MONTCLAIR
STATE UNIVERSITY

PURCHASING CARD PROGRAM POLICIES & PROCEDURES

Last Revised on December 11, 2025

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Overview

The Purchasing Card Program (the Program) has been designed to allow for the direct purchase of small dollar items through the use of a University Procurement Card (P-Card). The intent is to significantly reduce the need for small dollar purchase orders, direct reimbursements, petty cash accounts and operational advances. This manual shall be read in its entirety by the cardholders and managers who will be approving transactions.

All transactions made using the P-Card must benefit and support Montclair State University's (the University) mission of education, research, and public service. The P-Card is a privilege that is granted to the cardholder by the University. **Any use of the P-Card, which is not in accordance with Montclair State University's Purchasing Card Program Policies and Procedures Manual, will result in the forfeiture of the accountholder's card. Inappropriate use of the card is considered an unauthorized use of University funds and may lead to disciplinary action. The University will seek reimbursement for any inappropriate or unauthorized charges made with the P-Card.**

P-Cards are issued to specific individual employees and are not transferable or assignable. They remain the property of the University.

The Program's objectives include the following:

- Simplify the acquisition of low dollar goods and services
- Streamline the Purchasing and Accounts Payable process
- Reduce processing costs
- Reduce Purchase Order (PO) and Accounts Payable (A/P) cycle time
- Reduce Purchasing and A/P transaction volume
- Increase Purchasing and A/P productivity
- Refocus resources to strategic activities

Introduction

The University has entered into a P-Card Program agreement with Bank of America (the Bank). The Bank provides the University with credit card services through the use of the internationally accepted VISA® credit card. A number of unique features have been developed for the Program that do not exist in the traditional credit card

environment. These features help ensure that the P-Card can only be used for specific purposes and within specific dollar limits.

This manual has been developed to provide step-by-step instructions for use of the P-Card by University staff. In addition to receiving this manual, new cardholders and the managers who will approve a cardholder's transactions must attend a training session. Those sessions will review and supplement the information provided in this manual.

The P-Card is only to be used for University business purposes. The University is responsible for payment of all compliant purchases made with the card. Although the P-Card is issued to an individual, its use does not affect personal credit in any way.

If you have any questions about the Program or use of the P-Card, contact the P-Card Administrator(s) in the Procurement Services Department.

For basic questions regarding, P-card limits, balances, or purchase denials, contact the Bank's Company Level Support at 1-800-822-5985, Option 2 or register your card at Bank of America's Global Card Access center (GCA) to get on-demand information. To register go to the following link: https://www.bankofamerica.com/gca.

For detailed instructions on how to use the GCA site, please refer to the GCA pdf at https://inside.montclair.edu/documents/p-card-global-card-access-gca.

1.01 Cardholder

- P-Card training session is a mandatory requirement to obtain a P-Card. P-Cards will not be issued until training is completed. Training is offered at least two (2) times per month and can be registered for at the ITDS Training Link under Online Training located at: https://itdsevents.montclair.edu/calendar/finance-hr-budget?cid=15508&t=g&d=0000-00-00&cal=15508&ct=55480,69860&inc=0.

- Safeguards the P-Card;
- Complies with all University's Purchasing Card Program Policies and Procedures as outlined in the Manual;

