



MONTCLAIR STATE

UNIVERSITY

PURCHASING CARD PROGRAM

CARDHOLDER PROCEDURES MANUAL

TABLE OF CONTENTS

OVERVIEW & INTRODUCTION

SECTION 1.0 CARD MANAGEMENT

- 1.01 Card Use
- 1.02 Restrictions & Control
- 1.03 Application Process
- 1.04 Spending Limits
- 1.05 Security/Liability
- 1.06 Activation
- 1.07 Renewals
- 1.08 Cancellation
- 1.09 Card Changes
- 1.10 Assignment
- 1.11 Unauthorized and/or Inappropriate Card Use
- 1.12 MSU Contracted Vendors

SECTION 2.0 ORDER MANAGEMENT

- 2.01 In-person Orders
- 2.02 Phone Orders
- 2.03 Internet Orders
- 2.04 Invoice, Receipts, Packing Slips
- 2.05 Billing Information
- 2.06 Delivery Instructions
- 2.07 Damages Goods, Returns, Credits
- 2.08 Dispute Resolution
- 2.09 Sale Tax
- 2.10 Lost Merchandise

SECTION 3.0 ROLES & RESPONSIBILITIES

- 3.01 Cardholder
- 3.02 Bank of America
- 3.03 Finance/Accounts Payable
- 3.04 Purchasing Card Program Administrator
- 3.05 Department Head

SECTION 4.0 FINANCIAL REQUIREMENTS (TBD)

- 4.01 Billing Cycle
- 4.02 Reconciliation
- 4.03 Approval Cycle
- 4.04 Payment Process

SECTION 5.0 DATA MANAGEMENT

- 5.01 Data Capture
- 5.02 Management Reports
- 5.03 Ad Hoc Reports
- 5.04 Audit Requirements
- 5.05 Data Retention (tbd)
- 5.06 System Administration

SECTION 6.0 SUPPLIER MANAGEMENT

- 6.01 Supplier Enrollment
- 6.02 Data Level Hierarchy
- 6.03 Supplier Diversity Classification
- 6.04 Supplier Reports

OVERVIEW

The Purchasing Card Program has been designed to allow for the direct purchase of small dollar items through the use of a University credit card. The intent is to significantly reduce the need for small dollar purchase orders, direct reimbursements, petty cash accounts and operational advances.

All transactions made using the purchasing card must benefit and support Montclair State University's mission of education, research, and public service. The purchasing card is a privilege that is granted to the cardholder by the University. Any use of the purchasing card, which is not in accordance with Montclair State University policies and procedures, will result in forfeiture of the cardholder's card and possibly all of the department's cards. Inappropriate use of the card is considered an unauthorized commitment of University funds and may lead to disciplinary action. Montclair State University will seek reimbursement for any inappropriate charges made with the card.

Purchasing cards are issued to individual employees. Purchasing cards are not transferable or assignable and remain the property of Montclair State University and the card provider.

The Program objectives include the following:

- ❑ Simplify the acquisition of goods and services
- ❑ Streamline the Purchasing & Accounts Payable process
- ❑ Reduce processing costs
- ❑ Reduce PO and A/P cycle time
- ❑ Reduce Purchasing and A/P transaction volume
- ❑ Increase Purchasing and A/P productivity
- ❑ Refocus resources to strategic activities

INTRODUCTION

Montclair State University has entered into a purchasing card program agreement with Bank of America . Under this program, Bank of America will provide the University with credit card services through the use of the internationally accepted VISA® credit card. A number of unique features have been developed for this program that does not exist in the traditional credit card environment.

This includes real-time card administration and exception-based transaction processing. These features help ensure that the card can only be used for specific purposes and within specific dollar limits.

This manual has been developed to provide step-by-step instructions for use of the purchasing card by University staff. In addition to receiving this manual, new cardholders must attend a Cardholder Training session that will review and supplement the information provided in this document. The training will be coordinated by the Procurement Services Department.

