



Westside Unitarian
 Universalist Church
 901 Page Ave.
 Fort Worth, TX 76110

WUUC Policies and Procedures

Title	Procurement Card Policy
Number	F.1
Purpose	To provide expanded convenience and controls for travel and other church related purchases.
Scope	This policy will apply to all staff members who have been issued a WUUC Procurement Credit Card.
Definitions	P-Card: Bank issued WUUC Credit Card Cardholder: WUUC employee named on the card
References	F.2 Procurement Card Procedures
Appendices	None
Author	Treasurer, Finance Committee
Approval Dates	Origination: 11/15/2017 Last Revision: Last Reviewed: Next Review Date: 7/1/2020

Procurement Card Policy

1. The P-Card is for authorized WUUC purposes only. Each Cardholder is responsible and accountable for the P-Card issued in his/her name. Only the Cardholder whose name is embossed on the P-Card is authorized to use the card. Permitting use by another person is prohibited. The Cardholder is responsible for ensuring all charges made with the P-Card are in compliance with the P-Card Program Polices.
2. The P-Card should be used for the following transactions:
 - a. All WUUC approved travel expenses
 - b. Supplies for meeting purposes that could not be purchased from our approved vendor, especially when such purchase can be made at cost savings over the approved vendor's quote.
 - c. Other expenses: For all WUUC approved purchases and payment to vendors when card is accepted payment. {If vendor charges a fee for using P-card we will issue check instead}.
3. The P-Card must **never** be used to purchase items for personal use or for non-WUUC purposes, even if the Cardholder intends to reimburse WUUC.
4. A Cardholder who makes an unauthorized purchase with a P-Card or uses the P-Card in an inappropriate manner may be subject to disciplinary action, including card cancellation and termination of employment. When appropriate, notification

of fraudulent use will be shared with the authorities for possible criminal prosecution.

5. The WUUC Policy will be enforced by the WUUC Board and Treasurer when necessary.
6. Information concerning use of the P-Card, including details regarding each individual transaction, will be furnished to WUUC Treasurer.
7. Information concerning reimbursement received, employment status, and location may be furnished by WUUC to Bank.
8. It is the responsibility of the Cardholder to contact the vendor when merchandise purchased with the P-Card is not acceptable {incorrect, damaged, defective, etc.) and arrange a return for credit or exchange.
9. There are times where using the P-Card for certain items is unrealistic. For instance, when employees pay for expenses with cash or other means. Reimbursement for these items will occur via standard voucher reimbursement.