- Reconciles and verifies transactions posted in Workday by the end of each billing cycle, the last business day of each month. . It is recommended that this be performed at the time the notification email is received;
- Adds comments to the memo field to aid the P-Card Approver in understanding the purchase; the comments must adequately describe the purchase's business purpose, who the items were purchased for and, if appropriate, where the item or service will be used;
- Attaches receipts, order confirmations or itemized packing slips to P-Card transaction in Workday;
- Verify any credits in Workday to ensure the refund is applied to the appropriate accounts.
- Resolves any discrepancies directly with the vendor;
- Assures that correct Workday spend categories are used on transactions;
- Receives documentation such as receipts, packing slips, invoices, etc., and attaches them to the transaction in Workday.
- Receives and forwards all order documentation to the P-Card Approver;
- Reports lost or stolen cards immediately to both the Bank and the P-Card Administrator;
- Adds funds to cover the expense, or changes the Worktags in conjunction with the Cost Center Manager to resolve budget failures;
- If applicable, attaches to the P-Card transaction a written confirmation from the Bookstore Manager stating that the Bookstore cannot provide the requested material for any single purchase of twenty (20) or more digital books. See Section 2.05;
- Sets the P-Card pin number directly with Bank of America by calling the Bank's Company Level Support at 1-800-822-5985, option 2 or by registering with the Global Card Access platform at https://www.bankofamerica.com/gca;
- Notifies the P-card Administrator of any anticipated leave of absence; and
- Addresses basic questions regarding P-Card limits, balances, and denials for purchases either by calling the Bank's Company Level Support at the number above or via the Global Card Access platform.

1.02 P-Card Approver

- Forwards applications and agreements to the P-Card Administrator;

- P-Card training session is a mandatory requirement to be a P-Card approver. P-Cards will not be issued until training is completed for both the P-Card holder and the approver;
- Signs the P-Card Application/Acknowledgement Form;
- Monitors department card activity and enforces the University's Purchasing Card Program Policies and Procedures;
- Maintains copies of cardholder applications, agreements and card numbers;
- Assists with disputed charges that cannot be resolved by the cardholder;
- Responsible for secure storage of infrequently used P-Cards;
- Reviews transactions to ensure the appropriate receipts are attached to P-Card Transactions;
- Collects purchasing cards from terminated employees;
- Reviews and approves transactions in Workday. It is recommended that this be performed at the time the notification email is received, however it must take place by the end of the billing cycle, the last business day of each month;
- Assures that correct spend categories and department information has been used; and
- Ensures that archived P-Card documents for audit purposes are accessible for any requested backup documentation.

1.03 P-Card Administrator

- Responsible for administering and overseeing all policies and procedures of the Program;
- Receives P-Card Applications from departments, and processes though the Bank;
- Provides training for cardholders and P-Card Approvers;
- Receives P-Cards from the Bank and issues P-Card to cardholder once the cardholder and P-Card Approver have completed training. No card will be released until the required training is completed;
- Performs review of cardholder activity and reports any activity that does not comply with the University's Purchasing Card Program Policies and Procedures Manual to the cardholder and the P-Card Approver;
- Responds to policy and other general programmatic questions from end users;
- Reviews requests for temporary increases to P-Card limits;
- Reviews requests for temporary increases to P-Card limits;
- Responds to both internal and external audit reports;

- Receives termination notifications for cardholders from Workday and removes the cardholder from the Bank's software application;
- Cancels P-Cards as required;
- Reviews new Merchant Codes (MCC) annually;
- Conducts audits of transactions and its supporting documentation for all P-Card accounts; and
- Reevaluates the Program on an as-needed basis, but not less frequently than annually.

1.04 Finance/General Accounting

- Receives monthly consolidated billing statements from the Bank;
- Processes payment to the Bank; and
- Allocation of P-card charges are automatically assigned by General Accounting's Workday Finance program on an ongoing basis.

1.05 Bank of America

- Serves as the P-Card provider bank;
- Assigns pin number for chip and pin identification, directly with the cardholder; Tracks card expiration dates and issues replacement cards; and
- Serves as point of contact for basic cardholder questions such as cardholder balances, and why a purchase is declined.

SECTION 2.0 Card Management

2.01 Card Eligibility and Use

The Cost Center Manager shall designate a person who is authorized to use a P-Card for departmental purchases of goods and services, however, all cardholders must be full-time University employees. All authorized cardholders must comply with the University's Purchasing Card Program Policies and Procedures Manual. All P-Card approvers must be in a senior position to the cardholder.

The individual whose name is embossed on the P-Card is the only person authorized to make purchases using the card. Any delegation of use or sharing of the card with

other individuals is strictly prohibited and may result in suspension or cancellation of the card.

