



Procurement Card Program

POLICIES AND PROCEDURES MANUAL

Version 10, May, 2010

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1. Santa Fe College Procurement Card Program

Santa Fe College (hereafter referred to as SF or College) has implemented a Procurement Card (PCard) Program. The purpose is to allow departments to make small dollar purchases in a more efficient manner. Transactions up to and including \$999.00 (this amount includes the total cost of the transaction and any associated shipping/handling and installation costs) can be made by the department without the requirement to submit a purchase requisition for the issuance of a purchase order or a payment request. Cardholders in the Purchasing Department making purchases on behalf of departments may have higher Transaction Limits.

BENEFITS: This reduces the need for petty cash funds and the inherent risks of the money being mishandled or stolen. Vendors will receive payment for such purchases within two (2) days instead of the usual time required for the College to process a check to a vendor. This method will result in a significant reduction of purchase orders and checks; including all other associated costs (i.e. cost of purchase orders/checks, envelopes and postage). Also, the PCard can often be used in places where a PO is not accepted.

2. Program Assistance

All questions regarding the PCard program should be directed to the College's Purchasing Department at 352-395-5237. The names and contact information for the PCard Administrator/Backup are located on page ii.

3. Roles and Responsibilities

3.1 *Purchasing Department:*

The Purchasing Department is responsible for the following:

- Recommending suppliers for use based upon current ongoing price agreements, State and local contracts, and established service programs;
- Encouraging the use of minority vendors;
- Monitoring suppliers used to assure that PCard purchases are processed accurately and that returns are handled efficiently;
- Monitoring products purchased using the PCard and evaluate future requirements to use in establishing contracts for these items;
- Conducting internal audits of purchases; and
- Making PCard purchases on behalf of a department upon 1) a properly executed requisition and 2) under specific circumstances (this will be done only on a case-by-case basis and must be pre-approved by the CFO and/or the Comptroller)

3.2 *PCard Administrator:*

The PCard Administrator is responsible for the following:

- Assuming the overall responsibility for the PCard program;

- Implementing the PCard program with the assistance of the Office for Finance;
- Maintaining a list of all cardholders, their profiles, and their card account numbers;
- Maintaining Budget Authority sample signatures, if necessary;
- Developing and providing cardholder training;
- Administering disciplinary action, in conjunction with the appropriate Department Head/Director and Human Resources personnel, to a cardholder found having intentionally misused his/her PCard;
- Authorizing an employee to be issued a PCard and ensuring that the employee is personally informed of all the terms and conditions imposed with the privilege of using a PCard, including the dollar limitations and restrictions placed on his/her PCard and the applicable Purchasing policies;
- Notifying cardholders to cease purchasing at the end of the fiscal year according to the cut-off dates established in the year-end memo;
- Requiring cardholders to adhere to all program policies and procedures, and revisions;
- Ensuring that the PCard program is operated according to the established policies and procedures outlined in this manual;
- Establishing and maintaining internal controls with the assistance of the Office for Finance;
- Periodically reviewing all policies and procedures, forms used and data-processing programs to determine if any need to be revised, enhanced and/or updated;
- Facilitating the issuance, replacement, and cancellation of all PCards with the Provider;
- Facilitating any necessary PCard dollar limitation or restrictions;
- Canceling or overriding MCC codes as needed;
- Serving as primary liaison between PCard using departments and the Provider, when needed;
- Assuring that no PCard is reassigned or transferred to another individual. ;
- Requesting and coordinating any needed data processing changes between the Office for Finance and the Provider;
- Notifying Provider of any person who assumes the Administrator's responsibilities due to the incumbent no longer acting in this capacity; who may act in the behalf of the Administrator during his/her absence;
- Establishing and maintaining communication with cardholders;
- Assisting cardholders with problem resolution if an agreement cannot be reached with a vendor;
- Canceling cards immediately upon employee separation;
- Monitoring program compliance;
- Reviewing audits and reporting apparent discrepancies to cardholder and Budget Authority, when deemed necessary;
- Working with Administration to identify and drive future program application/enhancements;
- Reviewing reports to analyze and monitor card usage;
- Providing guidance to the cardholder regarding any sales tax exemption misunderstandings by vendors; and,

- Working directly on the cardholder's behalf with the Provider on any fraudulent charges

3.3 Cardholder:

The cardholder is responsible for the following:

- Using the card strictly according to College policies and procedures set forth herein;
- Checking to ensure that adequate budget exists before incurring any PCard charges;
- Ensuring that the cardholder is the sole user of the PCard and buying from minority-owned businesses whenever advantageous to do so (minority-owned vendors are listed on the Purchasing web site at http://www.sfcollege.edu/finance/index.php?section=purch/minority_vendors, please review this list when making purchases);
- Safeguarding the card at all times while in the cardholder's possession;
- Notifying Compass Bank customer service immediately and the PCard Administrator by the next business day when the card has been lost or stolen;
- Restricting purchases to only those authorized for College-related purposes and notifying the Budget Authority promptly of any purchase mistake made contrary to this manual;
- Ceasing use of the PCard according to the cut-off dates established for each fiscal year period;
- Surrendering the PCard upon separation from employment, as well as at the request or order of the Budget Authority or PCard Administrator;
- Keeping all transaction documentation (i.e. charge tickets, credit slips, invoices, delivery tickets, etc.) sufficient to permit proper reconciliation of the monthly statement, reconciling and submitting them as required to the Budget Authority;

Note: Failure to comply with PCard policy by not submitting documentation as required is the responsibility of the cardholder and may result in suspension or cancellation of the card. In addition, transactions not supported by the proper documentation may become the financial responsibility of the cardholder. **DO NOT MUTILATE OR OTHERWISE ALTER ORIGINAL RECEIPTS OR SIMILAR DOCUMENTATION. DO NOT USE TAPE ON THERMAL PAPER RECEIPTS AS THIS CAN ERASE THE RECEIPT OVER TIME.**

- Notifying the PCard Administrator of any problems (i.e. card denial, sales tax exemption, etc.) experienced when using the card;
- Ensuring that the vendor provides a transaction document regardless of the transaction method used (phone, Internet, mail or facsimile, or in person); and,
- Accepting **only** a credit on the PCard whenever an item has to be returned to a vendor; if, for any reason the vendor cannot issue a credit to the card, notify the PCard Administrator.

