



# PROCUREMENT CARD USER'S GUIDE

# Coppin State University Procurement Card Program

## KEY POINTS TO REMEMBER

1. To activate your new VISA Procurement Card, call the number indicated on the front of the card. **24-Hour Customer Service Number is 1-800-344-5696.** When you activate the card, you will be asked to enter the last four numbers of your employee ID#; if you are asked for a phone number, it is 410-951-3792 (Procurement).
2. Sales Tax Exempt - remember to inform the vendor that the University is exempt from Maryland State taxes before completing your sale (refer to section 3.5). (Hint: Oftentimes the cashier just needs to key the tax exempt number from the card to have the point of sale system automatically eliminate the sales tax from the transaction).
3. Lost/stolen cards must be reported immediately to US Bank, Public Safety and the Procurement Card Program Administrator (PCPA). If lost/stolen after normal business hours, contact US Bank at 1-800-344-5696 and call the Program Administrator the next business day (refer to section 2.2).
4. **SPLITTING PURCHASES is strictly prohibited (refer to section 3.6.2).**

CSU policies and procedures prohibit cardholders from purchasing the following items with the Procurement Card:

- computer/laptops
- scanners
- printers
- fax machines
- projectors
- copiers (lease and purchase without following OIT guidelines)
- software
- guns/ammunition
- flowers
- fuel
- telephone cards,
- money/gift cards
- dry cleaning
- personal telephone calls
- food (including non- catered meals)
- alcoholic beverages
- amusement/entertainment
- Consultant Services (1099 vendors)

Please be mindful of the restrictions set by the State and by the University (refer to Section 3.6).

5. Reward Programs and/or Gift Cards should be avoided. If rewards and/or gift cards are received for any purchase with the Procurement Card, the rewards and /or gift cards are property of the University. If received, they should be turned into the Controller's Office.
6. Hotels/Motels – cardholders can use the Procurement Card for lodging (rooms), parking, Internet access fees, occupancy and sales tax only (hotels in Maryland should not charge sales tax due to the Maryland sales tax exemption). Charging telephone calls, meals, etc. is prohibited. (Refer to section 3.7.3).
7. Dispute forms should be used when you disagree with a transaction on your statement, please complete and attach the dispute form to your log and Procurement will submit it to the bank (refer to section 8.0).
8. Activity/Transaction Log forms- must be submitted to Accounts Payable by the 15th of every month. The log form should be accompanied by the bank statement and all itemized receipts (charge receipts also if available). A description or name of the items and purpose for each transaction must be indicated on the log (refer to section 7.2).
9. The billing cycle for your new Procurement Card is the 26th of the current month to the 25th of the next month. Log forms for the preceding month are due on the 15th of each month to Ms. Tajina Williams, Accounts Payable Department. If the 15th falls on a weekend or holiday, the log form is due the next business day (refer to section 7.2).
10. Be mindful of reasons for automatic cancellation of the VISA Procurement Card (refer to section 7.2.2).
11. Use Minority and Small Business Vendors whenever possible. The listing of Minority Business Enterprise (MBE) vendors is at <http://www.mbe.md.state.md.us/directory/> The Small Business directory is at <https://www.smallbusinessreserve.maryland.gov/>.
12. If you have questions about the CSU Procurement Card Program, please contact the Procurement Card Program Administrator (PCPA).
13. In accordance with the University budget and responsible use policy, the VPAF reserves the right to limit or cancel the distribution of procurement cards.

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## 1. OVERVIEW OF PROCUREMENT CARD PROGRAM

### 1.1 PURPOSE

This program is designed to simplify the purchasing of goods and services costing less than \$5,000. To take advantage of these benefits requires only that previously existing guidelines for purchases continue to be followed and that the purchases are made from suppliers that accept VISA. As with all purchases, it is appropriate to consider first those sources available under existing State of Maryland and University contracts; however, the use of the card is by no means restricted to these contracts. With the exception of the limitations addressed in Section 3.6, use of the Procurement Card for any other items appropriate to the legitimate needs of the University and meeting your Departmental guidelines is encouraged.

