The Campus Business Officer’s Group met on Thursday, February 11, 2016, at 8:30 a.m. in the President’s Conference Room, second floor, Sikes Hall.

Present: Steve Crump, Associate VP & University Controller, presiding Jimmy Barnes, Business & Behavioral Sciences; Todd Barnett, University Facilities; Regina Carroll, Health, Education, & Human Development; Tammy Crane, Cooper Library; Tony Dickerson, Student Affairs; Valerie Jones for Leigh Dodson, Agriculture Forestry, and Life Sciences; Eric George, Sharon Littlejohn, and Graham Neff, Athletics; Kathy Gibson and Stanley Richardson, Research; Cindy Jefferson, Interim, Business & Behavioral Sciences; Melissa Kelley, Public Services Activities; Jaqui Stephens, Architecture, Arts & Humanities; Jessica Blackwell and Jenna Smith for Mike Sulhan, Advancement; Cathy Tillitt, Director Internal Audit; Chris Wood, Academic Affairs.

Absent: Katherine Dobrenen, CCIT

Staff Present: Stephanie Barker, Cash & Treasury; Christina Bedenbaugh and Kelly Collins, Engineering & Sciences; Clint Carlson, Director Accounting for Related Organizations; James Gowen, CUPD; Ralph Herden, Study Abroad; Karen Lantigos for Roberta Elrod, Director Grants & Contracts Administration; Beverley Leeper, Cost Manager; Mike Nebesky, Procurement Director; Rick Petillo, Director Debt & Capital Financing; Stephen Robbins, Student Affairs; Sherri Rowland, Director Accounting Services; Charles Tegen, Associate VP; David Watson, Budget Office

I. Welcome and Introductions (Steve Crump)
Steve Crump called the meeting to order and welcome business officers. New faces and guests were introduced.

II. University Access Control Update (Stephen Robbins)
- Stephen introduced plans for implementing a new, standardized, and university-wide electronic access control system. The $5.9M investment, using advanced technologies, will span over the next 5 years. This project will offset the current issues of the university having multiple systems in place, varied standards and processes, and security concerns. Phase 1 will be converting all the current systems over to Genotech by August 2016. Project will conduct building by building evaluations, identify risks, and high value in interior spaces (using departmental resources). Phase 2 will consist of developing 100% perimeter access control by this December or spring of 2017; this includes facilities that currently do not have card access. The next steps will be the costs for the new system is already a part of upcoming construction budget plans (Core Campus, Douthit Hills, Littlejohn). Steve Crump asked if individuals will need to re-card? Stephen responded, no because Clemson adopted the chip technology with the TigerOne cards early on. Policy was developed this past year and is explained in Attachment 1. Rick Petillo asked about the potential for students to use phones as access. Stephen responded that they are building in biometrics (finger technology) and Bluetooth on the backend now, to move forward later. Overall if department has a need for electronic access, exterior or interior, it will be connected to this new, unified system. Stephen opened the floor for questions.

- James Barnes, CUPD, addressed the need for standardized university security camera system. Steve explained a unification strategy bringing the access system and video security together on the same platform. Beverley asked if the system is inclusive of video 5.9. Stephen replied not in first phase. Steve asked if Phase 2 will incorporate video security? Stephen replied that it’s a conversation they need to have about how to move forward. Melissa asked if the policy will apply to off-campus facilities. Stephen replied that
the system will be for all university facilities, both on and off campus. Contact Stephen with any needs, questions, or concerns.

III. Study Abroad Financial Policy Review (Ralph Herden)
Ralph introduced a draft Study Abroad Program Financial Policy. The draft policy includes sections on collecting revenue, purchases and expenditures, and travel expense requirements. The goal is to create a new framework that better communicates study abroad policies and procedures to all faculty and personnel, and in turn lowers travel expenses and reimbursements. Finalizing the policy is the first step. Ralph requested review and feedback from members by Feb 29th. See Attachment 2.

IV. Annual Security Review (Sherri Rowland)
Sherri Rowland reminded everyone that (1) Security Review Process is live in CUBS; the review should be completed by Feb 29th and (2) last week HR decided to do security review in March.

V. Budget Update (Virginia Baumann)
David Watson filled in and presented budget update:
- Completed all fund balance updates
- Government budget recommendations: no increase to E&G funding, small increase to PSA
- Student fees due Feb 12
- Budget development comp training next week on Monday at 11
- Packets will go out on March 7, budgets due April 22nd
- Budget amendment training opportunity with Latoya; let David know if you want to attend or if individuals want to bring guests to training.