The purchasing card is only to be used for University business purposes. The University is responsible for payment of all compliant purchases made with the card. Charges will then be allocated back to the departments. Although the card is issued in an individual's name, its use does not affect personal credit in any way.

If you have any questions about the University Purchasing Card Program or use of the card, contact the Card Administrators in the Procurement Services Department, John Goscinski at (973)-655-7468 or Elizabeth Blades at (973)-655-4402.

SECTION 1.0 - CARD MANAGEMENT

1.01 Card Eligibility and Use

The department's fiscal agent shall designate personnel who are authorized to use a purchasing card for departmental purchases of goods and services. All authorized cardholders shall receive and comply with the Purchasing Card Policy and Procedures documents.

The individual whose name is on the card is the only person authorized to make purchases using that card. The cardholder shall follow proper procedures specific to their department in order to obtain authorization to make a purchase.

In general, the cardholder is responsible to determine that the price quoted for a product or service is the best price that can be obtained. Many items are available through current University contracts or state contracts. The cardholder may contact the Procurement Services Department for special pricing contracts.

The cardholders are encouraged to use Small Businesses. Before ordering with the purchasing card, the cardholder should be certain that the total amount, which includes shipping and handling charges, will not exceed the single purchase limit on the card. Do not split a transaction into smaller amounts to avoid dollar limits placed on the card.

Acceptable purchases shall include the following:

- Office Supplies **currently contracted with W.B. Mason (see Section 1.12)**
- Educational Supplies
- Printing Supplies/Business Cards
- Software-shrink wrapped
- Subscriptions
- Housekeeping Supplies
- Maintenance Supplies
- Vehicular Parts & Repairs
- Computer Accessories (eg:: mouse, keyboard, CD's)

1.02 Restrictions & Control

The purchasing card **SHALL NOT** be used for the following items:

- Professional Services
- Desktop and Laptop Computers
- Large Network Printers
- Consulting Services
- Chemicals (unless specifically designated for department)
- Controlled Substances (gases, radioactive, alcohol)
- Construction/Renovation services
- Travel and Entertainment
- Gift Cards and Gift Certificates
- Lottery Tickets
- Institutional & Individual Professional Memberships
- Apple I-Tunes Products

There are electronic blocks in each card profile so they will not work at the following locations:

- Cash machines
- Restaurants
- Liquor Stores
- Drug Stores
- Grocery Stores
- Catering Services
- Doctor's Offices
- Car/Van Rentals
- Hotels
- Paypal
- Ebay

1.03 Application Process

The Procurement Services Department recommends that this manual be read in its entirety by the Department head and the cardholder before a request for a purchasing card is made.

The cardholder must complete and sign the Purchasing Card Account Application form and the Purchasing Cardholder Agreement. The Purchasing Card Account Application form establishes the Financial Reporting System account, the purchase limits and the department head for each cardholder. By signing the Purchasing Cardholder Agreement, the cardholder agrees to comply with Montclair State University Purchasing Policies and Procedures.

When the department head authorizes a cardholder they should contact the Purchasing Card Administrator to process the card application. The Card Administrator is available to answer questions and provide assistance in the application process.

Once cardholder training is complete and the Purchasing Card Account Application and Cardholder Agreement are signed, a card will be issued. Immediately upon receipt of the purchasing card, the cardholder must sign the back on the card in the space provided. This helps to prevent unauthorized use.

1.04 Spending Limits

Single Purchase Limit: Maximum of \$1,000.

Each purchasing card transaction, regardless of the number of items ordered, will be limited to \$1,000. The Single Purchase Limit is the maximum total amount for each individual purchase transaction. The transaction shall not be split into smaller amounts to avoid dollar limits in place on the card.

The maximum monthly credit limit will be limited to \$5,000.00

1.05 Card Security/Liability

Cards must be diligently safeguarded. It is the responsibility of each cardholder to know where the card is at all times.

