CABRINI UNIVERSITY	**Procedure: Purchasing Card (PCard)**
	Submitted By: Liz Kanaras
Business Office Policies and Procedures	**Last Updated: November 15, 2021**
Area: Procurement	**Verified: Diane Scutti**

Policy:

Cabrini University (University) has an established Purchasing Card (PCard) Program to provide a convenient way to make approved business purchases and at the same time, reduce the costs associated with submitting check requests and paying for those purchases. The PCard Chair, Dean, Director or Vice President allows the Cardholder to charge only work-related expenses. PCards are only issued to full time University employees (any exceptions are approved by the Vice President Finance and Administration) with an anticipated annual card spend of $5,000 or more. Any employee that makes regular business purchases or travels should be issued a PCard. PCards should not be shared among multiple employees.

The Business Office is responsible for managing the program and each Chair, Dean or Director is responsible for managing its Cardholder accounts. Vice Presidents are responsible for oversight of the Deans and Directors. The PCard is to be reconciled and approved electronically each month utilizing the Bank's web portal along with incorporating a paperless platform by scanning all support documentation. No paper statements, expense reports or receipts will be sent to the Business Office.

The Business Office will appoint two (2) Program Administrators (PA) to oversee the program and provide customer service support for University staff. The PA's will be the Procurement Manager and the Controller.

Procedure:

I. <u>Account Set Up and Maintenance Procedures</u>

Obtaining a PCard: All prospective Cardholders must be full time University employees (any exceptions are approved by the Vice President Finance and Administration) before a PCard can be issued. To request a PCard, employee will complete a Purchasing Card Authorization Form located on the Procurement website. Form must be approved and signed by a Chair, Dean or Director and approved by a Vice President/President. Form is to be submitted to the Business Office. PCards arrive seven (7) days after processing by the Bank.

Spending Limits: All PCards will be coded with a single transaction and monthly spend limit in accordance to the type and amount of business related purchases and travel expenditures. Limits will be aligned to the department's core function and

employee's job responsibilities with the approval by a Chair, Dean, Director and Vice President.

PCards will have a standard single transaction limit of $500 and a monthly spend limit of $1,000 with exceptions noted below. Requests for an alternative spending limit must be made with a detailed explanation on the Purchasing Card Application Form. Requests for one-time exceptions to spending limits must made via email with approval by Chair, Dean, Director, Vice President or President for the cardholder's area to the Program Administrator.

Individual card limits will be as follows:

- $500 (single) to $1000 (monthly) > Standard PCard
- $1,000 (single) to $2,500 (monthly) > Athletics
- $1,500 (single) to $3,500 (monthly) > Admissions
- $2,000 (single) to $5000 (monthly) > Dean, Director, IA VP, Presidential Staff

Profile: Profile will be aligned to the department's core function and employee's job responsibilities with the approval by a Chair, Dean, or Director and a Vice President.

Training: All prospective Cardholders will be trained and educated on the PCard Program, rules and regulations along with guidelines, standards and best practices. Training is mandatory and no PCard will be released to Cardholder unless training is completed.

Registration: Cardholder is required to self-activate the PCard by following the instructions outlined by the Bank. Cardholders will establish unique self-identification information needed for the web portal login and customer service support. This includes user ID, password and security questions.

Security: Cardholder is responsible to safeguard the PCard and the card's sixteen (16) digit account number at all times. PCards must be kept in a secure location and should only be used to process approved business purchases. University employee whose name appears on the PCard is accountable for all charges made with that card.

Lost, Stolen or Damaged: If a PCard is lost, stolen or damaged during normal University business hours, Cardholder must notify the Program Administrator immediately. Program Administrator will report the incident to the Bank and request a replacement PCard. If a PCard is lost, stolen or damaged <u>after</u> normal business hours, Cardholder must notify the Bank immediately by calling customer service. Cardholder must also notify the Program Administrator the next business day.