Note: Serious or repeated misuse or abuse of the card including sharing of a PCard or PCard number, fraudulent or inappropriate use will result in the revocation of the card as well as potential disciplinary actions up to and including termination of employment.

3.4 Budget Authority

Each cardholder will report to a Budget Authority who may be responsible for more than one cardholder. The Budget Authority should be the cardholder's supervisor or at a level higher than the cardholder. The Budget Authority is responsible for the following:

- Assuming the overall responsibility for their respective employees' use of a PCard;
- Determining the necessity and purpose of each card;
- Identifying potential cardholders and approving the application;
- Requiring the cardholder to attend training sessions;
- Reviewing the reconciled monthly billing statement for overall legitimacy of the transactions, and signing the statement, certifying the legitimacy of the listed transactions;
- Checking to ensure that adequate budget exists before forwarding all documentation to Accounts Payable for payment of statement;
- Verifying that a copy of the records for each cardholder are retained in the Budget Authority's department, including proper documentation for the required 90-day period after reconciliation has been completed;
- Ensuring that cardholders adhere to all program policies and procedures and revisions thereto; and,
- Making arrangements for the fulfillment of their duties, with respect to this program, in the event of an absence from the office

Important: When purchases are in question, the Budget Authority bears the responsibility for resolving the issue. Suggested remedies include having the cardholder provide a credit voucher proving that the item(s) were returned for credit, or having the cardholder provide the College with a check from their personal account for the full amount of an inappropriate purchase.

3.5 Accounts Payable

Accounts Payable is responsible for the following:

- Performing a final online reconciliation process on all PCard transactions
- Balancing with monthly ACH payments from College bank account
- Timely posting of PCard transactions to the general ledger (with ITS assistance)
- Verifying that cardholder-keyed department numbers and general ledger codes are appropriate.
- Verifying that (generally) no sales tax was paid on transactions. If sales tax was paid, Accounts Payable will verify that a credit is also in evidence or forthcoming.

4. Acquisition of a PCard

All SF employees or authorized individuals using funds either from or through the College (as the fiscal agent), designated by the Budget Authority, may be permitted to obtain a PCard. Approval is contingent upon the justification of need and the potential cardholder's past history of demonstrating fiscal responsibility on the College's behalf. The PCard Administrator will discuss suggested cardholders with the CFO and the Comptroller prior to authorizing approval. Any associated PCard or other fees charged by the Provider must be paid by the using department.

A *PCard Cardholder Application* form (Exhibit A) must be completed by the requesting cardholder and then forwarded to the Budget Authority. The Budget Authority will review and adjust the requested limits based upon the specific departmental constraints, sign, and submit the application to the PCard Administrator for final approval and processing.

Note: In the best interests of the College, the PCard Administrator has the authority to deny any potential cardholder access to a PCard based on any prior failure by such individual to follow established Purchasing rules and procedures.

If the application is accepted, the PCard Administrator will schedule training for the cardholder. Upon completion of training and passing of an exam, the cardholder will be provided a *PCard Cardholder Agreement* form (Exhibit B), which must be signed by both the cardholder and the Budget Authority and returned to the PCard Administrator.

The PCard Administrator will order the card and notify the cardholder for pickup. The PCard will only be released to the cardholder after completion of training and upon complete execution of a *PCard Cardholder Agreement* form.

4.1 *PCard Activation and Security*

The individual cardholder will activate the PCard using the toll-free number shown on the removable sticker on the card. Cardholder must call from their number of record and provide the last four digits of their SF ID Number, NOT YOUR SS NUMBER! If for any reason the automated system cannot match your request you will be transferred to Customer Service.

- Cards must be kept in a secure location when not in use;
- Cardholder must ensure that the card number is not documented and/or distributed in an unsecured manner (e.g., copies of invoices and receipts, handwritten notes, etc.); and,
- Cardholder is responsible for **all** activity on assigned card

4.2 *PCard Limits/Restrictions*

Purchases made using the PCard are for College business **ONLY**.

Each PCard is uniquely assigned to an employee or authorized individual and will have its own specified dollar amount limits (i.e., per transaction, per day, per cycle) and specified restrictions (i.e., various categories of merchants that are not allowed to be used). In addition, the PCard will be set up to default to the department’s “main” account number and a unique GL code (the latter of which must be changed during the reconciliation process). A list of the most commonly used GL codes can be found on Purchasing’s web site at: <http://admin.sfcc.edu/%7Efinance/purchglc.htm>.

PCard Limits	
<i>Single Transaction Limit</i>	The dollar amount one can spend on a single transaction. The limit is \$999.00 (including shipping/handling and installation).
<i>Daily Limit</i>	The dollar amount of transactions one can make in one day.
<i>Cycle Limit</i>	The dollar amount one can spend in a 30-day period.

MCC Code Restrictions Restrictions on the type of vendors the card can be used for.

These limits and restrictions may be changed either temporarily or permanently by the PCard Administrator at the discretion of the PCard Administrator. Permanent increases to a cardholder's cycle limit shall be approved by the College's Comptroller or Chief Financial Officer.

Selected cardholders (i.e., Purchasing Department) will be assigned a higher single transaction limit (STL) to allow them to make a purchase on behalf of a department under specific circumstances (referred to under 5.1, last bullet item).

4.3 Segregation of Duties

The cardholder must not handle all aspects of the procurement process. If a Budget Authority is also a cardholder, his or her direct supervisor must review and approve all transactions appearing on the card.

Other restrictions:

- PCards cannot be delegated (see "Delegation" in the definition section);
- PCards cannot be used for any service that is performed (maintenance);
- PCards cannot be used in cases where there should be a Contract for Services;
- PCards cannot be used to purchase furniture, equipment, computers, or any other items defined as inventoried equipment (see Definition section); and,
- The PCard program is restricted for use with certain types of merchants. The card issuer will be given authorization to block access using the MCC through the Visa system. Attempting to use a PCard to purchase from these affected vendors, will result in the purchase being declined.