The cardholder will be held accountable for any policy infractions, and the cardholder shall follow proper procedures specific to their department in order to obtain authorization to make a purchase prior to the purchase Cardholders should be certain that the total amount, including shipping and handling charges, will not exceed the single dollar purchase limit on the P-Card. Any transaction above the set limit will be declined by the Bank. **Splitting a transaction into smaller amounts to avoid dollar limits placed on the card is prohibited and will result in suspension or cancellation of the P-Card depending on the severity of the infraction.**

It is the responsibility of both the cardholder and the cardholder's P-Card Approver to review all transactions to ensure that they are legitimate University expenses, billed correctly and charged to the proper departmental account. It is recommended both the cardholder and P-Card Approver review the transactions when notifications are received in Workday's inbox. However, both approvals must take place by the end of the billing cycle, the last business day of each month. Failure to review/approve transactions within this timeframe will result in a thirty (30) day suspension after which it may be reinstated.

Failure to approve transactions within the required timeframe in excess of two billings cycles within one fiscal year will result in permanent cancellation of the P-Card. The cardholder or P-Card Approver can appeal this suspension by submitting a request for review to the Director of Procurement Services detailing the circumstances.

As an aid to ensure compliance with the above requirement, the cardholder will receive an additional message after five days if no action has been taken on the transactions. The department manager affected by the purchase will also receive a notification that the verification is pending.

The cardholder is responsible to determine that the price quoted for a product or service is the best price that can be obtained. Additionally, for each transaction, the cardholder must enter detailed information in the memo field that adequately describes the transaction's business purpose and who will use the goods or services. The correct receipt, packing slip, or order confirmation must be attached to each

transaction as a backup. Failure to comply with these requirements may result in P-Card suspension.

The University is contractually bound to some commodities from specific suppliers (such as office supplies) and is often set up as a punch-out catalog within Workday. Additionally, the University has established punch-out catalogs with several suppliers, which can be accessed through the Workday Requisition module. Even if a punch-out catalog is used for convenience and is not mandated, the P-Card should not be used when there is an existing punch-out catalog. Failure to comply with this requirement may result in P-card suspension. Contractually bound commodities contracts for convenience,and punch-out catalogs can be found at:Active Supplier Contracts

2.02 Budget Errors and Accountability

Because P-Card transactions encumber funds once they are verified in Workday, **it is the responsibility of both the cardholder and Cost Center Manager** to ensure that there is enough money in the department's budget to cover purchases. Should the P-Card purchase fail budget check, **it is the responsibility of both the cardholder and the Cost Center Manager** to request additional funds from the Budget Office. If after five (5) days the budget has not been updated, Workday will send a notification to both the cardholder and their department Cost Center Manager that this issue is outstanding.

Should the failed budget transaction not be verified and approved by the close of the billing cycle, the last business day of each month, the P-Card will be suspended until the budget has been replenished and the P-Card transaction has been verified and approved. The cardholder or Cost Center Manager can appeal this suspension by submitting a request for review to the Director of Procurement Services detailing the circumstances.

2.03 Agency Accounts

Because Agency Accounts are dependent upon fundraising and are not budgeted by the University, the use of these accounts in conjunction with
P-Card purchases is prohibited. Agency Account numbers begin with CC9.

2.04 PayPal

PayPal is the least preferred method of payment and can only be used when there is no other payment option available. The cardholder must take a screenshot of the items being purchased from the vendor. The screenshot must include a description of the item, the cost of the item and the vendor's name. The cost of the item on the screenshot must match the receipt. The screenshot, along with the receipt, must be filed with the monthly P-Card statement. Failure to do so may result in the suspension of the P-Card.

2.05 Publishing:

A separate P-Card may be secured by each College or School to pay for the cost of publishing articles and/or books for faculty or staff. The Publishing P-Card will not permit any other type of purchase. Because Workday will not allow any individual to have more than one P-Card, the responsible individual cannot possess any other p-card. Limits are standardized on all Publishing P-Cards.