Steve Crump asked about the requests for reorg from Latoya. David responded that normal reorgs are due March 3.

VI. Controller Update (Steve Crump)
-The Digital Asset Tracking System was demoed in November. As a review, the system is for items under $5,000 (iPads, desktops, etc.) in an effort to provide a central tool and standardize the process. Katherine Dobrenen suggested a building abbreviation that would be universal where individuals can select location and add a room or floor. Michelle asked if the system will that include off-campus. Steve responded yes, it will approximate the same ones seen at year end. Regina Carroll had suggested adding additional product types (cameras, projectors, printers, etc.), the system will now have that ability; these items are optional to track upon departments’ discretion. Will continue with current mobile phone tracking process. Within HR, this system can interface off-boarding surplus to the company property section have a flag so they know what to do about his stuff Demo received positive feedback from athletics. Office met with CCIT and will have system incorporated by end of February. Steve will provide a format in the digital tracking system.
-Beverley Leeper will be contacting departments about outstanding billing rates. Facility
Administrative Rates have been approved for FY16-FY19. Office submitted full fringe rates now posted on their website; as of July 1 new rates will be in affect. This includes a new category for pooled fringe for grad students (5226 account code). Michelle asked what type of grad students the rates apply to. Beverley responded that all graduate students with GRD benefit program will assume the rate.

VII. Procurement Update (Mike Nebesky)

(1) Travel
   - Reimbursement App went live. Mike requested & received feedback from members.
   - RP process awarded a contract to a travel management company. Goal is to provide a preferred travel agency with Clemson specific, negotiated rates. Currently working on an app and website. Using this agency is optional. More info to come in spring.
   - Core AP- This spring working budget center by budget center to roll out in different areas. Looking for volunteer to meet one on one on how to roll out in specific areas

(2) Annual Requisitioner Certification training to complete by end of March

(3) P-card – the University is switching over to new credit cards. Stations will be set up to distribute the new P-Cards. Training will be conducted for card holders; instructions to come. Card holders should have received a new PIN number. Departments and individuals should continue to use the old cards until they expire.
   - Office to revise P-Card polices and unauthorized use. Mike presented 3 options for members to review, provide feedback, and suggest best option; see Attachment 3. Mike will then modify polices to fit with Clemson. Members posed questions and debated back and forth about concerns. Mike claimed that once he received feedback he can better answer questions and will bring up again next meeting.

(4) Non Travel Reimbursement – Countering a decision made in 2008, Mike addressed the need for a university-wide policy on non travel reimbursements. Expenses keep going up with the current plan. Members posed questions and debated back and forth about concerns. Mike will share data and requests feedback for next meeting.

VIII. Other Matters

Future Meetings – Steve Crump proposed having only 5 meetings a year: February, April, June, September, and November. Members approved this suggestion.

There being no further business, the meeting was declared adjourned at 9:43am
## PROJECT SCOPE

- University initiative to convert and install a new electronic building access system over the next 5 years
- Approximately 120 buildings and 2000 doors on and off campus (~double current doors)
- University investment of $5.9 million one-time
- Project Phases
  - Convert existing doors on existing systems (~900 doors) >> August 2016
  - Add new doors on existing facilities (~400 doors)
  - Install system in existing facilities currently without access control (~700 doors)

## BACKGROUND

- System End-of-life (EOL) of our largest system and in general aging systems (both hardware and software)
- Multiple electronic door access systems across campus (on and offline)
- No single standard for controlling access to buildings (combination of manual data entry and automation)
- Opportunity to move to more secure technologies (HID iClass SE) (other options include biometrics, BLE, NFC)

## POLICY HIGHLIGHTS

**Web Site:**

http://www.clemson.edu/campus-life/campus-services/cupd/

**Access Control Policy (October 2015)**

- Legacy systems (including exterior and interior doors) and existing facilities (exterior doors) will transition to the new system and are included in the project implementation
- ALL doors with access control will have electronic access controls installed and maintained centrally by the university and be compatible with the TigerOne card
- The implementation budget does NOT include new construction and remodeling of existing facilities as these would be part of the construction budget and come online when the facility opens
- Departments are responsible for doors out of scope (interior doors). Opportunities to include these doors will be evaluated during transition

**Video Surveillance Policy (May 2013)**

**PROJECT SUMMARY**

- Reliable and secure platform to meet the 24x7 demands of the university
- An integrated solution incorporating multiple technologies
- Cost effective for both the institution and departments to maximize value and benefits
- A single standard that is scalable to address future university priorities
- Unified platform for access control and video
The following policies and procedures apply to all faculty-directed study abroad trips. These have been developed to ensure the smooth and efficient operation of study abroad trips and to reduce risk to participants, sponsoring units and the university.

