



**LARAMIE COUNTY  
COMMUNITY COLLEGE**

## PROCUREMENT CARD (P-CARD) PROCEDURE MANUAL

*June 2015*



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The Program Administrators for the Visa Procurement Card are located in Administration Building. They are:

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- Luzette Miller, Accounting Technician, P-Card Program Administrator
- Pam DeMartin, Assistant to Director-Accounting Services / P-Card Program Secondary Administrator
- Rhonda McCune, Lead Accounting Technician / Accounting Administrator
- Luzette Miller, Accounting Technician / Accounting Administrator

Cardholders and approvers are encouraged to contact the above Program Administrator via e-mail to [lmiller@lccc.wy.edu](mailto:lmiller@lccc.wy.edu), for all questions and requests.

## Welcome to the LCCC Procurement Card Program!

The College has a variety of funding sources, each of which has its own spending characteristics and restrictions. The guidelines described herein provide basic rules, regulations, and precedents to ensure that fiscally responsible and legal spending practices are followed, regardless of the form or method of purchase (*i.e. P-Card, Limited Purchase Order, Purchase Order, Voucher, Check Request, etc.*). At all times, College employees are responsible for adhering to the basic purchasing guidelines for the procurement of goods and services as defined in this Manual as well as the "Manual for Contracting & Procurement Procedures". The starting point for any analysis concerning the use and/or misuse of public funds begins with the principle that public funds must be expended for an authorized public purpose. Expenditure is made for a public purchase when its purpose is to benefit the greater or public interest rather than individuals or private purposes.

The privilege and convenience of having a LCCC procurement card carries with it a great responsibility and accountability. The procedures in this manual will help you:

1. Understand the benefits of the procurement card.
2. Use the card in the prescribed manner.
3. Eliminate errors in documentation and reconciliation.
4. Learn and understand the procurement card policies and procedures.

All cardholders, approvers and/or reconcilers are required to complete the procurement card training program prior to being admitted into the P-Card program.

## Benefits of Using the Procurement Card

Use of the LCCC procurement card is beneficial to cardholders, their departments and vendors – following is a list of some of the benefits:

- Reduced paperwork for small dollar purchases – reduced purchase orders, expense reports and payment vouchers.
- Cost savings – purchasing process costs reduced for small dollar purchases.
- Consolidated payment to the bank vs. multiple payments to suppliers.
- More timely payments to vendors.
- Faster receipt of goods and services.

### A. About the Procurement Card

The LCCC procurement card is a VISA credit card that is to be used **ONLY** for college business. Purchases made with this card must be in accordance with federal laws and regulations, state statutes, and College policies and procedures as well as the procedures outlined in this manual. The procurement card is a function of the Purchasing

Office and helps to facilitate a more expedient procedure for purchasing goods for departments. The procurement card is intended to be used as an additional method for the purchase of goods, not as a replacement for purchase orders or limited purchase orders.

The LCCC procurement card allows the authorized cardholder to make purchases for their department by directly interacting with vendors outside the college. LCCC has an agreement with UMB Bank of Kansas City Missouri to manage the dispersal of payments to vendors. UMB is referred to as “the Bank” in this manual.

A procurement card may be issued **ONLY** to a full-time college employee (*individual faculty, staff, or administrator*). An individual must request a card through his or her department which has to be approved by their immediate supervisor and the Department VP. In the event it is appropriate for that individual to have a card, a completed P-Card Cardholder Agreement form will be submitted and must be approved by the department/division administrator, the respective VP and the Program Administrator. By signing the agreement, the administrator is pre-authorizing the cardholder to make purchases on behalf of their department and the college. After the individual completes the mandatory training program, and signs the Cardholder Agreement, the Program Administrator (*or designee*) will issue the card to the individual cardholder.

Procurement cards are the sole and exclusive property of the College and are issued in the name of authorized individuals. Although the procurement card is issued in the name of an individual:

1. **The card has no effect on the individual's personal credit rating.**
2. **Personal purchases of any kind are not allowed on the procurement card.**

The procurement card is valid for two years and will automatically be renewed by the bank. New cards will be sent directly to the Program Administrator, not to individual cardholders. Once the Purchasing Office has updated all program databases, new cards may be picked up. Under no circumstances will cards be sent through campus mail service.

## B. Definitions

Approver	Approval authority for individual cardholder transactions which includes President, Vice President, Dean, Director or their designee.
Procurement Card (P-Card)	A credit card issued to an employee in their name; the card has limitations of dollars and of vendors.
Cardholder	College employee who has been issued a procurement card and who is authorized to make purchases in accordance with this manual.
Statement Period	Monthly UMB date range / Opening and closing dates
Single Purchase Limit	A total dollar amount limitation of procurement authority delegated to a cardholder for each individual purchase.
Monthly Cycle Limit	A total dollar limit per month established for each cardholder.
Colleague Datatel	The financial system used by the college to record and audit all financial transactions
Cost Allocation Report	Summary of transactions for the month / completed through the UMB In-Command system
Program Administrator	Director of Contracting and Procurement or their designee.
Reconciler	Accounting Office personnel that reconciles the Cost Allocation Report to the E-Statements and subsequent receipts.
Reconcile	The act of processing cardholder transactions in the Datatel system.
UMB E-Statement	The monthly statement of all Cardholder transactions, issued by UMB Bank.
Transaction	The act of making a purchase with the procurement card.
Vendor	A company from which a Cardholder is purchasing materials or goods.
UMB Bank	Procurement card provider.

