



**MONTCLAIR STATE**  

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**UNIVERSITY**

**PURCHASING CARD PROGRAM  
POLICIES & PROCEDURES  
MANUAL**

# TABLE OF CONTENTS

## **Overview and Introduction**

### **SECTION 1.0 Roles and Responsibilities**

- 1.01 Cardholder
- 1.02 P-Card Approver
- 1.03 P-Card Administrator
- 1.04 Finance/General Accounting
- 1.05 Auditing Team
- 1.06 Bank of America

### **SECTION 2.0 Card Management**

- 2.01 Card Eligibility and Use
- 2.02 Budget Errors and Accountability
- 2.03 Agency Accounts
- 2.04 PayPal
- 2.05 Acceptable P-Card Purchases
- 2.06 Restrictions and Control
- 2.07 Electronic Blocks
- 2.08 Application Process
- 2.09 Spending Limits
- 2.10 Card Security/Liability
- 2.11 Card Activation
- 2.12 Card Renewal
- 2.13 Cancellation

### **SECTION 3.0 Order Management**

- 3.01 General Instructions
- 3.02 In-Person Orders
- 3.03 Phone Orders
- 3.04 Internet Orders
- 3.05 Invoices, Receipts, Packing Slips, and Monthly Statements
- 3.06 Delivery/Billing/Mailing Address

- 3.07 Damages Goods, Returns, Credits
- 3.08 Taxes
- 3.09 Dispute Resolution
- 3.10 Lost Merchandise

#### **SECTION 4.0 Financial Requirements**

- 4.01 Billing Cycle
- 4.02 Payment Process
- 4.03 Reconciliation

#### **SECTION 5.0 Data Management**

- 5.01 Audit Requirements
- 5.02 Recordkeeping
- 5.03 System Administration

#### **SECTION 6.0 Restricted Funds Procedures**

- 6.01 P-Card Application Process for Restricted Funds
- 6.02 Card Suspension For Restricted Funds That Are Closing
- 6.03 Restricted Fund Cardholder's Responsibilities
- 6.04 Restricted Fund Principal Investigator's Responsibility
- 6.05 Grant Accounting's Responsibilities

## Overview

The Purchasing Card Program (the Program) has been designed to allow for the direct purchase of small dollar items through the use of a University Procurement Card (P-Card). The intent is to significantly reduce the need for small dollar purchase orders, direct reimbursements, petty cash accounts and operational advances. This manual shall be read in its entirety by the cardholders and managers who will be approving transactions.

All transactions made using the P-Card must benefit and support Montclair State University's (the University) mission of education, research, and public service. The P-Card is a privilege that is granted to the cardholder by the University. **Any use of the P-Card, which is not in accordance with Montclair State University's Purchasing Card Program Policies and Procedures Manual, will result in the forfeiture of the accountholder's card. Inappropriate use of the card is considered an unauthorized use of University funds and may lead to disciplinary action. The University will seek reimbursement for any inappropriate or unauthorized charges made with the P-Card.**

P-Cards are issued to specific individual employees and are not transferable or assignable. They remain the property of the University.

The Program's objectives include the following:

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

## Introduction

The University has entered into a P-Card Program agreement with Bank of America (the Bank). The Bank provides 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 the Program that do not exist in the

traditional credit card environment. These features help ensure that the P-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 P-Card by University staff. In addition to receiving this manual, new cardholders and the managers who will approve a cardholder's transactions must attend a training session. Those sessions will review and supplement the information provided in this manual.

The P-Card is only to be used for University business purposes. The University is responsible for payment of all compliant purchases made with the card. Although the P-Card is issued to an individual, its use does not affect personal credit in any way.

If you have any questions about the Program or use of the P-Card, contact the P-Card Administrator in the Procurement Services Department, Elizabeth Blades at (973)-655-4402 or Lissette Bobett at (973)655-4410.

