

## Control Mechanisms

### Amex GP-Card Policies and Procedures

The Grant Procurement Card is a special type of charge Card. There are several types of controls that will be placed as a default on each GP-Card. The following are the list of controls that will be followed:

- Maximum amounts per transaction and month to be determined by the Business Manager/Department Head based upon budget limitations and historical GP-Card spend.
- Merchant Category Code (MCC) restrictions. Restricts purchases at certain merchant types. Should a cardholder use their card at a restricted merchant, the merchant/cardholder will receive a decline at the point of sale.
- Violation and Exception Reports monitored monthly by PA
- Ability to track Card usage by employee
- Periodic audits