

## Relinquishing Receipts and Other Documentation

**Summary/Purpose:** All procurement card documentation is sent to the Office of Procurement Services on a timely basis.

A. On Monday of the first week, an email is sent to the departmental administrator. On Friday of the same week, the printed email and all related receipts are due in the Office of Procurement Services.

B. On Monday of the second week, a reminder will be sent to the departmental administrator for all documents that have not been received.

C. On Friday of the second week, a temporary hold will be placed on all delinquent accounts. **The card will remain on hold for a period of 30 days from the date the document and all related receipts are received.** A notice of this hold will be sent to the departmental administrator as well as his/her department head.

D. On Friday of the third week, if documentation is still outstanding, the account will be closed. Once the documentation is received, there will be a 90-day waiting period before the department may petition to have its account reinstated.

If a department's VISA account is placed on hold (3) three different times, their card will be suspended for (90) ninety days. The department will have to petition to have their card reinstated at the end of the ninety-day period. Procurement Services must be contacted if there are unforeseen circumstances causing a delay in the processing of a department's VISA document, so that problems may be addressed before an account is placed on hold.