2.06 Acceptable P-Card Purchases:

- Educational Supplies
- Printing Supplies
- Subscriptions
- Housekeeping Supplies
- Maintenance Supplies
- Vehicular Parts and Repairs
- Computer Accessories (mouse, keyboard, CD's)
- Conference Registration
- Professional Memberships
- Water and snacks explicitly for use by University students.
- Furniture – Small dollar items such as file cabinets or chairs

2.07 Restrictions and Control

Use of the P-Card to purchase any product or service must comply with those permitted by the University's Purchasing Card Program Policies and Procedures Manual. **Additionally, the P-Card shall not be used to purchase the following:**

- Professional Services
- Desktop and Laptop Computers **
- Software **
- Network Printers **
- Consulting Services
- Controlled Substances (gases, radioactive, alcohol)
- Construction/Renovation Services
- Charitable Contributions or Gifts
- Donations to Individuals or Other Entities, (Public or Private)
- Travel or Entertainment
- Food or Catering
- Gift Cards or Gift Certificates
- Bus Charters
- Car/Van Rentals
- Parking Payments of any kind
- Traffic Violations
- Lottery Tickets
- Apple iTunes Products
- Insurance
- Car/Van Rentals
- Bus Charters
- Catering Services
- Money Orders
- Office Supplies (which must be purchased from WB Mason via Workday e-Procurement punchout catalog)
- Amazon Business (which must be purchased from Amazon via Workday e-Procurement punchout catalog)
- Honorariums
- Flowers
- Digital textbooks used for the classroom, or any digital books in quantities of 20 or more copies that can be provided by the bookstore

**With the exception of the Information Technology Division

2.08 Electronic Blocks

There are electronic blocks in each P-Card profile to prevent use at the locations listed below. In the event a department requires access to a specific Merchant Category Code (MCC) on a permanent basis, consideration will be given to the request.

- Cash machines/Money Orders
- Restaurants
- Liquor Stores
- Drug Stores
- Grocery Stores and Bakeries
- Doctor's Offices and Hospitals
- Hotels
- Florists
- Car Washes
- Insurance
- Car /Van Rental
- Bus Charters
- Airfare
- Catering Services
- Professional Services
- Train Reservations
- Taxi Service
- Additional MCC blocks may be added as determined by the P-Card Administrator.

2.09 Exception Process

Any temporary changes to cardholder limits, changes to allowable Merchant Category Code, or other exceptions to allowable purchases must be made in writing via email to the P-card Administrator for review, with the Cost Center Manager copied. The write-up must include a satisfactory business purpose for using the P-card and no other purchasing method. For example, a vendor may only accept credit cards for a function critical to the University or that may affect the well-being of the students. In addition, the write-up must include the total amount to be charged, the

vendor's name, and whose card will be used to make the purchase. No exception will be granted solely for convenience.

Once a determination is made to grant or deny the request, the P-card Administrator will notify the requestor via email. If the request is granted, the P-card Administrator will include the date the exception expires in the notification. If the exception is turned down, the P-card Administrator will provide the rationale.

2.10 Application Process

This manual must be read in its entirety by the cardholders and their P-Card Approvers who will be approving transactions.

P-Cardholder

The applicant must request a P-Card within Workday. The P-Card Request establishes the P-Card limits and names the P-Card Approver who will review/approve transactions for each cardholder. By requesting and signing the request, the cardholder agrees to comply with the University's Purchasing Card Program's Policies and Procedures Manual.

The process for requesting a P-Card is to enter "Create Request " within Workday, select "Procurement Card (P-Card) Request", and complete the form as directed. Additional context can be found on the Procurement Services Department's P-Card website:https://inside.montclair.edu/administration/procurement-services/procurement-resources/p-card-program

Upon receipt of the P-Card Request, the P-Card Administrator will confirm whether the applicant has attended training and, if not, will not approve the request until training has occurred.

