

Purchasing Card (P-Card) Program Training

Policies and Procedures

Goals

- Understand the purpose of the P-Card program.
- Understand Rowan University policies governing the P-Card program.
- Discuss how these rules apply in the context of purchases and transactions.

Purpose of the P-Card

The P-Card program has been established to provide an alternative method for authorized business purchases that benefit the University's mission of education, research and public service.

Definitions



- Program Administrator
 - Administers and oversees P-Card program. Reviews all transactions for procurement compliance.
- Accountholder
 - Responsible for all purchases and administrative tasks regarding the P-Card account.
- Proxy Reconciler
 - Mirrored access to Accountholder. Can complete tasks on behalf of Accountholder.
- Approver
 - Reviews all purchases for designated Accountholder(s).
 - Approves/disapproves transactions based on departmental budget and goals.

Policies

- P-Cards are the property of Rowan University and are to be used for University business only.
- All items purchased with the P-Card are the University's property.
- Any purchase made outside of this policy becomes the sole liability of the Accountholder.
- P-Card Accountholders are responsible for providing justification for each P-Card transaction.



Policies, continued

- Rowan University receives various discounts from numerous vendors for products and services. The use of P-Cards, in many cases, voids discounts and tax-exempt status. Accountholders are responsible for ensuring sales tax charge is removed at the point-of-purchase.
- Neglect or abuse of the P-Cards will result in cancellation of the card.
- Fraudulent use of the card will result in disciplinary action up to, and including, termination of employment.
- Please review the University Purchasing Card policy on the Office of Contracting and Procurement website.

Additional Considerations



- If the card is issued with the intended use of supporting a department, college, or division, the P-Card's safety and usage remain the sole responsibility of the employee whom the account is linked to (Accountholder).
- All P-Card Accounts require an Approver. The Approver's position must be a higher reporting-level than the Accountholder.
- Several models of blocking schemes and spending limits are available and are determined by Accountholder job title and position.
- Purchase transactions may not be split into multiple transactions to avoid the single transaction limit (\$15k). Such activity is illegal and constitutes improper use of the card. The Accountholder will be subject to P-Card suspension and/or termination.

Additional Considerations, continued

- All departmental budgets must be taken into consideration while using the P-Card.
- New Jersey State and University procurement and budget procedures must be followed.

Allowable Purchases

The P-Card should only be used as a supplement for items that are not available through a Banner purchase order, in extreme emergencies, or with vendors who do not accept any other form of payment. Types of acceptable purchases are:

- Entertainment, dining, receptions, with approved Entertainment Form and Gourmet Dining waiver, if applicable.
- Emergency situations, with prior approval from the Office of Contracting and Procurement (OC&P).
- Vendors who are compliant, but do not accept POs, check or ACH payments, or issue invoices.
- Membership, registration, and job posting fees.
- Travel accommodations, with limitations



Prohibited Purchases

- Alcohol
- New Jersey and Florida Sales Tax
- Personal purchases
- Cash advances
- Approved Banner vendors
 - Use the PO process whenever possible.
- Travel-related meals
- Fuel for personal vehicles
- Textbooks
- Gifts or food for University employees
- Shipping to personal addresses
- Unapproved IRT-related items, including hardware, software, and accessories
- Hazardous, radioactive, or controlled materials and substances
- On-campus purchase (Gourmet Dining, Rowan Foundations or Clubs)
- Personal cell phones, cable, and Wi-Fi (some circumstances are allowed, determined only by OC&P)
- Donations and sponsorships



Overnight Travel

Preapproved encumbrance email required

- Approved

- Hotels
- Transportation
- Parking,
- Cabs/Uber
- Car rentals
 - Fuel for rentals only

- Prohibited

- Meals
- Incidentals
- Fuel for personal vehicles

* Reference the Travel Policy **Non-Reimbursable Travel Expense List** for full list of prohibited purchases

Day Travel

- Approved
 - Local transportation (trains, subway, etc.)
 - Parking
 - Cabs/Uber
- Prohibited
 - Meals
 - Incidentals
 - Fuel for personal vehicles

Day travel requires travel justification of travel be included in the comments section of transaction

Accountholder Responsibilities



- Must complete trainings before card is issued.
- Accountholder is responsible for recapturing NJ and FL sales tax.
- Report lost or stolen P-Cards to the customer service number listed on the card and the P-Card Administrator.
- Notify P-Card Administrator of any changes to departmental position and responsibilities as they relate to the P-Card.
- Accountholder must set up a PIN upon activating the card.
- Accountholder must any report fraudulent charges to both Bank of America and the Program Administrator.
- Accountholder will follow the Banner vendor setup process once State thresholds are met.