### C. Ethics

Cardholders are representatives of the college; therefore, cardholders must always consider the procurement card objectives and follow the policies and procedures of the college when making purchase decisions. All purchases should be made in the best interests of LCCC, the cardholder's college or administrative area, and the cardholder's department or unit.

*Cardholders and Approvers are responsible for their own actions and cannot claim that they were ignorant of the rules or someone else in their department or the college insisted that they bend the rules.*

Purchases must be for the use and benefit of the College, therefore personal purchases of any nature are **NOT** allowed under any conditions or circumstances. Utilizing the LCCC tax exempt status or leveraging its purchasing power for personal gain is not lawful and jeopardizes the procurement card program. Cardholders must not receive any personal gain from use of the card. For example, a cardholder cannot accept a discount for a personal purchase from a vendor that is being offered because the LCCC uses a procurement card to purchase items from that vendor.

**The purchase of items using public funds for personal use is prohibited; therefore personal purchases are not allowed on the procurement card.** An individual cannot reimburse the college for such purchases. If a personal purchase is made (*inadvertently or otherwise*) on the procurement card, it is the cardholder's responsibility to obtain a credit from the vendor and make payment with another means. This correction should be done as quickly as feasibly possible, and the Program Administrator must be notified immediately.

***Good judgment is always the expectation and requirement.***

### D. Purchase Limitations

For all potential expenditures, regardless of the funding source, three questions should be asked prior to making the purchase:

- How would this purchase look to external constituents if placed under review or questioned?
- Is this expenditure necessary for a college employee to do his/her job for the College to conduct its normal business?
- Would this purchase pass the proverbial "front page" test?

The application of these questions is intended to help college employees in their decision-making with the understanding that all employees are encouraged to avoid the appearance of poor management of public funds.

Every attempt has been made to make this Manual comprehensive, however there will occasionally be cases that fall outside of the guidelines even though they may indeed be a legal expenditure and in the best interest of the College. In the case of a questionable expenditure, the person or department should seek written approval from the Vice President of Administration and Finance Services rather than risk a purchase that may not pass the test. At a minimum, purchases for items that may be questionable or are not clearly defined via the guidelines shall have written approval by an individual at a higher level of authority. In the event an individual believes an exception should be made to the guidelines, he/she should request this exception through the office of the Director of Contracting and Procurement. The Vice President of Administration and Finance Services will work with the requestor's respective VP, Dean or Director to determine the latitude available on the request.

Limits are placed on purchase amounts to avoid misuse and to protect the cardholder. Thus, the cardholder must track and total his/her own purchases in order to avoid exceeding the limits. The UMB In-Command Transaction Log is used to track purchases. There are two limits on your procurement card that may be temporarily or permanently increased:

1. Single Transaction Limit
2. Cycle (Monthly) Limit

College-wide limitations on card use include:

- Maximum value per each transaction: \$2,500.00 including shipping, handling, and special charges.
- Maximum total purchases per month: to be determined per individual cardholder and set by Program Administrator.
- At the beginning of the new statement period, all monthly dollar limits automatically reset.
- A purchase **CANNOT** be split into multiple transactions to circumvent the single purchase limit.
- Cardholders may not use multiple cards to circumvent the transaction limit. If you find your purchase will exceed the limit placed on your card, a payment request, or requisition/purchase order should be used for that purchase.
- The single transaction limit and the monthly cycle limit can be adjusted either temporarily or permanently.

To request an adjustment to either the single transaction limit or the monthly cycle limit send an email to the Program Administrator and your Cardholder Approver complete with the following information:

- The reason for the increase, including what you are purchasing and the Vendor name,
- What limit(s) need to be raised,
- Amount of increase, and
- The date range the increase needs to be applied.

Upon review and approval by the Program Administrator and the Approver, the respective limit will be either adjusted on a temporary or permanent basis, and the Cardholder will be notified via e-mail.

Consider your P-Card needs ahead of time. Please allow 24 hours for the increase to become effective. The Program Administrator can increase your limit during normal working hours Monday through Friday, Mountain Time. There is no limit on the number of transactions, only on the dollar amount (total dollar volume). Thus a cardholder could make 10 purchases of \$500 in one cycle, or could make 250 purchases of \$20 as long as the total cycle limit is not exceeded. However, exceptions may be granted under limited circumstances (*i.e. registration for multiple individuals may add up to more than the single purchase limit*). Please contact the Program Administrator for more information.

## E. Prohibited Uses

Use of the procurement card is **restricted** for use **ONLY** in the United States and Canada. For transactions outside of these countries, contact the Program Administrator. In addition, some vendor types are blocked from the procurement card program. In the event a transaction is blocked by a vendor you believe to be valid, please contact the Program Administrator immediately who will review the situation and re-open the card if the transaction is valid.

Policies concerning the acceptable and unacceptable uses of the LCCC procurement card have been established to protect the college, cardholders, and vendors. In addition, the cardholder must be aware of budgetary limits within the accounts they are authorized to use, as well as internal limitations on the use of the card that may be set by the cardholder's department. In the case of a questionable expenditure, the person or department should seek written approval from the Vice President of Administration and Finance Services rather than risk a purchase that may not pass the test. All transactions must have a business purpose either written on the receipt or electronically noted in the comment line of the P-Card system. How this information is recorded will be at the discretion of the cardholder's approver. Any exceptions will need to be approved by the P-Card Administrator. At a minimum, purchases for items that may be questionable or are not clearly defined via the guidelines shall have written approval by an individual at a higher level of authority.