P-Card Approver

To assume the P-Card Approver role, the applicant can be named during the P-Card Request process. To apply for the P-Card Approver role outside of a P-Card Request, enter "Create Request " within Workday, select "Security Access Role Request", and complete the form as directed.

Training is mandatory for all cardholders and P-Card Approvers who will review/approve transactions. A P-Card will not be issued until training has been completed by both the cardholder and P-Card Approver.

The P-Card Administrator is available to answer questions and assist in the application process.

2.11 Spending Limits

The base profile for each cardholder is a specific per transaction limit of $3,000 and a monthly limit of $10,000. In unusual circumstances, and for a legitimate business reason, the monthly limit can be temporarily adjusted by the Procurement Card Administrator. Refer to section 2.09 for details.

The two spending limits imposed on all P-Cards are defined as follows:

- The monthly spending limit is the maximum available credit for the thirty- day billing cycle, commencing on the first day of each month. The bank will reject any transaction that exceeds this limit.
- The single purchase transaction limit is the maximum dollar amount allowable for each individual purchase. Each P-Card transaction, regardless of the number of items ordered, is limited to this predetermined single purchase transaction limit assigned to each individual P-Card. The Bank will reject any transaction that exceeds this set limit. **Splitting a transaction into smaller amounts to avoid dollar limits placed on the card is prohibited and will result in suspension or cancellation of the P-Card depending upon the severity of the infraction.**

2.12 Card Security/Liability

P-Cards must be strictly safeguarded. It is the responsibility of each cardholder to secure the card at all times. If a card is used infrequently, it must be stored in a secure location within the department.

In case of loss, theft or misappropriation of the card account number, immediately contact the Bank at, 800-582-5777; Option 2 seven days a week/24 hours a day. If the Bank is notified by the end of the month following the month in which the fraudulent charges occur (the "notification period"), the fraudulent charges will be waived by the Bank. However, if the Bank is not contacted within the notification period, fraudulent charges could become the liability of the cardholder.

The cardholder will not be liable for the unauthorized use of a stolen card by a third party as long as the card is reported stolen within 24 hours of when loss is detected by the individual. The cardholder must also notify the P-Card Administrator and the cardholder's P-Card Approver about the lost or stolen P-Card. The notification should include the date the cardholder first discovered the card was missing and the circumstances of the theft, loss or misappropriation. In the event the cardholder has not notified the Bank, the P-Card Administrator shall terminate the card immediately.

The toll-free number the cardholder may use to reach the Bank's Customer Service staff is 800-822-5985, Option 2. Customer service is available seven days a week/24 hours a day.

2.13 Card Activation

Once the cardholder has successfully completed training and collected the credit card from the Procurement Services Department, they should call the number on the back of the P-Card to activate it. The bank will ask the cardholder for a verification number as a security measure. The verification number is the cardholder's employee ID (CWID).

2.14 Card Renewal

The P-Card will be automatically renewed by the Bank before the card's expiration date. The new P-Card will be sent to the P-Card Administrator who will notify the cardholder to pick up their card. The P-Card will not be sent via interoffice mail. It must be picked up in person, and the recipient must provide a signed acknowledgment.

2.15 Cancellation

Upon termination of employment, **transfer to another department**, or if the cardholder's responsibilities change within the Department, the cardholder must return the P-Card to the P-Card Approver or Cost Center Manager and that individual must notify the P-Card Administrator in writing. The P-Card Administrator will deactivate the P-Card once the notification is received.

The P-Card Administrator may also require the cardholder to return the P-Card in the case of misuse. In addition, the P-Card Approver can request a cardholder to turn in a P-Card for any reason.

2.16 Extended Leave

The cardholder shall email the P-Card Administrator to notify him/her of the extended leave and its anticipated duration. The P-Card will be suspended until the cardholder returns.

