

PROCUREMENT SERVICES

<http://procurement.nku.edu>



Practical PCARD Points

DISPUTES

Disputes must be processed in a timely manner. You have sixty days from the posting date of the charge to file a dispute. The dispute form can be found on the Procurement Card website.

MONTHLY REPORT

Accounting Code Detail from 5/3 SDG2 system is a mandatory report for all cardholders. The report must be signed by your manager and kept with your monthly reconciliation. Failure to adhere to this reporting requirement will result in an incident and possible PCARD suspension.

REMINDER

Under no circumstances are personal expenses to be charged to the PCARD. Appropriate business purposes only.

INTERNET ORDERS

Confirm pricing including shipping and excluding taxes from a secure internet site.

CARDHOLDERS RESPONSIBILITY

The cardholder is responsible for ensuring that he/she is following the latest policies, procedures and guidelines each time a purchase is made. Visit the Procurement Card website for guidelines.

OFFICEMAX

Cardholders should not purchase food items from OfficeMax. If food items are needed and are business appropriate, purchase from Kroger or other grocery chain, making sure to fill out the IRS Meals and Entertainment form on the Procurement Card website.



USING NKU PRICE CONTRACTS

- Enterprise Rent-A-Car
- OfficeMax
- AAA Corporate Travel Services
- Chartwells

TRAVEL

For faculty and staff the PCARD may not be used for any meals when traveling under any circumstance. Pay for your meals and be reimbursed via travel, upon your return.



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