**REMINDER: THIS CARD IS NOT TO BE USED FOR PERSONAL PURCHASES, OR AS PERSONAL IDENTIFICATION, UNDER ANY CIRCUMSTANCES. VIOLATION OF THIS SECTION WILL RESULT IN THE IMMEDIATE CANCELLATION OF THE P-CARD AND MAY RESULT IN DISCIPLINARY ACTION AGAINST THE CARDHOLDER, INCLUDING LOSS OF LEAVE TIME, SUSPENSION AND/OR CRIMINAL PROSECUTION.**

#### BENEFITS

The use of the Procurement Card will:

- Allow employees to obtain many goods and services much faster and easier;
- Significantly reduce paperwork and processing time in the employee's department, as well as in Accounts Payable and Procurement; and
- Provide cost savings through consolidated payment (one monthly payment to the State of Maryland by the University versus multiple supplier payments).

Important benefits for suppliers include:

- Receiving payment in three (3) business days;
- Elimination of after-sale invoicing and collection activities; and
- No additional applications or paperwork necessary if they are already VISA merchants.

### 1.2 PROCUREMENT CARD COMPANY: USBANK

The program that the University has chosen is offered through the State of Maryland's contract with USBank using the VISA card. The program is governed by the terms and conditions of a Master Agreement between the State of Maryland and USBank. The Director of Procurement manages the program for Coppin State University.

## 1.3 WORKDAY PROCUREMENT CARD: FINANCIAL MODULE

Workday P- Card is an on-line allocation/reallocation system within the Financials Module of Workday. It provides on-line access to transactions as they are posted by the Bank (normally 3-4 days after purchase). Departments are required to utilize the Workday Procurement Module to complete the required allocations/ verifications prior to the established cut-off date each month. **All Visa charges must be reviewed and approved in the Workday Procurement Card system. All transactions need to be edited, at a minimum, to assign the appropriate expense category.**

## 2. WHERE TO GET HELP

### 2.1 CSU PROCUREMENT CARD PROGRAM

Procurement Card Program Administrator (PCPA):

**Procurement Director**

Physical Education Complex

Room 265

Phone: 410-951-3792

Fax: 410-523-6311

The PCPA will provide support and assistance to cardholders and campus departments. The PCPA will process new card applications and changes with regard to cardholders' information (name, mailing address, increase or decrease in limits, etc.). The PCPA or his/her designee will train all cardholders. **The PCPA will receive and audit the transaction/activity log forms, manage the Workday procurement card interface, ensure provide assistance to the cardholder regarding maintenance of records.**

### 2.2 LOST AND/OR STOLEN CARDS

To report a lost/stolen card, the cardholder must do the following:

- If the card is discovered lost/stolen **during** normal business hours, the Cardholder must call the PCPA at 410-951-3792 and Public Safety, 410-951-3900 immediately. A notice of lost or stolen card to USBank will cause a replacement card to be issued. This card will be sent to the Controller's Office. The Controller's Office will notify the cardholder when the replacement card has arrived for pick up.
- If the card is discovered lost/stolen **after** normal business hours, the Cardholder must: Call US Bank at 800-344-5696 immediately. This number is available 24 hours a day, 7 days a week. Lost cards reported to the bank by telephone are blocked immediately. Call the PCPA or designee on the first available business day during normal business hours at 410-951-3792 to inform him of the situation.

## 3. CARDHOLDER POLICIES AND PROCEDURES

### **3.1 TRAINING**

Before receiving a VISA Procurement Card, the requestor **must** attend a training/orientation class which is mandatory prior to card issuance. In order to attend a training session for the VISA Procurement Card, the requestor's immediate supervisor must submit a New Application Cardholder Information Form to the PCPA (Thomas Dawson). This may be done via fax, email, or campus mail. The Procurement Card Program Administrator (PCPA) will contact the individual to inform him/her of the next p-card training workshop. Please note that the approver for the cardholder's transactions must also be trained.

### **3.2 OBTAINING A PROCUREMENT CARD**

To obtain a p-card, the applicant must :

- a. Have a department or project budget that supports p-card expenditures
- b. Provide a justification for the need of a p-card
- c. Show evidence of responsible use (see paragraph 3.3 below)

The Requestor should complete the following forms:

- a. Cardholder Agreement Form (Appendix A) and
- b. the VISA Procurement Card Application Form (Appendix B)

This information is needed to obtain cards and to properly manage the program. The original copies of these forms with the required signatures (division vice president and dean/director) should be forwarded to the Procurement Department. The PCPA will then complete the processing of the application form, and enter the required information electronically in the system provided by US Bank. Additionally, the applicant will be notified to attend mandatory training. Once ordered, all cards are delivered to the Controller's Office within 5-7 days. The Controller's Office will notify the applicant when the card has arrived. The cardholder must personally sign for receipt of the p-card. The cardholder must present their Employee Identification Card to receive their p-card. The card cannot be picked up by another person – no exceptions.