Fraud Replacement: Cardholder is instructed to review their PCard transaction activity on a daily and weekly basis for unauthorized use, even if the PCard has not been used. Fraudulent activity can occur on a PCard, even if it is properly safeguarded. During normal University business hours, Cardholder must notify the Program Administrator immediately. Program Administrator will report the fraudulent transaction(s) to the Bank and request a replacement PCard. If Fraudulent Activity occurs <u>after</u> normal business hours, Cardholder must notify the Bank immediately by

calling customer service. Cardholder must also notify the Program Administrator the next business day

Business Account: All merchant accounts and transactions must be **BUSINESS ACCOUNTS**. Cardholder is to use **University's EMAIL and SHIPPING ADDRESS** for **ALL** PCard transactions. **PERSONAL ACCOUNTS ARE NOT PERMITTED. NO MERCHANDISE IS TO BE SHIPPED TO CARDHOLDER'S RESIDENCE (or other individuals). EXCEPTIONS TO BE APPROVED BY THE PROCURMENT MANAGER.**

Charge Dispute Resolution: In case of a PCard dispute charge, Cardholder should try to resolve the dispute directly with the merchant. Merchant disputes must occur within thirty (30) days of the purchase. If the dispute cannot be resolved within that timeframe, Cardholder should contact customer service and file a dispute and complete the necessary forms. Copies of all paperwork and forms should be retained with the corresponding PCard(s) Support Documentation for reconciliation. Disputes should be noted on the online reconciliation form.

Merchandise Credit and Exchange: Cardholder is responsible for contacting the merchant when merchandise ordered needs to be credited and/or exchanged as follows; (a) incorrect, (b) damaged, (c) defective, (d) overage, (e) shortage, (f) never ordered, (g) never received. Cardholder is responsible for arranging a return for credit and/or exchange and making sure their PCard has been properly credited. If merchandise is returned for credit, Cardholder is responsible for obtaining an itemized credit receipt(s) from the merchant and retaining that receipt(s) with the Support Documentation for reconciliation. RECEIVING A REFUND AS CASH, CHECK OR GIFT CARD TO RESOLVE A CREDIT IS NOT PERMITTED. MERCHANT MUST CREDIT THE PCARD ACCOUNT IT WAS ORIGINALLY CHARGED TO.

Preauthorized Recurring and Annual Charges: If arrangements have been made for preauthorized charges such as: magazine and newspaper subscriptions, membership dues (under $499), etc., and Cardholder leaves University, the merchant must be notified that the account has been closed and all preauthorized charges should stop and be transferred to another departmental PCard account, if applicable. PCard can be used for charges made in the current Fiscal Year. Charges for additional years must be submitted via a check request.

Separation from University: Prior to separation from University, Cardholders must surrender their PCard(s) and corresponding documentation to the Chair, Dean, Director, Vice President or President. It is the department's responsibility to assure the return of the PCard(s) during the exit interview process and to notify Program Administrator to immediately cancel the card(s). If Human Resources is conducting the exit interview, they will notify Program Administrator to immediately cancel the card(s).

Temporary Leave: Cardholders who will be on an extended leave greater than four (4) weeks must contact Program Administrator and request their PCard to be placed

on a temporary hold status. An email message should be sent outlining the start and stop dates and reason for the temporary hold. Temporary leave includes extended vacation, sabbatical, family and medical, jury duty, military, personal and sick.

Delegation Option: In special cases, a Cardholder may appoint a Delegate to reconcile a transaction(s) on a temporary or permanent basis with approval from their Vice President. Cardholder's will provide the receipt(s), budget codes and business purpose explanation for each transaction reconciliation. If Delegate is unable to complete Cardholder's reconciliation, Delegate is to notify Cardholder and Cardholder is then responsible to complete their reconciliation. If the transaction(s) has not been reconciled, approved and repeatedly late, Cardholder may be subject to a temporary suspension or permanent revocation of their charging privileges.