2.17 Card Changes

If a cardholder needs to make changes to name, address, phone, or account numbers, the cardholder shall- notify the P-Card Administrator in writing, who will assist with the adjustment and will notify the cardholder once completed.

2.18 Assignment

A P-Card may not be transferred or assigned to another person. P-Cards are the property of the University and the Bank and must be returned to the Cost Center Manager upon changing departments or leaving the University. If the cardholder's new department needs a P-Card, a new application must be submitted by that department.

2.19 Unauthorized and/or Inappropriate P-Card Use

The P-Card must never be used to purchase items for personal use or for non-University purposes.

Any unauthorized or inappropriate use of a P-Card will result in cancellation of the P-Card and will subject the cardholder to disciplinary action including possible termination of employment and criminal prosecution.

SECTION 3.0 Order Management

3.01 General Instructions

Purchases of appropriate items using the P-Card may be made from any vendor who accepts the VISA® card. To receive applicable discounts, if any, be sure to inform the vendor that your purchase is for the University. Notify the vendor that the purchase is exempt from New Jersey State sales tax, use tax and Federal excise tax. Provide the vendor with the University's New Jersey State Tax Exempt **Number 22-750050K** (printed on the card). Contact Procurement Services if the vendor requests a copy of the University's **Exempt Use Certificate Form ST-4**.

Please Note: The vendor must ship ordered material before they bill any costs to the University under your P-Card.

The cardholder shall verify the total amount to be charged with the vendor. Be sure to have the vendor identify and list all charges related to the transaction that will be charged prior to signing a charge slip or authorizing the purchase by telephone. Any charges for shipping and handling must be separately identified from the price of the item being purchased prior to authorizing the transaction.

3.02 In-Person Orders

In addition to the requirements noted in section 3.01, the cardholder must ensure or perform the following:

- The credit card receipt or merchant receipt must clearly itemize the merchandise;
- If the vendor cannot supply an itemized receipt, the cardholder must print the description of the items purchased, the quantity purchased, and the unit price of the items on the receipt; and
- The cardholder must attach the receipt to the correct Workday transaction.

3.03 Internet Orders

P-Cards should be used on encrypted Internet sites. Cardholders are ultimately responsible for purchases made with the P-Card and are responsible for determining whether an Internet site is the most appropriate method to make a purchase.

3.04 Invoices, Receipts, Packing Slips and Monthly Statements

All documentation including, receipts, packing slips, invoices and monthly statements are subject to random audit by either the P-Card Administrator Team, the University Controller's Office, the Internal Auditor, or the University's External Auditors. Therefore, it is essential to maintain accurate records of all transactions and have digital access to those records should the cardholder receive a request from an auditor. Monthly statements can be downloaded from Bank of America's Global Center Access platform.

The lack of a cardholder's response to an auditor's request may result in a thirty (30) day card suspension.

3.05 Delivery/Billing/Mailing Address

The University is the only authorized address for product delivery for any other communication by vendors for all P-Card transactions.

Cardholders shall provide the vendor with detailed instructions for delivery. If the cardholder has arranged desktop delivery, goods are to be shipped directly to the department.

All other shipments are to be sent to Central Receiving. **It is necessary that goods shipped to Central Receiving have the recipient's name, department and address on the packing list.** All shipping costs (UPS, FedEx, etc.) must be prepaid.

3.06 Damaged Goods, Returns, Credits

It is the cardholder's responsibility to understand the supplier's return policy and follow up and obtain a credit for any recoverable amounts due to damaged or returned goods.

If an item is damaged or defective and needs to be returned, the cardholder must contact the vendor to arrange for the return and credit. Credits must be verified in Workday in order to cancel out the initial charge.

