

GUIDELINES FOR DELEGATED USE OF PURCHASING CARD

There are no longer any “department cards” in the WSU Purchasing Card Program. Every card is issued in the name of an individual employee, called the Cardholder. The policy, BPPM 70.08, allows purchasing cards to be used by other employees, who are referred to as Delegated Users in the policy. The Cardholder, however, remains accountable for every transaction posted to the purchasing card issued in their name. The following guidelines are for delegated use of purchasing cards.

The Delegated User of a WSU purchasing card is responsible for the following:

- Receiving training for making WSU Purchasing card purchases from the Cardholder before using a purchasing card. Employees who will be frequent Delegated Users are encouraged attend “PCard Training for New Cardholders and Reconcilers” offered through HRS.
- Using the purchasing card in accordance with BPPM 70.08 which can be found at http://www.wsu.edu/~forms/HTML/BPPM/70_Purchasing/70.08_Purchasing_Card.htm
- Requesting Cardholder’s permission to use the purchasing card for each purchase.
- Checking out the card on the Cardholder’s Purchasing Card Checkout Log.
- Obtaining a letter of delegation from Cardholder if the purchase will be made in person at a store or business. This step is not required for transactions with on-line merchants.
- Making the purchase and obtaining supporting documentation, which includes merchant name, date of transaction, unit prices and item descriptions.
- Checking card back in on the Cardholder’s Purchasing Card Checkout Log after use, and immediately returning card and supporting documentation to Cardholder.
- Safeguarding card security at all times.
- Reporting lost or stolen cards immediately to the Cardholder.