Tax Exemption: University is exempt from paying Pennsylvania (PA) sales tax on its purchases. Cardholder is responsible to ensure that the merchant does not charge PA sales tax on the purchase. Each PCard is embossed with University's eight (8) digit tax-exempt number. In-person or on-line merchants may require a signed tax-exemption form be provided. The PA Sales Tax Exemption Certificate and guidelines are available on the Business Office website under Procurement. Cardholder is responsible for contacting merchant to get applicable tax credited back.

II. Using the Purchasing Card

Cardholders are authorized to use the PCard to purchase many approved business-related goods needed to perform their duties as an employee of University.

Billing Cycle and Reconciliation: PCard monthly billing cycle starts on the 1st day of the month and ends on the last day of the month. Final Cardholder and/or Delegate Reconciliation AND Chair, Dean, Director, Vice President or President Approval must take place NO LATER than 12:00 Midnight SEVEN (7) calendar days after the billing cycle close date. All Cardholders and Delegates must have their transactions electronically reconciled in a timely manner for their Chair, Dean, Director, Vice President or President to electronically approve by the 7th calendar day. Electronic reconciliation submission not received on or after the 8th calendar day of the billing cycle close date will be considered late with subsequent suspended charging privileges. Cardholders and Delegates must reconcile and Chair, Dean, Director, Vice President or President must approve even if they aren't physically on campus. Both processes can be executed 24/7/365 from any remote location domestically and internationally or a delegation option may be selected by emailing the request to the Business Office. Bank will send out automatic reminder emails.

Approval Process: Cardholder (or Delegate) is responsible to reconcile each transaction that appears on their monthly PCard statement that outlines valid charges, credits and fraudulent charges. The reconciliation is to be completed using the Bank's web portal. Cardholder (or Delegate) can reconcile a transaction as soon as it appears, daily, weekly or monthly.

It is the responsibility of the Cardholder to obtain all preapprovals for budget allocation and purchases outside of their assigned department prior to the acquisition and to provide all preapproval Support Documentation with each reconciled

transaction line. It is the responsibility of the Cardholder to obtain all preapprovals for budget allocation and purchases of their assigned department prior to the acquisition and to provide all preapproval Support Documentation with each reconciled transaction line. The completed monthly reconciliation will automatically be sent to the Cardholder's Chair, Dean, Director, Vice President or President for final approval.

It is the responsibility of the Chair, Dean, Director, Vice President or President to review each reconciled transaction line for itemized receipts, support documentation, business purpose explanation, validity and accuracy of budget coding. The Chair, Dean, Director, Vice President or President can electronically reject any reconciliation that does not have all the required information. The Chair, Dean, Director, Vice President or President will electronically approve the final reconciled PCard transaction(s).

Both the Cardholder and the Chair, Dean, Director, Vice President or President will receive email reminders from the Bank when a monthly PCard has not been reconciled. Cardholders, Chairs, Deans, Directors, Vice President's or President's that have not reconciled, approved and are repeatedly late may be subject to a temporary suspension or permanent revocation of charging privileges of the PCard(s). This includes delinquent transactions not completed by the Delegate.

Support Documentation: All charges against Cardholders account for preapproved and approved business purchases must be accompanied by Itemized Receipts. Merchant-produced or non-university document that records the relevant details for each item purchased must include all the following: merchant name and address, date of purchase, description of item(s), unit price, quantity, transaction total and Cardholder authorization signature and/or the last four (4) digits of the credit card number. Packing slips, internet shipping confirmations, altered receipts and handwritten documentation are not acceptable. ALL Support Documentation is to be recorded electronically, scanned and downloaded to the Bank's web portal. Acceptable electronic copies can be emails, photocopies, PDF, JPEG and camera ready photos.

Merchant Category Code Restriction (MCC): Every University PCard will have specific MCC transactional restrictions pre-determined by the Bank. The restrictions will vary and be aligned with the department's core function and employee's job responsibilities.