### **3.3 RESPONSIBLE USE OF THE P-CARD**

P-cardholders must check and confirm that there is adequate funding to support p-card purchases. Budget overruns as a result of p-card purchases will be the responsibility of the department and the division vice president. Budget overruns due to p-card expenditures are cause for the immediate cancellation of p-card privileges. Additionally, renewal p-cards for cardholders that have received p-card termination notices must have the approval of the Vice President for Administration and Finance to receive a renewal p-card.

### **3.4 KEEPING YOUR CARD SECURE**



Always keep your card in a secure place as you would your personal credit card. Treat it as if it were cash. Each individual cardholder is directly responsible for the physical security of the card. No one other than the designated cardholder is authorized to use it for any purpose.

### **3.5 SALES TAX EXEMPTION**

CSU is exempt from paying sales tax in the State of Maryland. PLEASE SHARE THIS WITH THE VENDOR BEFORE A PURCHASE IS RUNG UP!

- The exemption number is printed on the front of the card. All in-state and many out-of-state suppliers honor this exemption.
- If required by the vendor, a copy of the University's tax exempt certificate (Appendix F) may be provided.
- Always check your receipt to ensure you were not charged State sales tax; if tax was charged, please contact the vendor to request a credit from the vendor as soon as possible and check your next statement to make sure the credit was posted.
- Please contact the PCPA if you need additional assistance regarding sales tax issues.

### **3.6 LIMITATIONS SPECIFIC TO THE PROCUREMENT CARD**

#### **3.6.1 TRANSACTION LIMITS**

##### SINGLE TRANSACTION LIMIT

The VISA Procurement Card program under the State of Maryland's contract has a maximum of \$5,000 per transaction single purchase limit (including shipping costs). This limit cannot be overridden by anyone at the University. The PCPA can change the transaction limit dynamically through the internet if there is a need for this limit to be exceeded for an individual transaction. A P-card Maintenance Form must be submitted to the PCPA to enact a p-card transaction limit increase/decrease.

##### MONTHLY SPENDING LIMIT

All Procurement Cards have a monthly spending limit and this is indicated on the transmittal document that comes with the card from USBank. This limit is reset to zero each new billing period. The monthly spending limit is recommended by the division vice president.

#### **3.6.2 SPLITTING PURCHASES**

As with current Procurement regulations, "splitting" purchases to meet the single purchase limit is prohibited. Any requests placed with the same vendor consecutively that appear

related and the total charged exceeds the single purchase limit, may be considered a “split” purchase. When the request exceeds the single purchase limit, a requisition must be submitted for the requested items. For example, hotel requests that exceed this limit should be submitted on a requisition form in order for a purchase order to be generated.

### **3.7 RESTRICTIONS ON PROCUREMENT CARD USAGE: MCC CODES**

Each merchant/vendor is assigned a Merchant Category Code (MCC). This code includes various merchant categories. The seven primary merchant categories are:

Transportation	Clothing Stores	Auto & Vehicles
Utilities	Miscellaneous	
Retail	Business/Repair Services	

The MCCs are designed to offer every combination possible for the above listed categories. There is a Merchant Category Code (MCC) restriction built into the program by the State Comptroller’s Office that specifically restricts certain types of purchases. The list of the individual codes highlighting the restricted ones is located on the Administration and Finance website <http://www.coppin.edu/Procurement/> (Procurement Department). These restrictions will be automatically invoked during the purchase authorization process.

#### **3.7.1 AIRLINE RESTRICTION**

Airline Restriction applies to the following Merchant Category Code Groups (MCCG) related to employee travel expenses:

Airlines – MCC Group #22 – Total Group Restriction (All Airlines)

The State continues to require all travel arrangements to go through a central travel point. For CSU this is Globetrotter Travel Service, 301-570-0800.

