Pcard

Policies & Procedures

for MERC
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1.0 PURPOSE

To establish a methodology for using and defining the limits of use of company issued credit cards provided to MERC personnel in order to make purchases of goods, services or travel.

2.0 ATTACHMENTS

1. Cardholder Agreement

3.0 GENERAL

3.1 ABBREVIATIONS

3.1.1 CCPS: Credit Card Purchasing System

3.2 DEFINITIONS

3.2.1 Vendor: A company from which a cardholder is purchasing materials and/or equipment, services or travel under the provisions of this procedure.

3.2.2 Cardholder: MERC personnel who have been issued credit cards and who are authorized to make purchases in accordance with these procedures.

3.2.3 Approving Supervisor: The MERC Director of Operations shall review and approve all MERC expenditures via the MERC expenditure justification form and/or the MERC travel authorization form prior to any cardholder making a purchase.

Division Manager of Purchasing: This individual shall review, reconcile, and approve all MERC cardholders’ monthly statements of account.

3.2.4 Coordinator: The person responsible for all program details, including all cardholder inquiries.

3.2.5 Statement of Account: This is the monthly listing of all transactions by the cardholder, issued by the bank directly to the MERC Division Manager of Purchasing.

3.2.6 Single Purchase Limit: A dollar amount limitation of purchasing authority delegated to a cardholder. This dollar limit may vary from cardholder to cardholder.

3.2.7 Requisitioner: An employee who has a need for materials or services that can only be fulfilled by a vendor. Under this CCPS Procedure, a requisitioner may be a cardholder.
4.0 PROCEDURE

4.1 INTRODUCTION

4.1.1 This program is being established in order to provide a more rapid turnaround of requisitions for low-dollar value goods, and to reduce paperwork and handling costs. By using CCPS the payment cycle is dramatically shortened from what it is under the traditional requisition process. The traditional process includes pricing inquiry, order placement, delivery of goods, invoice, and voucher review. The requisitioner who has been issued a purchasing card may now initiate transactions in-person, by web site, or by telephone, within the limits of this procedure, and receive goods upon receiving the proper approvals. Payments to vendors are made via the Visa settlement system. The University Accounts Payable Office will make periodic settlements with the bank.

4.2 RECEIVING A CREDIT CARD

4.2.1 Division managers may propose personnel to be cardholders by contacting the MERC Division Manager of Purchasing. Authorization by the MERC Director of Operations is required before the issuance of a card.

4.2.2 The proposed Cardholder shall be issued a copy of this procedure and shall be required to sign a Cardholder Enrollment Form and an Employee agreement. The agreement indicates that the Cardholder understands the procedure and the responsibilities of a CCPS Cardholder. The enrollment form indicates all information needed to properly establish the Cardholder in the purchasing card system. (pp 8 & 14)

4.2.3 The Coordinator and the MERC Division Manager of Purchasing shall maintain all records of credit card requests, limits, cardholder transfers and lost/stolen/destroyed card information.

4.3 AUTHORIZED CREDIT CARD USE

4.3.1 The unique credit card that the Cardholder receives has his/her name embossed on it and shall only be used by the Cardholder. The Cardholder may make transactions on behalf of others in his/her division. However, the Cardholder is responsible for the use of his/her card.

4.3.2 Use of the Credit Card shall be limited to the following conditions:

a) The total value of a transaction shall not exceed a Cardholder’s single purchase limit. Payment for a purchase shall not be split into multiple transactions to stay within their respective single purchase limit. All items purchased “over the counter” by the Cardholder must be immediately available at the time of the credit card use. Velocity checks must be passed (i.e. # and $ amount of transactions for a company defined frequency).

b) Spending limits must be adhered to.
4.4 UNAUTHORIZED CREDIT CARD USE

The credit card shall not be used for the following:

a) Personal purchases or identification
b) A single purchase that exceeds the lower of $2,999.00 or the Cardholder’s single purchase limit
c) Cash advances
d) Automated periodic charges
e) Capital expenditures

4.4.2 A Cardholder who makes unauthorized purchases or carelessly uses his/her credit card may be liable for the total dollar amount of said unauthorized purchase(s) plus any administrative fees charged by the Bank in connection with the misuse. The Cardholder will also be subject to the cancellation of the card and/or disciplinary action.