4.4 Allowable and Non-Allowable Purchases

Allowable purchases (not all inclusive) that can be made with the PCard:

(All allowable purchase transactions must have a per transaction total of \$999.00 or less, including shipping and handling, and installation, if applicable)

- Art Supplies
- Audiocassettes, Blank & Pre-Recorded
- Batteries
- Books
- Bulbs
- Computer Accessories (i.e., cabling, keyboard, mouse, surge suppressers) that have been approved for campus use by ITS
- Film
- Food – **only if department is allowed – most Fund 1 departments are not permitted to buy food.**
- Gasoline (for college owned vehicles only)
- Lab/Research Supplies
- Maps (classroom use)
- Minor Equipment and Furniture - **items with a unit cost of \$999.99 or less, including shipping/handling and installation . Cardholders must verify prior to purchase that their**

department has sufficient capital budget to purchase any item with a unit cost of \$100 or more. Printers, computers, laptops, and netbooks are specifically excluded from allowed purchases.

- Misc. Supplies/Materials
- Office Supplies
- Preprinted Pamphlets
- Photo Development
- Photography Supplies
- Rental/Reservation of Display Booths at Conferences/Conventions
- Reprints
- Software (ITS approved)
- Subscriptions (journals, magazines, newspapers)
- Test Kits
- Uniforms
- Video Tape, Blank & Pre-Recorded
- Webinars

Non-Allowable purchases (not all inclusive) that **cannot be made with the PCard:**

- Alcoholic Beverages
- Awards/Trophies
- Equipment with a unit cost of \$1,000.00 or more
- Cash Advance/Credits
- Clothing (general)
- Computers, Laptops, and Netbooks
- Contractual Services (Contract for Services)
- Controlled Substances
- Gift Certificates
- Insurance
- Memberships
- Personal Convenience or Decorative Items
- Personal Professional Services
- Printers
- Registrations for Conferences
- Rent or Leases
- Services (Repairs, Maintenance, etc.)
- Telephones, Facsimiles, or Devices Connected to a SF Telephone Line
- Wire Transfers
- Any Items Prohibited by Law, Regulation or Policy
- Items costing more than your single transaction limit (no splitting)

The PCard Administrator may, at his/her discretion, allow any purchases that are normally not allowed when in his/her discretion, it would be advantageous to the College to do so. Proof of PCard Administrator approval shall be included with the Monthly Transaction Log when submitted to Accounts Payable.

Note: If you have questions concerning whether a purchase is allowable or not, contact the Purchasing Department.

5. Making a Purchase

Purchases may be made by phone, fax, secured Internet site, mail or at a vendor’s location.

Important: Any purchase that requires a contract to be signed must first be reviewed and approved by the Purchasing Department.

The College encourages using small, women-owned, and minority-owned businesses when possible, a listing of these vendors is available on the Purchasing web site at http://www.sfcollege.edu/finance/index.php?section=PURCH/minority_vendors , please review this list when making purchases. Also, the Purchasing Department may develop or identify contracts during the year for certain materials or services that are commonly used by the College. Please review the list of available contracts on the following web site http://www.sfcollege.edu/finance/index.php?section=PURCH/pricing_contracts .

- It is advised that a Vendor be contacted prior to making a purchase to ensure that the PCard will be accepted as payment.
- Inform the vendor that you are using Visa for your purchase and that the College is tax exempt.

Note: Santa Fe College is tax exempt and will not pay consumer sales tax charged by vendors. The College’s tax exemption certificate number is 85-8012557296C-6 (Exhibit C). This number is embossed on the face of the PCard. If you need a clean copy of Exhibit C, contact Purchasing.

- When purchasing over the Internet be sure to verify that the website is appropriately secured by looking for the following indicators:

Internet Secured Site Indicators

<i>A closed lock</i>	
<i>An unbroken key</i>	
<i>An Internet address beginning with “https”</i>	

- Request a price quote including shipping and handling and other charges before placing an order. This would ensure that the purchase is within the established limits set and to avoid embarrassment of a transaction being declined.
- Request an itemized, totaled receipt or a priced packing slip for all transactions and showing no balance due. Full itemization requires the item description, quantity, unit cost, and total for each item including shipping, if charged. “Misc.” or “merchandise” on the receipt is not acceptable (see “Documentation” in the definition section). Cardholder must add detailed description if receipt is unclear.
- Provide the vendor with the exact shipping instructions including your name, campus address, building/room #, and any other pertinent shipping information. Please make sure to verify the billing address as well as the shipping address with a vendor. Invoices must be sent directly to Accounts Payable.
- Provide the vendor a reference order number to include in the shipping information, i.e. “PC” and the last four digits of the PCard for a reference (i.e., PC2748). The supporting documentation should be marked clearly to indicate that the sale was made by credit card. “Visa”, “credit card”, “PCard”, etc. is acceptable.

- The *PCard Replacement/Missing Receipt* form (Exhibit D) must be filled out for any purchase where either a receipt was not obtained at the time of purchase or has been lost.
- When ordering, request that the vendor include a receipt inside the package. Save the credit card receipt and shipping documentation.
- Immediate availability over back ordering is preferred. Either wait until all items are available from the vendor or order from another vendor.
- Advise the vendor to not charge the PCard until the item has been shipped. (Most vendors will do this anyway as a matter of practice.)
- Third party vendors are not to be used (i.e., Pay Pal).
- Splitting of purchases is prohibited (see “Splitting” in the definition section).
- If it is necessary to split a purchase between various departments or GL’s, the cardholder must notify his/her Budget Authority when the documentation is handed in for the transaction. The appropriate signature by the other Budget Authority must be obtained before submitting to Accounts Payable. However, an email from the Budget Authority requesting the purchase and providing the department number is preferred.

6. Emergency Overrides

The PCard Administrator can lift, when appropriate, a dollar limitation restriction or MCC code restriction, whenever a cardholder has to make a purchase, which will exceed his/her PCard limits or restrictions, or has a particular MCC code block in effect. The cardholder or PCard Administrator will be required to provide the necessary justification before a temporary lift will be considered.

Cardholders must contact the PCard Administrator prior to making such a purchase to request an exception.

7. Reconciliation of Charges

Each PCard will be set up to default to the department’s “main” account number and a unique GL code. The GL information must be changed during the reconciliation process. Refer to the *PCard Processing Time Line* (Exhibit E) for the specific dates by which the various steps must be completed.