In case of loss, theft or misappropriation of the card account number, immediately contact Bank of America at (888)-449-2273 seven days a week/24 hours a day. If the bank is notified by the end of the month following the month in which the fraudulent charges occur (this is called the notification period), the fraudulent charges will be waived by the bank. However, if Bank of America is not contacted within the notification period, fraudulent charges could become the liability of the cardholder's department, or if denied by the department, the liability of the cardholder.

The cardholder will not be liable for the unauthorized use of a stolen card by a third party as long as the card is reported stolen within 24 hours of when loss is detected. The Cardholder must also notify the Purchasing Card Program Administrator and the cardholder's supervisor about the lost or stolen purchasing card. The notification should include the date the cardholder first discovered the card missing and the circumstances of the theft, loss or misappropriation. In the event the cardholder has not notified the Card Provider, the Purchasing Card Program Administrator shall terminate the card immediately.

When the monthly statement is received, the cardholder must notify Bank of America of any unauthorized charges by completing a dispute item form. The dispute form must be faxed to the Purchasing Card Program Administrator, who will in turn forward it to Bank of America.

Through prompt reconciliation, reconcilers may be the first to become aware of fraudulent charges, and should notify the cardholder and Bank of America.

It is strongly suggested that, if a cardholder finds card use to be extremely infrequent, they turn in their card for cancellation or storage in some secure central location within the department, to prevent loss of the card.

For reference, the toll free number that the cardholder may use to reach the Bank of America Customer Service staff at (888)-449-2273. seven days a week/24 hours a day.

1.06 Card Activation

Upon receipt of the card, the cardholder is instructed to call a toll-free customer service number to activate the card. The Bank of America customer service system is automated, and the cardholder activates the card by entering a four digit PIN (Personal Identification Number.) The PIN number is listed on the MSU P-Card Application Form and is assigned by the cardholder. It can be any four digit number. Please do not use any part of a cardholder's social security number.

1.07 Card Renewal

The Purchasing Card will be automatically renewed before the expiration date. Each card holder will be notified to pick up their new card and sign for it. Cards will not be sent via interoffice mail.

1.08 Cancellation

Upon termination of employment or transfer to another department, the cardholder must return the purchasing card to the department head. The department head must notify the Purchasing Card Program Administrator by submitting a Cardholder Maintenance Form. The Purchasing Card Administrator will then deactivate the card through Works TM.

The Purchasing Card Program Administrator may also require that a cardholder turn in their purchasing card in case of misuse and/or fraud. In addition, department heads may require cardholders to turn in cards for cancellation based on criteria they determine for their own departments.

1.9 Card Changes

If a cardholder needs to make changes to name, address, phone, or account numbers, use the Cardholder Maintenance Form or send an e-mail to the Purchasing Card Program Administrator.

1.10 Assignment

Purchasing cards may not be transferred or assigned to others. All purchasing cards are the property of Montclair State University and the Card Provider.

1.11 Unauthorized and/or Inappropriate Card Use

The purchasing card must never be used to purchase items for personal use or for non-University purposes, even if the Cardholder intends to reimburse the University.

A Cardholder who makes an unauthorized purchase with the purchasing card in an inappropriate manner will be subject to disciplinary action including possible card cancellation, termination of employment at Montclair State University and criminal prosecution.

1.12 Office Supply Purchases

MSU has contracted with an office supply vendor, currently W.B. Mason, for office supply purchases. This enables MSU to realize greater savings than utilizing non contracted vendors. **Office supply purchases from vendors such as, Office Depot, Office Max and Staples are not permitted and doing so will result in the cancellation of P-card privileges.**

SECTION 2.0 – ORDER MANAGEMENT

General Instructions

Purchases of appropriate items using the purchasing card may be made from any supplier who accepts the VISA® card. To receive applicable discounts, if any, be sure to inform the supplier that your purchase is for Montclair State University. Notify the supplier that the purchase is exempt from New

Jersey State sales tax, use tax and Federal excise tax. Provide the supplier with Montclair State University's New Jersey Excise Exemption Certificate Number **No. 22-75-0050K** (printed on the card) or a copy of the **Exempt Use Certificate Form ST-4** if requested. A copy of this form is available by calling the Procurement Services. The card and/or the tax-exempt certificate may not be used for personal purchases.