3.07 Taxes

If a cardholder is charged tax on a purchased item, they must follow up and obtain credit from the vendor for the imposed tax. If the vendor requires a tax-exempt certificate in addition to the tax ID number located on the front of the card, the University uses the ST-4 Exempt Use Certificate. The ST-4 certificate can be downloaded from the following link: https://inside.montclair.edu/documents/montclair-state-university-st-4-tax-exempt-form

Failure to obtain credit for taxes incorrectly assessed on purchases over $1,000 may result in a 30-day suspension of the P-Card. Failure to obtain credits under this threshold may be reviewed as part of an audit process and may also lead to a card suspension. Attempts to rectify an incorrect sales tax assessment should be documented in the memo field of the associated transaction when verifying the purchase.

The exception to this policy is for taxes charged on mobile phone invoices for the 911 State tax. The 911 fees are charges imposed on the customer pursuant to state or local law to finance Enhanced 911 services.

3.08 Dispute Resolution

Items that appear on the monthly P-Card statement may be disputed with the Bank within 60 days after the P-Card statement's closing date.

If there is a disputed charge, the cardholder should first consider contacting the vendor directly. Most vendors would prefer to resolve the problem themselves and may be willing to provide credits. The cardholder must verify any credits received in Workday to get credit allocated back to their account.

If the cardholder does not recognize a charge and the vendor is not willing to resolve the problem, the cardholder should promptly dispute the charge. If the charge is within the current billing cycle, the charge may be disputed by calling the 1-800 number on the back of the P-Card and the Bank will not pay the vendor for the purchase. If the disputed charge remains unresolved after the billing cycle closes, the bank will issue a credit.-**All potentially fraudulent charges must be disputed with the Bank.**

3.09 Lost Merchandise

If the ordered product has not been received, contact the vendor and inquire when the product was shipped, by what carrier (i.e., UPS, FedEx, US Mail, etc.) and to what location.

If there is no record of the delivery, request a proof of delivery from the vendor. In the event the vendor cannot supply proof of delivery, a decision must then be made by the cardholder for the vendor to either ship the product or credit the account.

SECTION 4.0 Financial Requirements

4.01 Billing Cycle

Once per month, the Bank will provide a consolidated billing statement to Accounting which must be paid within five days of its receipt. Each cardholder can download a hard copy of their statement detailing all charges billed during the previous 30 day billing cycle from Bank of America's Global Center Access platform at the following link: https://www.bankofamerica.com/gca.

An electronic report is also emailed to cardholders labeled "Scheduled Reports" which contains a copy of the monthly statement.

The University's 30-day billing cycle begins on the first day of each month and ends on the **last business day of each month**.

4.02 Payment Process

The consolidated billing statement provided to Accounting each month covers all P-Card activity during the 30 day billing cycle. Accounting processes the University monthly statement for payment upon receipt.

4.03 Reconciliation

Reconciliation in Workday must be an on-going process. This includes the review and sign-off of each transaction by the both cardholder and the approving manager within each billing cycle in order to provide Accounting with the information they need to allocate the charges from the monthly statement.

Cardholders are responsible for the transactions identified on their statement and in Workday. Cardholders are responsible for the following:

- Reviewing monthly transactions in Workday for accuracy by the end of each billing cycle.
- Attaching copies of the sales receipts and supporting documentation to the transaction. This includes credit receipts for returns.
- Verifying credits in Workday to ensure the refund is applied to the appropriate accounts.
- Resolving errors and disputing problems with merchandise delivery or incorrect billing.
- Contacting the vendor directly to resolve problems with merchandise, services or billing issues.

SECTION 5.0 Data Management

5.01 Audit Requirements

The P-Card Administrator will review various reports on a monthly and quarterly basis to ensure that the University's Purchasing Card Program Policies and Procedures are being properly followed. In addition, each month, random audits of cardholder activity will be conducted in Workday. If an auditor requests backup information, it is mandatory to respond in a timely manner. The Controller's Office may act as an auditor for the P-Card program as well.

Instances of non-compliance with policies or procedures by cardholders or P-Card Approvers will likely result in revocation of P-Card privileges and possible disciplinary action.

5.02 Record Keeping

Record keeping is essential to ensure the success and compliance of the program. It is mandatory for a cardholder to obtain and retain vendor documentation for all purchases.