4.5 MAKING A PURCHASE

4.5.1 Procurement procedures permit the purchase of goods or services if the value is $2,999.00 or up to the transaction limit of the card holder. It is policy to seek competition for the lowest price within the parameters of quality and delivery. Accordingly, whenever making a credit card purchase the Cardholder must check as many sources of supply as reasonable to the situation to assure best price and delivery. Where possible, the purchasing department will establish pricing agreements and identify preferred suppliers. If any assistance is needed, please contact the MERC Division Manager of Purchasing for assistance.

4.5.2 It is extremely important that all purchases be sent to the authorized MERC receiving location in care of the Cardholder ordering the merchandise as this will ensure that the documents necessary for record keeping are readily available. The receiver will notify the Cardholder when delivery is made and the Cardholder must sign the receiving log as proof of receipt.

4.6 CARDHOLDER RECORD KEEPING

4.6.1 Whenever a credit card purchase is made, either over the counter, web site, or by telephone, the original receipt shall be retained as proof of purchase. Such documentation is used to verify the purchases listed on the Cardholder’s monthly statement of account and submitted to the University Purchasing Office.

4.6.2 When the purchase is made over the counter, the Cardholder shall retain the invoice and “customer copy” of the charge receipt. Prior to signing this slip, the Cardholder is responsible for making sure that the vendor fully describes the item(s) on the charge slip and the quantity of each item.
4.6.3 When making a purchase by telephone, the Cardholder shall also document the transaction and retain it with all charge receipts.

4.7 REVIEW OF MONTHLY STATEMENT

4.7.1 At the end of each billing cycle, the MERC Division Manager of Purchasing shall review all transactions for MERC employees by logging into Paymentnet.com using the organization ID “US63894” and the user ID and pass phrase given by the University Purchasing Office. It is the responsibility of the MERC Division Manager of Purchasing to have the review box checked before the 10th day after the statement for all transactions on each statement.

4.7.2 The MERC Division Manager of Purchasing shall check each transaction listed against all receipts and any shipping documents to verify the monthly statement. The MERC Division Manager of Purchasing or MERC Purchasing Project Administrator is also responsible for ensuring the account coding is correct.

The careful matching of complete supporting documentation to the statement is vital to the success of this program. The original detailed sales documents (packing slip, invoice, cash register tape, etc.) for all items except travel related expenses listed on the monthly statement, shall be neatly attached in monthly statement sequence to the monthly statement and the MERC procurement card reconciliation form. Original travel receipts will be attached to MERC’s Travel Expense Voucher form, with copies provided with the statement to substantiate credit card purchases. This data is critical for audit substantiation. The Cardholder will be subject to the cancellation of the card and/or disciplinary action if the required documentation is not transmitted to the University Accounting Office.

The MERC Division Manager of Purchasing shall forward the MERC procurement card reconciliation form, monthly statement, and receipts to the MERC Director of Operations for review and approval.

4.7.3 As a minimum, the MERC Director of Operations shall check the Cardholder’s monthly statement and confirm that the following items are attached to the statement:
   * Detailed receipts and shipping documents exist for each purchase.
   * The goods were received or the services were performed.
   * The Cardholder has complied with applicable procedures including this CCPS procedure.

4.7.4 The MERC Division Manager of Purchasing will also log into paymentnet.com and check the approved box for each transaction. Transactions are to be approved on or before the 10th after the statement date. Approval of a Cardholder’s monthly statement indicates that the Cardholder was authorized to make the purchases and that the purchases were made in
accordance with the applicable procedures.

4.7.5 If the Cardholder does not have documentation of a transaction listed on the monthly statement, he/she shall attach a Memo for Record describing the transaction in detail and an explanation that includes a description of the item(s) purchased, the date of purchase, the vendor’s name, and the reason for the lack of supporting documentation or the Cardholder will be subject to the cancellation of the card and/or disciplinary action.

4.7.6 MERC will attach the original detailed sales documents (packing slip, invoice, cash register tape, etc.) for all items except travel related expenses, to the monthly statement. This documentation will then be attached to the MERC procurement card reconciliation form which will be signed by the MERC Director of Operations as confirmation that all transactions comply with the CCPS procedure. The MERC procurement card reconciliation form, monthly statement, and backup documentation will be submitted monthly to the University Accounting Office.

4.7.7 Purchasing Card Returns - If an item is not the item ordered, is damaged and/or defective, or is a duplicate order, etc., the cardholder shall notify the MERC Division Manager of Purchasing, who will make contact with the vendor to explain the problem and inquire about return policies. This type transaction is not a disputed claim as long as the vendor is in agreement and issues a credit, even though the credit may be reflected on a future statement.

