

## Eligibility

Only those individuals whose job description supports the need to make frequent business-related purchases are eligible to apply for a procurement card. Cards are generally issued to regular, full-time, staff members; however, all applications are evaluated based on need (e.g., types of goods/services needed, number of potential transactions, other payment options, prior history of pcard use and, in rare instances, the credit worthiness of the applicant.) Details of the application process are provided later in this document.

### ◆ Cautions:

- An individual who approves procurement card transactions in KFS (i.e., Fiscal Officer or primary/secondary delegates for PCDO's) may NOT hold a procurement card because effective internal controls require separation of duties.
- An individual may be issued only one procurement card per unit served by the same Financial Transaction or Business Service Center.
- Cardholders may not transfer the pcard to a new position. A new position, with different responsibilities and a new supervisor, requires completion of the pcard application process if the use of a pcard is requested.
- Individuals, who have previously had a write-off on a corporate travel card account, are not eligible to hold a pcard.

## Dollar Threshold

A dollar limit applies to each transaction on a pcard, and a monthly limit applies to the total purchases made within one monthly cycle (cycle ends approximately the 15<sup>th</sup> of each month.) Standard pcard limits are as follows:

- Regular cardholder:
  - \$500 per transaction; \$5,000 per month
  - \$1,500 per transaction; \$10,000 per month (requires SFG/SBG approval)
- FTC or BSC cardholder: \$10,000 per transaction; \$100,000 per month

A cardholder must never "split" the cost of one single item (whether good or service) into multiple payments in order to circumvent the per transaction limit on the pcard. In addition, cardholders must not make multiple purchases of the same item such that the total combined value of the purchases would require the completion of a bid through Procurement Services (see [The Purchase Order Process section](#) of this manual for details on the bid process). If a cardholder needs to make a purchase that is not appropriate for the pcard, he or she will consult the FTC or BSC representative or unit purchasing specialist to determine the best procurement method for the purchase.

### ◆ Notes:

- Monthly cycle limits may be increased if the level of spending and compliance warrant.
- Transaction limits may be increased only in rare circumstances when there is a compelling business need and/or in cases where the unit has been delegated spend authority by Procurement and Payment Services. Requests will be made to Credit Card Programs by the cardholder's/applicant's FTC/BSC Director.