PROHIBITED purchases include the following, exceptions noted below:

- Alcoholic beverages, tobacco and drugs
- Automotive service and repair – responsibility of the Physical Plant to arrange for services
- Awards, gifts & donations
- Equipment which exceeds \$2,500.00 in total value, refer to Section 206, Paragraph “H”
- Cash advances
- Catering services
- Cellular phones, blackberries, etc., nor airtime for cellular phones, blackberries, etc., computers and other electronic items; refer to Section 206, Paragraph “G”
- Construction, repair, installation and renovation (*requires a formal agreement or contract*)
- Contracted/Personal services (*requires a formal agreement or contract*)
- Copier machines, desktop or stand alone; refer to Section 206, Paragraph G
- Entertainment
- Flowers or gifts to individuals, including those in lieu of payment for goods or services
- Fines, late fees and penalties
- Furniture; refer to Section 206, Paragraph “H”
- Gasoline or diesel fuel
- Leases and rental of space (*requires a contract*)
- Maintenance agreements for services, annual or one-time
- Meals and incidental expenses for employee travel (*refer to exception #2 below*)
- Medications and medical supplies (*refer to Exception #3 below*)
- Moving expenses, unless otherwise approved by the President or Executive Director of Human resources
- Personal items or personalized stationary (*refer to Note #3 below*)
- Political contributions
- Purchases involving trade-in of LCCC property (*a function of the Purchasing Office*)
- Radioactive or hazardous materials
- Recreation
- Services – retaining or hiring a firm, agency, etc. to provide service of any type
- Software or telephone equipment; refer to Section 206, Paragraph “G”
- Supplies for a “Break Room” (*refer to Note #1 below*) to include but not limited to: utensils, paper products, coffee pots, coffee, stove, drink machines, kitchen items, and disposable supplies. EXCEPTIONS: Cleaning supplies and tissues are approved purchases.
- Trade-marked or Logo items; refer to Section 206, Paragraph “I”
- Vehicles, leased or purchased
- Weapons and ammunition

\* **“Equipment” and “Personal” purchases shall include but are not limited to: coffee or drink machines, microwave ovens, radios, TV’s, DVD players, stoves, refrigerators, other kitchen items, space heaters, paper shredding machines, coffee, tea, drinks, candy, snacks, break refreshments, personal clothing, party items, and any other items that would primarily be used for personal purposes.**

**Exceptions:** 1) When required in the performance of his/her duties and at their discretion, the College President may use the P-Card for meals, entertainment, gas, flowers and gifts; and 2) Athletic coaches may use the P-Card for meals (per diem) in lieu of being reimbursed for per diem; and, (3) Medical supplies that are required for Health Science programs and authorized College First Aid kits

## F. Allowed Uses

Procurement cards may be used for the acquisition of materials and goods up to and including the single purchase limit and monthly limits as granted to the individual cardholder (*total transaction amount includes delivery, shipping, or special handling*). Materials and goods include most consumable office and lab supplies, books, and one-time purchases.

Procurement cards may be used for travel per the following criteria:

- When traveling, P-Card use shall be limited only to transportation (*airfare and rental cars*) and lodging.
- When traveling, P-Card **cannot** be used for meals and incidentals, unless authorized by the Program Administrator. Normally the LCCC "Per Diem Procedure" will apply. Please contact the Accounting Office for a copy of this procedure. **Exception:** Athletic coaches are allowed to use their respective P-Card in lieu of the Per Diem procedure.
- When traveling by automobile (*either personal car or college car*), P-Card **cannot** be used to purchase gas or diesel fuel, said expense will be covered under the LCCC "Travel Procedure" either by checking out a college gas card or being reimbursed for mileage.

## G. P-Card Security

The unique procurement card that the cardholder receives has his/her name embossed on it and this P-Card shall **ONLY** be used by the cardholder whose name appears on the card. **NO OTHER PERSON IS AUTHORIZED TO USE THE RESPECTIVE CARD; HAVE ACCESS TO THIS OR ANOTHER P-CARD; AND CANNOT BORROW A P-CARD REGARDLESS OF THE CIRCUMSTANCES.** Each cardholder is solely responsible for safe and secure handling of their card and should always when not in use keep the card in a secure location not accessible to others.

The cardholder may make purchases on behalf of others in his/her department or division but **CANNOT** loan their card to anyone. In addition, the cardholder is responsible for the validity of the use of his/her card when completing transaction on behalf of others. Prior to completing a procurement transaction for others, said transactions must first have prior approval via written instrument by the appropriate department/division head.

Cardholders are required to check their UMB accounts at least weekly to ensure that the Transaction Log is accurate and to address in a timely manner potential identity theft or erroneous transaction concerns. Cardholders and Approvers through their respective login-in address and password can access their account 24/7.

## H. Vendor Selection

Cardholders should strive to obtain the maximum value for the college, while being certain to make purchases from ethical, reliable, known vendors. Individual cardholders may select the vendor who can best supply the item(s) required while making sure that the price is competitive. The Purchasing Office is available to help with selection and pricing of purchases. You may then use your procurement card to make the purchase if the price falls within your transaction limit and is an allowable purchase. Any vendor that accepts the VISA credit card should accept the procurement card. If a vendor accepts VISA, but for some reason will not accept your procurement card for payment, contact the Program Administrator.

Typically, vendors should not charge extra (i.e. processing fee) for the use of the procurement card. Vendors may not set minimum amounts for credit card transactions per VISA regulations. In addition, the vendor should not process the transaction until the goods are shipped. Contact a Program Administrator if you have problems with any of the above.

