

Casper College



Casper College

Purchasing Card

Training Manual



Welcome to the Casper College Purchasing Card Program

The following individuals are your purchasing card contacts:

Debbie Przybylowicz

Purchasing Specialist/P-Card Administrator

Phone: 307-268-2035

E-mail: debbiep@caspercollege.edu

Paul Christman

Purchasing Coordinator

Phone: 307-268-2633

E-mail: pchristman@caspercollege.edu

Robyn Landen

Director of Financial Services/Controller

Phone: 307-268-2362

E-mail: rlanden@caspercollege.edu



Introduction

The following information is for the Casper College UMB Bank Purchasing Card (p-card) Program that will be used for employee travel and everyday purchases of less than \$1000. The p-card is a simplified and cost-effective method of purchasing and remitting payment for approved departmental budget expenditures. This program is designed to save money, time, and reduce certain liabilities.

The purpose of the purchasing card program is to streamline and simplify the requisitioning, purchasing, and payment process for small dollar purchases. It is designed to reduce paperwork, shorten the approval process, reduce the number of cash advances, check requests, and expense reimbursements.

****The purchasing card is not intended to avoid or circumvent appropriate purchasing procedures, but is to be used in accordance with the guidelines established in this handbook.



Card Issuance

All purchasing cards are issued at the request of your dean, supervisor or director, and usage may be audited, restricted, and/or rescinded at any time. You are the only person authorized to use your card and it is only to be used for authorized purchases.

The cardholder shall be trained, issued a copy of the procedures, and required to sign the Casper College Purchasing Cardholder Agreement form indicating the cardholder understands the procedures, restrictions, and responsibilities associated with the card.

Allowable Card Usage

The unique p-card that the cardholder receives has his/her name and department embossed on it and shall only be used by the cardholder. **NO OTHER PERSON IS AUTHORIZED TO USE THE CARD.** The cardholder may make transactions on behalf of others in his/her department or division. However, the cardholder is responsible for the validity of the charges on their card.

Limitations and Restrictions

The college has assigned a credit limit to your card. Your single transaction limit is set to \$1000 and your monthly limit is set to \$5000 unless other limits have been approved by your dean, supervisor, or director. There are no restrictions on the number of transactions per day that the cardholder can make.

The total value of a transaction shall not exceed a cardholder's single purchase limit as assigned and stipulated on the Casper College Purchasing Cardholder Agreement. **Do not split a purchase into multiple transactions to avoid the single transaction limit.** The purchases for the month shall not exceed the monthly limit. The use of the p-card provides an additional method of payment, limited to available funding.

The Casper College Purchasing Card Program also allows for merchant category code (MCC) blocking. If a particular MCC is blocked (e.g. jewelry stores, bars, casinos), and you attempt to use your card at such a merchant, your purchase will be declined at the point of sale. The college has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If your card is refused at a merchant where you believe it should have been accepted, please notify your card administrator to determine the reason for refusal.

Please be advised that not all merchants use the correct MCC. Make sure you have an alternate way to pay if your card should be declined.



Examples of ALLOWABLE uses are:

- Books
- Commodities purchased for resale to using departments
- Computer software and supplies
- Hosting expenses (meals and lodging associated with speakers and recruits)
- Lab supplies
- Memberships
- Office supplies
- Photocopying
- Registration fees
- Rental of equipment
- Subscriptions
- Travel expenses (airline, food, fuel, lodging, etc.)
- Vehicle rental

Examples of PROHIBITED uses are:

- Alcoholic beverages
- Cash advances
- Computers
- Construction and renovation
- Contracted services/personnel services
- Copier machines
- Fines, late fees, and penalties
- Furniture
- Gifts and donations
- Leases and rental of space
- Maintenance agreements (e.g. computer, copier, etc.)
- Moving expenses
- Personal items
- Purchases involving trade-in of Casper College property
- Radioactive materials
- Tobacco
- Telephone equipment
- Weapons and ammunition



The card can only be used to pay for allowable Casper College purchases. The card is NOT to be used for any personal, prohibited, or unauthorized purchases. Any such use will require the cardholder to obtain a direct credit for the improper charge on the p-card and make payment via another payment source. If any personal, prohibited, or unauthorized purchases are charged to the purchasing card, an explanation and reimbursement form must be filled out and signed by the cardholder and their dean or supervisor, (form #2 on purchasing web page). This form must be submitted to the p-card administrator along with the reimbursement.

