



Procurement Card (P-Card)

The use of the P-Card results in University liability, NOT a personal one and personal credit ratings will not be affected. Employees are responsible for any misuse of the card and must sign an agreement acknowledging this prior to receiving their P-Card.

The P-Card is designed to be used for high volume, low dollar buying, as well as for travel expenses. It is not for personal, family, or household expenses. Use of the card for personal purchases is STRICTLY prohibited.

The issuance of a P-Card is at the discretion of the Department Chair/Administrator or Supervisor. As with any charge card or financial instrument, it is important the individual cardholder be aware of University restrictions prior to using the card.

Once a completed [Procurement Card Application](#) has been approved and signed by the Department Head, it is forwarded to the Purchasing Office for further processing. Once the application is approved by all sources, a P-Card will be issued in the cardholder's name with the Bryant University logo and "Purchasing" clearly indicated on the card. The P-Card can only be used by the cardholder.

If an employee leaves the University, the card is to be returned to Human resources during the exit interview or it may be brought to Auxiliary Services. The card will be canceled immediately upon the evidence of any abuse of the P-Card program or the termination of employment of the cardholder. Supervisors and/or Department Heads are responsible to report when any card holding employee is leaving Bryant or if there is any suspect of abuse of a P-Card. An employee can return the P-Card at any time if there is no longer a need for its use.

The P-Card program is administered through the Purchasing Department. Employees who have any questions or problems relating to the use of the P-Card should contact Purchasing at ext. 6018. Please see the [P-Card Manual](#) or [Organizational Policy and Resource Guide](#) for complete program information.



Procurement Card Frequently Asked Questions

Will the procurement card have any impact on the cardholder's personal credit report?

No, the Procurement Card is a corporate liability card, not a personal liability card.

What suppliers accept the procurement card?

Any supplier who accepts Visa should accept Bryant's procurement card. If the supplier refuses the card, the supplier can call the Purchasing Office (232-6036) to discuss the situation.

Under what circumstances might a purchase using the procurement card be declined?

The purchase will be declined if the cardholder has exceeded the pre-determined single or monthly transaction limit or if the cardholder tries to use the card for a blocked merchant category.

Blocked/prohibited transactions include: Computer hardware/software, office equipment, or any kind of furniture purchase.

Is Bryant University tax exempt in Rhode Island?

Bryant University is tax exempt in Rhode Island, Massachusetts, and Florida. Tax exempt forms may be obtained in either the Purchasing Office or the Bursar's Office.

Who do I call if my card is lost or stolen?

Report lost or stolen cards immediately to JP Morgan Chase at 1-800-270-7760 and to the Purchasing Office at x6018.

What if a cardholder should leave Bryant?

The card must be cut in half and hand delivered to the Purchasing Department. Procurement Cards are to be turned in as soon as cardholder's resignation has been given to Human Resources.