



OFFICE OF PURCHASING and TRAVEL

PROCUREMENT CARD

vs

TRAVEL CARD

CitiBank Visa (blue)

- **Required** for discretionary purchases under \$5000
- Cardholder is not personally liable for paying bill
- Statement requires review and signature by authorized individual and the cardholders Approving Official
- **Original** receipts, statements, and log are required to be sent to Ian Grammatica by **July 31** of each year.
- Use for purchases **under \$5000**, including registration fees. \$5000 is the campus maximum for single a transaction – limit is set by department – may not exceed \$5000.
**Any purchase over \$5000 requires a Purchase Order.
- Cannot be used for lodging, rental cars, airfare, alcohol, fuel, technology over \$100, and cash advances.
- Will be suspended by for misuse, lack of proper documentation and/or signatures, refusal to submit documentation, and other violations of P-Card Rules.
- To apply: <http://www.fortlewis.edu/purchasing/home.aspx>
- Card will not be issued until cardholder has received training
- For questions, contact Ian Grammatica at x7546, or by email at grammatica_i@fortlewis.edu

CitiBank Visa (silver)

- **Required** for traveling on State business
- Card holder is personally liable for payment of bill
- Statement does not require review and signature from authorized individual
- Statements are retained by the cardholder. Original receipts are required to be attached to Travel Reconciliation form.
- **Required** to be used for: lodging, ***rental cars**, and airfare. May be used for meals, fuel, and cash advances.
- Cannot be used for registration fees, office supplies, personal purchases, etc.
- Will be suspended by CitiBank for non-payment. When account becomes 91 days past due, FLC will be billed for balance and cardholder will be sent to collections by FLC.
- To apply: <http://www.fortlewis.edu/travel/home.aspx>
- Card arrives in approximately 3-5 days and can be picked up in the Purchasing Office, 290 Berndt Hall
- For questions, contact Rena Cole at x7430, or by email at cole_rena@fortlewis.edu; or Wayne Hermes at x7432 or by email at hermes_w@fortlewis.edu
***Rental cars must be rented from an agency contracted with the State of Colorado. For the matrix which provides agencies and contract numbers, go to: <http://www.colorado.gov/dpa/dcs/travel>**