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 and services needed, number of potential transactions, other payment options, prior history of pcard use and, in rare instances.

♦ **Cautions:**

- An individual who approves procurement card transactions in KFS (i.e., Fiscal Officer or primary/secondary delegates for PCDOs) may NOT hold a procurement card because effective internal controls require separation of duties.
- An individual may be issued only one procurement card.
- 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.

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 15th 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
  - $2,500 per transaction; $20,000 per month
  - $4,999 per transaction: $50,000 per month
- SSC 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 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, they will consult the Service Center 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.