I. Collecting Revenue: Student Tuition and Program Fees

The two components of revenue for a study abroad trip are program fees and tuition. Whenever possible the standard student billing processes will be utilized for the collection of revenue from Study Abroad participants. These processes include:

1. Program fee deposits and payments are collected either through the online application system (Terra Dotta) and/or through Student Financial Services (iROAR/Banner).
2. Tuition for Study Abroad courses is billed to the student through Student Financial Services. This process allows for the application of students’ financial aid to the study abroad tuition

Exceptions:

Collecting program fees from students outside the online application systems/Student Financial Services is discouraged. Under exceptional circumstances, the Director of Clemson Abroad in coordination with Business Officers and the Controller, may approve an exception, in which case:

1. All University policies related to collecting funds must be followed, including: http://www.clemson.edu/finance/business-manual/as37pol.html.
2. The collecting unit will remit the collected program fees to the Clemson Abroad Office via journal entry XX days prior to the start of the program with clear and complete accounting of the amounts collected from each student.
3. The collecting unit will provide Clemson Abroad with periodic balance sheets throughout the program from deposits to reconciliation. The frequency of reports will be agreed upon in writing at program budget approval.

II. Purchases and Expenditures

All program expenses must be paid from the Clemson Abroad Office with the exception of airfare charged to sponsoring department’s Purchasing Card.

A. Compliance with procurement policies:

The University’s procurement requirements ensure compliance with all Federal, State and University laws, rules and regulations. These policies include procedures for the documentation of expenditures and specific approvals required based on the dollar value of the transaction. Larger transactions require
additional information and approvals and therefore require additional processing time. The purchasing systems (buyWays$ and voucher payments) are set up to comply with these requirements.

Procurement travel policies are located at: http://www.clemson.edu/procurement/travel/index.html

Procurement purchasing policies are located at: http://www.clemson.edu/procurement/faculty-staff/policies/

Faculty will need to follow all university procurement procedures. The following are a few examples of such policies frequently encountered in the implementation of Study Abroad Programs:

- Vendor payments in an amount greater than $1,000 must be processed through the purchasing system.
- Expenses greater than $10,000 may need to be put out for bid. If, for example, airfare in the program is greater than $10,000, Procurement customarily solicits bids from multiple vendors. This bidding process adds additional approval time to the airfare purchasing timeline. The Clemson Abroad office collects the necessary information from the program director and submits the information required for bidding to Procurement.

B. Vendor Registration:

The selection of vendors for Study Abroad programs is conducted in consultation between the Director of Clemson Abroad and the faculty operating the program. Vendors must be carefully vetted and selected based on their ability fulfill program requirements, as well as the maintaining a good business reputation.

All vendors are required to register in the purchasing system at: https://www.clemson.edu/procurement/venreg/index.php. International vendors are required to complete an Internal Revenue Service W-8 form which can be accessed at: https://www.irs.gov/uac/About-Form-W-8BEN-E. Once completed, the form must be emailed to buywaysvendor@clemson.edu with the vendor bank information to set up the vendor’s profile for electronic payments.

When a particular vendor is the only viable entity capable of delivering the required service Procurement terminology refers to such vendors as “sole source” vendors. Additional documentation is required to procure services from sole source vendors. The Clemson Abroad fiscal manager will assist faculty in this process.

C. Contracts & Deposits:

Contracts are signed by the Director of Procurement upon the receipt of the first invoice from the vendor.
Deposits can only be made once sufficient funds have been collected from students to cover the requested deposit amount. In conjunction with the payment process, a purchase order is created for that vendor indicating that the program has sufficient funds to pay the invoice. For some programs, the vendor may have to adjust its normal billing cycle to fit the Clemson revenue collection cycle.

III. **Travel Expense Requirements**

All Clemson University procedures and requirements for expense reimbursement apply to expenses incurred by faculty, employees or students in the operation of a Study Abroad Program.