## **SECTION 1.0 Roles and Responsibilities**

### **1.01 Cardholder**

- Attends P-Card training session. P-Cards will not be issued until training is completed;
- Safeguards the P-Card;
- Complies with all University's Purchasing Card Program Policies and Procedures Manual;
- Reconciles and verifies transactions posted in Workday prior to the end of each billing cycle. It is recommended that this be performed at the time the notification email is received, however it must take place by the end of the billing cycle, the last business day of each month;
- Adds comment to the memo field to aid the P-Card Approver in understanding the purchase;
- Attaches receipts or order confirmations to P-Card transaction in Workday;
- Resolves any discrepancies directly with the vendor;
- Assures that correct Workday spend categories are used on transactions;
- Receives documentation such as monthly statement receipts, packing slips, invoices, etc., and maintains them in a file for audit purposes, and in compliance

with NJ State Laws for a period of seven years, two years on-site and five years in archives;

- Receives and forwards all order documentation to the P-Card Approver;
- Obtains approval for making a purchase through PayPal from the P-Card Approver, and keeps the approval with the associated purchase receipts attached to the P-Card statement for that billing cycle;
- Reports lost or stolen cards immediately to both the Bank and the P-Card Administrator; and
- Responsible to add funds to cover the expense or change the Worktags in conjunction with the Cost Center Manager to resolve budget issues.

### **1.02 P-Card Approver**

- Forwards applications and agreements to the P-Card Administrator;
- Attends P-Card training session. P-Cards will not be issued until training is completed;
- Signs the P-Card Application/Acknowledgement Form;
- Monitors department card activity and enforces the University's Purchasing Card Program Policies and Procedures;
- Maintains copies of cardholder applications, agreements and card numbers;
- Assists with disputed charges that cannot be resolved by the cardholder;
- Responsible for secure storage of infrequently used P-Cards;
- Reviews transactions to ensure cardholder attached receipts to P-Card Transactions;
- Collects purchasing cards from terminated employees;
- Approves, in writing, all purchases from PayPal;
- Reviews and approves transactions in Workday each billing cycle. It is recommended that this be performed at the time the notification email is received, however it must take place by the end of the billing cycle, the last business day of each month;
- Assures that correct spend categories and department information has been used.
- Maintains archived P-Card documents for audit purposes in compliance with NJ State Laws for a period of seven years, two years on-site and five years in archives.

### **1.03 P-Card Administrator**

- Responsible for administering and overseeing all policies and procedures of the Program;
- Receives P-Card Applications from departments, and processes through the Bank;
- Receives P-Cards from the Bank;
- Schedules training for cardholders and P-Card Approvers;
- Issues P-Card to cardholder once the cardholder and P-Card Approver attend a P-Card training session with the P-Card Administrator. P-Cards will not be released to the cardholder until training is completed;
- Performs weekly reviews of cardholder activity and reports any activity that does not comply with the University's Purchasing Card Program Policies and Procedures Manual to the cardholder and the P-Card Approver;
- Reviews vendor activity for compliance with general procurement policies and procedures;
- Helps resolve transactions that cannot be reconciled by the cardholder or P-Card Approver;
- Receives termination notifications of cardholders;
- Cancels cards as required;
- Reviews Merchant Codes (MCC) quarterly; and
- Reevaluates the Program on an as needed basis, but not less frequently than annually.

### **1.04 Finance/General Accounting**

- Downloads monthly summary bill from the Bank's website;
- Reviews monthly statements and conducts an audit of P-Card transactions; and
- Processes payment to the Bank.

### **1.05 Auditing Team**

- Conducts audits of the statements and supporting documentation for all P-Card accounts.

## **1.06 Bank of America**

- Serves as the P-Card provider bank;
- Sends pin number for chip and pin identification, required by some vendor's card readers, directly to the cardholders via U.S. Mail; and
- Tracks card expiration dates and issues replacement cards.

## **SECTION 2.0 Card Management**

### **2.01 Card Eligibility and Use**

The Cost Center Manager shall designate a person who is authorized to use a P-Card for departmental purchases of goods and services. All authorized cardholders must comply with the University's Purchasing Card Program Policies and Procedures Manual. All P-Card approvers must be in a senior position to the cardholder.

