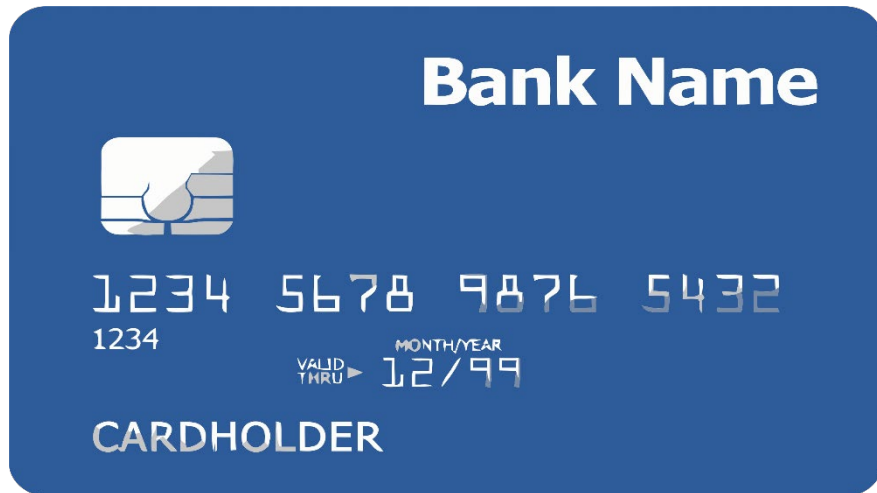




# IUP Purchasing Card Training



Revised 2/20

# Purpose of the Purchasing Card

- Eliminate requisitions for small dollar purchases. Most purchases for materials/merchandise which would normally be ordered on one requisition totaling \$500 or less must be made using an IUP Purchasing Card (effective 1-3-11).
- Improve turnaround time on purchases.
- Cardholders gain the ability to initiate transactions by phone and the internet.
- Cardholders can initiate transactions with vendors that won't accept purchase orders.
- Collect procurement data from the entire State System of Higher Education.
- Purchasing cards will be issued for budgets under \$1,500 only under extenuating circumstances.

**The purchasing card program does not replace other procurement methods such as Purchase Orders & Service Purchase Contracts.**

# Policy Document

- Establishes a Purchasing Card program
- Defines the responsibilities of the cardholders
- Establishes spending limits

Purchasing Cards shall be used by University employees  
who have:

- attended purchasing card training
  - received a copy of the University's Purchasing Card Policy
  - have signed a Cardholder Agreement
- ◆ Signing the cardholder agreement indicates that you have received a copy of the purchasing card policy and agree to the provisions of the policy.

# Training Goals

- Review Policy Document
  - Review Procedural Guidelines
  - Review Bank Website Procedures
  - Answer Questions
  - Issue your Purchasing Cards
- All documents can also be found on the purchasing card's website:

**[www.iup.edu/purchasingcard](http://www.iup.edu/purchasingcard)**

# Spending Limits

- The total cost of a single purchase shall not exceed \$1,000.
- Payment for a purchase shall **not** be split into multiple transactions to stay within the single purchase limit. (A requisition should be posted in SAP if over \$1,000).
- Total monthly purchases shall not exceed the monthly cycle limit of \$7,500.

# Card Uses

- ◆ Use of the card is for official university business only.
- ◆ The card may not be used to purchase personal items with the intention of reimbursing the University.
- ◆ The Purchasing Card **shall not be used** to purchase any item prohibited by law, policy, or regulation as referenced in the Purchasing Guidelines or as specified in the Purchasing Card Policy.
- ◆ Only the University president may use public funds to purchase floral tributes to be sent on behalf of the university. Departments may use public funds to purchase floral arrangements only when part of a formal, official university event such as commencement or groundbreakings.
- ◆ Only the University President OR his/her designee may purchase greeting cards or invitations.

Please refer to “PASSHE Expenditures of Public Funds Guidelines, Standards and Limits”

# The card may not be used to purchase...

- ◆ Meals, travel, hotel, or entertainment (travel card)
- ◆ Food
- ◆ Cash advances
- ◆ Gifts, gift cards or gift certificates, including door prizes
- ◆ Licensed software (signed or “click” agreement)
- ◆ Telephone calls/monthly service
- ◆ Annual contract maintenance
- ◆ Contractual Services
- ◆ Construction/renovation
- ◆ Engraving Services
- ◆ Copying or printing
- ◆ Public advertising
- ◆ Live animals
- ◆ Nuclear materials
- ◆ Alcohol, tobacco products, or controlled substances
- ◆ Weapons or ammunition
- ◆ Computer equipment (any \$ amount), including but not limited to computers, laptops, iPads, tablets and printers that have the capacity of retaining data and will require an ECCN tag because they are Export Control items. These items must be purchased through Procurement and must be delivered directly to Shipping and Receiving.

# The card may be used to purchase...

- Regular purchases of expendable items (remember, no services)
- Institutional Memberships
- Membership renewals for IUP faculty & staff (not students), only when the professional organization bears a direct relationship and benefit to employee's current position.
- Conference registrations
- Books
- Magazine Subscriptions – as long as subscription is paid in full in one payment for a period of time
- Computer monitors or other equipment and peripherals which do not have the capacity of retaining data (up to the single transaction limit of \$1,000) and therefore do not require an ECCN tag because they are not Export Control items. These items must be delivered directly to the cardholder.



