

The MSB Office of the Dean has updated ProCard policies and procedures. Beginning September 1, 2014, these policies and procedures will be strictly enforced to ensure compliance by all MSB ProCard holders.

#### **Policies and Procedures**

- Use and management of the ProCard is the responsibility of the cardholder.
- Transaction notes should be updated 2-3 days after purchase in PaymentNet. Georgetown University Audit requires that descriptions answer the following questions: who, what, where, when, and why. This allows for correct coding of transactions and effective management of MSB Finances.
- The ProCard is not to be used for any personal purchases. If a ProCard is used in error for a personal expense, cardholder must reimburse Georgetown by personal check immediately.
- ProCards are not to be used by anyone but the cardholder. MSB employees may use the card if prior permission has been obtained from the departmental ProCard manager.
- Maintain adequate documentation/receipts of all transactions \$25 or greater.
- Missing receipts for any transaction over \$25 must be submitted in a Missing Receipt Form with the monthly reconciliation.
- Although no receipt is required for transactions under \$25, transaction notes and work-tags must still be entered in PaymentNet.
- Receipts are required for every purchase made with ProCard cash advances, regardless of the amount of the transaction. Submit ProCard cash advance reconciliation form including every original receipt along with appropriate monthly reconciliation.
- All transaction notes and work-tags must be entered in PaymentNet no later than 5 days after the close of the billing cycle.
- Transactions greater than \$2,499.99 must have approval by Linn Deavers via email. Her email approval along with the original receipt must be submitted with the appropriate monthly ProCard reconciliation.
- Both the cardholder and supervisor must sign the monthly ProCard reconciliation.
- The monthly reconciliation must be returned by the due date specified on the form.

**ProCards will be frozen and/or revoked for cardholders who fall into one or more of the categories below:**

- Transaction notes are not entered in PaymentNet on a weekly basis.
- Monthly reconciliation is submitted after the due date. ProCard Management will extend deadline in the event of extenuating circumstances (holidays, snow days, travel, etc.)
- 3 personal charges made on ProCard (within 3 consecutive cycles or in the same cycle).
- 3 missing receipts over \$25 (in the same billing cycle)

MSB will not maintain accounts for ProCard holders who do not follow these policies and procedures. If you are unable to comply, please return your ProCard to your supervisor and your account will be closed.

If you have any question, concerns, or training needs, please contact your Departmental ProCard Manager or the MSB ProCard Office.

Thank you,  
MSB ProCard Office  
[MSBProCard@georgetown.edu](mailto:MSBProCard@georgetown.edu)

  
Linn Deavers  
Associate Dean & Chief Operating Officer

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Signature

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Date

Please sign and date above upon review and acceptance of these policies and procedures