Please Note: The supplier must ship ordered material before they bill any costs to the University under your card - billings for partial or back orders are not permitted.

Instruct the supplier NOT to send Accounts Payable a separate invoice.

Verify the total amount to be charged with the supplier.

Be sure to have the supplier identify and list all charges related to the transaction that will be charged prior to signing a charge slip or authorizing the purchase by telephone. Any charges for shipping & handling must be separately identified from the price of the item being purchased prior to signing the purchase slip or authorizing the transaction by phone.

2.01 In-Person Orders

The Cardholder may use the purchasing card at the supplier's place of business. The Cardholder must inform the supplier that the purchase is for Montclair State University and that the University is exempt from sales tax.

The credit card receipt or merchant receipt must clearly itemize the merchandise. The Cardholder needs to retain all receipts and submit them along with the monthly statement to Department Head.

2.02 Phone Orders

The purchasing card may be used to place orders over the phone. Cardholders must provide the supplier with the following information:

- Purchasing card number
- Expiration date
- Quantity
- Description of goods to be ordered
- Delivery of goods must only be to the University

In addition, the cardholder must request that an itemized invoice be sent with the shipment.

The cardholder must inform the supplier that the purchase is for Montclair State University and that the University is exempt from sales tax.

The Cardholder is required to record all information on the monthly “**Telephone Log**” form, which can be created on an excel spreadsheet.

Each order is to be listed as a separate transaction and each item purchased as a part of that transaction must be identified separately. Any shipping charges are to be included in each line total. If the supplier refuses to waive the state sales tax, make a note on your Telephone Log. Please see attached telephone activity log sample.

All receipts or additional supporting material should be attached to the telephone activity Log.

Each log may include transactions not yet billed by the bank. This results from a time lag between the closing of their billing cycle and the receipt of bills. It is recommended that each department record unbilled transactions into the next billing cycle log in an effort to maintain records that parallel the bank’s records.

2.03 Internet Orders

Cardholders must follow guidelines set by the Procurement Services Department and their respective departments when making Internet purchases.

If you are supplying your card number via the Internet, be sure the site is encrypted in an acceptable manner. If the cardholder is not comfortable entering the card number on the Internet, some companies provide the option of following up the order with a card number via telephone.

As with other purchases, the cardholder is ultimately responsible for purchases made with their card and is responsible for determining whether an Internet site is the most appropriate method to make a given purchase.

2.04 Invoices, Receipts, Packing Slips & Monthly Statements

All documentation including, but not limited to, receipts, packing slips, invoices and monthly statements must be retained at the department level and are subject to random audit by the University Controller's Office.

2.05 Billing Information

When placing a phone order, the cardholder must give their MSU department billing address to the supplier. The cardholder must emphasize to the supplier to send the sales receipt to the department's billing address. **Instruct the supplier NOT to send Accounts Payable a separate invoice.**

2.06 Delivery Instructions

Cardholders shall provide the supplier with detailed instructions for delivery. If the cardholder has arranged desktop delivery, goods are to be shipped directly to the department.

All other shipments are to be sent to Central Receiving. **It is imperative that goods shipped to Central Receiving have the individual's name, department and address on the packing list.** Unless the transaction occurs at the point-of-sale (i.e., pickups), all shipping costs (UPS, FedEx, etc.) must be prepaid. The supplier should identify any shipping and handling costs to be added to the transaction amount. The cardholder shall retain receipts and other documentation for record-keeping and reconciliation purposes.

2.07 Damaged Goods, Returns, Credits

It is the cardholder's responsibility to follow up and obtain a credit for any recoverable amounts due to damaged or returned goods.

When goods are returned through no fault of the supplier, the supplier may charge a restocking fee. If this occurs the restocking charge should be noted on the monthly telephone log to reconcile the charge with the monthly cardholder statement.

