

## SUPERVISOR RESPONSIBILITIES:

1. Read and understand Procurement Card Policy: **Policy 3.12**  
(<http://www.univco.cornell.edu/policy/PC.for.html>)
2. Read and understand the CALS Procurement Card Standard Operating Procedures
3. Evaluate an employee's need for a procurement card based upon job requirements.
4. Authorize procurement card applications based on job requirements.
5. Implement procedures to ensure that any expenses charged on a procurement card that would normally seem to be for personal use, such as cell phones and Internet access at home, are based on the staff member's job requirements.
6. Collect procurement card for submission to BSC procurement card coordinator when employee job status changes.
7. Work with BSC administrator if asked to assist in working with cardholders toward policy compliance and/or to assist in spending or revoking a cardholder's procurement card privileges.