Reconciliation Tips
<ul style="list-style-type: none"> ★ A vendor’s billing date may different than your order date. If you received an order in more than one shipment, the dollar total of the receipts or packing slips from the partial shipments may have been billed as one charge on your statement. ★ If you only received a partial shipment, you should only have a partial charge on your statement. It is illegal for vendors to charge your card for merchandise not shipped. ★ A supplier’s billing name may be different than the name by which you know them. ★ Remember, the appropriate GL code to use on disputed charges is 69511 “PCard Disputed Charges”. ★ Should a vendor charge you sales tax, contact them and provide a copy of the College’s exemption. Try to obtain the credit during the current cycle if possible; otherwise, cardholder may mark the charge as disputed until the credit for sales tax is posted.

7.1 *Manual Recording Process*

7.1.1 Cardholders:

- **Note that the College's monthly cycle is the 5th of the month through the 4th of the next month. All charges posting during this time will appear on the monthly statement.**
- Cardholders must print out the Memo Statement after the 6th of each month. Cardholders shall reconcile their receipts, invoices, charge slips, and credits to their *PCard Monthly Transaction Log* form (Exhibit F) as required. The total dollar amount of the receipts, including any credits issued, must equal the total of the statement. If receipts are lost or unable to be obtained, the cardholder must fill out the *PCard Replacement/Missing Receipt* form.
- Reconcile statements by (a) matching the transactions on the monthly statement against the cardholder's receipts, invoices, charge slips, and credits; (b) verifying (1) the amount of each transaction, (2) the goods have been received; and, (3) sales tax was not charged.
- Attach the *PCard Monthly Transaction Log* to the monthly statement with all receipts, invoices, charge slips, and credits for the transactions listed on the statement ensuring that the dates on the report match the dates on the cardholder's statement. Forward all documentation to the Budget Authority (or Supervisor if the cardholder is a Budget Authority) for review and approval. If there is no activity for the month on the card, then a *Log* sheet is not required.

7.1.2 Budget Authority:

- The *Budget Authority* must (a) review the reconciled statement for overall legitimacy of the transactions, (b) sign the statement, certifying the legitimacy of the listed transactions, and (c) forward the statement and *PCard Monthly Transaction Log* to the Accounts Payable department as required. The Office for Finance will retain responsibility for storage of all PCard monthly statements and supporting documentation.

7.1.3 Accounts Payable:

- Review all PCard transaction reports to verify (1) appropriate GL codes, (2) transactions match with the respective monthly statement, and (3) all receipts are attached.
- Verify that appropriate signatures have been obtained on the transaction log.
- If receipts are found to be missing, an email is sent to the cardholder requesting expedition of missing receipt(s) within 24 hours.
- At the close of business on the date identified in the timeline an email is sent to the Budget Authority and/or the appropriate VP if receipts still have not been forwarded, warning that on the date as defined in the timeline that their budget will be charged for the purchase(s).
- Perform tasks as specified in Section 3.5

7.2 Electronic Process

7.2.1 Cardholders:

- CenterSuite is the software used to verify and edit transactions. It allows the user to change or correct department(s) tied to PCards. Cardholders will have access to CenterSuite to review and approve transactions electronically. This will also be the time to provide a brief description of the purchase in the electronic system.

- Check the availability of budget prior to purchasing items. The Accounting system will allow PCard purchases to be expensed to a department even if there is no budget available.
- Assign the appropriate GL code for each transaction. If there are questions concerning the correct GL codes, please contact the Purchasing Department at 395-5237 for assistance. A list of the most commonly used GL codes can be viewed at: <http://www.sfcollege.edu/finance/index.php?section=glc>.
- Ensure that all transactions are edited and approved promptly as required;

Note: The College must pay Compass Bank for all transactions listed on the statement; returns and disputes will be displayed through a credit. All posted transactions will be paid even if they are not reviewed and/or approved.

7.2.2 Accounts Payable:

- Performs final reconciliation of transactions by comparing cardholder's monthly statement, *PCard Monthly Transaction Log*, and receipts with electronic transaction data, then edits as needed

Note: The reconciled transactions will be uploaded to the Accounting system on a regular basis.

7.3 Returns, Credits and Disputed Charges

Should a problem arise with a charge, every attempt should be made to first resolve the issue directly, and informally, with the vendor. Review of future statements is vital to ensure that the account is properly credited for returns, credits and disputed charges. The returned, credited or disputed item should be noted on the *PCard Monthly Transaction Log* form. The cardholder is responsible for notifying the Budget Authority of resolution of a disputed item.

The following are examples of disputed charges:

- Failure to receive goods
- Defective merchandise
- Incorrect sales amounts
- Sales tax charged
- Altered charges
- Unauthorized charges
- Duplicate charges
- Unprocessed credits

7.3.1 Returns: When a vendor has shipped items as specified on an order, they have legally complied with their part of the contract and are under no obligation to accept for credit or refund any of the items delivered as specified. Acceptance of a return by the vendor is by no means automatic, and a restocking charge may be incurred. The department is authorized to pay said fee. All returns must be indicated on the *PCard Monthly Transaction Log* form.

In the event that an item needs to be returned to the vendor for adjustment or credit, it is the cardholder's responsibility to do so. It is recommended, but not required, that the cardholder complete a *Returned Goods Report* form (Exhibit G), unless the item is being returned in person.

The cardholder is responsible for:

- Contacting the vendor, obtaining a Return Authorization (RA) number, if applicable, and following the vendor's return policy;
- Completing the *Returned Goods Report* form, if used, (include the RA number reference);
- Sending all return items to Receiving for shipment to the vendor with a copy of the *Returned Goods Report* form attached (if used) so that Receiving may add a tracking number and signature);
- Logging the purchase and return for any item(s) on the log form;
- Ensuring that the credit appears on the next statement. If the credit does not appear within 60 days, file the appropriate paperwork for disputed items with Compass Bank.

7.3.2 Credits: If the supplier accepts an item as a return, a credit for this item should appear on the current or following month's statement. All credits should be indicated on the *PCard Monthly Transaction Log* form.

IMPORTANT: UNDER NO CIRCUMSTANCE IS THE CARDHOLDER TO RECEIVE A CASH REFUND.

7.3.3 Disputed Charges: If a cardholder finds a discrepancy on a monthly statement, the cardholder should contact the Supplier and attempt to resolve the problem directly. All disputed items should be indicated on the *PCard Monthly Transaction Log* form. If a cardholder cannot resolve a disputed item directly with the vendor, the cardholder should complete the appropriate paperwork provided by Compass Bank. The Provider will flag the transaction as "Disputed". If the dispute process is resolved, the College is not liable and a credit will be issued.