If an item is damaged, defective and needs to be returned, the cardholder should contact the supplier to explain the problem and reach a satisfactory resolution.

Cardholders must prepare a shipping order for all returns/exchanges of merchandise purchased using a purchasing card. Be sure to indicate on the shipping order this was a credit card purchase and state the credit due for the returned item. If the supplier provides a material return authorization number, be sure to include that number on the shipping order. A copy of the shipping order must be kept with the monthly telephone log to verify return and show the credit amount to be provided by the supplier.

2.08 Dispute Resolution

Items that appear on the monthly Purchasing Card statement may be disputed with Bank of America within 60 days after the Purchasing Card statement's closing date.

Before submitting a "Dispute Form" to Bank of America, the cardholder should consider contacting the supplier directly. Most suppliers would prefer to resolve the problem themselves and are willing to provide credits. If the Cardholder does not recognize a charge and the supplier is not willing to resolve the problem, the cardholder should promptly submit a "Dispute Resolution Form" form to the Purchasing Card Administrator, who will in turn sign it and forward to Bank of America for investigation. The transaction must also be marked as disputed in the Works™ program. **All fraudulent charges must be disputed with the bank.**

2.09 Sales Tax

As previously detailed in Section 2.0 – Order Management, Montclair State University is exempt from paying sales tax on purchases of goods and services. It is essential that departments make suppliers aware of Montclair State University's tax exempt status. Accordingly, suppliers should not bill sales tax. In the event sales tax is charged by a supplier and appears on a cardholder's statement, the cardholder should take the following steps:

- Contact the supplier and request that a credit be processed for the amount of the sales tax charged.
- Maintain written records of contacts with suppliers regarding credits for sales tax.
- If the supplier refuses to issue a credit or does not issue a credit within the next billing cycle, please notify the Purchasing Card Program

Administrator of the situation. However, if the cardholder is unsuccessful in obtaining reimbursement by the vendor, it is then the cardholder's responsibility to reimburse MSU.

2.10 Lost Merchandise

If the ordered product has not been received, contact the supplier and inquire when the product was shipped, by what carrier (i.e., UPS, FedEx, US Mail, etc.) and to what location.

If there is no record of the delivery, request a proof of delivery from the supplier. In the event the supplier cannot supply proof of delivery, the supplier should acknowledge that no product was actually delivered. A decision must then be made to either ship the product or credit the account.

If resolution cannot be reached with the supplier, the cardholder must complete and submit a Dispute Resolution Form to the Purchasing Card Administrator, who will review and sign it before sending it to Bank of America for investigation. Bank of America The transaction must also be marked as disputed in the Works™ program.

SECTION 3.0 ROLES AND RESPONSIBILITIES

3.01 Cardholder

- Safeguards Purchasing Card.
- Reports lost or stolen cards immediately.
- Complies with all University procurement and applicable policies relating to the use of the card.
- Completes the required forms for each transaction.
- Receives documentation such as monthly statement receipts, packing slips, etc. and maintains in a pending file until the transaction has been completed and reconciled.
- Reconciles and signs off on transactions posted to the Works™ program .
- Assures that correct Financial Reporting System accounts/object codes are used on transactions.

- Reviews and resolves discrepancies.
- Receives and forwards all order documentation to the department head.
- Reviews account statements. Reports any discrepancies to department head.
- Resolves any discrepancies directly with the supplier.

3.02 Bank of America

- Receives purchasing card charges.
- Maintains accessibly on a secure website for downloading of monthly statements by MSU Accounting Office.
- Marks downloaded files so they cannot be downloaded again.
- Issues purchasing cards.
- Changes information in cardholder's accounts as required.
- Cancels purchasing cards immediately upon request of the purchasing card program administrator.
- Notifies purchasing card program administrator of any suspected fraudulent use of a card.

3.03 Finance/Accounts Payable

- Downloads monthly summary bill from Bank of America's website.
- Works with departments to reconcile all data.
- Processes for payment the summary bill from Bank of America on specified billing cycle.
- Export file from the Works™ software application and feed to the FRS system.
- Conducts post audit as required.