It is the responsibility of both the cardholder and the cardholder's P-Card Approver to review all transactions to ensure that they are legitimate University expenses, billed correctly and charged to the proper departmental account. It is recommended both the cardholder and P-Card Approver's review of transactions take place at the same time the **"e-mail notifications are received"**. However, both approvals must take place by the end of the billing cycle, the last business day of each month. Failure to review/approve transactions by the end of the billing cycle will result in P-Card suspension. The P-Card will then be suspended for 30 days after which it may be reinstated. Failure to approve transactions within the required timeframe in excess of two billings cycles within one fiscal year will result in permanent cancellation of the P-Card. The cardholder or P-Card Approver can appeal this suspension by submitting a request for review to the Director of Procurement Services detailing the circumstances.

As an aid to ensure compliance with the above requirement, the cardholder will receive an additional message if after five days no action has been taken on the transactions. The department manager affected by the purchase will also receive a notification that the verification is pending.

The individual whose name is on the P-Card is the only person authorized to make purchases using the card. The cardholder will be held accountable for any policy

infractions. The cardholder shall follow proper procedure specific to their department in order to obtain authorization to make a purchase.

The cardholder is responsible to determine that the price quoted for a product or service is the best price that can be obtained. Additionally, it is required that the cardholder enter details in the memo field, such as why a purchase was made or what event it may be for, in order to aid the P-Card Approver in understanding why the items were purchased. Attaching a receipt or an order confirmation to the transaction is required. There are many punch-out catalogs for commodities in Workday that have been contractually bound by the University and the associated supplier. The P-Card should not be used when there is an existing punch-out catalog. Failure to comply with this requirement may result in P-Card suspension. If the cardholder is uncertain about a punch-out catalog's content, the cardholder should contact the

Procurement Services Department at extension 4145.

Cardholders should be certain that the total amount, including shipping and handling charges, will not exceed the single purchase limit on the P-Card. Any transaction above the set limits will be declined by the Bank. **Splitting a transaction into smaller amounts to avoid dollar limits placed on the card is prohibited and will result in suspension or cancellation of the P-Card depending on the severity of the infraction.**

## **2.02 Budget Errors and Accountability**

Because P-Card transactions encumber funds once they are verified in Workday, **it is the responsibility of both the cardholder and Cost Center Manager** to ensure that there is enough money in the department's budget to cover purchases. Should the P-Card purchase fail budget check, **it is the responsibility of both the cardholder and the Cost Center Manager** to request additional funds from the Budget Office. If after five (5) days the budget has not been updated, Workday will send a notification to both the cardholder and their department Cost Center Manager that this issue is outstanding.

Should the open transaction not be verified and approved by the close of the billing cycle, the last business day of each month, the P-Card will be suspended until the budget has been replenished and the P-Card transaction has been verified

and approved. The cardholder or Cost Center Manager can appeal this suspension by submitting a request for review to the Director of Procurement Services detailing the circumstances.

### **2.03 Agency Accounts**

Because Agency Accounts are dependent upon fundraising and are not budgeted by the University, the use of these accounts in conjunction with P-Card purchases is prohibited. Agency Account numbers begin with CC9.

### **2.04 PayPal**

PayPal is the least preferred method of payment and can only be used when there is no other payment option available. Purchases through PayPal require prior written approval by the cardholder's P-Card Approver. This approval must be noted in the comments section of the approval screen in Workday. The written approval must also be attached to the monthly P-Card statement. In addition, the cardholder must take a screenshot of the items being purchased from the vendor. The screenshot must include a description of the item, the cost of the item and the vendor's name. The cost of the item on the screenshot must match the receipt. The screenshot, along with the receipt, must be filed with the monthly P-Card statement. Failure to do so may result in the suspension of the P-Card.