Series Buying: Is the practice of buying goods via multiple purchase transactions of small dollar amounts to circumvent per single-transaction limits and/or to avoid competitive bidding requirements of larger dollar amounts. For example, if an employee with a single $500 per transaction limit made a purchase of $900 by requesting the merchant to process the first transaction for $500 and the second transaction for $400 for a single item and/or order totaling $900. Note that this is series buying whether the transaction is for several items or for one item. Series Buying is Not Permitted.

Declined Purchases: Alternative payment methods such as cash, check, personal credit card or gift card redemption CANNOT BE USED to circumvent University's current processes, policies, reviews or approvals for restricted and declined

purchases. Repeated restricted and declined purchases that are subsequently purchased using an alternative method and submitted for reimbursement will not be processed by the Business Office.

Single and Monthly Limit Dollar Exposure: Fraudulent activity can occur on any PCard even with Merchant Category Code (MCC) restrictions. To limit University's exposure, PCards will be issued at the lower single and monthly limits. Each Cardholder's spending habits will be audited quarterly for card limit adjustments up or down, accordingly.

Use Guidelines: PCards will be coded with MCCs in accordance to specific and predetermined criteria. Intended to be comprehensive, every circumstance cannot be anticipated and/or outlined within these guidelines. When deciding whether it is appropriate to pay for expenditures not specifically addressed, contact Procurement Manager to discuss the expenditure and its intended business purpose. Procurement Manager will advise Cardholder how to proceed. PCards should not be used to exhaust any remaining budgetary funding at the end of the current fiscal year which is June 30th for use in the new fiscal year which is July 1st.

- **Alcohol: Restricted.** The purchase or reimbursement of alcohol, under all circumstances, is Not Permitted, unless when it is a necessary and integral part of a University and/or Fundraising sponsored and authorized event(s) with final approval by the Vice President prior to the event. Cardholder should contact the Business Office to obtain an Alcohol Authorization Letter to present to the merchant at the time of purchase.

- **Amazon Business:** The purchase of products not currently available from the Preferred or Exclusive Vendor listing can be obtained using a PCard with enrollment in the program. Licenses are limited and available to users who have placed repeated orders with Amazon. Orders will automatically reflect tax exemption and receive Prime shipping directly to the mailroom. Use of personal credit cards and alternative shipping addresses are Not Permitted. All University purchases done through Amazon must be done with Amazon Business.

- **Amazon Prime Membership (Business, Individual or Student):** Not Permitted. Contact Procurement.

- **AmazonSmile:** Purchases done with Amazon Business using a PCard are eligible for a 0.5% donation back to a charitable foundation. All Amazon Business accounts are required to be linked to the AmazonSmile account of "Cabrini University". Enrollment in the program (smile.amazon.com) is done concurrently with enrolling in Amazon Business

- **Artwork and Office Décor:** The purchase of decorative accessories, artwork (frames, prints, photos), plants, expensive and/or personalized office supplies (briefcases, luggage, portfolios, pens), nameplates, signage and holiday decorations are Not Permitted.

- **Business Etiquette:** The use of a PCard when in a business setting that involves the presence of multiple University colleagues, requires that only one (1) PCard be used for payment. The colleague that holds the senior-most position is responsible for the payment, reconciliation and provides the names of all colleagues that were present and purpose of meeting. The bill is not to be split and charge-back to multiple cost centers can be selected at the time of reconciliation.

- **Business Meetings with External Parties:** The purchase of meals and refreshments for breakfast, lunch and/or dinner in conjunction with a business meeting may be incurred only when the meal is an integral part of the meeting. For the purpose of this policy, integral is defined as the agenda of the meeting clearly indicates that work is conducted during the meal. Support Documentation must be provided that includes the date, business purpose and attendee's names. All requests require the final approval by a Chair, Dean, Director, Vice President or President prior to the event.