3.04 Purchasing Card Administrator

- Receives card applications from departments then submits them to Bank of America .
- Receives cards from Bank of America . Issues cards to cardholders after training.
- Schedules training for each department/unit for cardholders and approvers
- Maintains/Updates Purchasing Card User Manual.
- Issues cards to cardholders and/or department heads.

- Reviews transactions and cardholder activity campus wide.
- Reviews activity with suppliers, including small, minority and women owned
- Helps resolve transactions that cannot be reconciled.
- Tracks card expiration dates and issues replacement cards.
- Tracks termination or transfer of cardholders.
- Cancels cards as required.
- Access to all purchasing card accounts.
- Issues renewed cards to existing cardholders as required.
- Conducts post audit in coordination with Accounting.

3.05 Fiscal Agent

- Interacts with the Purchasing Card Administrator.
- Enforces internal department policies and procedures.
- Monitors department card activity.
- Submits maintenance forms if cardholder's usage indicates need for dollar limit changes.
- Maintains copies of cardholder applications, agreements and card numbers.
- Forwards applications and agreements to the Purchasing Card Administrator.
- Serves as department contact for lost or stolen cards.
- Assists with disputed charges that cannot be resolved by the cardholder.
- Provides internal training.
- Responsible for storage of infrequently used purchasing cards.
- Collects Purchasing Cards from terminated employees.
- Reviews transactions.
- Assures that correct accounts/object codes have been used.
- Maintains archived purchasing card documents for audit purposes, in compliance with The Records Retention policy.

SECTION 4.0 FINANCIAL REQUIREMENTS

4.01 Billing Cycle

Once per month, Bank of America will post a summary bill to their website for downloading by MSU Accounting. In addition, each cardholder will

receive an electronic statement via e-mail of their account detailing all charges billed during the previous 30 day billing cycle.

The University's 30-day billing cycle ends on the 11th of each month and cardholder statements are mailed within 5 working days after the end of the billing cycle.

The cardholder statement will contain the transaction date, supplier name, and the total amount charged for each transaction made by the cardholder during that billing cycle. There will not be any item descriptions or a breakdown of the cost of individual items.

4.02 Payment Process

The summary bill downloaded by Accounting from Bank of America each month covers all card activity for all cardholders during the 30 day billing cycle. A Financial Reporting System default account number will be designated for all cards.

Accounting will pay the monthly University statement upon receipt from Bank of America regardless if the cardholder has reconciled their transactions or not.

4.03 Reconciliation

Cardholders are responsible for the transactions identified on their statement.

When the cardholder's monthly account statement is received, the following steps should be taken:

1. Review the Statement for accuracy.
2. Attach copies of the sales receipts and supporting documentation to the statement. This includes credit receipts for returns.
3. **It is the responsibility of the department to maintain records for audit purposes.** Resolving errors and disputing problems with merchandise delivery or incorrect billing may occasionally arise. It is the cardholder's responsibility to initiate action to resolve all such issues.

4. Cardholders should contact the supplier directly to resolve problems with merchandise, services or billing issues. If a credit is issued, it must be to your purchasing card account. **Under no circumstances should there be a direct cash refund to the cardholder from suppliers for purchasing card transactions.**
5. If a cardholder is unable to resolve the problem directly with the supplier, the cardholder should notify the Bank of America of the error or problem. A special dispute form and instructions are included on the reverse side of the monthly statement for your reference.

4.04 Approval Cycle

Statement reconciliation should be complete within five (5) working days after receipt of the cardholder's statement. Copies of the telephone log with receipts attached, the cardholder's statement signed on the reverse side and all supporting documentation are to be submitted to the department head for approval and verification. Once approved, the department head will maintain a file for post audit.

SECTION 5.0 DATA MANAGEMENT

5.01 Data Capture

Purchasing Card activity data shall be available to University authorized personnel within 24-48 hours of supplier posting. The data will be available for download as a text file and may be imported into Microsoft Excel or other similar software applications.