# Computer-Related Purchases

All computer system and related device purchases must adhere to the University's hardware and software standards, along with adhering to Export Control guidelines. In order to obtain IT support for equipment purchases, the cardholder is responsible for:

- Contacting IT via ihelp to request a purchasing quote for any computer or computer-related device.
- Confirming that an appropriate support structure is in place for the hardware in question.
- Ensuring the requested purchase is for official university business.

IT Services purchasing quotes indicate whether or not the quoted item may be purchased using a P-Card in the Notes section. Quotes may be obtained through the IT Services' website:

<https://www.iup.edu/itssupportcenter/get-support/standard-configuration/hardware-quotes/>

# Responsibilities

- Comply with purchase limits.
- Comply with IUP Purchasing Card Policy and Procedural Guidelines.
- Comply with timeframes for submission of supporting documentation
- Ensure purchase costs are reasonable.
- Make official University business purchases only.
- Inform vendors of the University's tax-exempt status.
- Complete monthly expense report and submit by the due date.
- Resolve erroneous charges with vendor.
- Retain itemized receipts for card purchases to be submitted with monthly statement. Verify transactions on the statement are accurate.
- Safeguard card.
- Report lost/stolen card immediately.
- Monitor account on-line at least weekly to verify legitimate purchases.
- Contact BOA immediately if you receive a call or email regarding suspicious activity on card, or if you discover a transaction posted that you did not initiate.
- Return card upon termination of employment with university.

## Using Your Card>Returns

- Be sure to inform the vendor of the University's tax-exempt status (number is on card).
- Provide the vendor with correct shipping address (your office address). **DO NOT DIRECT SHIPMENTS TO THE IUP CENTRAL STORES AREA, OR TO B31 CLARK.**
- Instruct the vendor to include all receipts with the merchandise when shipped.
- Cardholders are responsible for merchandise returns. All returns **must** be credited to the Cardholder's account.

# Record Keeping & Reporting

- ◆ Retain the invoice and "customer copy" of all receipts and packing slips.
- ◆ Verify the vendor lists the quantity, describes the item(s), and has EXCLUDED sales tax.
- ◆ Record the exact items purchased and the purpose of each purchase on the cardholders' "Purchasing Card Transaction Log."
- ◆ Indicate on the transaction log if the expense belongs in a cost center/WBSE other than the default cost center assigned to the card, and have the financial manager of the new cost center/WBSE authorize the expense transfer by providing a signature in the last column.
- ◆ Purchasing Card Monthly Statements will be available at <http://www.bankofamerica.com/worksonline>.
- ◆ Cardholders must review and reconcile their transactions on-line at this same website.

# Record Keeping & Reporting

The Cardholder must send the following documentation to the IUP Director of Accounts Payable by the close of business on the 8<sup>th</sup> business day after the cycle end date each month:

- Completed Transaction Log
- Printed copy of their Statement of Account with cardholder and supervisor (financial manager) signatures
- Original Receipts and Shipping Documents attached to the Cardholder Statement in the order the transactions appear on the statement.
- Documentation of Returns or Credits, or any other correspondence regarding the purchase(s).

# Record Keeping & Reporting

## **Missing Receipt**

If a Cardholder is unable to locate a receipt from the vendor, she/he must complete and include the IUP Purchasing Card

Missing Receipt Form available at:

[www.iup.edu/purchasingcard](http://www.iup.edu/purchasingcard)

A separate form must be completed for **each** missing receipt.

## **Disputing Charges**

The cardholder is responsible for contacting the vendor to resolve disputed charges ASAP. This includes disputing fraudulent charges.

## Warning

*Failure to comply with the specified timeline for review and submission of purchasing card documentation will be considered a violation of the cardholder privileges and the card may be revoked. Cardholder will be personally responsible for reimbursing IUP if documentation is not submitted.*

## Security

*It is the Cardholder's responsibility to safeguard his/her Purchasing Card, passwords, and account numbers. A Cardholder must not allow others to use his/her account number. A violation of this policy will result in that Cardholder having his/her card withdrawn and disciplinary action may be taken.*

# Lost or Stolen Purchasing Card

## **Immediately Notify**

➤ Bank of America Cardholder Support at  
1-888-449-2273

AND

➤ IUP Purchasing Card Administrator at  
724-357-7701 (Lora Lee Bertig)

If no answer, please call:  
724-357-5567 (Chris Patterson) or  
724-357-6242 (Kathy Cindric)



# Separation/Transfer/Termination

Prior to separation or termination from University employment, the Cardholder must return the purchasing card, and submit the current and any past due transaction log with receipts, to the Card Administrator.

If a cardholder transfers to another department on campus and will continue to use a card, the cardholder may keep his/her card and the default cost center assigned to the card can be changed with authorization from the new financial manager.

# Dates to Remember

## ➤ Billing Cycle Cutoff Date

Always the 27<sup>th</sup> calendar day each month

## ➤ Statement Review and Printing

due three business days after cycle end date.

## ➤ Reports due to Accounts Payable Supervisor

Due five business days after statement review and printing date

Refer to Cycle Schedule