### **2.05 Acceptable P-Card Purchases:**

- Educational Supplies
- Printing Supplies / Business Cards
- Subscriptions
- Housekeeping Supplies
- Maintenance Supplies
- Vehicular Parts and Repairs
- Computer Accessories (mouse, keyboard, CD's)
- Conference Registration
- Professional Memberships

## **2.06 Restrictions and Control**

Use of the P-Card to purchase any product or service must comply with those permitted by the University's Purchasing Card Program Policies and Procedures Manual. **Additionally, the P-Card shall not be used to purchase the following:**

- Professional Services
- Desktop and Laptop Computers \*\*
- Software \*\*
- Network Printers \*\*
- Consulting Services
- Controlled Substances (gases, radioactive, alcohol)
- Construction/Renovation Services
- Charitable Contributions or Gifts
- Donations to Individuals or Other Entities, (Public or Private)
- Travel or Entertainment
- Food or Catering
- Gift Cards or Gift Certificates
- Bus Charters
- Car/Van Rentals
- Parking Payments of any kind
- Traffic Violations
- Lottery Tickets
- Apple iTunes Products
- Insurance
- Car/Van Rentals
- Bus Charters
- Catering Services
- Money Orders
- Office Supplies (which must be purchased from WB Mason via FMS e-Procurement.)

\*\*With the exception of the OIT Department

## **2.07 Electronic Blocks**

There are electronic blocks in each P-Card profile to prevent use at the locations listed below. In the event a department requires access to a specific Merchant Code (MCC) on a permanent basis, consideration will be given to the request.

- Cash machines/Money Orders
- Restaurants
- Liquor Stores
- Drug Stores
- Grocery Stores and Bakeries
- Doctor's Offices and Hospitals
- Hotels
- Florists
- Car Washes
- Insurance
- Car /Van Rental
- Bus Charters
- Catering Services
- Professional Services

## **2.08 Application Process**

This manual must be read in its entirety by the cardholders and their P-Card Approvers who will be approving transactions.

The cardholder must complete and sign the P-Card Application form and the Purchasing Cardholder Agreement. The P-Card Application form establishes the P-Card limits and the P-Card Approver who will review/approve transactions for each cardholder. By signing the Purchasing Cardholder Agreement, the cardholder agrees to comply with the University's Purchasing Card Program's Policies and Procedures Manual.

The P-card Approver must also sign an Approver Application/ Acknowledgement form.

The P-Card Administrator is available to answer questions and provide assistance in the application process.

Required forms may be downloaded from the Procurement Service's website:  
<https://www.montclair.edu/procurement/forms/>.

Forms must be completed and sent to the P-Card Administrator in the Procurement Services Department. Upon receipt of the P-Card from the bank, the P-Card Administrator will contact the applicant for training. **Training is mandatory for all cardholders and P-Card Approvers who will review/approve transactions. A P-Card will not be issued until training has been completed by both the cardholder and P-Card Approver.**

## **2.09 Spending Limits**

Two spending limits are imposed on all P-Cards: a monthly spending limit and a single purchase transaction limit.

The monthly spending limit is the maximum available credit for the billing cycle. The bank will reject any transaction that exceeds this limit.

The single purchase transaction limit is the maximum dollar amount allowable for each individual transaction. Each P-Card transaction, regardless of the number of items ordered, is limited to this predetermined single purchase transaction limit assigned to each individual P-Card. The Bank will reject any transaction that exceeds this set limit. **Splitting a transaction into smaller amounts to avoid dollar limits placed on the card is prohibited and will result in suspension or cancellation of the P-Card depending upon the severity of the infraction.**

## **2.10 Card Security/Liability**

P-Cards must be strictly safeguarded. It is the responsibility of each cardholder to secure the card at all times. If a card is used infrequently, it must be stored in a secure location within the department.

In case of loss, theft or misappropriation of the card account number, immediately contact the Bank 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 (the "notification period"), the fraudulent charges will be

waived by the Bank. However, if the Bank is not contacted within the notification period, fraudulent charges could become 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 by the individual. The cardholder must also notify the P-Card Administrator and the cardholder's P-Card Approver about the lost or stolen P-Card. The notification should include the date the cardholder first discovered the card was missing and the circumstances of the theft, loss or misappropriation. In the event the cardholder has not notified the Bank, the P-Card Administrator shall terminate the card immediately.

