



2.2 Compliance: Administration, Reviews and Violations

Policy Statement

The University of Georgia establishes and maintains proper internal controls to ensure that the purchasing card (p-card) program and p-card transactions are in compliance with applicable laws, rules, regulations and policies governing p-cards.

Reason for policy

State Purchasing Division and Board of Regents (BOR) regulations require the University to comply with their policies related to p-card administration.

Procedures

The procedures established to ensure compliance through proper administration, review of transactions and violations are provided in Section 13.0 of the [UGA P-Card Manual](#). This section also identifies the campus units tasked with ensuring compliance and conducting reviews.

Additional contacts

Dawn Cowart

Phone Number: 706-542-2361

Responsibilities

Responsible University Senior Administrator: Vice President for Finance & Administration

Responsible University Administrator: Procurement Officer

Policy Owner: [Procurement](#)

Policy Contact: Dawn Cowart

Phone Number: 706-542-2361

Responsibilities: It is the responsibility of the individual assigned the duty for retaining P-card documentation to submit receipts and any other supporting documentation upon request of auditors, p-card administrators, or others conducting compliance reviews.

Record Retention

Series documents administration of credit cards and **P-Cards** issued to institutional staff and units. Records may include: applications; master monthly billing statements; individual card holders' statements; billing summaries; printouts including vendor analysis by code; number of charges and stores; use summaries; related correspondence.

Retention: 7 years, BOR [0472-03-013](#)

For expenditures processed with grant funding, all documentation should be retained for the life of the grant plus seven (7) years. [0472-09-006](#)

Related information

[UGA P-Card Manual](#)

Date Reviewed: 02/09/2018

‹ [Duties and Responsibilities of Individuals Having P-Card Roles](#) | [Violations, Fraud, Waste and Abuse](#) ›

Policy Dates

Effective Date: 04/01/2017

Date Last Updated: 11/02/2017

Date of Last Review: 11/05/2018

Date of Approval:

Previous Version of Policy: