

**Austin Peay State  
University**

**Procurement Card**

**POLICIES**

**Issued:**

**Responsible Official:** Vice President for Finance and Administration

**Responsible Office:** Procurement Services

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**Policy Statement**

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It is the policy of Austin Peay State University to provide a Corporate Card Program that is a streamline of the purchasing process, including procurement, receiving, and payment processing. This Policy governs the University's Corporate Card Program in conjunction with all applicable State and University Policies. Cardholders must use discretion and be good stewards when making purchases and/or incurring expenses on behalf of the University.

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**Purpose**

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The purpose of this policy is to provide parameters for proper Corporate Card usage, and to promote compliance with University policies.

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**Contents**

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**Links**

-APSU Policy 1:016  
-APSU Policy 4:002  
-APSU Policy 4:014  
-APSU Procurement Services Website

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**Authority**

The authority to approve procurements of goods and services is delineated in [APSU Policy 4:002](#).

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**General Procurement  
Card Policies**

- A. Procurement Generally
1. Corporate Cards are to be used only for authorized official institutional business. Employee participation in the Corporate Card program is considered a privilege and may be revoked at any time for abuse,

inappropriate/fraudulent use, or for program mismanagement.

2. Procurement of goods or services shall be in compliance with all applicable federal and state requirements and APSU [Policies and Rules](#).
3. A complete record shall be maintained on each procurement transaction in order to provide a clear audit trail and to be on file with the Cardholder's department. The records are subject to the appropriate University staff review.

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**Program Administration****A. Corporate Card Services/Management**

1. The Corporate Card program is administered by Procurement Services. Responsibilities include the application process, issuing and canceling cards, initial training, and managing the daily operations of the program.

**B. Program Procedures/Compliance**

1. The University shall designate individuals to direct program compliance by utilizing various review methods. These methods may include annual compliance reviews, transaction reviews, introductory reviews for new cardholders, and other reviews as deemed appropriate and necessary.
2. Other areas of responsibility may include training, distribution of educational materials, initial set up of general ledger accounts, set up of user account credentials for the University's Corporate Card software, and any amendments to University procedures necessary to comply with APSU Policies and Rules.

**C. Audit Services**

1. The Office of Internal Audit may, in addition to Procurement Services, assist in auditing the Corporate Card program, and may decide to conduct an official audit of an individual Corporate Card and/or the University's Corporate Card program.

**D. Corporate Card Process and Procedures**

1. Processes and procedures for the Corporate Card program are delineated the Corporate Card Program Procedures Manual found here:  
<https://www.apsu.edu/procurement/employees/corporate-cards.php>

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**Related Forms**

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**Corporate Card  
Agreement Manual and  
Forms**

<https://www.apsu.edu/procurement/employees/corporate-cards.php>

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**Links**

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**APSU Policy 1:016**

<https://apsu.navexone.com/content/dotNet/documents/?docid=18&public=true>

**APSU Policy 4:002**

<https://apsu.navexone.com/content/dotNet/documents/?docid=133&public=true>

**APSU Policy 4:014**

<https://apsu.navexone.com/content/dotNet/documents/?docid=340&public=true>

**APSU Procurement  
Services Website**

<https://www.apsu.edu/procurement/>

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**Revision Dates**

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APSU Policy 4:023 – Rev.:

APSU Policy 4:023 – Rev.: August 14, 2020

APSU Policy 4:023 – Issued: March 8, 2017

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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