When the monthly statement is received, the cardholder must notify the Bank of any unauthorized charges by either 1) calling the Bank using the number on the back of the card; or 2) completing a P-Card Dispute Form. The P-Card Dispute Form must be emailed to the P-Card Administrator, who will forward it to the Bank. The form can be found at the following link:

<https://www.montclair.edu/procurement/forms/>

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

## **2.11 Card Activation**

Once the cardholder has successfully completed training, the P-Card Administrator will activate the card for immediate use.

## **2.12 Card Renewal**

The P-Card will be automatically renewed by the Bank before the card's expiration date. The new P-Card will be sent to the P-Card Administrator who will notify the cardholder when to pick up their card. The P-Card must be picked up and signed for as it will not be sent via interoffice mail.

### **2.13 Cancellation**

Upon termination of employment, **transfer to another department**, or if the cardholder's responsibilities change within the Department, and the P-Card is no longer required in the newly assigned position, the cardholder must return the P-Card to the P-Card Approver. The P-Card Approver must notify the P-Card Administrator by submitting a Cardholder Maintenance Form. The P-Card Administrator will deactivate the P-Card.

The P-Card Administrator will also require the cardholder to return the P-Card in the case of misuse. In addition, the P-Card Approver may require a cardholder to turn in a P-Card for any reason.

### **2.14 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 P-Card Administrator.

### **2.15 Assignment**

A P-Card may not be transferred or assigned to another person. P-Cards are the property of the University and the Bank and must be turned in to the Cost Center Manager upon changing departments or leaving the University.

### **2.16 Unauthorized and/or Inappropriate P-Card Use**

**The P-Card must never be used to purchase items for personal use or for non-University purposes.**

Any unauthorized or inappropriate use of a P-Card will result in cancellation of the P-Card and will subject the cardholder to disciplinary action including possible termination of employment and criminal prosecution.

## **SECTION 3.0 Order Management**

### **3.01 General Instructions**

Purchases of appropriate items using the P-Card may be made from any vendor who accepts the VISA® card. To receive applicable discounts, if any, be sure to inform the vendor that your purchase is for the University. Notify the vendor that the purchase is exempt from New Jersey State sales tax, use tax and Federal excise tax. Provide the vendor with the University's New Jersey State Tax Exempt **Number 22-750050K** (printed on the card). Contact Procurement Services if the vendor requests a copy of the University's **Exempt Use Certificate Form ST-4**.

**Please Note:** The vendor must ship ordered material before they bill any costs to the University under your P-Card.

**Instruct the vendor to not send a separate invoice.**

Verify the total amount to be charged with the vendor. Be sure to have the vendor 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 and handling must be separately identified from the price of the item being purchased prior to authorizing the transaction.

### **3.02 In-Person Orders**

In addition to the requirements noted in section 3.01, the cardholder must ensure or perform the following:

- The credit card receipt or merchant receipt must clearly itemize the merchandise; and
- The cardholder must retain all receipts and submit them along with the monthly statement to the P-Card Approver.

### **3.03 Phone Orders**

In addition to the requirements noted in section 3.01, the cardholder must provide the vendor with the following information:

- P-Card number;
- Expiration date;
- Delivery address at the University; and
- Request that an itemized invoice be sent with the shipment.

### **3.04 Internet Orders**

P-Cards should be used on encrypted Internet sites. Please note, that some vendors provide the option of following up the order with a card number via telephone.

Cardholders are ultimately responsible for purchases made with the P-Card and are responsible for determining whether an Internet site is the most appropriate method to make a purchase.

### **3.05 Invoices, Receipts, Packing Slips and Monthly Statements**

All documentation including, but not limited to, receipts, packing slips, invoices and monthly statements must be retained in the cardholder's department and is subject to random audit by either the University Controller's Office, the Internal Auditor or the University's External Auditors.

### **3.06 Delivery/Billing/Mailing Address**

The University is the only authorized address for delivery or any other communication by vendors for all P-Card transactions.