As the cardholder, you are ultimately responsible for card use and should avoid vendors that use pressure tactics. Some examples of these tactics are: "*today is the last day for this price*," "*there are a limited number of the items available*," and "*we always beat the price of our competitors*," which force you to make a quick decision. Also, be cautious if unknown vendors call you with offers. If an unknown vendor is calling to offer you a great deal, don't provide them your procurement card number, but get information to call them back after you have a chance to check on the product and the price being offered.

## I. Making a Purchase

The steps to make a purchase with the procurement card differ from those taken when making a purchase with a personal credit card. You must obtain documentation (*an itemized receipt*) for every purchase you make on your procurement card. **There are no exceptions!** The steps in making a purchase with the procurement card are:



1. Identify a need for materials or goods.
2. Check as many sources of supply as is reasonable to assure best price, delivery, and compliance with policy and procedures. The College Buyer is available to assist with pricing of products. Once they have identified a source and price, you are free to make the purchase using your procurement card. Be sure to let the buyers know your intention to use the procurement card to make the purchase.
3. Tell the vendor you are making the purchase for the LCCC to obtain discounted pricing when available.
4. Confirm that the vendor agrees to charge the procurement card.
5. Inform the vendor that the LCCC is tax-exempt. The vendor may request a tax-exempt certificate from the Accounting Office or the Purchasing Office; however not every vendor is obligated to acknowledge the College's tax exempt status.
6. Provide the card or card number (for phone or internet orders).
7. Inform the vendor that you will need an itemized receipt.
  - a. The total price paid must be part of the documentation, as well as an itemized account of what was purchased.
  - b. If making a purchase from a website, the e-mail confirmation that you receive may be your itemized receipt, so be sure to print it.
8. It is extremely important that the materials or goods are sent to the cardholder ordering the merchandise. Please use the following example for shipping goods to campus.
  1. Department Name (required)
  2. Individual Name (required)
  3. 1400 East College Drive (required)
  4. Cheyenne, WY 82007 (required)
9. Track and record the proper authorized budget codes of all transactions on the In-Command system, specifically under the Transaction Tab.
10. Submit itemized receipts, monthly UMB E-Statement and your Cost Allocation Report to your assigned Approver by the 6<sup>th</sup> of each month. Refer to Section "M" for more details.

**Reminder:** The College is tax-exempt throughout the State of Wyoming, as well as other states. When making a purchase tell the vendor that the college is tax-exempt – they may or may not honor our tax-exempt status.

You may make purchases in-person, over the phone, or through secure websites. If the procurement card is declined when a cardholder is attempting to make a purchase, please contact the Program Administrator for assistance. The Program Administrator can look into the problem and let you know if/when the purchase can be made. This can often be completed within minutes while the cardholder is still at the vendor's establishment.

## J. Documentation and Receipts

Substantiating your purchase with a **detailed and itemized hard-copy receipt** is a critical element of the procurement process. ***There are no exceptions to this requirement!*** Itemized receipts provide detailed permanent records for accounting and auditing purposes. Many vendors may initially provide a credit card receipt with only the total purchase amount reflected. Remember to ask for an itemized receipt to document each item purchased or print off an electronic receipt. All transactions must have a business purpose either written on the receipt or electronically noted in the comment line of the P-Card system. How this information is recorded will be at the discretion of the cardholder's approver. Any exceptions will need to be approved by the P-Card Administrator.

Documentation requirements for procurement card purchases are the same as for all college purchases. The cardholder must obtain the original sales documents (*invoices, cash register tape, itemized credit card slip, e-mail confirmation, etc.*) for all items. Purchases are logged individually and all sales receipts must be attached to the respective monthly Cost Allocation Report.

The Approvers and Reconciler will use the receipt to verify that the amount charged by the vendor agrees with each transaction, that the purchase complies with college policies, and that it is an allowable transaction. The Approver

and Reconciler will also use the description of the purchased items to verify and/or assign the correct LCCC budget string to ensure a proper export into the appropriate Datatel budget account.

## K. Receiving and Returning Purchases

When you receive a package, check to see if it belongs to you or someone else in your department. If the package is a result of your order, open the package right away and check to be sure it contains what you ordered and that it is not damaged. Don't destroy or throw away the original packaging until a decision has been made to keep the contents. If the item belongs to you and there is no damage, keep the receipt for reconciliation. Document the date received on the receipt. If the item does not belong to your department, contact Shipping and Receiving so they may pick up the package and deliver it to the appropriate department.

If the item is damaged:

- Goods delivered by Shipping and Receiving: contact them for pickup and they will handle damage claims.
- Goods received via U.S. Postal Service mail: contact the vendor for information on handling damaged goods.
- Goods received directly from vendor - contact the vendor for information on handling damaged goods.

When returning purchases, follow these steps:

1. Contact the vendor to determine the vendor's acceptable procedure for returns.
2. Repackage the item in the original shipping container or packaging.
3. Return it to the store if you picked it up locally, along with the original receipt, or return it via the vendor's instructions.
4. When you get the credit receipt, submit it to the Accounting Office. The credit will need to be reflected on your Cost Allocation Report.

In some cases, a return authorization number (RA#) may be required. In those cases, the vendor will issue a return authorization number that must be included with the returned shipment. Some vendors will reject any packages received without a number displayed on the outside of the package.

Some vendors will also charge a restocking fee. These fees can vary from 1% to 50%. If you are being charged a percentage fee to return the item, it might be in your best interest to see if someone on campus would be willing to purchase the item from you.

