



## Purchasing Card Training Manual

Casper College

# Welcome to the Casper College Purchasing card program

The following individuals are your purchasing card contacts:

## **Debbie Przybyłowicz**

Procurement Specialist/P-card Administrator

Phone: 307-268-2035

Email: [debra.przybylowicz@caspercollege.edu](mailto:debra.przybylowicz@caspercollege.edu)

## **Shane Pulliam**

Director of Procurement

Phone: 307-268-2633

Email: [shane.pulliam@caspercollege.edu](mailto:shane.pulliam@caspercollege.edu)

## **Introduction**

The following information is for the UMB Bank Purchasing card program that will be used for employee travel and everyday purchases. The P-card/Purchasing card is a 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 amount 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cards are issued at the request of your dean, supervisor or director, and usage may be audited, restricted and/or rescinded at any time.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 must 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 procurement 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. You will have a single transaction limit and monthly transaction limit that will be set and 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 blockin, MCC. If a particular Merchant Category Code, 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 Merchant Category Code. Make sure you have an alternate way to pay if your card should be declined.

***Examples of ALLOWABLE uses are:***

- Any purchase over \$5000, must have approval due to procurement policies.
- Advertising.
- Airtime for wireless services.
- Books.
- Commercial printing.
- 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, limited by our employee and student travel policies.
- 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 purchasing 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. The “**Personal, Prohibited & Unauthorized Purchases, Explanation & Reimbursement Form**” can be found at the link on the back of this booklet. This form must be submitted to the P-card administrator along with reimbursement.

The cardholder understands that his/her improper use of the Casper College purchasing 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 POs, etc. The 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.
- 2) Have your dean, supervisor, or director email 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 go 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 including your name, college address, and department.

- It is your responsibility to advise the vendor that the college is 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 itemized invoices and receipts for purchases on the purchasing card. These will be required to be turned in every month along with your log.
- For any restaurant purchases the cardholder will need to include the itemized receipt along with the receipt that you sign. If you lose/can't obtain the itemized portion of the receipt you will need to submit the P-Card Missing Itemized Restaurant Receipt form found at the link on the back of this booklet.
- **If for any reason you are unable to attain a receipt/invoice from a merchant or vendor, you must fill out a "P-Card Missing Receipt Form,"** found at the link on the back of this booklet. It must be signed by you and your supervisor and enclosed in your monthly purchasing card log.

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

All receipts will be reconciled with the corresponding billing cycle in the UMB Commercial Card System. The cardholder will be responsible for reconciling, coding, and enclosing all receipts in the purchasing card log and turning them in on the date specified by the p-card administrator.

Each month you will receive a reminder from your p-card administrator when your P-card envelopes, receipts, and report are 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, they must complete the “**Cardholder Dispute Form**,” found at the link on the back of this booklet. 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 to 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 transactions in the UMB Commercial Card system once they are coded.
- Initiate procedure for repayment of prohibited purchases. This is to be done at the time improper purchases are discovered.

- Notify 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*

- Must attend p-card training and sign an agreement.
- Must obtain the original itemized sales documents, invoices, receipts, email confirmation, etc., for all items. All itemized sales documents will be enclosed in the p-card envelope with the monthly report attached.
- 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 PO for reference for shipping and receiving.
- Make sure that your log is coded properly and has all itemized 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*

- Must attend p-card training.
- Collect purchasing card logs for your group.
- Ensure that the logs are properly coded and there is sufficient budget for the transaction.
- Make sure the cardholder has signed the p-card envelope.
- 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 a list of prohibited purchasing card use and educate cardholders and reconcilers about items on that list.
- Receive all purchasing card logs from reconcilers and cardholders.
- 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.

## *Accounting Department*

- Prepare journal entry for the monthly payment to the p-card bank.
- Review coding of transactions.

## **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 immediately to have the card shut down. If it is after hours or you are unable to contact your p-card administrator notify UMB Bank at 1-800-821-5184 or 1-888-494-5141. 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.
- They 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 the 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 the purchasing card to their dean, supervisor, or director.
- They will complete their current p-card log with documentation of purchases to date and turn it to their dean, director, or supervisor at the time of separation.

### *Employee Travel Meals and Incidental Expenses Per Diem*

- Travelers may not use p-cards for meals and incidental expense purchases. There is an allowance to compensate for meals, including taxes, tips, and incidentals that travelers incur while on official travel. Meals, excluding continental breakfasts, receptions, and snacks, provided gratis during an event already paid for by The college, e.g. a conference/workshop/training, airline travel, etc., must be deducted from the per diem.
- The meals and incidental expense per diem rate is based on GSA rates & regulations. These purchases may not exceed the per day maximum GSA rate. The college does not reimburse meals using the receipt method. Travelers do not need to provide receipts for meals and incidental expenses.
- Go to [gsa.gov](https://www.gsa.gov) for GSA meals and incidental expense per diem rates for domestic travel. Go to the U.S. Department of State website [state.gov](https://www.state.gov) for per diem rates for international travel.

- Meals are eligible for per diem based on the following travel time schedule:
  - Travel begins before 6 a.m. Breakfast reimbursed.
  - Traveling between noon and 1:00 p.m. Lunch reimbursed.
  - Travel ends after 7 p.m. Dinner reimbursed.
- Travel time begins upon departure of the group from the Casper area and ends upon arrival back to the Casper area.
- Travel time that involves flying out of the Casper airport begins two hours before the flight departs and one hour after the flight arrives at the final destination.
- \*\*See Travel 2.0 Policy for additional details on employee travel.

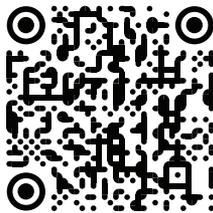
### *P-card Coding, Envelopes and Transaction Report*

- Each month you will be required to log into: **identity.commercialcard.umb.com** to code your transactions for the cycle. Once they are coded your supervisor will approve them.
- Once the transactions are approved you will print out your p-card monthly transaction report and turn it in with your envelope and receipts.
- You can log into the system anytime to code and view your transactions.
- The cardholder is responsible for reconciling, coding, and enclosing all itemized receipts in the purchasing card envelope.
- Each month you will receive a reminder from your p-card administrator when your envelopes with itemized receipts and monthly transaction report is due to purchasing.

## Important Points to Remember

- Retain all itemized receipts and invoices.
- Restaurant receipts, include itemized portion along with signed receipt.
- Give your name and department name to vendor for shipping purposes.
- Do not loan your card and keep it 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 the college's tax exemption whenever possible.
- If you lose your receipts, see Page 5 of the manual for procedures.
- Be aware of your allowable purchases.
- Obtain supervisor approval for any limit increases and try to plan in advance of any travel.

*P-card forms can be found by scanning this QR code or by following the link below.*



[caspercollege.edu/offices-services/purchasing/p-card-information](https://caspercollege.edu/offices-services/purchasing/p-card-information)

### Procurement Department

125 College Drive • Casper, WY 82601

**Casper College**