4.7.8 If the Cardholder is disputing a charge, the MERC Division Manager of Purchasing shall follow the following procedures: In the transaction screen, click on the amount that is in dispute; click on the dispute button. Then select the dispute reason from the drop down box also provide all details of the dispute in the additional information section. Then click on the “save” button. If the save button is not selected no information is transmitted to the bank and is not considered disputed. The cardholder is to verify in future months that the resolution to the dispute is resolved.

If an item has been returned and a credit voucher received, the MERC Division Manager of Purchasing shall verify that this credit is reflected on the monthly statement.

If purchased items or credits are not listed on the monthly statement, the appropriate transaction documentation shall be retained by the MERC Division Manager of Purchasing until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the MERC Division Manager of Purchasing shall notify the Coordinator.

4.7.9 If items purchased by the use of the credit card are unacceptable, the MERC Division Manager of Purchasing is responsible for obtaining replacement...
items or correcting the problem as soon as possible. If the vendor has not replaced or corrected the item by the date MERC receives their monthly statement, the purchase of that item will be considered in dispute and the MERC Division Manager of Purchasing will follow the dispute procedures in section 4.7.8.

4.8 MONTHLY ACCOUNT SUMMARIES

4.8.1 Monthly Account Summaries listing all transactions, will be issued by the Bank to the appropriate Coordinator and approving supervisors. These listings will allow the Approving Supervisors to track their Cardholder’s activities and act as a checklist for the Coordinator to anticipate which approved monthly statements are due from which cardholders.

4.9 CARD SECURITY

4.9.1 It is the Cardholder’s responsibility to safeguard the credit card and account number to the same degree that a Cardholder safeguards his/her personal credit information. The Cardholder shall not allow anyone to use his/her account number. A violation of this trust will result in disciplinary action to include the possible cancellation of the card and termination of employment.

4.9.2 If the card is lost or stolen the Cardholder shall immediately notify the Bank at 1-800-847-2911. Representatives are available 24 hours a day. The Cardholder must advise the representative that the call is regarding a Visa Purchasing Card. The MERC Division Manager of Purchasing shall also be notified immediately and in turn, will contact the University Coordinator.

4.9.3 A new card shall be promptly issued to the Cardholder and if the lost card is found it shall be turned in to the MERC Division Manager of Purchasing for destruction.

4.9.4 The Cardholder shall comply with law enforcement and issuing card vendors’ investigation of all fraudulent activity and shall not do any investigation of such activity.

4.10 CARDHOLDER SEPARATION

4.10.1 As part of the MERC out processing procedure, the Cardholder shall surrender the credit card and current credit card receipts to the MERC Division Manager of Purchasing for proper processing.
MERCER UNIVERSITY
Purchasing Card Maintenance Form

Type of Request: ☐ Add Acct ☐ Delete Acct ☐ Change Existing Acct #_______________

Purchasing use only: ID____________________ HIER _______________Acct #_______________

Account Information Changed:
☐ Name ☐ Address ☐ Department
☐ Monthly Credit Limit ☐ Single Transaction Limit ☐ Budget Default ☐ Other

CARDHOLDER INFORMATION
* Please complete only the appropriate spaces below to indicate the change(s) needed - all fields are required for new accounts.

_____________________________________________________________________________________
Last Name   First Name               Middle Initial
__________________________________________ _______________________________________

______________________________________________________________________________ _________
SS # or other 9 digit number  Mother’s maiden name or other name  Budget Default

_________________________________________ _____________________________________
College/Department  Business Phone    Email address

Statement Mailing Address

_________________________________________ _____________________________________
City     State       Zip

Transaction Limit (not to exceed $2999)                               Monthly Limit
_______________________________________________________________________ _________________

Printed Name of person responsible for approving expenditures                     Approver’s Email address

_________________________________________________________________________________
Employee’s Signature        Date
_________________________________________________________________________________
Employee’s Printed Name

_________________________________________________________________________________
Dean/VP’s Signature          Date
_________________________________________________________________________________
Dean/VP’s Printed Name
Who to Call for Help

Mercer Engineering Research Center Contacts:

Leslie Adams
Division Manager of Purchasing
(478) 953-6800, Ext. 2453

Andrea D. Mitchell
Director of Operations
(478) 953-6800, Ext. 2410

Billing Information or Lost/Stolen Cards

JPMorgan Chase
Customer Service Department
1 (800) 847-2911
1(800) VISA 911
CARDHOLDER AGREEMENT

Applicant verifies that he/she has read these minimum requirements and any additional policies or procedures established by the University and that it is understood he/she will be personally liable for any purchase that is made which is not in compliance with these procedures; and in addition to being responsible for any such charges, the cardholder may lose the privilege of using the procurement card and may face disciplinary action.