- **Capital Acquisitions:** Not Permitted. Contact Procurement

- **Cash Advances:** Restricted and Not Permitted

- **Cell Phones:** See Cell Phone Policy

- **Computer Equipment (Purchases, Accessories, Repair and Service Agreements):** Restricted. Contact ITR

- **Contributions and Donations (Internal)**: Gift or contributions to University offices and functions including schools, scholarships, athletics, student clubs and/or University fundraising event(s) may not be funded by departmental funds or University resources.

- **Contributions and Donations (External)**: Gifts from the University to any political organizations, charitable organizations and or similar entities are not permitted. All exceptions require the written approval of the Vice President of Finance and Administration and/or the Vice President of External Affairs, Chief of Staff.

- **Employee Awards:** Not Permitted. Contact Human Resources

- **Employee Farewell Party (Service or Retirement):** Typically the President's Office sponsors an employee's service or retirement farewell party on behalf of University. If a farewell party is deemed to be appropriate, requesting office(s) should coordinate with the President's Office to determine which office will host it. The amount should be a nominal value and predetermined based on the years of service and position held. Only **ONE** (1) farewell party can be held using University funds. Additional farewell parties may be held using "self-funded/non-PCard use" methods.

- **Employee Farewell Gift (Service or Retirement)**: Typically, the President's Office purchases an employee's farewell gift on behalf of University. If a

farewell gift is deemed to be appropriate, requesting office(s) should coordinate with the President's Office to determine which office will purchase it. The amount should be a nominal value and predetermined based on the years of service and position held. Only **ONE** (1) farewell gift can be purchased using University funds. Additional farewell gifts may be purchased using "self-funded/non-PCard use" methods.

- **Event Payment, Deposit or Prepayment (On-Site & Off-Site):** Not Permitted. See Event Speaker Guidelines

- **Event Speaker Payment, Deposit or Prepayment (On-Site & Virtual):** Not Permitted. See Event Speaker Guidelines

- **E-ZPass Transponder Purchase:** See Vehicle Rental Policy

- **Furniture:** Contact Facilities and Procurement Manager

- **Gifts (non cash) to Employees and Students:** The purchase of Gifts(non-cash) for employees or students using University resources are not permitted unless approved by the Vice President for the area before the purchase is made and with a nominal value of $50 or less. Additionally, the purchase of flowers, fruit or other small gifts for employees experiencing significant life events(illness, bereavement, farewell, etc) is to be coordinated through the Office of the President to determine which office will send the gift.

- **Gift Card and Cash Gifts:** Cash Gifts and Gift cards of any value funded by the University may not be given to employees or student workers as these are considered compensation by the IRS regardless of the underlying reason or intent. All request for additional compensation must be approved by Human Resources and processed through Payroll.

- **Gift Cards for Students and Other:** See Gift Card Policy

- **Gifts (non-cash) Offered by Current Vendors (Entertainment, Meals, Promotional Items, Travel):** An offer of gifts (non-cash) from vendors must be reported to the department Chair, Dean, Director, Vice President or President. In no cases should gifts of cash or of monetary value be accepted from any vendor. The acceptance of a gift (non-cash) should not create the appearance (or an implied obligation) that the gift giver is entitled to preferential treatment, an award of business, better prices or improved terms of sale. Please see further restrictions below.

    a. **Entertainment:** Business related entertainment is defined as but not limited to; meals, transportation, lodging, tickets to the theater, sporting, social or cultural events and can be allowed if it is legitimately required to achieve the business purpose. **Solicited and Non-Solicited tickets to sporting, social or cultural events provided to employees and not attended by the host vendor are considered gifts and Not Permitted.**

b. **Meals:** Non-solicited meals of a nominal value are allowable if faculty, staff and other employees or attendees are present and if it is legitimately required to achieve the business purpose.

c. **Promotional Items:** Of a nominal value ($50 or less) that serves as advertising such as pens, magnets, etc., may be accepted but not for the purpose of promoting any vendor's product(s).

d. **Travel:** Offers to pay for travel and/or related expenses from current vendors/others for faculty, staff and other employees or attendees required to achieve a specific business purpose must have the preapproval of the area Vice President and the Vice President of Finance and Administration and/or the Vice President of External Affairs, Chief of Staff.