7.3.4 The appropriate GL code to use on disputed charges is 69511 "PCard Disputed Charges".

Note: Unresolved transactions, such as goods not received, or credits not processed, etc., may be disputed with Compass Bank within 60 days of the posting date on which the disputed transaction first appeared.

IMPORTANT: THE DEPARTMENT MUST PAY THE FULL STATEMENT AMOUNT PENDING RESOLUTION OF THE DISPUTE.

7.4 Personal Expenses Charged in Error

If the PCard is erroneously used to make a personal purchase, notify the Budget Authority and the PCard Administrator the next business day. Provide written documentation of the circumstances that led to the erroneous purchase. Note "**personal charge**" next to the transaction on the monthly statement, reimburse the College by making a personal check or money order payable to Santa Fe College and attach check to the front of the statement.

IMPORTANT: The PCard is to be used solely for authorized College purchases. Personal usage is **not allowed** with the PCard. Any use of the PCard for personal expenses may result, dependent upon the circumstances involved, in the revocation of the PCard and disciplinary action, up to and including, possible termination of employment.

8. Documentation, Goods Receipt Verification, and Retention

The College is required to retain documentation of PCard transactions just as with Purchase Orders (see “Documentation” in the definition section). An itemized receipt should be obtained. If an itemized receipt is not available or missing then complete and sign the *PCard Replacement/Missing Receipt* form.

In addition to obtaining adequate documentation of the purchase of goods, the cardholder must verify that the goods were actually received (i.e., person who received the goods, date goods were received, full/partial order received, etc.).

Once the reconciliation process is complete, the Office for Finance shall keep all original PCard documentation for post-audit review for five (5) fiscal years provided applicable audits have been released.

9. Payment Procedures

The PCard processing timeline was developed to identify the necessary steps that must be completed by all the respective parties with regard to PCard transaction processing. All parties must adhere to the timeline to ensure prompt processing of PCard payments.

Note: If the Provider assesses any late fees or penalties due to making payment after the due date, the department(s) responsible for not meeting the due date shall be billed for said late fees or penalties.

10. Lost or Stolen PCards

To limit the College’s liability, the cardholder must report a lost or stolen card to Compass Bank **immediately** by calling 1-800-316-0207 (24 hrs/day, 7 days/week). The Provider will automatically issue a replacement card, which will be sent to the PCard Administrator for distribution. Advise the PCard Administrator of the PCard’s disposition as soon as possible or by no later than the next business day.

Note: The appropriate GL code to use on disputed charges is 69511 “PCard Disputed Charges”.

11. Fraud, Abuse, or Misuse of PCards

Individuals using the PCard to knowingly pay for items intended for personal use will be subject to disciplinary action up to and including termination and prosecution by the College, and subject to civil action by the Provider for personal liability.

Misuse of the PCard will be handled promptly and uniformly for all cardholders. Upon notification of any suspected misuse, the PCard Administrator will investigate and, if evidence of violation of policies and procedures is substantiated, will determine, in conjunction with the Budget Authority, Division VP, and Human Resources, the appropriate disciplinary action(s) to be taken.

The following situations are examples of “misuse” of the PCard:

- Personal (non-College related) purchases;
- Purchases which solely benefit the cardholder;
- Use of the PCard by a suspended or separated employee;
- Assignment or transfer of an individual card to an unauthorized individual;
- Insufficient or lack of supporting documentation;

- Using the PCard in direct violation of College and Purchasing policies and procedures;
- Not following all procedures as outlined in this manual;
- Over spending one's budget.

11.1 *Disciplinary Action*

Any combination of the following progressive disciplinary steps may be taken in the case of abuse of the PCard:

- Verbal warning, reimbursement to the College/personal payment of unauthorized purchase, and re-education;
- Written warning, reimbursement to the College/personal payment of unauthorized purchase, and re-education;
- PCard privileges removed temporarily or permanently, reimbursement to the College/personal payment of unauthorized purchase, and re-education before re-issue if PCard was temporarily suspended;
- Termination of Employment and reimbursement to the College/personal payment of unauthorized purchase;
- Prosecution to the full extent that the law allows.

Though the actual disciplinary action taken will be based upon the circumstances and severity of misuse, the typical course of disciplinary action taken may occur as follows:

First Offense: Cardholder will be notified verbally or in writing of violation and re-education will occur.

Second Offense: Cardholder will be notified in writing of violation and re-education will occur. A copy of the reprimand will be sent to the Budget Authority. This letter will be held on file in the Purchasing Department for one year.

Third Offense: Cardholder will be notified in writing of PCard revocation with a copy sent to the Budget Authority, Division VP, Chief Financial Officer, and Human Resources. The PCard will be revoked and the letter will remain permanently in the files of the Purchasing Department and Human Resources.

Issues other than fraud, abuse, or misuse will be reviewed for behavioral patterns and action taken, if warranted.

12. Cardholder Maintenance

Maintenance on cardholder accounts will need to be made when changes occur such as name/address change, etc. All requests must be submitted through the Budget Authority to the PCard Administrator for approval and processing.

13. Cancellation of PCards

To cancel a PCard, complete the *Return of Cancelled PCard* form (Exhibit H), attach the card, sign, and send to the PCard Administrator. PCards may be cancelled for the following reasons:

- When personnel changes occur, as in reassignment or resignation.
- At the request of the cardholder's Budget Authority for any valid reason.
- By the PCard Administrator for any valid reason.

Note: Upon cancellation of any PCard or termination of any cardholder account, the cardholder is responsible for returning the card and a completed *Return of Cancelled PCard* form to the PCard Administrator. The form will be countersigned upon card receipt by the PCard Administrator and a copy provided to the individual. The PCard will be destroyed.

14. Audits

The Purchasing Department, in conjunction with the Office for Finance (as needed), will perform periodic audits, random and/or scheduled, to ensure that all parties involved in the PCard process are adhering to proper policies and procedures.