5.02 Management Reports

The following reports will be generated by the Works application:

- Employee – Available Limit
- Employee – Cardholder Profile
- Employee – Delinquency
- Transactions – Details
- Transaction – Summary
- Departmental – Details
- Departmental – Summary

- Monthly Statement

Only authorized personnel designated by the University will have access to these reports on a 24/7/365 basis. These reports are specific to your card and/or department.

5.03 Ad-Hoc Reports

The Works application will permit University authorized personnel to make changes to the report data fields and to develop additional recurring reports.

5.04 Audit Requirements

The Purchasing Card Program Administrator and the Controller's Office will review various reports provided by Bank of America on a monthly and quarterly basis to ensure that purchasing card procedures are being properly followed. In addition, each month random audits of card statements and cardholder activity logs will be conducted.

The primary purpose of an audit is to ensure appropriate expenditure of funds under this program. Findings of failure on the part of a cardholder to properly implement and follow stated procedures for use of the purchasing card may result in revocation of card privileges for that cardholder as well as disciplinary action.

A secondary purpose for conducting audits is to identify opportunities for improvement within the credit card program.

Auditing may consist of the following:

- Verification of cardholder supplied information (i.e.: transaction log and supporting receipts to card company record)
- Review by the Montclair State University Internal Audit Program.

5.05 Record Keeping

To facilitate reconciliation and approval of the monthly cardholder statement of account, it is **MANDATORY** that the cardholder obtains and retains supplier documentation for purchases made in person or conducted by telephone/Internet. Examples of supplier documentation are:

- Itemized supplier sales receipts
- Itemized packing slips with itemized prices
- Credit card charge slips with itemized description of products purchased

If a cardholder orders subscriptions a copy of order form will suffice as a receipt.

Maintenance of the monthly telephone log is MANDATORY for all cardholders. This telephone log acts to simplify and facilitate the required monthly statement reconciliation previously described. A sample of the monthly Telephone Activity Log is posted to the Procurement Services website under the sections “Forms.”

5.06 System Administration

The Purchasing Card Program Administrator will have access to the system’s administration features to add/change/delete/update cardholder profile information. Cardholders will have restricted access to view data, review and reconcile transactions. Department heads will have access to review, reconcile and approve pre-purchase requests submitted by the cardholder. The Purchasing Card Program Administrator will not have access to a purchasing card and cannot make purchases under the program.

SECTION 6.0 SUPPLIER MANAGEMENT

6.01 Supplier Enrollment

Bank of America is responsible for enrolling suppliers.

6.02 Data Level Hierarchy

Supplier purchase information will be made available to comply with reporting requirements by the University. Different levels of data that can be captured include:

- **Level I:** Standard financial information present on all credit card transactions.
 1. Transaction date

2. Merchant Name
 3. Card/Account Number
 4. Total Dollar Amount
 5. Merchant Category Code
 6. 1099 and 1057 code
 7. Accounting/cost center code
- **Level II:** Level I plus additional information about each purchase:
 1. Sales Tax Amount – if applicable
 2. Customer Reference ID (CRI)
 - **Level III:** Level II plus additional full line details:
 1. Freight Amount
 2. Product Description
 3. Unit Cost
 4. Ship to Zip Code
 5. Quantity Purchased
 6. Discount Amount
 7. Destination Zip Code

6.03 Supplier Classification

Purchasing card transactions with Small Businesses shall be captured. Bank of America will identify these purchases and provide a detailed report identifying dollar spends per classification on a quarterly basis.

6.04 Supplier Reports

The following reports of supplier purchases will be made available. The frequency of the reports will be on a monthly basis, unless otherwise specified. The reports will provide volume and dollar activity at the summary and detail levels.

1. Commodity Code (Object Code)
2. Supplier Category (Merchant Commodity Code)
3. Supplier Name
4. Supplier Classification (Quarterly)
5. Key Supplier (University Contracts)