

## MSU P-Card Program

### Purchasing Card Helpful Hints

- The P-Card program was designed for small dollar purchases. Therefore, assigned to each card is a single purchase transaction limit. This single purchase transaction limit is the maximum dollar amount allowable per purchase. Splitting a purchase into multiple transactions to avoid this per transaction limit, is against policy.
- Charges will be declined by the bank if a cardholder exceeds the individual transaction limit and/or monthly credit limit for his/her card.
- The individual whose name is on the card is the **only person authorized** to make purchases using that card.
- The purchasing card must never be used to buy items for personal use or for non-University purposes, even if the cardholder intends to reimburse the University.
- In case of loss, theft or misappropriation of the P-Card, immediately contact Bank of America at 888-449-2273 any time or day of the week. In addition, contact the University P-Card Administrator at either 973-655-4402 or backup coverage at 973-655-4410.
- Should you become aware of any fraudulent charges, contact Bank of America at the same number above. If the fraud has been discovered prior to the end of the billing cycle, you may dispute the charge in Works or call Bank of America. If discovered after the billing cycle has closed, a Dispute Form must be completed and sent to the University P-Card Administrator so that it can be signed and forwarded to the bank for resolution.
- Cardholder has sixty (60) days after the statement closing date to file a dispute with the bank on questionable or fraudulent transactions. Cardholders are strongly encouraged to review transactions as soon as they are posted.
- Permitted and restricted items to purchase are listed in the P-Card Policies & Procedures Manual which is posted to the Procurement Services Website under the section “MSU P-Card Program” as well as on the “Proper Use of the Purchasing Card” handout.
- The card credit limit is restored the first business day of the new billing cycle. If that day falls on a Saturday or Sunday, the credit is restored the following Monday. The billing cycle begins on the first day of each month and ends on the last business day of each month.
- Receipts or order confirmations must be attached to all P-Card transactions.
- In addition to the above, it is the responsibility of both the cardholder and their P-Card Approver to review all transactions to ensure that they are legitimate University expenses, billed correctly and charged to the proper Worktags. It is recommended both the cardholder and P-Card approver review of transactions take place at the same time the email notification is received, however it must take place by the end of the billing cycle, the last business day of each month. **Failure to verify and approve transactions by both the cardholder and P-Card Approver by the end of the billing cycle will result in P-Card suspension.** The P-Card will be suspended for 30 days after which it will be reinstated. Failure to approve transactions within the required time frame in excess of two billing cycles within one fiscal year will result in P-Card cancellation.

- Only cardholders can make changes to Worktags for their P-Card transactions. The cardholder is responsible to ensure the proper Worktags are assigned to each purchase. If a Worktag is incorrect, the cardholder is responsible to manually change it to the correct Worktag. If the P-Card Approver disagrees with the selected Worktags, he/she must send it back to the cardholder for correction. Changes can be made by the cardholder up until the purchase has been posted to the accounting ledger. Once the transaction has been posted, the Accounting Office will have to correct the transaction through the use of an of internal accounting journal voucher.
- The cardholder and P-Card Approver are responsible for insuring there are sufficient funds in the budget to cover their transactions. Should the purchase fail the budget check, the cardholder, in conjunction with the Cost Center Manager, is responsible to add funds to cover the expense or change the Worktags to the appropriate funded spend category. **Should this transaction not be verified and approved by the close of the billing cycle, the P-Card will be suspended until the budget has been replenished and the P-Card has been verified and approved by all parties.**
- **Any purchase via PayPal must be pre-approved, in writing, by the cardholder's P-Card Approver. The written approval must be attached to the associated receipts for the purchase and filed with the monthly P-Card statement.**
- In addition, any purchase from PayPal requires a screenshot to be taken at the point of check out, for the items being purchased. These screenshots must be filed with the monthly P-Card statement.
- It is the cardholder's responsibility to follow up with the vendor to obtain any credits for returned or damaged items.
- **Under no circumstances should there be a direct cash refund to the cardholder from a supplier for a purchasing card transaction.**
- Cardholder must provide the supplier with detailed instructions for delivery. All shipments delivered to the University's Central Receiving Department must have the cardholder's name, department name and University address on the shipping label and packing slip. Incomplete shipping information may result in a delivery delay or return of the package to the vendor.
- To avoid being charged tax, provide all vendors with the State of New Jersey Tax Exempt Number (22-75-0050K) printed on the face of the card. If a vendor requires a hard paper copy of the Tax Exempt Certificate, a copy of the Certificate is posted to the Procurement Services website under the section "Forms."
- 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. **Failure to obtain credit for taxes imposed on the purchase may result in a 30 day suspension of the P-Card.**
- The credit card receipt must clearly itemize the merchandise. The cardholder must retain all receipts for managerial review and/or audit by the University Controllers office. To keep track of telephone and internet orders, a telephone order log is helpful.
- **Instruct the supplier NOT to send Accounts Payable a separate invoice.** Make certain the supplier sends the sales receipt to the cardholder's department billing address.
- There will be random audits conducted by the Controller's Office.
- To check on credit balances or why a purchase was declined, the cardholder will still need to log into Works. The Works program requires cardholders to change their passwords every 90 days.