Cardholders shall provide the vendor 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 necessary that goods shipped to Central Receiving have the recipient's name, department and address on the packing list.** All shipping costs (UPS, FedEx, etc.) must be prepaid.

### **3.07 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.

If an item is damaged or defective and needs to be returned, the cardholder must contact the vendor arrange for return and credit.

### **3.08 Taxes**

If a cardholder is charged tax on a purchased item, it is the cardholder's responsibility to follow up and obtain credit from the vendor for the imposed tax. If the vendor requires a tax exempt form in addition to the tax ID number, the University uses the ST-4 Exempt Use Certificate which can be found at the following link:

<http://www.montclair.edu/procurement/wp-content/uploads/sites/159/2018/08/Tax-Exempt-Form-6-8-17.pdf>

Failure to obtain credit for taxes may result in a 30 day suspension of the P-Card.

### **3.09 Dispute Resolution**

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

If there is a disputed charge, the cardholder should first consider contacting the vendor directly. Most vendors would prefer to resolve the problem themselves and may be willing to provide credits.

If the cardholder does not recognize a charge and the vendor is not willing to resolve the problem, the cardholder should promptly dispute the charge. If the charge is within the current billing cycle, the charge may be disputed in Works by either 1) using the "dispute" button (Works remains available for use by cardholders); or 2) calling the 1-800 number on the back of the P-Card. By doing so, the Bank will not pay the vendor for the purchase. If the disputed charge remains unresolved after the billing cycle closes, the cardholder should submit a "Dispute Form" to the P-Card Administrator, who will in turn sign it and forward

to the Bank for investigation. **All potentially fraudulent charges must be disputed with the Bank.**

### **3.10 Lost Merchandise**

If the ordered product has not been received, contact the vendor 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 vendor. In the event the vendor cannot supply proof of delivery, a decision must then be made to either ship the product or credit the account.

If resolution cannot be reached with the vendor, the cardholder must complete and submit a Dispute Form to the P-Card Administrator, who will review and sign it before sending it to Bank of America for investigation.

## **SECTION 4.0 Financial Requirements**

### **4.01 Billing Cycle**

Once per month, the Bank will provide a summary bill to Accounting. Each cardholder will receive a hard copy of their statement detailing all charges billed during the previous 30 day billing cycle. An electronic report is also available in the “Scheduled Reports” section in Works for review.

The University's 30-day billing cycle begins on the first day of each month and ends on the **last business day of each month**. Cardholder statements are mailed within 5 working days after the end of the billing cycle.

### **4.02 Payment Process**

The summary bill provided to Accounting each month covers all P-Card activity during the 30 day billing cycle. Accounting processes the University monthly statement for payment upon receipt.

### **4.03 Reconciliation**

Reconciliation in Workday must be an on-going process. This includes the review and sign-off of each transaction by the both cardholder and the approving manager within each billing cycle.

Cardholders are responsible for the transactions identified on their statement and in Workday. Cardholders are responsible for the following:

- Reviewing the statement for accuracy.
- Attaching copies of the sales receipts and supporting documentation to the statement. This includes credit receipts for returns. (It is the responsibility of the department to maintain records for audit purposes.)
- Resolving errors and disputing problems with merchandise delivery or incorrect billing.
- Contacting the vendor directly to resolve problems with merchandise, services or billing issues.
- Notifying the P-Card Administrator of any error or problem that cannot be resolved with the vendor. A special dispute form and instructions are included on the reverse side of the monthly statement for your reference.

## **SECTION 5.0 Data Management**

### **5.01 Audit Requirements**

The P-Card Administrator and the Controller's Office will review various reports on a monthly and quarterly basis to ensure that the University's Purchasing Card Program Policies and Procedures Manual are being properly followed. In addition, each month, random audits of P-Card statements and cardholder activity will be conducted.

Instances of non-compliance with policies or procedures by cardholders or P-Card Approvers will likely result in revocation of P-Card privileges and possible disciplinary action.

