputes (issues that could not be resolved with the merchant).

The purchasing card guidelines of University of Central Florida will be used for purchases made with the university's Purchasing card. See the links below:

Procurement Card Guidelines: <https://fa.ucf.edu/procurement-card-guidelines/>

Purchasing Card Manual: https://fa.ucf.edu/wp-content/uploads/sites/2/PCard_Manual.pdf

PCard Training for Cardholders:

https://fa.ucf.edu/wp-content/uploads/sites/2/FPO135_PCard_Training_for_Cardholders.pdf

PCard Training for Approvers:

https://fa.ucf.edu/wp-content/uploads/sites/2/FPO136_PCard_Training_for_Approvers.pdf

REFERENCES

<https://fa.ucf.edu/procurement-card-guidelines/>

https://fa.ucf.edu/wp-content/uploads/sites/2/PCard_Manual.pdf

https://fa.ucf.edu/wp-content/uploads/sites/2/FPO135_PCard_Training_for_Cardholders.pdf

https://fa.ucf.edu/wp-content/uploads/sites/2/FPO136_PCard_Training_for_Approvers.pdf

CONTACTS

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INITIATING AUTHORITY

Director of the Arecibo Observatory

POLICY APPROVAL

(For use by the Office of the Director)

Policy Number: AO-POPR11 Use of the purchasing card

Initiating Authority: _____

Date: _____

Principal Investigator: _____

Date: _____