**Cardholders are not permitted to receive cash or a check for a returned item. All returned items must receive credit on the procurement card.**

The cardholder must also review their monthly statement to be certain that the vendor issued the appropriate credit on their procurement card. At any point, the cardholder can also check with the Accounting Office to determine if a credit has appeared on the cardholder's account in Datatel.

## L. Electronic Monthly Statement

Generally speaking, UMB issues individual monthly E-Statements to each cardholder within 1-2 days following the respective month closing date. Cardholder's may review their monthly UMB E-Statement and Cost Allocation Report(s) 24/7 by going on-line to [www.incommand.umb.com](http://www.incommand.umb.com).

**Reminder:** All cardholders are required to review at least once a week their respective P-Card account in the UMB system to assure that no unauthorized charges are on your card, or that current charges contain no errors. The UMB website will allow you real-time access to your account data.

### *Unauthorized Charge*

If you discover unauthorized charges or errors online or on your E-Statement: 1) immediately notify UMB Bank by using the “Dispute Button” located at the bottom of the Transaction Tab; and 2) notify the Program Administrator that your card may have been compromised, and your card will be temporarily suspended. Don't wait for another E-Statement to confirm that your card is being misused. A temporary hold, or even the cancellation of your card, may be inconvenient, but disputing unauthorized charges that continue to appear will be even more problematic!

**Keep in mind there is a limited amount of time in which to dispute a charge, forty-five [45] days from the date of the transaction, so be sure to follow up on all duplicate or unauthorized charges as quickly as possible.**

### **M. How and When to Use the “Cardholder Statement of Disputed Form”**

If the online Transaction Log or the monthly E-Statement lists a transaction when the goods have not been received, or there is any discrepancy, the cardholder should attempt to resolve the items prior to the established deadline for reconciling. Cardholder should begin resolution of the dispute with the vendor, and is to notify the Program Administrator of the dispute. The “Cardholder Statement of Disputed Item” form shall be completed as part of this process, noting that a copy of the form shall be sent to the Program Administrator and the Cardholder shall retain the original. If this dispute cannot be resolved within 45 days of the transaction date, the Program Administrator will then assist to resolve the dispute.

### *Lack of Documentation*

If a cardholder does not have documentation of a proper transaction listed on the Transaction Log or the monthly E-Statement, the cardholder is solely responsible for obtaining the original documents from the vendor. If attempts have failed, the cardholder shall attach a completed P-Card Substitute Receipt form that includes a description of the item(s) purchased, date of purchase, vendor's name and reason for the lack of supporting documentation (*this is to include credits on transactions*). This form has to be signed by both the cardholder and the respective approver.

### *Duplicate Charge*

If you find that a vendor has charged your card twice for one purchase you will need to work with the vendor to obtain a credit invoice. If you have not received this credit invoice by the time your card is to be reconciled, a completed Cardholder Statement of Disputed form, with an explanation, will suffice as an invoice until the original is received. When received, submit the original invoice to the Accounting Office.

### *Questionable Charges*

Please be aware that although you may make a purchase with one vendor, the charge may actually show up on your statement as coming from a vendor with a different name (*possibly a parent company*). But, if you suspect a possible fraud, please contact a Program Administrator and your account will be placed on hold until it can be researched thoroughly to make sure that a purchase for that dollar amount was not made. If you discover an unauthorized charge; 1) notify the UMB Bank immediately; and 2) call the Program Administrator. If it is after college hours, call the bank to cancel your card and then follow-up with a Program Administrator the next business day.

### **N. Month-end Procedures – Transaction Processing**

Transactions are generally downloaded by the Bank within one (1) business day following the actual transaction which enables the cardholder to review and reconcile their accounts on a daily basis. All transactions are processed each month in accordance with the UMB billing cycle; therefore UMB Bank will issue monthly electronic E-Statements to each cardholder and the Accounting Office will receive a master copy of all monthly transactions.

The Accounts Payable Office makes a single monthly payment of the charges based on an invoice from the bank. In order to ensure a timely payment of the monthly statement, cardholders and approvers are required to:

1. Each cardholder is responsible for printing their respective E-Statement which automatically downloaded by the Bank approximately 2 days following the closing date. The E-Statement can be found under the “**E-Statement**” Tab in the UMB system and is the principle document that is to be used in reconciliation.
2. Using the “**Transactions**” tab in the UMB system, the cardholder reviews and reconciles the monthly transactions; then inserts or completes the appropriate budget string for each transaction, noting that each transaction must have a complete LCCC budget number in order for this expense to be exported into Datatel. Each cardholder is required to ensure that the “**Transactions Tab**” data matches their E-Statement.
3. The cardholder then creates and prints their respective monthly Cost Allocation Report (CAR) using the “**Run Reports**” and “**Download/View Reports**” tabs in the UMB system. The monthly CAR must match the UMB Bank opening and closing dates. The CAR shall be checked by the cardholder to ensure that it reconciles with the E-Statement, and that the CAR contains a complete budget string for each transaction.
4. Once the E-Statement and CAR are verified and reconciled, the cardholder then attaches all receipts for the month to the CAR and submits the E-Statement, CAR and receipts to their respective approver by the 6<sup>th</sup> of each month. In the event the 6<sup>th</sup> falls on a Saturday or Sunday, then submit the package on the following Monday.
5. Using the “**Transactions**” Tab in the UMB system, each Approver is required to ensure that each transaction is legitimate and that each line item contains a complete LCCC Budget String. At the conclusion of this task the Approver then approves each transaction using the “**Approve**” button at the bottom of the page. The Approver then physically signs the Cost Allocation Report and submits this report, the E-Statement and receipts to the Accounting Office.
6. Signing another person's name or using a signature stamp is not allowed. If the approver is out of the office, another staff member cannot be designated to sign on his/her behalf. In this situation, the signing authority shall go up the organizational chart. For example, if the department head is on vacation, then the dean or his/her designee shall sign on behalf of the department head. As a last resort, the Program Administrator has the authority to approve and sign a respective CAR.
7. The department head is responsible for handling any unusual circumstances and authorizing procurement card transactions approved by the reconciler.