#### **3.7.2 STATE RESTRICTIONS**

- a. Service Providers – MCC #6010 through #7033 – Total Group Restriction (Financial Institutions, Securities Brokers, Timeshares, etc.).
  - Except for hotels and motels (#7011) and,
  - Real estate management (#6513)
- b. Personal Service Providers – MCC #7221 through #7299 - Restrictions on Photographic Studios, Beauty and Barber Shop, Shoe Repair-Shine Shops, Funeral Services and Crematories, Dating and Escort Services, etc.).
  - Except for Clothing, Costume and Uniform Rental (#7296)
- c. Amusement and Entertainment – MCC #7832 through #7997 and #7999: Restrictions on (Motion Picture Theatres, Bowling Alleys, Video Game Clubs, Betting, Golf, Recreation Services, etc.).
- d. Contracted Services – 1099 vendors and (Unincorporated services are not blocked but excluded by regulation).

e. Other – Specific restriction by Merchant Category Code as follows:

- Eating Places/Restaurants MCC #5812
- Drinking Places (Alcoholic Beverages) MCC #5813
- Fast Food Restaurants MCC #5814
- Package Goods Stores (Beer, Wine, & Liquor) MCC #5921
- Fuel Dealers MCC #5983

f. CASH ADVANCES: Cash advances are strictly prohibited.

g. GIFT CARDS: Gift Cards are strictly prohibited.

### **3.7.3 UNIVERSITY RESTRICTIONS & REQUIREMENTS**

The cardholder is responsible for knowing what he/she can and cannot purchase using the VISA Procurement Card. If in doubt, please contact the PCPA. CSU policy prohibits purchases of the following items:

- a. Computers/Laptops/Scanners/Printers/Projectors/FaxMachines/Copiers and Software (Excluding IT)
- b. Guns and Ammunition
- c. Hotel -- The Workday Expense Report must be used for all travel and travel related expenses.
- d. Catering/Food Services --The Procurement Card may be used to pay for catering/food services; however, documentation must be included which provides the name and purpose of the function and who attended it, by name or affiliation. The P-Card cannot be used to pay for food served during normal staff type meetings.

### **3.8 RENEWAL**

The Procurement Card will expire after a three (3) year period. At that time, a replacement card will be sent by USBank to the Controller's Office. The cardholder will be contacted by the Controller's Office once the card arrives. The cardholder must personally sign for receipt of the p-card. The cardholder must present their Employee Identification Card to receive their p-card. The card cannot be picked up by another person – no exceptions. Bring the old p-card to the Controller's Office to be destroyed.

### **3.9 SURRENDER OF CARD**

The card remains the property of USBank and must be surrendered immediately upon termination of employment or upon request for any reason by an authorized person (such as your area vice president the PCPA, or VPAF). The PCPA must be notified when the cardholder leaves state service or is on extended leave. The PCPA will suspend p-card privileges when the employee is on extended leave.

#### **4. CHANGING CARD LIMITS & UPDATING CARDHOLDER/ APPROVER**

Card limits and other information may be changed upon request by an authorized representative of the department, cardholder or VPAF. Departments or Supervisors must notify the PCPA when one of following occurs so a change form may be completed and processed:

- Changing departments
- Changing supervisors
- Changing single transaction/monthly purchase limits

These changes, and all such changes, can be made by submitting the Procurement Card Maintenance Form (Appendix I) to the PCPA. The PCPA will retain this document for audit purposes.

#### **5. MINORITY AND SMALL BUSINESS PARTICIPATION**

The University must still adhere to its mandate to attempt to include minority, small and disadvantaged businesses in its procurement processes, including the VISA Procurement Card Program. To the extent possible, cardholders are encouraged to seek out the use of minority, small and disadvantaged vendors. A short list of State certified minority and small businesses are posted on the Administration and Finance website [http://www.coppin.edu/admin\\_finance/](http://www.coppin.edu/admin_finance/) (Procurement Department). Please contact these vendors for supplies/services whenever possible. For additional assistance in this area, please call the Procurement Department at extension 3792.

#### **6. HOW TO USE THE PROCUREMENT CARD**

The cardholder is the only person authorized to make purchases using his/her card but may make purchases for other departmental personnel. Providing the card or card number to another person to make a purchase, using someone else's card, or making unauthorized purchases will result in the cancellation of the p-card and may result in disciplinary action (including, but not limited to, revocation of your card and/or termination of employment). The cardholder is liable to the University and the State of Maryland for any improper use of the card.

If a frequently used vendor does not accept VISA, please notify the PCPA so that the vendor may be offered the opportunity to do so. All VISA merchants are required to offer the same pricing for VISA card purchases as for any other means.

##### **6.1 MAKING PURCHASES**

Before making any purchases, cardholders must:

- a. Follow the internal procedures established by the department to obtain authorization that the total amount (including shipping, handling, postage, freight, etc.) will not exceed the card's single purchase limit.
- b. Take reasonable steps to determine that the price quoted is the best that can be obtained.