The cardholder understands that his/her improper use of the Casper College p-card may be cause for disciplinary action by the college.

The cardholder understands that the college may withhold amounts attributable to improper use by the cardholder from any paycheck or other Casper College check, which may be payable to the cardholder.

Adjustment of Limits

Each cardholder has been assigned a per-purchase and monthly limit by their dean, supervisor or director. There may be reasons that you need these limits adjusted (i.e. travel, vendor does not take po's, etc.) Following is the procedure to have your credit limits adjusted:

- 1) Notify your dean, supervisor, or director that you would like your limits increased. Include the dates that you need the limit raised, dollar limits and the name of the vendor. (per transaction, monthly)
- 2) Have your dean, supervisor or director e-mail their approval to the p-card administrator.
- 3) Once the request is completed, the p-card administrator will notify the cardholder.
- 4) After the requested date, the cardholder's limits will revert back to the original amounts.

Making a Purchase

Whenever making a purchase with the purchasing card, the cardholder will check as many sources of supply as reasonable to assure best price, delivery, and compliance with policies, procedures, and state statutes.

Purchases can be made wherever credit cards are accepted. Once identified, contact the supplier, confirm pricing and delivery, and specify delivery instructions – your name, college address, and department.



- It is your responsibility to advise the vendor that we are **tax exempt**. The college's tax-exempt status is shown on the face of the card. If the vendor needs a tax exemption certificate, contact your p-card administrator for a copy and one will be supplied to you.
- Verify with the vendor if there are any additional educational discounts that may be available and applied to your purchase.
- If the item you are ordering is being sent to you, it is **extremely important** that the vendor marks the outside of the package and the packing list with **your name and department**. There will be no purchase order issued, so shipping and receiving will have no way to identify your order without this information, and will return any items that are not identified.
- It will be the cardholder's responsibility to obtain all invoices and receipts for purchases on the p-card. These will be required to be turned in every month along with your log and statement.
- **If for any reason you are unable to attain a receipt/invoice from a merchant or vendor, you must fill out a missing receipt form**, (form #1 on purchasing web page). It must be signed by you and your supervisor and enclosed in your monthly purchasing card log.
- For any restaurant purchases the cardholder will need to include the itemized receipt along with the receipt that you sign.

If you encounter any problems with the supplier obtaining purchase authorization and/or declining your purchase, please contact the p-card administrator.

Each month you will receive a statement via on-line and standard mail delivery. You will be required to set up a login and password to view your statements. Listed below are the instructions:

- 1) Go to: www.commercialcardcenter.com
- 2) To enroll: Go to "Register Now" and type in your card number and hit enter.
 - For Security Verification:
 - Type in three digit validation number (*from the back of your card*)
 - State = WY
 - Zip Code = 82601
 - Exp Date = mm/yy
 - For Member Registration:
 - Create user name
 - Create password
 - Type in a valid e-mail address



3) Sign in:

Type in user name and password

Once you are logged in you will be able to view any transaction and print your monthly statement. To print your statement you will have to go to the blue tab on the left side of the screen and select the month that you would like to print. If you choose, you can access your account at any time and opt out of receiving mailed statements.

All receipts will be reconciled with the statement and forwarded to your group reconciler each month. The cardholder will be responsible for reconciling, coding, and enclosing all receipts in the purchasing card log along with the monthly statement.

Each month you will receive a reminder from your p-card administrator when your logs, receipts, and statements will be due.

Returns and Credits

If the cardholder has a problem with a purchased item or billing resulting from use of the card, the cardholder should first try to reach a resolution with the vendor that provided the item. In most cases disputes can be resolved directly between the cardholder and the vendor.

When returning any purchased item(s), contact the vendor to see if you need a return authorization number. Request that a credit be made to your purchasing card. The cardholder is responsible to verify that the credit appears on any subsequent statements. Please include a copy of the credit receipt. A credit will be reflected on the purchasing log just as any other transaction would be posted.

Questionable/Disputed Charge

If the cardholder is disputing a charge and it cannot be resolved directly with the vendor, you must complete the cardholder dispute form, (form #3 on purchasing web page). Please submit this form to the p-card administrator.

Any fraudulent charges (charges not authorized by yourself) should be reported to your p-card administrator immediately. Prompt reporting of any such charge will help prevent the college from being held responsible.