#### **O. Responsibilities of System Personnel**

If a cardholder abuses the privileges of the card, consistently fails to provide receipts and enter complete budget strings, and consistently fails to adhere to the requirements of this manual, the Program Administrator has the option of suspending the card either temporarily or permanently. Refer to Section “S” below.

##### *Responsibilities of the Program Administrator*

- Administrator for P-Card Program and UMB system, policies and procedures related to the program.
- Interacts with UMB Bank to issue new cards and maintain system updates.
- Terminate cards, voluntarily or involuntarily.

- Educate new cardholders on responsibilities and obtain signed agreement forms from cardholders.
- Maintain list of prohibited procurement card uses and educate cardholders/approvers about same.
- Interact with UMB Bank to maintain commodity codes for prohibited purchases.
- Assist departments in resolving errors, disputes, returns, and credits with vendors (*if initial attempts by departments are unsuccessful*).
- Notify department head concerning misuse of the procurement card.

Responsibilities of the Department Head (VP, Dean or Director)

- Authorize the use of procurement cards by employees of their department and sign Cardholder Agreement.
- Designate an Approver for the respective card-holder.
- Notify the Program Administrator of any changes within the department.
- Notify the Program Administrator of P-Card misuse.

Responsibilities of the Approver

- Review cardholder E-Statement, Cost Allocation Report and receipts; approve transactions in UMB system.
- Sign Cost Allocation Report (CAR) and submit the CAR, E-Statement and receipts to the Accounting Office by the 8<sup>th</sup> day of the month.
- Initiate procedure for resolution of prohibited purchases at the time they are discovered.
- Notify the Program Administrator of the details of any procurement card misuse.
- For cases of repetitious card misuse, obtain card and return to Program Administrator for cancellation.

Responsibilities of the Cardholder

- Must successfully complete the cardholder training program and sign the Cardholder Agreement form prior to receiving procurement card.
- Must obtain the original itemized and detailed receipt (*invoices, cash register tape, credit card slip, e-mail confirmation, etc.*) for each transaction.
- Must check "**Transaction Tab**" (UMB system), at a minimum, once a week to ensure the accuracy of transactions and check for any unauthorized transactions.
- Must enter an appropriate and complete LCCC budget string for each transaction.
- Shall print monthly E-Statement and Cost Allocation Report each month and reconcile and verify that the data is correct and complete; then submit these documents along with all receipts to the respective Approver for their review and approval by the 6<sup>th</sup> day of the month.
- Initiate procedures for resolution of prohibited purchases.
- Upon termination relinquish the procurement card to the Program Administrator along with the Cost Allocation Report and receipt documentation of purchases to date of termination.

Responsibilities of the Accounting Office (Reconciler) and the Budget Office

- Reconcile and verify cardholder transactions ensuring that the correct budget is being used and that there is a sufficient budget available for each transaction.
- Export UMB file into Colleague Datatel system.
- Notify Program Administrator and department head of any potential card misuse.
- Conduct audit reviews of cardholder statements as deemed appropriate.
- Perform necessary processes to create payment to the Bank.

**P. Timeline of Monthly Activity**

Activity	Cardholder	Approver	Accounting
Monthly UMB Bank Statement Period Ends	<ul style="list-style-type: none"> <li>• Print E-Statement</li> <li>• Assign budget strings to each transaction, reconcile the Transaction Tab</li> <li>• Print Cost Allocation Report (CAR)</li> <li>• Match receipts to CAR</li> </ul>		

By the 6 <sup>th</sup> day of the month	<ul style="list-style-type: none"> <li>• Ensure that E-Statement, CAR and Receipts match</li> <li>• Submit receipts, CAR, and E-Statement to Approver</li> </ul>	<ul style="list-style-type: none"> <li>• Receive each cardholder reports and receipts</li> </ul>	
By the 8 <sup>th</sup> day of the month		<ul style="list-style-type: none"> <li>• Review the CAR and ensure that receipts are attached.</li> <li>• Match E-Statement and CAR to ensure that they match</li> <li>• Check the UMB Transaction Tab to ensure that each transaction has a valid budget string</li> <li>• Approve respective Cardholder transactions in UMB system</li> <li>• Submit E-Statement, CAR and receipts to Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Program Administrator when cardholder reports are late or incomplete</li> </ul>

### Q. Cardholders Beware

You are solely responsible for the LCCC procurement card issued in your name. Protect your good reputation by doing the following:

1. Protect your card as you would your personal credit card.
2. Know where your card is at all times.
3. Don't carry your card while on vacation.
4. Don't share or loan your card with anyone.
5. Protect your card number on documents and receipts by keeping papers locked up where others won't find information that may lead to unauthorized use.

