To achieve "new" compliance with UK policy, the College of Fine Arts is implementing a new policy related to procards. While misuse is rare, we need a system in place to protect the cardholder and the College against risk and improper purchases. This policy will also reduce unnecessary hours of work and paperwork generated by the Finance Office. We will be monitoring these situations across the College:

- Using card at unapproved vendors
- Using card for unapproved purchases
- Continuous failure to provide original itemized receipts
- Overspending accounts/budgets
- Using card while not on contract or while on sabbatical
- Allowing students to use card (TAs can use while on contract)
- Improper storage or sharing of card (should be kept secure)
- Using a card that creates the need to send a business exception to the Office of the Treasurer
  (This form is to request an exception for not following UK policy.)

If a situation arises, the cardholder and Chair/Director will be notified via email. A procard will be revoked upon the 3rd instance.

If you have a unique and justifiable reason for needing an exception to policy, you can make that request in advance with the Finance Office. We know these situations will occur occasionally and we will help you with the exception form. Managing exceptions on the front end will help prevent a procard from being canceled. The new CFA policy is only addressing situations that are not preplanned or justified.

Procard holders are expected to understand University policies. The link is:
http://www.uky.edu/EVPFA/Controller/payable.htm

Cardholders are required to read and agree to the following:
http://www.uky.edu/EVPFA/Controller/files/useragr.pdf