- c. Check the budget (including appropriate objects) to ensure sufficient funds are available to make the purchase. Unlike purchase requisitions, there is no budget check on procurement card transactions until after the purchase and the transaction comes back for verification and approval. The budget validation in the PeopleSoft procurement card module only checks to see if funds are available. It does not encumber funds. The cardholder may want to keep a manual or Excel log to track p-card purchases so as not to overspend the budget.

## **6.2 THIRD PARTY PAYMENT PROCESSORS**

The Procurement Card shall not be used to pay vendors that use third party payment processors. The definition of a ‘third party payment processor’ is an intermediary or ‘go-between’ entity that provides a payment service from a credit card to a business, vendor, merchant, or person. Some examples of these service providers are: PayPal, Trustcommerce, VeriSign/Cybercash, Verza, Ibil, Authorizenet, CCNow, Iongate, Internetsecure, and Secpay.

The major concern with the ‘third party payment processors’ is that the Merchant Category Codes (MCC) that is shown on the *Visa* statement and in reports provided by *USBank* is that of the ‘processor’ rather than the actual business, vendor, merchant, or person that is providing the item or service for sale. Therefore, the blocked MCC’s on the state and agency levels can be circumvented via the ‘third party payment processor’. Itemized receipts must be submitted for third party payments

## **6.3 PURCHASES IN PERSON**

- a. Follow the same internal procedures specific to the University and the department to obtain authorization to make the purchase.
- b. Determine whether the Procurement Card is the most appropriate tool to use for this purchase. Please check the list to make sure it is not a restricted item, and determine whether a State or University contract is available.
- c. Be certain that the total amount (including all shipping, handling, postage, freight, etc.) will not exceed the card’s single purchase limit or monthly limit.
- d. Take reasonable steps to determine that the price quoted is the best that can be obtained.
- e. Advise State of Maryland vendors that the University is tax exempt.
- f. Obtain a detailed receipt at the time of purchase clearly identifying each item purchased.
- g. When receiving the goods, whether via direct delivery or in person, always retain all boxes, containers, special packaging, packing slips, etc. until there is certainty that the goods are going to be kept. The Cardholder is responsible for verifying quantity and condition of the goods upon arrival (refer to Section 6.6 for instructions about returning an item).

## **6.4 PURCHASES BY TELEPHONE, FAX, OR MAIL**

Purchases may be made by telephone, fax, or mail using the VISA card. When placing an order via phone that is to be shipped directly to the Mailroom, please request the vendor to label the package(s) “Procurement Card”, or “VISA Card” so the Mailroom will be aware that the order was initiated with the Procurement Card and not a purchase order.

Only the cardholder is authorized to place a phone or on-line order. The cardholder may, when necessary, have someone else pick up the goods (the person picking up the items should only sign shipping or receiving papers, not the credit card slip).

## PROCEDURES

Follow the applicable instructions for making purchases in person, including shipping/delivery. In addition:

- a. When making a phone purchase, the cardholder must state that he/she is calling from the University and that he/she will be making a purchase using a VISA Procurement Card.
- b. Emphasize that the University is exempt from sales tax (refer to Section 3.4 and Appendix F).
- c. Record the name of the person taking the order, place the order, and give the supplier the Procurement Card number and expiration date.
- d. To ship items: Remember to provide the supplier the cardholder's name, department name, phone number and complete delivery instructions as follows if not picking up the goods. It is recommended that the goods be shipped directly to the campus address via UPS, Federal Express, or other method suitable for the items purchased. Items may also be shipped to the Mailroom. Just inform the vendor to label the package "Procurement Card" so the Mailroom will know that the order was initiated with the Procurement Card.
- e. Request that a receipt and/or packing slip be sent with the purchase. Retain this receipt/packing slip with the record of the purchase.

**Please emphasize to vendors that they are not to submit invoices to Accounts Payable for VISA purchases. Charges are paid electronically by the State.**

## **6.5 PURCHASES VIA THE WEB**

Purchases may be made via the WEB as cardholders deem appropriate. The General Accounting Division (GAD) has advised users to only purchase via the WEB from secure (encrypted) sites. Secure sites are usually denoted with a small padlock icon in the corner of the screen and the URL identifier https. Cardholders should remember to print the order page and any other information necessary to sufficiently document what was purchased, the purchase price and how it was paid. This documentation must be retained for reconciliation with the Activity/Transaction Log.

## **6.6 RETURNS, DAMAGED GOODS, CREDITS**

If goods purchased with the Procurement Card need to be returned, the cardholder should work directly with the supplier (vendor). Here are some tips:

- a. Always retain boxes, containers, special packaging, etc. until the cardholder is sure that the goods are going to be kept. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.