- **Gifts Offered by Potential Vendors:** Employees are not permitted to accept and/or solicit personal gifts, including (cash and gift cards) from any person or entity that is seeking to do business with the University. An offer of gift or gifts from potential vendors must be reported to the department Chair, Dean, Director, Vice President or President. If such a gift or gifts is received, it must be returned to the vendor with an explanation of University policy. All potential vendors should be instructed to contact the Procurement Manager.

- **Kitchen Appliances:** The purchase of kitchen appliances such as refrigerators, microwaves and other kitchen appliances is Not Permitted. Contact Facilities

- **Meetings and Employee Gatherings:** The purchase of meals and refreshments for meetings or holiday gatherings are allowable if; (a) only faculty, staff, other employees or attendees are present and if it is legitimately required to achieve the business purpose of the event, and (b) the dollar amount of the expenditure is modest, prudent and appropriate to the significance of the event, such as Finger Food: bagels, pizza, sandwiches or salads. All requests require the final approval by a Vice President prior to the event. Employee gatherings may consist of "self-funded/non-PCard use" communal "potluck" meals and do not require approval.

- **Meetings and Other Events with Students:** All requests require the final approval by a Vice President prior to the event for the purchase of meals and refreshments for meetings or events that; (a) is in accordance with a written University policy that ensures that all students are treated consistently for such events, and (b) is part of an official University program or service in which the student participates.

- **Professional Dues and Memberships:** PCard can be used to pay for employee professional memberships (under $499) only when the professional organization bears a direct relationship and benefit to the employee's current position, duties and/or the membership offsets the cost of professional conferences that the employee is attending. Membership dues $500 or greater must receive approval by the Vice President Community

Development and External Relations prior to the membership being obtained and is to be processed via a check request.

- **Receptions:** The purchase of meals and refreshments for events such as welcome receptions or receptions following business meetings, is permitted only when the event; (a) includes students and/or parents, (b) is to honor a special guest who is not an employee of University, (c) is to honor the evening's speaker or performer, (d) when it is a necessary and integral part of an official University and/or Institutional Advancement and/or Fundraising sponsored and authorized event(s) with final approval by Chair, Dean, Director, Vice President or President prior to the event.

- **Service Agreements and Contracts:** Not Permitted. Contact Procurement Manager

- **Staff Retreats, Workshops and Training:** The purchase of meals and refreshments for staff retreats, workshops and training is permitted when the retreat, workshop or training spans at least five (5) hours and when it would be disruptive to the success of the event if employees disbursed for lunch or breaks. Support Documentation must be provided that includes the date, business purpose and attendee's names. All requests require the final approval by a Vice President prior to the event.

- **Third Party Merchants:** The purchase of goods from 3rd party merchants such as PayPal, EBay or others, is permitted when the account is under University's name and/or joint name (University and Cardholder), uses University's address and is solely tied to a University PCard for payment. The Cardholder is not permitted to use their personal account information and/or address to make the purchase.

- **Travel:** Travel related expenses include airfare and train/rail fare, hotel accommodations, meals, parking, car rentals, cabs and public transportation. PCard can only be used for air or train/rail travel during the designated dates and actual destination of the business trip, conference or seminar. All Support Documentation is required including a detailed roundtrip MapQuest or Google Maps trip route, if driving to and from the airport or train/rail station, copies of airline and train/rail tickets, business trip, conference or seminar itinerary showing the dates, times and agenda. University will not pay for upgraded airline or train/rail seating, oversized/overweight luggage fees, more than 1 checked bag, personal amenities, alcohol, extended hotel stays prior to or beyond business trip, conference or seminar dates or personal convenience layovers. Excluding guidelines under ADA requirements. If Cardholder receives a monetary incentive for a voluntarily or involuntary travel alternative, Cardholder will direct those funds to University. If Cardholder is forcibly removed from a plane, train or hotel, Cardholder will reimburse University. International travel requires approval by a Vice President prior to travel plans being made.

