**Purpose:**  To ensure that Towson University's procurement card program remains in good standing.

**Description:**   A risk-management approach where representatives from Financial Services conduct unscheduled reviews of procurement card records.  The cardholders will be found to be:  (1) in compliance or (2) not in compliance.  Reports will be submitted to the Procurement Card Program Administrator (PCPA) for further action in accordance with established policies of this program, including mandatory training for those found non-compliant.  In most instances, the cardholder will receive a written warning, followed by suspension of card privileges and finally, revocation of the pro-card.

**Justification:**  Despite training, announcements, and reminders, many cardholders are not complying with the policies and procedures of the program.  The following areas are of particular concern:

- ❖ cards and/or card numbers are being loaned or shared with others representing an increased risk of fraud;
- ❖ logs are not being maintained;
- ❖ logs are not being reviewed by supervisors;
- ❖ purchases are being split to circumvent procurement policies

**Program provides:**

- ❖ additional guidelines to the campus for procurement card use;
- ❖ a mandate to the Procurement Department to efficiently administer the program;
- ❖ a mandate to Financial Services to conduct unscheduled reviews of procurement card records;
- ❖ assurances that procurement card spending practices will remain in compliance with the State's policies and, therefore, reduce risk of poor audit findings; and
- ❖ a means by which we can discover fraudulent use or misuse of  the procurement card in a timely manner, preventing financial loss.