- b. Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- c. Many suppliers require a “Return Authorization Number” before they will accept a return. If the cardholder fails to obtain this number when it is required, the package may be refused and/or no credit issued to the account.
- d. In some cases, there may be a restocking fee (usually a percentage of the purchase price). If the supplier is completely responsible for the error or problem, the cardholder should not have to pay this or any other fee. However, if they are not fully responsible, the cardholder may have to pay it. The cardholder may use the Procurement Card to apply this fee as long as it does not exceed any of the limits.
- e. Lastly, make sure in reviewing the monthly statement that a credit was issued for the returned item(s).
- f. If a return is not authorized or if it is not properly credited, refer to Section 8, Disputed Transactions, for instructions for resolving the problem.

## 7. GENERAL RECONCILIATION INSTRUCTIONS

### 7.1 PROCUREMENT CARD STATEMENT GENERATED BY USBANK

A monthly VISA Statement (Appendix C) from USBank will be mailed to the cardholder directly. The VISA Statement will show transactions purchased during the following cycle: the 26<sup>th</sup> of the month thru the 25<sup>th</sup> of the next month (i.e., May 26 thru June 25). When the 25<sup>th</sup> falls on a weekend or holiday, transactions posted during this period will be included in that billing cycle. Each VISA card will start at the beginning of its total monthly dollar limit on the 26<sup>th</sup> of each month. Unlike a personal credit card, remaining funds that are not spent within that cycle do not roll over to the next month; remaining funds are automatically dropped. Please call the Procurement Department if you do not receive your statement by the 7<sup>th</sup> of the following month.

**The statement the cardholder receives is for information and audit purposes only.** Payment is the responsibility of the University and the State of Maryland. Use of the Procurement Card has no effect on your personal credit or credit history.

### 7.2 ACTIVITY/TRANSACTION LOG

The P-Cardholder Verification Log Form (Log) (Appendix D) is the lynchpin for the procurement card program. This is a report that is system generated in Workday (RPT423). It lists all transactions for the prior month and should match the bank statement that the cardholder will receive from USBank.

**Reconciliation:** The cardholder must –

- a. Enter in the space provided on the Log the purpose of each purchase (e.g., office supplies).
- b. Assure that the account charged is appropriate. If there needs to be a change in account distribution, the cardholder should note this above the account on the Log

by lining through the incorrect account and writing in ink the correct account. Accounting will then take this information and process a journal voucher to make the requested change.

- c. Match the transactions on the bank statement to the transactions on the Log. Identify discrepancies on either the bank statement or Log by highlighting it (e.g., yellow highlighter). That is, there is a transaction on one statement that is not on the other.
- d. Attach to the bank statement, in the order that the transactions are listed on the bank statement, the order forms, receipts, transaction slips, and/or packing slips that support the transaction. Since another university member will be reviewing this, neatness counts (and is appreciated). The order should be: bank statement, activity log, receipts.
- e. See Section 8.0 for information on handling incorrect (e.g., disputed) items.
- f. Once this reconciliation has been completed, sign and date the Log in the space provided at the end of the Log.
- g. The bank statement and Log must be reviewed, approved, signed and dated by the p-cardholder's designated approver. The Cardholder must also sign and date the bank statement and Log. The signature of the immediate manager/supervisor verifies that the applicable receipts/ invoices and bank statement are attached to the log and that the transactions are appropriate.
- h. Submit the Verification Log and the bank statement as a completed packet, via AdobeSign (page 19 for the link) the PCPA.
- i. THE VERIFICATION LOG PACKET IS DUE THE 15<sup>th</sup> OF EACH MONTH.
  - When the 15<sup>th</sup> falls on a weekend, the Log packet is due the next business day. Any questions in regard to the Verification Log packet of information may be addressed to the PCPA.

IF THE CARDHOLDER DOES NOT HAVE ANY ACTIVITY FOR A BILLING CYCLE, THE CARDHOLDER WILL NOT RECEIVE A STATEMENT AND A LOG SUBMISSION IS NOT REQUIRED.

### **7.2.1 APPROVER RESPONSIBILITIES**

Supervisory review is a requirement for the p-card reconciliation process. Supervisors/Approvers are responsible for the review of the cardholder's activity/transaction log for:

- split transactions;
- unauthorized Maryland sales tax;
- unauthorized purchases;
- p-card limit transactions;
- incomplete purchasing card activity/transaction logs; and
- the timely submission of the activity/transaction log to the PCPA.