The following are the minimum requirements for use of the Small Purchase Procurement Card. The cardholder shall:

1. Assure that the items purchased are required for bona fide university purposes.
2. Assure that the prices paid are fair and reasonable.
3. Notify the merchant that the purchase is being made in the name of Mercer University and is exempt from GA state sales tax.
4. It is the cardholder's responsibility to obtain original detailed transaction receipts from the merchant or vendor each time the Procurement Card is used.
5. Assure that purchases are within the limits set and budget available. Splitting transactions to avoid threshold limits is strictly prohibited.
6. Assure that no cash advances are made with the card.
7. Assure that no equipment over $2999.99 or computer hardware, software, or media equipment regardless of dollar amount are purchased with the card. (See definition in University Policy & Procedures Manual, Section 3.2.8)
8. A lost or stolen card should be reported immediately by telephone to JP Morgan Chase Bank, 1-800-847-2911, and the MERC Director of Operations at (478) 953-6800 x 2410, who, in turn, will notify the University’s Director of Purchasing.
9. I further understand that improper or fraudulent use of the Card may result in disciplinary action, up to and including termination of employment. I agree to allow the University to collect any amounts owed by me for improper purchases, even if I am no longer employed by the University. Should I fail to use the Card properly, I authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all collection costs, including reasonable attorney fees, incurred by the University.
10. I understand that the University may terminate my right to use the Card at any time for any reason. I agree to surrender the Card immediately upon request or upon termination of employment.

____________________________________   _________________________________________
Departmental Applicant Signature          Date  Department Head/Administrator Signature      Date

____________________________________   _________________________________________
Departmental Applicant Printed Name   Department Head/Administrator Printed Name

_________________________________
Departmental Budget
PCard Activation Instructions

Card Number: ________________________________

Pass Phrase ________________________________

Card must be activated before use.

Call number on front of card. You will need to have either your SS# or the other 9 digits you indicated on your application, and your mother’s maiden name or the other name indicated on your application.
Expenditure Review and Approval

Log into www.paymentnet.com

At the Payment net web site key in:
  Organization ID “us63894”
  User ID “as assigned by Purchasing”
  Pass Phrase “as assigned or your last selection”
  Then click on “Login Now”

If you have forgotten your user ID call the Purchasing Department.
If you have forgotten your password, contact the purchasing department to reset your password.
Purchasing is unable to see your password but is able to reset it. Each time you log into paymentnet, it will show the date and time of the last password change.

At the menu screen, click on paymentnet for transaction detail.

This screen will show a detailed list of all transactions on your card. Each transaction should default to a budget number and an expense code. If either of these numbers is “0”, contact purchasing. If the budget default needs to be changed, fill out the Purchasing card maintenance form and submit it to purchasing.

If the budget number and expense code are correct, click on the reviewed button. Repeat for each transaction that is correct. If all coding is correct on the page shown then mass update for reviewed may be done by clicking on the “set reviewed for this page.” If either the budget number or the expense code is incorrect then click on any field in that transaction. This will default to the screen in order to make the necessary corrections. Click on the field that needs to be edited and make any needed correction. Both the budget account and/or subcode may be corrected on this screen. Transaction notes may also be entered for information in the Transaction notes field. After all edits are completed, the save button must be clicked or otherwise none of the information will be saved.

SPLITTING TRANSACTIONS

If an expenditure requires charging to more than one budget and/or subcode, then click on any field associated for that expenditure. This will default to the transaction detail screen. You should then click on the split button. The next step is to click on the drop down box for the “select number of splits” field, then click on the edit row button and correct each expenditure code and/or subcode. These edits are required starting with the smallest dollar to the largest dollar value. Once all lines have been edited, click the save split key or any information changed will not be saved. Remember to logoff before closing your browser.
DISPUTED CLAIMS

If any of the transactions are inaccurate, an attempt will be made to resolve the inaccuracy with the respective vendor. If a resolution is reached, then an account and subcode should be entered in current transaction and the vendor will be allowed sufficient time to process a credit. The same accounting codes used when the charge was made will be used to offset the credit. Transaction notes may be entered in the transaction field for future reference. If a resolution with a vendor is not resolved or the vendor is unknown, then a disputed claim should be submitted. Clicking on the dispute button enters a disputed claim. This will default to the disputed claim screen. Click on the drop down box in the field “Dispute Reason” and select the appropriate reason for the dispute. Any and all information should also be entered in the “Additional Information” field.