



Purchasing Card Deactivation

Procedure #: 3013.3

Rev.: 0

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Related Policy: [Purchasing Card Policy](#)
Functional Owner: Accounting Services, Division of Business Services
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I. Procedure Statement

Deactivation of a purchasing card should be initiated by the cardholder or site manager prior to the cardholder's last day of employment with the sponsoring department. The Purchasing Card Program Manager initiates the deactivation of a card when an employee transfers from a sponsoring department without notification, an account is identified as idle (and not designated for emergency purposes), or because of negligent use identified through auditing or monitoring. Details are outlined below.

II. Who is Affected by This Procedure

Employees who are assigned a purchasing card; site managers; Divisional Business Office staff; the Division of Business Services Purchasing Card Program Manager.

III. Procedure

A. Deactivation initiated by cardholder or site manager:

1. The cardholder or site manager fills out an [Account Update Request Form](#) and submits it for approval to the Divisional Business Office prior to the cardholder's last day of employment with the sponsoring department (if the cardholder fills out the form, he or she must obtain the site manager's signature before submitting the form to the Divisional Business Office). The cardholder or site manager destroys and disposes of the card.

***Note:** Under no circumstances should the department continue to use the card after the cardholder's departure.*

2. The Divisional Business Office routes the form to the Purchasing Card Program Manager who deactivates the card and documents the card cancellation.

B. Deactivation initiated by Purchasing Card Program Manager:

1. The Purchasing Card Program Manager:

- i. Monitors monthly Office of Human Resources (OHR) reports to identify employees who have transferred from the department sponsoring the card or who are no longer UW-Madison employees.
- ii. Runs a monthly query to identify idle accounts (e.g., a card has not been used in over 12 months) where no justification has been provided for keeping the card activated.

***Note:** This excludes cards designated for emergency purposes as part of the campus Continuity of Operations Plan (CoOP).*

- iii. Oversees regular audit and monitoring activities.

IV. Contact Roles and Responsibilities

- A. Cardholder:** responsible for completing (including obtaining the site manager signature) and submitting an Account Update Request Form and destroying the card.
- B. Site manager:** responsible for signing the Account Update Request Form and routing it to the Divisional Business Office (also responsible for completing the form and destroying the card if the cardholder fails to do so prior to the last day of employment with the sponsoring department).
- C. Divisional Business Office:** responsible for signing the Account Update Request Form and routing it to the Purchasing Card Program Manager.
- D. Purchasing Card Program Manager:** responsible for deactivating the card, monitoring OHR reports, running a monthly query for card activity, and retaining documentation.

V. Definitions

- A. Cardholder:** the UW-Madison employee whose name appears on a purchasing card and who is responsible for all purchases made with that card.
- B. Deactivation:** a change in account status that forces all authorization requests to decline.
- C. Idle account:** an account that has not been used for a minimum of 12 months.
- D. Purchasing Card Program Manager:** the individual appointed by the Accounting Services unit in the Division of Business Services to manage, coordinate, and control purchasing cards for campus.
- E. Site manager:** the individual responsible for managing the purchasing cards for a department or division.

VI. Related References

- [Purchasing Card Policy](#)
- [3013.1: Purchasing Card Application, Activation, and Registration Procedure](#)
- [3013.2: Purchasing Card Use and Account Management Procedure](#)

VII. Revisions

Procedure Number	3013.3
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