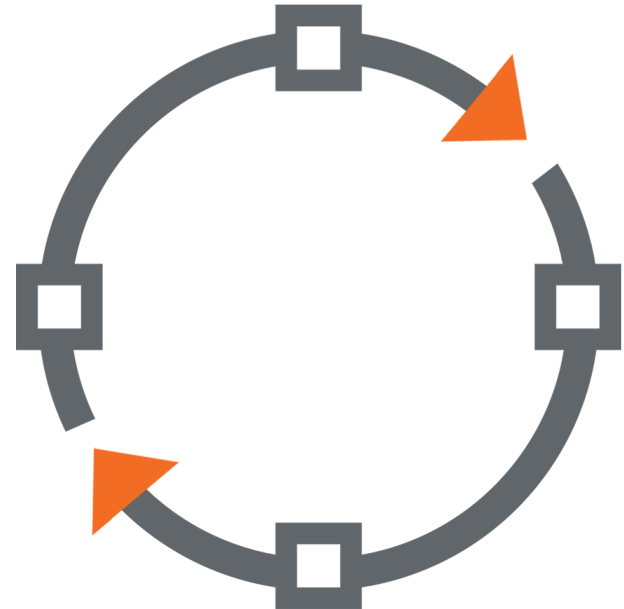


P-Card Process

1. Make purchase using P-Card.
2. Finalize transaction in Works ® (allocate, receipts, sign-off).
3. After Accountholder sign-off, transactions are reviewed and signed-off by the Approver.
4. After Approver sign-off, transactions are reviewed for compliance by the Program Administrator.

Corrective action must be taken for any transaction that is flagged (disapproved) by either the Approver or the Program Administrator. Failure to do so may result in card suspension.

Only remove flags once the issue has been resolved.

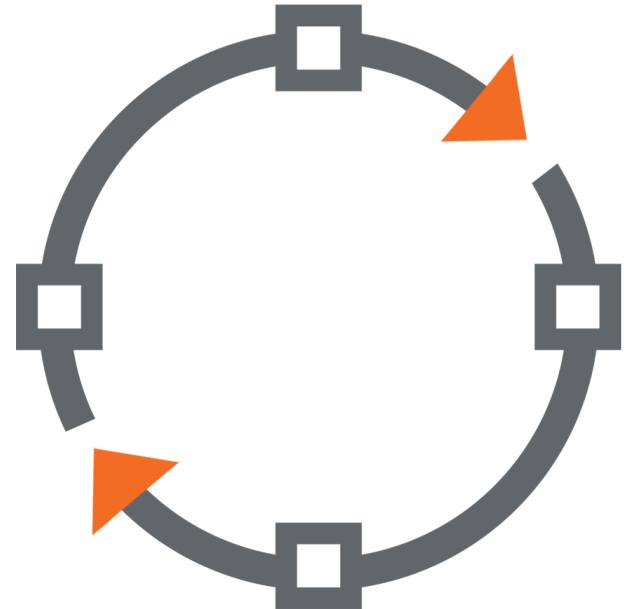


Reconciliation

Transactions will post to Banner mid-month following the purchase post date.

Example:

- Purchase made on March 31st
 - Transaction posts on April 1st
 - Foapal will be charged mid-May
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- Credit limits are renewed on the first of the month.
 - Funds will be with held from your available credit until they have been finalized in Works.



Accountholder Responsibilities, Works®

Process for finalizing a transaction

1. Allocate to the correct FOAPAL.
2. Upload itemized receipts.
3. Upload additional approvals or include in comments (IRT, Entertainment, etc.)
4. Add any additional comments.
5. Complete Accountholder sign-off.

BANK OF AMERICA 

Works

Accountholder Responsibilities, Works®, continued

Receipts

- Accountholder must collect and reconcile charge receipts for all P-Card charges.
- Receipts must be detailed and itemized.
- Receipts must be uploaded to Works®.
- Transactions that do not have a corresponding itemized receipt will become the liability of the Accountholder.
- Transactions not accompanied by a receipt may require reimbursement at the discretion of the Office of Contracting and Procurement.
- Accountholder departments are required to retain original credit card receipts for three calendar years. Receipts may be stored off-site after three years, but must remain accessible for seven years.



