University of Missouri-Columbia  
School of Medicine  

Procurement Card Policy  
Revised June 2018

General purchasing card policies for the University of Missouri are available at the following University website:  
UM System Finance Procurement Card:  
http://www.umsystem.edu/ums/fa/procurement/card/general_info

The following are specific clarifying principles within the School of Medicine for which department chairs or their designated approving officials will be held accountable.

- Show-Me Shop is to be used for purchases from vendors under contract in the Show-Me Shop. The list of Show-Me Shop suppliers is available at the following link:  
  http://www.umsystem.edu/apps/fa/procurement/epro/suppliers.shtml

- All new cards or charges to existing cards require approval in the School’s Office of Business and Finance.  
  - New purchasing card application is available in MyHR. (Self Service/Personal Information/Employee Information Links/One Card Application.) Send signed application to Office of Business and Finance.  
  - The change form is located in Outlook. (New Items, more items, choose form, One Card change form) Send the completed form to Janice Janssen. (NOT to pcard@umsystem.edu)

- The maximum monthly billing cycle is $5,000 unless there is adequate written justification and support for a higher limit from the department chair or director.

- Cards with a $15,000 or higher monthly billing cycle limit are limited and will be reviewed on a case-by-case basis. Cards with a low volume of transactions will be cancelled during the annual review process.

- Disciplinary action will be taken up to and including suspension of procurement card privileges when purchase “stringing” (or splitting of transactions to avoid card limits) is documented by spot audits.