Examples of vendor documentation are:

- Itemized vendor sales receipts;
- Itemized packing slips with prices; or
- Credit card charge slips with itemized description of products purchased.

The documentation must contain:

- Description of what was purchased
- Date of purchase
- Supplier name and location
- Total cost of purchase.

5.03 System Administration

The P-Card Administrator will have access to the system's administration features to add/change/delete/update cardholder profile information in Works and Workday. Cardholders will have restricted access to view data, review and reconcile transactions. The P-Card Administrator will not have access to a P-Card and cannot make purchases under the program.

SECTION 6.0 Restricted Funds Procedures

Restricted Funds are defined as a reserve of money that can only be used for a specified purpose. The funds can include grants, endowments, and any other awards of a specified nature. P-Cards issued for the use of Restricted Funds have a base profile single per transaction limit of $3,000 and a base profile monthly billing cycle credit limit of $10,000.

6.01 P-Card Application Process for Restricted Funds

- Restricted Funds P-Card Application, P-Card Agreement, P-Card Approver Application/Acknowledgement Form are requested from the Manager of Grant Accounting. Grant Accounting verifies whether the needs of the Grant would warrant a P-Card based on the University Purchasing Card Program Policies and Procedures;

- If in agreement, Grant Accounting requests the P-Card Administrator to send forms to requestor;
- Requestor completes the P-Card Application and P-Card Agreement and returns them both to Grant Accounting for final approval;
- Grant Accounting approves the P-Card Application and gives both forms to the P-Card Administrator for processing;
- The P-Card Administrator creates the P-Card account in Works and orders the card. All grant P-Card transactions are reviewed by Grant Accounting for compliance with the terms of the grant; and
- When the P-Card comes in, the P-Card Administrator notifies the cardholder and their P-Card Approver, if appropriate, and trains both. **In order to receive the P-Card, it is required that both the cardholder and P-card Approver be trained.**

6.02 Card Suspension For Restricted Funds That Are Closing

- Grant Accounting provides the P-Card Administrator with a schedule for Restricted Fund closures;
- If the Principal Investigator associated with the P-Card is to be awarded a new restricted fund, rather than close the account the P-Card Administrator will suspend the P-Card until the new award is made;
- Based on the schedule provided by Grant Accounting, the P-Card Administrator will send an email to the card holder prior to the close of the fund. The email reminds the cardholder of the closing date for the restricted fund and that the card will be suspended two weeks prior to the close of the grant; and
- Two weeks prior to the close of the Restricted Fund, the P-Card Administrator suspends the required card(s). An exception is when a cardholder has multiple Restricted Funds assigned to the same P-Card.

6.03 Restricted Fund Cardholder's Responsibility

In addition to compliance with the University's Purchasing Card Program Policies and Procedures Manual, the following is required:

- Place order for items that are allowable under the Restricted Fund requirements; and

- Verify in Workday that the charge is correct, and attach a receipt to the transaction. Receipts are mandatory for Restricted Funds and verification must take place by the end of the billing cycle, the last business day of each much or the P-Card will be suspended.

6.04 Restricted Fund Principal Investigator's Responsibility

Approve cardholder's purchases by the close of business, the last business day of each month. This includes ensuring that the charges are allowable to both the Restricted Fund guidelines as well as the University's Purchasing Card Policies and Procedure Manual.

6.05 Grant Accounting's Responsibility

- Sign off on P-Card Application for Restricted Fund accounts;
- Give Restricted Fund P-Card Application and Restricted Fund P-Card Agreement to P-Card Administrator to process;
- Review and approve the Restricted Funds P-Card transaction for compliance with Restricted Funds requirements;
- Notify cardholder if charges need to be corrected prior to end of billing cycle;
- Notify P-Card Administrator to suspend card or close specific Restricted Fund account prior to the close of the funding; and
- Notify P-Card Administrator when to reactivate a P-Card and assign it to a new Restricted Fund Account.