Accountholder Responsibilities, Works®, continued

Approvals



- All P-Card transactions are subject to the same approvals as a purchase order including IRT and Entertainment.
- All approvals (IRT approval, Entertainment Form, Gourmet Dining waiver, etc.) must be either uploaded as a receipt.

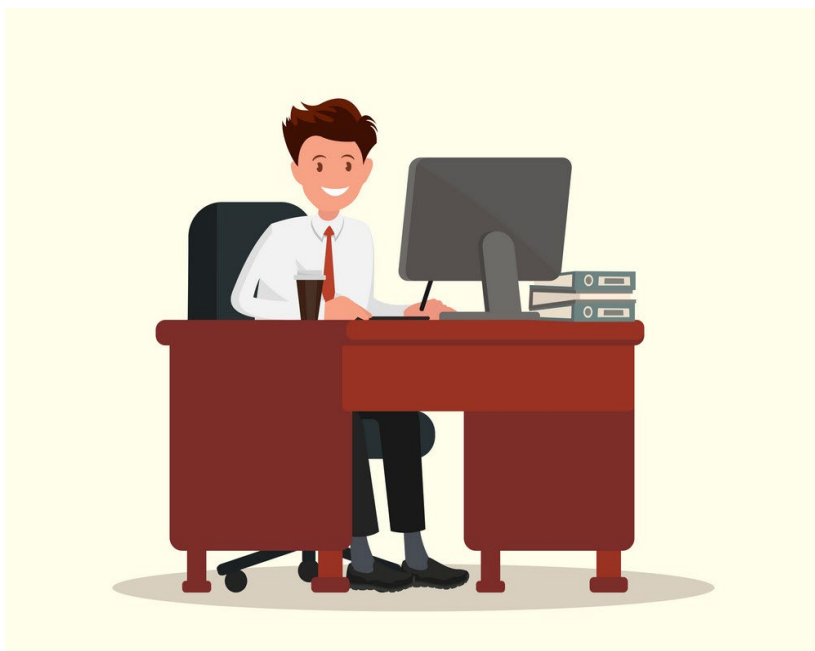
Accountholder Responsibilities, Works[®], continued

Transaction Allocation

- The Accountholder must ensure all transactions are fully allocated with the correct Fund, Organization, Account, Program, and Justification.
- Once complete, the transactions must be signed-off on.
- This must be completed by 4 p.m. on the ninth (9th) day of each month. In the event the 9th falls on a Saturday, Sunday, or holiday, transactions must be completed by 4 p.m. on the last business day before the 9th.
- Accounts with transactions that are not fully allocated by this date will be **immediately suspended for thirty days**.
- A second offense will result in a suspension of sixty days. A third offense will result in the cancellation of the account.
- Accounts with three suspensions, for any offense, will be terminated.



Proxy Reconciler



- A Proxy Reconciler may be appointed at the request of the Accountholder.
- The Proxy Reconciler will have mirrored access to the Accountholder with the ability to allocate, upload receipts, and sign-off on transactions.
- Ultimate responsibility for these tasks remains with the Accountholder.

Approver

- The Approver must review all transactions for his or her designated Accountholder(s) each month.
- The Approver must approve or flag each transaction based on the budget and goals of the department.
- Unapproved transactions should be flagged and sent back to the Accountholder with direction on specific corrective action to be taken.
- Once the transaction has been resolved, it should be re-reviewed and approve or re-flagged by the Approver.
- Failure to review and approve transactions on a regular basis may result in the suspension of the Accountholder's card.



Account Changes

- Any changes to the account must be reported to the Program Administrator via the Purchasing Card Request/Change Form. Forms must include all signatures.
- Changes include:
 - Proxy Reconciler change
 - Approver change
 - Accountholder department change
 - Spending limit increase request
 - Account cancellations

Requesting a P-Card

Application is available on the Office of Contracting and Procurement website.

Completed P-Card applications must be forwarded to the Purchasing Card Administrator for approval.

Pro Tips

- Activate your card and set up your PIN immediately
- Monitor your available credit
- BoA Global Card Access app
- Transaction comments- the more, the better!
(Why are you using the card)
- Supporting documentation must be clear and uploaded to each transaction (approvals, receipts, forms, waivers, etc.)

Thank you!

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