Failure to adhere to the policies and procedures as outlined in this manual will result in the receipt of a warning notice and/ or deactivation of the cardholder's card. (See 7.2.2 Rules of the Road Warning Notices due to Violations)

## **7.2.2 RULES OF THE ROAD: WARNING NOTICES DUE TO VIOLATIONS**

In order to insure the Procurement Card program functions both fairly and accountably, this program uses a WARNING system. Written WARNING notices (Appendix G) will be sent to individual cardholders who do not follow the guidelines as outlined in this manual and in the related University and State guidelines and policies. Receipt of two warnings in a one year period constitutes notice that the cardholder's card is being inactivated. Inactivated p-cards will be restated only by VPAF approval.

Depending on a cardholder's log submission history, and at the PCPA's sole discretion, a verbal warning (via email or telephone) may be given instead of a formal warning (written form). A verbal warning will not count towards a formal warning and possible deactivation of the cardholder's VISA card.

All users receiving notice of termination of the P-Card have the right to make an appeal within 5 days after notice is issued. Notice of Appeal must be in writing and forwarded to the attention of the Vice President for Administration and Finance. Termination of the P-Card will be stayed pending the appeal.

AUTOMATIC CANCELLATIONS – when one or more of the following items occur, and again at the sole discretion of the PCPA, the VISA cards may be automatically cancelled a period of one year from the date of the second warning.

- missing log information (e.g. receipts)
- insufficient justification of items purchased
- reimbursement of restricted items (telephone calls, gift cards, restaurant charges)
- no log form submitted within ten (10) working days after the 15<sup>th</sup> of the month.
- Split purchases

When a cardholder does not submit a log, or has missing receipts, and it is apparent that this required documentation will not be forthcoming, the PCPA may request the cardholder to reimburse the University for undocumented purchases on the Procurement Card. The state reserves the right to collect from the cardholder the cost of any purchase that is not University related and the collection may be accomplished through payroll deduction or any other collection process.

CANCELLATION DUE TO NO ACTIVITY - The University reserves the right to cancel the VISA card if it has not been used (no purchases or credits) for a period of twelve (12) consecutive months. Cardholders must request in writing for an extension beyond twelve consecutive months of inactivity; however, under no circumstances will the VISA card be extended to exceed a period of eighteen (18) consecutive months of inactivity.

## **7.3 WORKDAY VERIFICATION OF TRANSACTIONS**

All procurement card charges for the month are posted in a batch at month end. They will appear in the Workday financial system, as soon as the month end closing has been completed. This is normally by the 25<sup>th</sup> working day of the month. The account charged is the one to which the cardholder has directed it by editing the transaction in the p-card

verification process in Workday. Any discrepancies should be reported to the PCPA for resolution.

For financial reporting purposes, all transactions must be approved by **the 5<sup>th</sup> day of the month** immediately following the closing of the billing period. E.g. On May 25<sup>th</sup> the May billing cycle ended, therefore all transactions were to be approved by June 5<sup>th</sup>.

#### **7.4 RETENTION OF STATEMENTS & RECEIPTS**

Verification Log packets are to be retained for five (5) years after fiscal year end by the PCPA and archived for ready access and auditing purposes. Copies of the signed Verification Log packets will be sent to the p-cardholder via email. While cardholder's may retain copies of their receipts and statement, once the Verification Log packets is received and audited the PCPA, it becomes the University's official record. Workday Verification Report RPT 423 shall be retained as proof on receipts for p-card transactions. An auditor may visit the cardholder, as part of an external audit review, to ask about transactions that they would have selected for testing, they will not expect to find documentation with the cardholder.

#### **7.5 RECONCILIATION PROCESS FOR ACCOUNTING PURPOSES**

The PCPA will:

- a. Ensure that all Verification Log packets are received each month from cardholders for whom a transaction was processed in the preceding billing cycle.
- b. Review all Verification Log packets to verify that all purchases were University related and made within the University's and the State's Procurement policies and procedures.
- c. Work with all cardholders where there is an issue with the information submitted.
- d. Forward to the p-cardholders unresolved issues for appropriate action (e.g., warning).
- e. Identify account changes on the Log packets for the Controller's Office action.
- f. File reconciled Log packets by month/year and maintain these as official university records for a period not less than five years.

#### **7.6 AUDITS**

The PCPA will do an audit of all Verification Log packets and will evidence this by signing in the space provided in the Verification Log.