Unauthorized PCard Use: A PCard cannot be used to purchase goods or services for non-university purchases or to compensate an employee or

individual, or to circumvent University policies or for personal, family or household purposes including but not limited to;

- Amenities such as in-room movies, mini bars, saunas, massages, beach tags, etc.;
- Any personal clothing and accessories;
- Any personal expenses for a personal business;
- Automobile expenses such as repairs, service, insurance and registration;
- Chemicals, hazardous and radioactive materials;
- Child care costs, babysitting and house-sitting costs;
- Credit card delinquency fees and finance charges;
- Dues in private clubs;
- Gym and recreational fees, including massages, manicures/pedicures and saunas;
- Loss or theft of travel airline tickets, personal funds and other lost baggage;
- Mobile phone P2P domestic and international payment transactions including but not limited to (Apple Pay, Facebook Messenger, Google Pay Send, NerdWallet, PayPal, Square Cash, Transfer Wise, Venmo, Walmart-2-Walmart, Western Union, Zelle, Zoom);
- Parking tickets or traffic violations; see Vehicle Usage and Scheduling Policy on Public Safety website.
- Personal grooming services, such as barbers, hairdressers, toiletries, and shoe shines;
- Personal insurance costs such as life insurance, business travel accident insurance and personal property;
- Personal reading material, such as non-scholarly magazines, books and newspapers;
- Personal recreation or entertainment such as greens fees, sightseeing fares, theater tickets, entry fees, lift tickets, etc.;
- Personal travel and travel related expenses for family members and friends;
- Pet care, including fees for boarding pets and other animal care;
- Prescriptions, over-the-counter medication, and other medical expenses;
- Recurring expenses and/or monetary card replenishment such as E-ZPass Lyft, Uber; bank or merchant;
- Student services, such as tuition, fees, books or supplies; and
- Weapons and ammunition.

III. Merchants (Vendors)

Exclusive and Preferred Merchants are selected by the Business Office in conjunction with specific departments for products purchased on a regular basis. University has pre-established contractual terms and conditions that include negotiated pricing, shipping and payment terms along with rebates and incentives. All departments are asked to use the Preferred Merchants and required to use the Exclusive Merchants. Contact information is located on the Business Office Website.

- **Exclusive Merchants**
  ALL departments are **Required** to use these merchants:
  - ✓ **Car Rental** – Enterprise and National
  - ✓ **Catering and Food Service** - Sodexo
  - ✓ **Copiers** – Canon Solutions includes Service and Supplies
  - ✓ **Document Storage, Disposal and Shredding** – Iron Mountain
  - ✓ **Office Supplies** – Office Depot
  - ✓ **Water Coolers** – Nestle/Deer Park

- **Preferred Merchants**
  ALL departments are asked to use these merchants:
  - ✓ **Printing**
    - CRW (ordering via portal and invoice remittance payment only)
    - KCB Printing (ordering via portal with PCard payment)
  - ✓ **Promotional Items** – Pride Products, U of Promo, Image Team

- **In-House Services**
  Many commodity lines may require consultation with University departments **Prior** to purchase
  - ✓ **Creative and Artwork** – Marketing and Communications
  - ✓ **Facilities, Construction and Moving Services** – Facilities
  - ✓ **Furniture** – Facilities and Procurement Manager
  - ✓ **Room and Meeting Space** – Conferencing and Events
  - ✓ **Information Technology** (PCs, laptops, tablets, accessories, hardware, software, peripherals, repairs, service agreements) – ITR or ITR Helpdesk

IV. Documentation

Support Documentation (Receipts, Emails): All charges against Cardholders account for preapproved and approved business purchases must be accompanied by Support Documentation such as itemized receipts and preapproval/authorization emails. Merchant-produced or non-university document that records the relevant details for each item purchased must include all of the following: merchant name and address, date of purchase, description of item(s), unit price, quantity, transaction total and Cardholder authorization signature and/or the last four (4) digits of the credit card number. Packing slips, internet shipping confirmations, altered receipts, sales quotations, proforma invoices and handwritten documentation are not acceptable.