Audit steps will include, but are not limited to, reviews to ascertain that:

- PCards are used for authorized purchases related only to College business;
- The College is not being charged State of Florida sales tax for goods received;
- Proper documentation is provided to support PCard transactions;
- Appropriate approvals are obtained for transactions
- Proper GL coding is assigned to purchases; and
- Purchases comply with Purchasing and PCard program policies and procedures, and applicable rules.

NOTE: For Budget Authority and AVP or higher cardholders, 100% post-audits will occur for as long as the individual uses the PCard.

15. Dissemination of Information

The primary means of communication with regard to the PCard Program will be via email to the cardholder and/or Budget Authority, as needed.

16. Additional Use of the PCard

16.1 Emergency or Unexpected Situations

Should a College emergency situation arise, such as the College being heavily damaged by a hurricane, then the College would distribute a PCard to critical areas (i.e., Facilities, Police), as necessary, to use in purchasing necessary supplies, etc. as deemed appropriate to assist with getting the College operational or addressing safety issues. The Single Transaction Limit would be considerably

higher, as needed during the card's use. Additionally, the PCard could also be used in the event of unexpected situations that may arise that do not allow for sufficient time to process normally (i.e., one of the athletic teams winning a play-off game that necessitates the need for travel to the next level of play). These cards would not be imprinted with a particular employee's name.

17. Definitions

<i>Billing Cycle</i> -	The monthly billing period that begins the 5 th day of each month and ends the 4 th day of the following month.
<i>Budget Authority</i> -	The individual responsible for overseeing the PCard reconciliation of departmental activity under their supervision.
<i>Cardholder</i> -	The individual employee named on the PCard who is responsible for their transactions and performing the reconciliation of same; this person has signed the <i>PCard Cardholder Agreement</i> form.
<i>Credit Card</i> -	Visa is the credit card for the College.
<i>Delegation</i> -	The process of allowing an individual other than the cardholder whose name appears on the PCard to initiate or complete a transaction using the card. This includes someone other than the cardholder having physical possession of the card, access to the card number and expiration date, and access to receipts or invoices that display the card number and expiration date. The cardholder is not authorized to delegate use of their card to another employee.
<i>Documentation</i> -	Proof of purchases made with the PCard may be any of the following: detailed cash register receipt, invoice, receiving report, packing slip, copy of order form, confirmation slip, and/or PCard charge slip as long as a description, unit cost and total is listed. If the receipt does not clearly describe the item(s), the cardholder must provide that information on a <i>PCard Replacement/Missing Receipt</i> form.
<i>Goods</i> -	Materials, supplies, or any other items used by or furnished to a department.
<i>Hospitality</i> -	Food, nonalcoholic beverages, and related expenses for the reception of guests by a department for a specific event or function relating to conducting College business as defined by SF policy.
<i>Inventoried Equipment</i> -	Items with a unit cost of \$5,000.00 or more which are tagged for tracking and inventory purposes. <u>The PCard is not approved for such purchases, except under special circumstances specifically approved by both the PCard Administrator and College Comptroller (or CFO).</u>
<i>Merchant Category Codes</i> -	Numeric code value system (referred to hereafter as MCC) used by the bankcard industry to enable the primary classification of merchants

	into specific categories based on the type of business, trade or services supplied.
<i>Official Purchases -</i>	Purchases and expenditures made by a cardholder on behalf of the College allowed by law, policy, and procedure within approved budget authority.
<i>PCard Administrator -</i>	The PCard Administrator is charged with the responsibility and given the authority to oversee and regulate the PCard program.
<i>PCard Cardholder Agreement -</i>	This agreement is signed by the cardholder, who stipulates that the cardholder has had adequate training and acknowledges by their signature that they are aware of the policies and procedures governing the use of the PCard.
<i>PCard Cardholder Application -</i>	The form that initiates the process to allow a SF employee or authorized individual to participate in the PCard Program.
<i>Procurement Card -</i>	Credit card issued by the Procurement Card Provider in the name of Santa Fe College to an individual cardholder referred to herein as "PCard".
<i>Procurement Card Provider -</i>	The financial institution, Compass Bank, which issues the PCard used by the College referred to in this manual as the Provider.
<i>Services -</i>	The furnishing of time, labor or effort by a vendor, not involving the delivery of a specific end product other than reports, which are merely incidental to the required performance. Services include maintenance and utilities. Note this definition is expanded to include 1099 tax reportable services (Contract for Services). <u>The PCard is not approved for such purchases, except by the Purchasing Department under special circumstances.</u>
<i>Splitting -</i>	The intentional manipulation of the ordering, billing, or payment process in order to circumvent the transaction dollar limit. Splitting is <u>not</u> permitted.
<i>Transaction -</i>	A charge, credit, correction, or other activity associated to any cardholder account.
<i>Travel -</i>	The PCard is not approved for travel or travel related services such as parking. The PCard Administrator and/or Chief Financial Officer may make rare exception to this rule.
<i>Vendor/Merchant -</i>	Supplier of goods to the cardholder.

18. Frequently Asked Questions and Answers

Q: Where can the card be used?

The cardholder may purchase College related goods for their designated departments with any vendor that accepts the Visa credit card and which are not blocked by the College.

Q: What types of limits and controls are set on the PCard?

Each PCard will be coded with certain controls and limits. These spending limits will be made known to the respective cardholder during training. These limits may include:

- **Dollar Limit Per Transaction:** The PCard will have a predetermined dollar amount for any single transaction. The College has decided to use the limit of \$999.00.
- **Dollar Limit Per Cycle:** Cardholder shall not exceed the assigned cycle spending limit in any given 30-day period.

Q: How are charges paid?

Charges will be paid weekly and expensed to departments monthly. All transactions processed will be reflected on the monthly statement of account sent to each cardholder (Accounts Payable will also receive a consolidated statement every month).

Cardholders are to review and prepare their monthly statements against the receipts and the *PCard Monthly Transaction Log*. The cardholder must attach all original receipts to the *PCard Monthly Transaction Log* for the Budget Authority's signature. Once approved, the Budget Authority will submit the documentation to Accounts Payable for final reconciliation, payment, and document retention.

Q: What should I do if my PCard is lost or stolen?

You should notify the Provider immediately at the 24-hour telephone number (1-800-316-0207), then notify the PCard Administrator as soon as possible. Lost or stolen cards reported by telephone are cancelled immediately.

