Procurement Card Compliance [1]

Procurement Card Administration staff periodically conducts transaction reviews in order to ensure that procurement card policies are being followed. Ultimately, these reviews serve to minimize risk and to increase program effectiveness by recommending best practices, identifying violations, and issuing points for infractions.

Types of Compliance Reviews

Department Transaction Reviews

Commercial Card Administration reviews procurement card information directly in the Expense System.

Commercial Card Administration develops review plans for specific departments. Among the areas targeted for review are:

- Risky Merchants - Variety and department stores and restricted Merchant Category Codes (MCC).
- Mandatory Price Agreement Use - Variety of stores selling office supplies.
- Travel Related - Travel related expenses.
- Split Transactions - Splitting single transactions to circumvent the single purchase limit.
- Tax - Tax paid on purchases.
- Unsubmitted Transactions - Check of unsubmitted transactions that are older than 60 days.
- Red Flags - Requests from departments, Violation Warning forms received and other questionable or problematic items discovered.
- Best Practices - After review and when warranted, suggestions to Program participants on best practices are made.

Important Links

- Procurement Card Handbook [2]
- Procurement Rules [3]
- Troubleshooting Guide [4]

Groups audience:
Procurement Service Center

Source URL:https://www.cu.edu/psc/procurement-card-compliance

Links

[1] https://www.cu.edu/psc/procurement-card-compliance [2] https://www.cu.edu/psc/procurement-card-handbook [3] https://www.cu.edu/psc/policies/procurement-rules [4] https://www.cu.edu/psc/procurement-card-troubleshooting-guide