

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.)

◆ 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 per unit served by the same Service Center (BSC).
- 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.

Eligibility for \$5,000 pcard

This card limit is available for select staff with procurement responsibilities in the following areas:

- Facilities Procurement
- Cornell High Energy Synchrotron Source (CHESS)
- Cornell Laboratory for Accelerator-based Sciences and Education (CLASSE)
- Laboratory of Atomic and Solid-State Physics (LASSP)
- Cornell University Hospital for Animals (CUHA)
- Animal Hospital Diagnostic Center (AHDC)
- Johnson College of Business Hotel Finance
- Student and Campus Life Procurement and Sourcing
- Student and Campus Life Finance
- Enterprise units with delegated spend authority, as listed in Appendix B of University Policy 3.25 Procurement of Goods and Services. **The higher limit is restricted to the specified delegated spend area only.**

To be eligible for the card, the employee must meet both of the following criteria:

- Not have any known pcard policy violations in the prior 24 months
- Be employed in a purchasing role in one of the units identified above

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
 - \$5,000 per transaction; \$50,000 per month (has unique eligibility criteria listed above)
- BSC cardholder: \$10,000 per transaction; \$100,000 per month

Buying Manual

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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, 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.