

## Credit/Procurement Cards Administrative Regulation

### Standard Operating Procedures - Credit/Procurement Card

1. A Designated Card Manager is responsible for the use and reconciliation of an assigned card.
2. All card purchase requests must have prior supervisory approval and may only be used by AEA staff for AEA purchases. Unauthorized purchases must be reimbursed or credit obtained.
3. The standardized, pre-approval form may be used at the discretion of the Card Manager.
4. The Card Manager safe guards the card and checks it in and out as applicable.
5. Receipts that indicate what was purchased and the amount paid are required for each purchase.
6. An auto-email reminder is sent to the Card Manager on the 21<sup>st</sup> each month when the statement is ready to be downloaded for processing in the accounting system. Processing should be completed by the Card Manager within 5 working days.
7. In the purchasing component of the AEA accounting system, a purchase request is added for each card and includes:
  - Vendor = Credit/Procurement Card Vendor
  - Requestor = Card Manager
  - The Description section must have a separate line to correspond with each vendor purchase as indicated on the card statement. Each line must include the name of the vendor where the purchase was made and the details of the purchase. Use the excel import to load this OR type each line individually.
  - The total purchase request must equal the amount on the credit card statement.
  - Supporting documentation, including the card statement, must be scanned and attached to the request. The hard copy of receipt is kept on file with the Card Manager for a year.
8. The purchase request is submitted and routed electronically for final approval by the supervisor and other administrator(s) as appropriate.
9. Once approved, the Card Manager creates the Purchase Order.
10. Card purchase orders are reconciled to the auto-payment at the bank by the Business Office and are included in the List of Bills for Board review and approval

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