#### **8. DISPUTED TRANSACTIONS**

Disputed transactions fall into two broad categories - those resulting from a supplier's refusal to take back a defective or incorrect shipment and those related to discrepancies between the cardholder's records and the monthly VISA statement. Most disputes can be covered by one of the items listed on the Cardholder Statement of Disputed Item Form (Appendix E). These are:

1. Credit Not Posted (Attach Credit Slip)
2. Duplicate Posting
3. Erroneous Amount (Attach Sales Receipt)
4. Other \_\_\_\_\_

Disputes should be reported as soon as it occurs, but not later than thirty (30) days after the appearance of the item on the cardholder's bank statement. If the cardholder prefers, a dispute form for the disputed item may be submitted with the log form (form should be placed where the receipt for this transaction would have been) for the disputed item and Accounts Payable will fax the form to the bank. The bank will notify the cardholder of its status once reviewed via the mail.

### **8.1 DISPUTE WITH SUPPLIER**

If the cardholder has a problem involving a dispute with a supplier (such as defective items or claims that an item was not ordered and the supplier claims that it was), every effort should be made to resolve the problem directly with the supplier. If the cardholder is unable to obtain satisfaction from the supplier, the Statement of Disputed Item Form (Appendix E) should be completed and forwarded to the PCPA. The cardholder should describe the problem and the efforts made in attempting to resolve it. The PCPA will review the form and either deal with the supplier directly or submit it to USBank.

### **8.2 DISPUTE OF STATEMENT ITEM**

Any item that appears on the monthly VISA statement from USBank may be disputed provided the disputed transaction is reported to USBank using the Statement of Disputed Item Form within 30 days of the disputed statement's closing date. It is recommended that such items be reported immediately upon receipt of the statement in question. Please complete the form and forward it to the PCPA.

### **8.3 RESOLUTION**

During US Bank's investigation, they will issue a credit to the Procurement Card account in question for the disputed amount. Cardholders may be contacted by the bank during their investigation for further information. When the investigation is complete, the cardholder will be notified of the resolution. If the cardholder is not satisfied with this resolution, please contact the PCPA.

## **9. PROCUREMENT CARD VERIFICATION & APPROVAL PROCESS**

Use this link to view the P-card Verification process:

[https://www.youtube.com/watch?v=4f6O\\_EbsEbI](https://www.youtube.com/watch?v=4f6O_EbsEbI)

To access your monthly verification log in Workday, use the **Report RFP423** Transaction Verification Log.

- Enter the **Company** (Coppin State University)
- Enter your name in the **Worker Box**
- In the **Credit Card Billing Date**, enter the Monthly Verification Log. It is usually the 25<sup>th</sup> of the month. If no transactions are found, try the date before or after the 25<sup>th</sup> of the month.

**RPT423 P-Card Transaction Verification Log** [Close]

Company →

Worker →

Credit Card Post Date Start

Credit Card Post Date End

Credit Card Billing Date →

Verification Status

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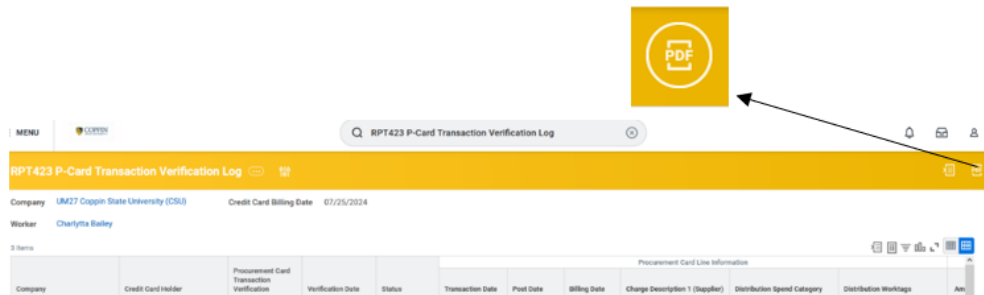
Filter Name

Manage Filters

0 Saved Filters

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Download the ***P-Card Transaction Verification Log*** by clicking on the **PDF** icon as shown in the figure below. This will be your monthly ***P-Card transaction statement***.



Use this link for preparing your Verification Log sign-off document: <http://pcapproval.coppin.edu>

Note that you do not have to send receipts. Only the **Credit Card Statement** and **Monthly Verification log** are required for submittal. The Credit Card Statement must be **signed and dated by the P-cardholder and Approver**. Unsigned Credit Card Statements will be returned for signatures and dates.