Digitize or Electronic Signatures or Payment-Alone Receipts are NOT Acceptable.

On a rare circumstance, Cardholder may not have Support Documentation. Cardholder is to contact the merchant either by phone, internet or in person and request another copy of the receipt. If Cardholder is not able to obtain a duplicate

receipt, Cardholder must complete a Purchasing Card Missing Receipt Form. Use of this form in lieu of an actual receipt should be a rare exception, not the rule.

No paper statements, expense reports or receipts will be sent to the Business Office.

V. Compliance

Failure to comply with the policies and procedures outlined in the PCard Program may result in either a temporary suspension or permanent revocation of charging privileges and may be subject to disciplinary actions in accordance with all applicable laws, regulations and policies including possible termination of employment. Any anticipated difficulties or questions in complying with this policy should be directed to your Vice President when known or encountered and if necessary they will engage further discussion with Financial Administration and/or Cabinet.

Policy violations include, but are not limited to:

- Alternative Payment Methods;
- Declined Purchases;
- Excessive Missing or Incorrect Receipts;
- Fraud, Misuse or Abuse;
- Intentional or Unintentional Personal Charges;
- Late or Missed Reconciliation;
- Repeated Lost, Stolen or Fraud Card Replacement;
- Series Buying;
- Shipping Business - Related Merchandise to a Residential Address;
- Shipping Personal - Related Merchandise to University; and
- Tax Charges.

VI. Forms

- Purchasing Card Application Form
- Purchasing Card Cardholder Training Form
- Purchasing Card Cardholder User Agreement Form
- Purchasing Card Missing Receipt Form

VII. Implementation

Effective May 1, 2019

Policy subject to adjustment in accordance with other University policies, PCard provider periodic upgrades and updates to this policy.

- Revised May 1, 2019 to incorporate new PCard provider guidelines and instructions
- Revised June 21, 2019 to incorporate revised electronic submission due date and delegation option
- Revised August 21, 2019 to incorporate delegate reconciliation language
- Revised October 10, 2019 to incorporate Chair approval responsibilities

- Revised November 4, 2019 to incorporate Printing Preferred Merchant payment options and updated Admissions permanent limit changes
- Revised December 1, 2019 for clarification and segregation of Delegate and Cardholder reconciliation co-responsibilities; Contributions and Donations; Employee Farewell Party and Gift; Gifts (non-cash) to employees and students; Gift cards and cash gifts; and Gifts offered by current or potential vendors.
- Revised January 6, 2020 for clarification to Preauthorized Recurring and Annual Charges; fiscal year vs. multiple year charges. Added purchases, accessories, repairs and service agreements to Computer Equipment and In-House Services sections for ITR clarification. Outlined monetary replenishment to recurring expenses.
- Revised July 1, 2020 to incorporate sales quotation and proforma invoice language
- Revised November 11, 2020 to incorporate capital acquisitions language
- Revised December 14, 2020 to incorporate Amazon Business account instruction and language
- Revised February 8, 2021 to incorporate and clarify Third Party Merchant language
- Revised October 5, 2021 to incorporate the President's approval flow and name change of the Vice President of Finance and Administration.
- Revised November 5, 2021 to incorporate E-ZPass Vehicle Rental Policy notation.
- Revised November 15, 2021 to incorporate Event and Event Speaker payment guidelines.