The cardholder should be prepared to provide the following information to the Provider representative:

- Cardholder's SF ID Number (not your Social Security Number) with a leading zero
- Purchasing Card 16 digit account number
- The campus address and telephone number as it appears on the *PCard Cardholder Application* form
- A brief summary of what happened

The cardholder is responsible for providing any information necessary to minimize the liability for a lost or stolen card. Closely monitor your monthly statement to insure no fraudulent charges appear.

Q: Under what circumstances would my card be declined?

Your card will be declined if:

- You have exceeded the designated single transaction limit of \$999.00 or you have exceeded the cycle expenditure limits established on your card.
- You have tried to use the card with a vendor that is listed under a blocked merchant category code. Please be aware that a vendor may be listed under a blocked merchant category code depending upon how the vendor has been designated by Visa. If a transaction should be declined for this reason, then the

cardholder will need to contact the PCard Administrator who can temporarily arrange to life the block that will allow the transaction to be accepted.

Q: Suppose the merchant does not accept Visa?

Occasionally, you may encounter a merchant who does not accept Visa. Contact the PCard Administrator who will then contact the Provider. Please provide the merchant's name, address, and phone number. You will need to use another vendor for this purchase or use the purchase order mechanism.

Q: What should I do if I want to change the monthly or transaction limits?

A request for change in spending limits can only be made by your Budget Authority via email to the PCard Administrator.

Q: What would happen if I used my PCard to make a personal purchase?

Your card would likely be cancelled and you would be subject to disciplinary action up to and including termination of employment and prosecution to the extent permitted by law. In addition, you will be required to reimburse the College immediately. If this should occur, the cardholder should notify their Budget Authority and the PCard Administrator immediately for further actions.

Q: Suppose I lose the receipt?

Most merchants should be able to provide you a copy if you request it soon after you discover you lost the receipt. Any costs incurred for reprinting of receipts will be the cardholder's responsibility. If all efforts to obtain a duplicate receipt fail, the cardholder must complete a *PCard Replacement/Missing Receipt* form and attach to the *PCard Monthly Transaction Log*.

Q: Will use of the PCard effect my credit report?

No, the PCard is a corporate liability card, and carries no personal liability for cardholders that use the PCard in accordance with College policy.

Q: Whom should I contact to resolve an error or dispute concerning my account?

You should first contact the supplier. Most exceptions or issues can be resolved between you and the supplier. If you cannot resolve an issue with the supplier, complete and fax Compass Bank's dispute form to start the dispute process.

Q: When I use my PCard to make a purchase, how is the transaction authorized?

When you use the PCard to make a purchase, the supplier verifies the account number with the Provider. Your spending limits are checked automatically against the preset limits on the card.

Q: What if I am charged sales tax?

The College is a political subdivision of the State of Florida and is exempt from the Florida Sales and Use Tax, as well as the Federal Excise Tax. The College's sales tax-exempt number is printed on the face of the card and should be sufficient for the merchant to honor our tax-exempt status. A copy of the College's tax-exemption certificate is included in this manual for your convenience. Ensure that the total charge does not include sales tax before signing the receipt or when placing the order by phone, fax, or Internet; making sure that the vendor understands that the College is tax-exempt. If sales tax is charged, it's the cardholder's responsibility to obtain credit for the full amount of the sales tax charged by the vendor.

Q: What if there is an error on the statement?

If there is an error on your statement, try to reach a resolution with the vendor that provided the item. Your receipt will be your proof of the purchase price. The vendor should issue a credit for a billing correction.

The credit should appear on the next billing statement. If you cannot resolve the issue, contact the Provider's Customer Service for assistance. Do not remove or cross out the item on the statement, or delay processing the payment because of credits or disputes.

Q: How are purchases returned?

If a purchased item is to be returned, call the vendor for a Return Merchandise Authorization (RMA) number and follow the vendor's return procedure. You may need to pay a restocking fee.

Q: Can I use the PCard up until June 30th each year?

Not necessarily. Cardholders will be advised when to discontinue use of their PCard when the Year-End memo is distributed.

Exhibit A



PCard Cardholder Application

A p p l i c a n t I n f o r m a t i o n

User Name:	First:	Last:	<i>Name of user card is issued to.</i>
Position Title:			<i>User's position title or affiliation with SF.</i>
SF ID #:			<i>SF employee identification number.</i>
Department Name:			<i>User's department.</i>
Default Department Account:			<i>Default account used when posting user's charges.</i>
	Check Box if Grant <input type="checkbox"/>	Date Grant Expires:	<i>Indicates if account is a grant and expiration date.</i>
Campus/Center:			<i>User's location.</i>
Building/Room Number:			<i>User's physical location within the campus/center.</i>
Email Address:			<i>User's email address for Pcard related information.</i>
Campus Telephone Number:			<i>User's campus telephone number.</i>
Secondary Telephone Number:			<i>User's secondary telephone number (i.e., cell or home)</i>

S i g n a t u r e

I approve this applicant to be issued a PCard and ensure that applicant is an employee in good standing with Santa Fe College.

Budget Authority Name/Title:		
Signature:		Date:

The Following Section to be Completed by PCard Administration Personnel

LIMITS:			<i>Define default limits</i>
CARD PROFILE:			<i>Define card profile</i>
PCard Administration Signature:			Date:

Santa Fe College

PCard Cardholder Agreement

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE COLLEGE PCard ASSIGNED TO ME FOR OFFICIAL COLLEGE BUSINESS ONLY:

1. I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of Santa Fe College and will strive to obtain the best value for the College.
2. I understand that under no circumstances will I use the PCard to make personal purchases, either for myself or for others. **WILLFUL INTENT TO USE MY PCard FOR PERSONAL GAIN OR UNAUTHORIZED USE(S), SUCH AS LISTED BELOW, WILL RESULT IN TERMINATION OF PCard PRIVILEGES AND MAY RESULT IN DISCIPLINARY ACTIONS UP TO AND INCLUDING TERMINATION OF EMPLOYMENT AND PROSECUTION TO THE EXTENT PERMITTED BY LAW.**
 - A. **MAKING ANY PERSONAL PURCHASE.**
 - B. **SPLITTING ANY PURCHASE > \$999.00 INTO MULTIPLE CARD TRANSACTIONS.**
 - C. **SHARING OF MY VISA CARD OR NUMBER WITH ANOTHER EMPLOYEE.**
3. I will follow Florida law, purchasing policies and procedures of Santa Fe College, and the established guidelines for using the PCard. Failure to do so may result in either revocation of my card privileges and/or other disciplinary action.
4. I have been provided a copy of the Purchasing Card Policies and Procedures Manual and attended training on ____/____/____, passed an exam and fully understand the PCard Program. I have been given an opportunity to ask any questions to clarify my understanding of the PCard Program.
5. I acknowledge that the card may be used for equipment purchases not to exceed \$999.00 per unit cost, including shipping and handling and installation.
6. I agree to review and reconcile transactions and will submit all applicable information and receipts to the Budget Authority within the required time frame.
7. I agree that should I violate the terms of the agreement, I will be subject to disciplinary action up to and including termination of employment and that I will be required to reimburse Santa Fe College for all unauthorized incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the College may be deducted from any money which would otherwise be due and owing me, including salary or wages.

