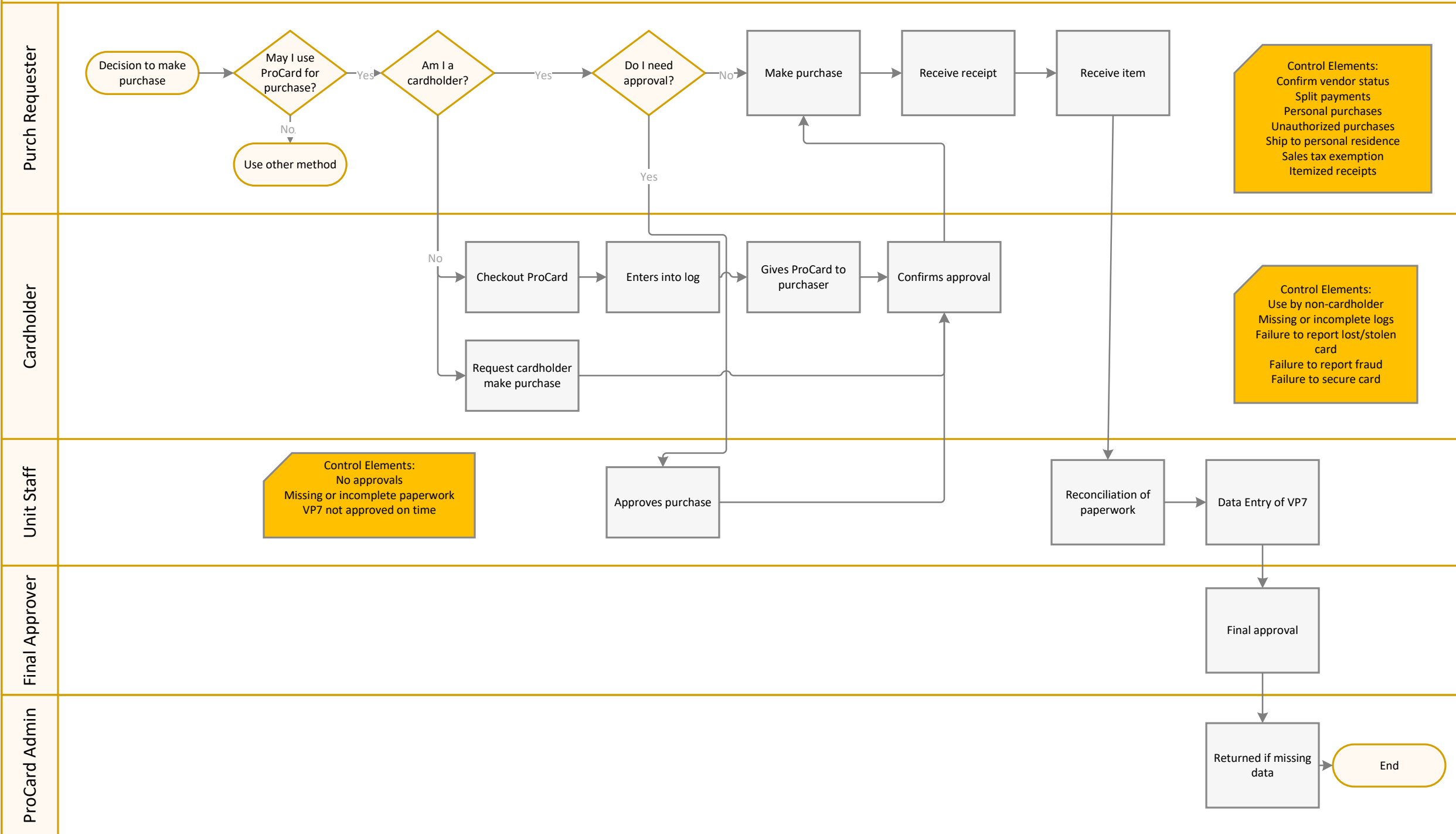# Current State - Procard Usage and Control Process 12.29.18 v2

Purch Requester

- Decision to make purchase
- May I use ProCard for purchase? — Yes → Am I a cardholder? — Yes → Do I need approval? — No → Make purchase → Receive receipt → Receive item
  - No → Use other method

Control Elements:
Confirm vendor status
Split payments
Personal purchases
Unauthorized purchases
Ship to personal residence
Sales tax exemption
Itemized receipts

Cardholder

- Checkout ProCard → Enters into log → Gives ProCard to purchaser → Confirms approval
- Request cardholder make purchase

(Am I a cardholder? — No → Checkout ProCard)
(Do I need approval? — Yes → Confirms approval / Make purchase)

Control Elements:
Use by non-cardholder
Missing or incomplete logs
Failure to report lost/stolen card
Failure to report fraud
Failure to secure card

Unit Staff

Control Elements:
No approvals
Missing or incomplete paperwork
VP7 not approved on time

- Approves purchase
- Reconciliation of paperwork → Data Entry of VP7

Final Approver

- Final approval

ProCard Admin

- Returned if missing data → End

Phase