Responsibilities

Dean, Supervisor or Director:

- Authorize the use of purchasing cards by employees of the department.
- Designate a reconciler for the department.
- Approve each purchasing cardholder agreement.
- Determine if all transactions on the purchasing card log for the statement period are allowable purchases according to college policies and procedures. Approve by signing each purchasing card log for the month.
- Initiate procedure for repayment of prohibited purchases. This is to be done at the time improper purchases are discovered.
- Notify the p-card administrator of the details of any improper purchase and the resolution of payment.
- For any cases of repetitious abuse of the purchasing card the dean, supervisor, or director will obtain the card and return it to the p-card administrator for cancellation. Repeated abuse may be determined by the dean, supervisor, or p-card administrator.

Cardholders:

- Attend a p-card training session and sign an agreement.
- Obtain the original itemized sales documents (invoices, receipts, e-mail confirmation, etc.) for all items. All sales documents will be logged individually and enclosed in the p-card envelope/log.
- If an item is being shipped, the vendor must be instructed to put your name and department on the packing slip and box (there will be no purchase order to reference for shipping and receiving).
- Make sure your log is coded properly and has all receipts and invoices enclosed.
- **Turn your log in on time. Make sure you reconcile your monthly statement in a timely manner to ensure your group reconciler can review and have it signed. (If you do not have a reconciler, refer to reconciler responsibilities below).**

Reconciler:

- Attend p-card training
- Collect monthly statements and purchasing card logs for group
- Ensure that the logs are properly coded and there is sufficient budget for the transaction
- Obtain dean, supervisor or director's signature on all logs
- Deliver purchasing card logs to the p-card administrator on or before the due date that is assigned for that billing cycle



P-Card Administrator:

- Issue new purchasing cards
- Terminate purchasing cards
- Approve card limits for individuals per supervisor approval
- Change cardholder limits per supervisor approval
- Train and educate new cardholders on responsibilities and obtain signed agreement forms from cardholders
- Maintain list of prohibited purchasing card use and educate cardholders and reconcilers about items on that list
- Receive all purchasing card logs from reconcilers
- Review and audit purchasing card logs to ensure that all receipts are enclosed and the logs are properly coded and signed
- Assist departments in resolving errors, disputes, returns, and credits with vendors (if initial attempts by departments are unsuccessful)
- File all purchasing card logs

Accounts Payable:

- Perform data entry of all purchasing card logs and prepare voucher to pay UMB Bank
- Issue payment to UMB Bank

Card Security

It is the cardholder's responsibility to safeguard the purchasing card and account number to the same degree that a cardholder safeguards his/her personal credit information.

The cardholder must not allow anyone to use his/her purchasing card. A violation of this trust will result in the cardholder having his/her card privileges revoked and possible disciplinary action.

If the card is lost or stolen the cardholder should contact the p-card administrator to immediately have the account closed. If it is after hours or you are unable to contact your p-card administrator notify UMB Bank at 1-800-821-5184. UMB Bank representatives are available 24 hours a day. Advise the representative that the call is regarding a VISA purchasing card.

Cardholder Transfer/Separation



Transfer

- Prior to a transfer to another department, the cardholder will surrender the credit card to their dean, supervisor, or director.
- The cardholder will complete their current p-card log and turn it in to their dean, supervisor, or director at the time of department transfer.
- The p-card administrator will cut up the card and close the account.
- If the cardholder will have purchasing responsibility in their new position, the dean, supervisor or director will contact the p-card administrator to request a card under the new department.
- The cardholder will not be required to attend training again.

Separation

- Upon termination of employment the cardholder will relinquish their purchasing card to their dean, supervisor, or director.
- The cardholder will complete their current p-card log with documentation of purchases to date and turn it in to their dean, director or supervisor at the time of separation.

Important Points to Remember

- Retain receipts
- Restaurant receipts/include itemized portion along with signed receipt
- Give name/department to vendor for shipping purposes
- Do not loan card/keep in a safe place
- No personal purchases
- No unauthorized purchases
- No split orders to stay under the transaction limit
- Make sure log is signed and coded properly
- Use our tax exemption whenever possible
- If you lose your receipts, see page 5 of manual for procedures
- Be aware of your allowable purchases
- Obtain supervisor approval for any limit increases/try to plan in advance of any travel



Casper College

Purchasing Department

125 College Drive • Casper, WY 82601

www.caspercollege.edu/purchasing