## **5.02 Record Keeping**

It is mandatory for a cardholder to obtain and retain vendor documentation for all purchases. Examples of vendor documentation are:

- Itemized vendor sales receipts;
- Itemized packing slips with prices; or
- Credit card charge slips with itemized description of products purchased.

According to NJ State Retention Laws, all receipts must be kept for a total of seven years, two years on-site and five years in archives.

## **5.03 System Administration**

The P-Card Administrator will have access to the system's administration features to add/change/delete/update cardholder profile information in Works and Workday. Cardholders will have restricted access to view data, review and reconcile transactions. The P-Card Administrator will not have access to a P-Card and cannot make purchases under the program.

## **SECTION 6.0 Restricted Funds Procedures**

Restricted Funds are defined as a reserve of money that can only be used for a specified purpose. The funds can include grants, endowments, and any other awards of a specified nature. P-Cards issued for the use of Restricted Funds have a single per transaction limit of \$1,000 and a monthly billing cycle credit limit of \$3,000.

### **6.01 P-Card Application Process for Restricted Funds**

- Restricted P-Card Application, P-Card Agreement, P-Card Approver Application/Acknowledgement Form are requested from the Manager of Grant Accounting. Grant Accounting verifies whether the needs of the Grant would warrant a P-Card based on the University Purchasing Card Program Policies and Procedures;
- If in agreement, Grant Accounting requests the P-Card Administrator to send forms to requestor;

- Requestor completes the P-Card Application and P-Card Agreement and returns them both to Grant Accounting for final approval;
- Grant Accounting approves the P-Card Application and gives both forms to the P-Card Administrator for processing;
- The P-Card Administrator creates the P-Card account and orders the card. All grant P-Card transactions are reviewed by Grant Accounting for compliance with the terms of the grant; and
- When the P-Card comes in, the P-Card Administrator notifies the cardholder and their P-Card Approver, if appropriate, and trains both. **In order to receive the P-Card, it is required that both the cardholder and P-card Approver be trained.**

## **6.02 Card Suspension For Restricted Funds That Are Closing**

- Grant Accounting provides the P-Card Administrator with a monthly schedule for Restricted Fund closures;
- If the Principal Investigator associated with the P-Card is to be awarded a new restricted fund, rather than close the account the P-Card Administrator will suspend the P-Card until the new award is made;
- Based on the schedule provided by Grant Accounting, the P-Card Administrator will send an email to the card holder prior to the close of the fund. The email reminds the cardholder of the closing date for the restricted fund and that the card will be suspended two weeks prior to the close of the grant; and
- Two weeks prior to the close of the Restricted Fund, the P-Card Administrator suspends the required card(s). An exception is when a cardholder has multiple Restricted Funds assigned to the same P-Card.

## **6.03 Restricted Fund Cardholder's Responsibility**

In addition to compliance with the University's Purchasing Card Program Policies and Procedures Manual, the following is required:

- Place order for items that are allowable under the Restricted Fund requirements; and
- Verify in Workday that the charge is correct, and attach a receipt to the transaction. Receipts are mandatory for Restricted Funds and verification must

take place by the end of the billing cycle, the last business day of each month or the P-Card will be suspended.

#### **6.04 Restricted Fund Principal Investigator's Responsibility**

Approve cardholder's purchases by the close of business, the last business day of each month. This includes ensuring that the charges are allowable to both the Restricted Fund guidelines as well as the University's Purchasing Card Policies and Procedure Manual.

#### **6.05 Grant Accounting's Responsibility**

- Sign off on P-Card Application for Restricted Fund accounts;
- Give Restricted Fund P-Card Application and Restricted Fund P-Card Agreement to P-Card Administrator to process;
- Review and approve the Restricted Funds P-Card transaction for compliance with Restricted Funds requirements;
- Notify cardholder if charges need to be corrected prior to end of billing cycle;
- Notify P-Card Administrator to suspend card or close specific Restricted Fund account prior to the close of the funding; and
- Notify P-Card Administrator when to reactivate a P-Card and assign it to a new Restricted Fund Account.