### Scams

Any credit card is vulnerable to scams, so beware of high-pressure salespeople who call you, and be alert if very special deals are offered. Do not respond to any type of caller, letter or e-mail that asks for information concerning your card. If you get this type of contact you can forward them to the Program Administrator. Cardholders should never give any information out about their card unless making a purchase. In addition, the bank should not call or e-mail you. They have been instructed to call the Program Administrator, instead of the cardholders. The cardholder will then be contacted with any concerns.

Printer/copier toner scams are particularly frequent and common. Some "toner" cautions that may also apply to other high-volume-use items are:

- They may mention other staff members' names.
- They may know the brand, model and even serial number of your machine.
- Don't give anyone information about equipment in your department.
- They may say they have extra toner (*or other items*) at discounted prices.
- They may say the price is going up shortly or "today is the last day for this price."
- They may even say there is a requirement to purchase this toner (*or other items*) based on the maintenance contract.

Although you may make purchases by phone or fax and therefore you have to provide the credit card number over the phone, be certain that you are working with a reputable vendor. If you are unsure, ask for contact information to call back about the purchase, and verify with your department and/or the Purchasing Office before making the purchase.

### *Internet Purchases*

For internet purchases, check the website for security to avoid unnecessary risks and liability to the College. To do this, look for a special icon (*whole key or closed lock, not a broken key or open lock*) in the bottom line of the web browser software. This provides some assurance that the website has a security certificate issued by an authorized agency.

Some additional cautions about making purchases using the web:

1. Don't accept a statement on the screen saying that the website is secure.
2. Assure that any site is secure or encrypted before entering card information. Be sure you understand how to check a website for security. Check with the IT support staff if you are not sure.
3. If offered as an option, **do not store credit card information on the site**. If you have used this site for personal purchases in the past, be sure to check that the correct card information is on the order.
4. All P-Card procedures and LCCC purchasing policies and procedures apply.
  - Itemized receipts are still required on all purchases.
  - "Buyer Beware" when making purchases through on-line auction houses, or new online vendors.
    - Online payment systems charge your card immediately, not when goods are shipped.
    - It is difficult to dispute charges made through online payment systems, and there may not be a guarantee that the cardholder will receive the correct materials or credit.

### **R. Canceling a Procurement Card**

#### *Loss, Theft or Fraud*

Under certain conditions, the cardholder must make a quick decision about whether to request cancellation of a procurement card. Some conditions that require immediate cancellation include:

1. A card has been lost.
2. A card has been stolen.
3. It has been determined that a transaction was not authorized.

**If you encounter one of these conditions, immediately take action. Don't wait until you can verify problems on your monthly statement. Don't wait until you search possible locations where your card may have been misplaced. The bank is liable for fraudulent charges to a card if quick action is taken. If you wait too long to call the bank, you or your department could be liable for any fraudulent charges.**

All of the following reporting steps must be followed when canceling a card:

1. Contact UMB Bank at *1-888-494-5141* at any time of the day, night, or weekend to cancel the card.
2. Although the bank representative may state that a "new card will be issued" during a cancellation call, you must contact the Program Administrator to notify them of the cancellation who will then authorize the bank to issue a replacement card.

If you are not sure whether the card has been lost, stolen or just misplaced, you can request that the Program Administrator put a temporary hold on the card until you have searched for the card. You will not be able to make any purchases on the card until a resolution has occurred.

#### *Transfer of Employment*

Prior to a transfer to another department, the cardholder shall notify a Program Administrator, in writing, of the change so that appropriate changes can be made in the UMB system. If the cardholder will have purchasing responsibility in their new position, this responsibility shall be authorized by the new department head via written instrument.

#### *Termination of Employment*

Upon termination, the cardholder shall relinquish their card to the Program Administrator along with their current procurement card log and appropriate documentation (receipts) of their purchases to date.

#### **S. Card Misuse and Sanctions**

**Card misuse and failure to adhere to the requirements of the P-Card program has serious consequences.**

The card is to be used by the person to whom it was issued and can **ONLY** be used to pay for allowable college purchases. The card is **NOT** to be used for any personal, prohibited or unauthorized purchases. Any such use will require the cardholder to obtain a direct credit for the improper charge on the procurement card and make payment via another payment source.

The cardholder understands that his/her improper use of the LCCC procurement card may be cause for disciplinary action by the college, including termination, and that improper use of the procurement card may subject the cardholder to criminal prosecution. The cardholder understands that the college may withhold amounts attributable to improper use by the cardholder from any paycheck or other LCCC check which may be payable to the cardholder.

Misuse is broadly defined as using the card in violation of college policies and procedures as well as the P-Card program requirements. Examples of misuse of the procurement card include, but are not limited to:

1. Using the procurement card for personal purchases or for purchases that are not authorized by the college.
2. Using the procurement card to purchase any goods or services that violate policies or procedures of the college, including those items listed as specific exclusions for the procurement card, or which violate any law or regulation to which the college must adhere.
3. Splitting a transaction to circumvent the transaction limit authorized for the cardholder's card.
4. Using multiple cards to circumvent the transaction limit authorized for the cardholder's card.
5. Failing to provide required purchasing documentation in a timely manner.
6. Failing to provide information about any specific purchase.
7. Giving your card to another individual to use for a purchase. No other person is authorized to use your card. The cardholder may make transactions on behalf of others in his/her college, department or division, however the cardholder is responsible for the business validity of the use of his/her card.

The materials or goods involved in card misuse may:

1. Become the property of the cardholder who will have to pay the college the cost and any related processing fees (*this can be withheld from the college paycheck if not reimbursed by the cardholder*).
2. Be returned to the vendor.
3. Be retained by the college.