8. I agree to return to the Purchasing Department the PCard immediately upon request or upon termination of employment. In addition, if I am involved in an organizational change or transfer to another department or cost center, I will return my card and arrange for a new one, if deemed necessary and appropriate by my new supervisor.
9. If the card is lost or stolen, I agree to notify Compass Bank at 1-800-316-0207 immediately and the PCard Administrator and my supervisor by the next business day.
10. In addition to the above policies, in the event that I am authorized to checkout a “floater” card, I understand that its use is limited to College-related purchases in connection with an emergency situation and agree to promptly return the card and all supporting documentation (packing slips/receipts) to the Director of Purchasing after the emergency has passed. I also understand and agree that no charges can be disputed and must be paid in full each month.

Employee Name (Print)

Budget Authority Name (Print)

Employee Signature

Budget Authority

Date

Date

Department/Center

FOR OFFICIAL USE ONLY BELOW THIS LINE
--

Date Card Requested: _____

Date Card Signed Out: _____

Card Number: _____

Expiration Date: _____

Copy of Card for File: _____ Yes _____ No

PCard Administration Signature: _____

cc: Cardholder
 Human Resources

Exhibit C

2014



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
05/13/14

85-80725572960 8	07/31/2009	07/31/2014	SCHOOL COLLEGE-UNIV
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

SANTA FE COLLEGE
3060 NW 103RD ST
GAINESVILLE FL 32601-8210

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.03B, Florida Administrative Code (FAC).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.07D, FAC).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-0480.

Exhibit D

PCARD REPLACEMENT/MISSING RECEIPT

Merchant Name: _____

Date of Purchase: _____

Description of Purchase: (list items purchased)

Purchase Amount: \$_____

Receipt was (check one) _____ lost _____ not available

Provide reason for no receipt:

I, _____, THE UNDERSIGNED DO CERTIFY
(Type or Clearly Print Name)

THAT THE ABOVE PURCHASE WAS MADE FOR OFFICIAL COLLEGE BUSINESS.

Cardholder Signature

Date

Exhibit E

PCARD PROCESSING TIME LINE		
<i>The College's monthly cycle is the 5th of the month through the 4th of the next month. All charges posting during this time will appear on the monthly statement.</i>		
	Action	Last Calendar Day for Purchase(s)
A.	Cardholder makes purchase.	Daily
B.	Cardholder notates purchase on <i>PCard Monthly Transaction Log</i> . This will be used to verify the accuracy of supplier charges on the monthly bank statements.	Daily – Up Until 4 th
C.	Cardholder inspects items purchased.	Upon Receipt
D.	Monthly statement provided to each cardholder.	By the 11 th
E.	Cardholder signs register receipt, confirms receipt, and enters at the end of the payment cycle on the <i>PCard Monthly Transaction Log</i> . This report is forwarded to the Budget Authority. Note: One <i>PCard Monthly Transaction Log</i> will be used to pay for all prior month purchases.	13 th – 18 th
F.	Budget Authority reviews/approves cardholder's receipts and PCard Monthly Transaction Log and confirms appropriateness of purchase for College use, then signs/dates the PCard Monthly Transaction Log and forwards same to Accounts Payable as backup.	13 th – 18 th
G.	Accounts Payable by the 21st is responsible to review all PCard purchases made, reconcile to register receipts provided, confirm appropriate Department Number/GL code used and forward an email to the cardholder and Budget Authority expediting missing receipt(s) within 24 hours.	19 th – 21 st
H.	At the close of business of the 22nd, Accounts Payable will send an email to the Budget Authority and the appropriate VP if receipts still have not been forwarded, warning on the 23rd that the VP's budget will be charged for the purchase(s).	22 nd
I.	The Budget Authority will forward to Accounts Payable all PCard receipts and request Accounts Payable to process payment on the 23 rd for those purchases without signed register receipts by inputting a <i>PCard Monthly Transaction Log</i> charging the appropriate VP's budget.	23 rd
J.	Accounts Payable completes all payment transactions.	24 th – 25 th
K.	Accounts Payable expedites with the Budget Authority and VP offices, delinquent funds/signed register receipts and reconciles all <i>PCard Monthly Transaction Log</i> billings to their VP's budget.	26 th – 30 th
NOTE: All dates are calendar days. Any due dates falling on a holiday or weekend will be due by 10:00 a.m. on the previous College workday.		

Exhibit G

Tracking No. _____



RETURNED GOODS REPORT

For Credit
 For Exchange

SHIPPED TO _____

DATE _____

ADDRESS _____

DEPT. NO. _____

CITY & STATE _____

OUR REFERENCE NUMBER _____

GOODS RETURNED VIA _____

REASON RETURNED: _____

Item	Qty. Ord.	Description/Exception Remarks	Unit Price	Amount

OTHER REMARKS: _____

DEPARTMENT. SIGNATURE _____

RECEIVING DEPT SIGNATURE _____

NOTE: This is not a multi-part form... make copies as needed for:

Vendor ● Department ● Receiving

Exhibit H

RETURN OF CANCELLED PCARD

Date: _____

This form verifies that, _____ has relinquished the attached Purchasing Card in accordance with College policies and procedures.

For the following reason (circle one response):

- A. Leaving the College.
- B. Transferred to another Department.
- C. Other reason(s): _____

Cardholder

Date

Date received:	Date cancelled:
PCard Administrator or Backup:	