#### *Reporting Misuse of the Procurement Card*



All P-Card program participants, including but not limited to: president, vice-presidents, deans, directors, cardholders and approvers are required to know and follow procurement card policies. They also need to be aware of program misuses and consequences associated with these misuses.

A department VP, Dean or Director and the Program Administrator may review all transactions in order to identify possible misuse of the card. The review should be conducted each statement period and prior to submitting the final paperwork to the Accounting Office. By signing the Cost Allocation Report, the department head is acknowledging that all transactions were made appropriately and that no misuse has occurred. Approvers should notify the department head when it appears that misuse has occurred.

Cardholders and Approvers are solely responsible for their own actions and cannot claim that they were ignorant of the rules or someone else in their department or the college insisted that they bend the rules. Prohibited purchases and card misuse are outlined throughout the procedures manual and reviewed during training sessions completed by all cardholders and support staff.

*Consequences and Accountability*

When it has been found that misuse may have occurred or that the requirements of this Manual are not being followed, the department head shall notify the Program Administrator of such issues. The Program Administrator will review the information to determine the best course of action in conjunction with the below chart. It is important to note that given the high risk of the P-Card program and the potential for abuse, strict procedures will be implemented. Secondly, when cardholders and approvers fail to follow the processes, such actions can lead to a negative impact on others associated with the program.

Frequent problems associated with the program processes may include, but are not limited to:

- Failure to provide a detailed receipt.
- Failure to enter an authorized and complete budget string.
- Failure to obtain written approval when purchasing for others.
- Failure to complete the month-end processes on time.
- Failure to ensure that the E-Statement and CAR match and contain only authorized purchases.

Consequences for misuse may include, but are not limited to:

1. Written notification of misuse sent to department head and cardholder
2. Card suspension and/or cancellation
3. Program Administrator reserves the right to suspend or cancel cards at any time.
4. Termination of employment
5. Criminal prosecution

The LCCC P-Card program will be carefully reviewed for compliance by the Program Administrator, the Accounting Office and the contracted College audit firm. If we are not able to conform to the requirements and procedures established, the procurement card program will be subject to unnecessary risks and negative exposure. The enforcement policy shall be uniformly applied to all Cardholders and Approvers per the below chart, and exceptions for violations will not be made in the interest of preserving the integrity of the program.

Category	Violation Description	Action
Type 1	<ol style="list-style-type: none"> <li>1. Abuse or misuse of P-Card</li> <li>2. Loaning card to others for use.</li> <li>3. Personal use/expense.</li> <li>4. Any illegal activity.</li> </ol>	<p><u>First Violation:</u> Immediate six (6) month suspension of P-Card.</p> <p><u>Second Violation:</u> Permanent loss of P-Card.</p>
Type 2	<ol style="list-style-type: none"> <li>1. Making a prohibited purchase.</li> </ol>	<p><u>First Violation:</u> Written warning copied to</p>

	<ol style="list-style-type: none"> <li>2. Splitting charges to avoid transaction limit.</li> <li>3. Failure to follow P-Card Manual guidelines.</li> <li>4. Unauthorized expense.</li> <li>5. Improper use of college budget account numbers.</li> </ol>	department head and/or approver. <u>Second Violation:</u> Immediate six (6) month suspension of P-Card. <u>Third Violation:</u> Permanent loss of P-Card.
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If you follow the policies and procedures, as outlined in this manual, and use common sense when using your procurement card, you should not run into any problems. If you have any questions as to whether a particular transaction would be permissible on the procurement card, contact the Program Administrator. It is always better to check first than to possibly lose your procurement card privileges!

To fulfill your responsibilities and protect yourself against infractions:

1. Purchase only approved items.
2. Maintain records and receipts as purchases are made.
3. Add required documentation to receipts as soon as they are received.
4. Ensure that all receipts are accurate, detailed and thorough.
5. Review and verify that the transactions from the Bank are correct on a weekly basis.
6. Ensure that each transaction is authorized, and contains an appropriate LCCC budget string.
7. Quickly rectify any errors or irregularities.
8. Complete the monthly reports on time and with accuracy.
9. Protect your card and keep card documentation and information secure at all times.

## T. Contacts and Getting Started

When you have completed the training for the LCCC procurement card, you will be required to sign the P-Card Cardholder Agreement form when you pick up your card. This agreement verifies that you understand your duties and responsibilities as a cardholder and the possible sanctions for misuse. You will receive a copy of this agreement for your records.

After you receive your card, your main contact person will be your designated Approver. You will contact the Program Administrator in circumstances in which your reconciler is not available or in an emergency, such as a lost or stolen procurement card.

The Procurement Card Procedure manual is available electronically or via hard copy upon request. Please do not hesitate to contact the Program Administrator at [lmiller@lccc.wy.edu](mailto:lmiller@lccc.wy.edu) with your specific questions.

# LCCC P-CARD SUBSTITUTE RECEIPT FORM

## ACCOUNT INFORMATION

LCCC Budget Number: \_\_\_\_\_  
Fund                      Location                      Department                      Object

Card Holder Name: \_\_\_\_\_ Last 4 Digits of Card: \_\_\_\_\_

**This is a substitute receipt, please complete the document in its entirety and provide as much detail as possible so the transaction is justified.**

## TRANSACTION DETAILS

Name of Vendor: \_\_\_\_\_

Date of Transaction: \_\_\_\_\_

Good or Materials purchased (provide specific details:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Substitute Receipt:

\_\_\_\_\_  
\_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approver Signature: \_\_\_\_\_ Date: \_\_\_\_\_