**A. Rules for Claiming Per Diem:**
- Receipts are not required for per diem.
- University rules establish arrival/departure time to determine whether or not the employee qualifies for per diem for meals on travel days. The employee must list the amount per meal on their expense report by day and by meal and complete the departure and arrival times on the University expense report.
- Domestic Per diem rates (while in the U.S.) are set by Clemson and listed in the Employee Travel Guidelines: [http://www.clemson.edu/procurement/travel/](http://www.clemson.edu/procurement/travel/)
- Clemson follows Federal per diem rates for international travel. These per diem rates are set by the U.S. Department of State and vary by location and are periodically updated. The employee must apply the approved per diem rates for a particular locations as per their actual travel itinerary. The international rates apply only to the time the employee is actually in that specific location. If the travel involves different cities/locations, then multiple per diem rates based on specific locations are to be used. The applicable in-state or out-of-state per diem applies until departure from the U.S. and post arrival in the U.S.
- Department of State website for international per diem for meals and incidentals by country/city is [https://aoprals.state.gov/web920/per_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)
- Department of State website with the breakdown and distribution of meals and incidentals is [https://aoprals.state.gov/content.asp?content_id=114&menu_id=81](https://aoprals.state.gov/content.asp?content_id=114&menu_id=81)
- Program directors may voluntarily budget decreased per-diem rates in the program budget to accommodate the revenue generated or to make overall program costs affordable. Once those are established the reimbursement for per-diems are limited to the budgeted amounts (even if Federal/State/University regulations allow a greater amount).
- Per diems are non-allowable for meals that are covered by the program (i.e. group meals) or meals that are included in the accommodation costs (i.e. breakfast is included in accommodation costs).

**B. Faculty, Staff and students seeking reimbursement must:**
• Complete and sign the University International Travel Expense Form certifying that the amounts are true and correct and conform to State, Federal and University laws, rules and regulations.
• Submit original paid receipts for all expenses.

C. Allowable and Non-Allowable Expenses:
• Allowable expenses include: airfare, ground transportation, lodging, group meals, group excursion expenses related to the study abroad trip, currency conversion fees, bank fees for foreign transactions, prepaid phone cards or prepaid phones, and entry/exit visas/taxes.
• Non-allowable expenses include:
  o Items that are personal in nature (e.g. clothing, grooming/hygiene items, personal entertainment/movies, jewelry, health/spa fees, laundry expense, room service, bar bills/alcohol, memorabilia or souvenirs, and gifts.)
  o Individual students expenses (e.g. over the counter medicine or passport replacement fees).
  o Reimbursement for lost/stolen items or money.
  o Repair or replacement of personal equipment like cameras, phones, tablets, etc.
  o Expenses that will be reimbursed from another funding sources such as department funds, grants, etc.
  o Expenses of any kind for personal travel companion or accompanying family. This means if an employee’s spouse attended a group meal accompanied by another faculty member and fourteen students, then only expenses/receipts for the two faculty members and fourteen students is allowable. Also, if a faculty member books a double room to accommodate a spouse, the faculty member should only seek reimbursement for the single room rate.
  o Cash advances cannot be netted against the amount due on travel expense reports. The Cash & Treasury Services Department issues travel advances http://media.clemson.edu/cfo/cash-treasury/Employee-Travel-Advance-Form.pdf and the travel advance is repaid directly to Cash & Treasury. The Clemson Abroad office does not issue cash advances and is not involved with the repayment of cash advances.

D. Use of Purchasing Card:
• Use of a Purchasing Card is authorized for employee airfare or registration fees. If purchasing airfare with a department Purchasing Card, please instruct the Purchasing Card liaison to send a copy of the PeopleSoft Purchasing Card Submission Report and airfare receipt to the Clemson Abroad office.
• Completion and approval of an Authorization for Official International Travel form is required before airfare is purchased. This form contains the expense account code for recording the charge if sponsoring department Purchasing Card is used for the airfare purchase.
• Use of the Purchasing Card is NOT authorized for airport shuttles, employee hotels, employee meals or other employee expenses. See
www.clemson.edu/finance/procurement/pcard/index.html for additional Purchasing Card policies.

E. **Note on Transparent Accounting for Accompanying Family and/or Travel Companions.**
Given the intense, round the clock responsibilities of a faculty directing a short term study abroad program, it is recommended that family and other companion NOT travel with the group. Instead, we recommend that arrangements are made for family or companions to join the faculty for a time before or after the program.

In instances where a faculty director’s family or other companion’s travel overlaps with the program, faculty are required to provide Clemson Abroad with a written statement of the expected travelers, travel dates and a how expenses for the family/companion will be paid. Among the costs that must be reimbursed to the program or paid directly from travelers personal funds are:

- Participation in pre-paid group meals, group transportation, excursion, etc.
- Double room supplements to accommodate family/companions

F. **Additional Requirements and Processing Instructions from Study Abroad:**
- Expenses should be submitted within 10 calendar days of returning from the study abroad trip and must be processed through the Clemson Abroad office.
- Receipts must contain the Vendor Name, Amount, Description (translate to English if not in English), Date & Time. Expenses without receipts will require a written explanation of the expense, the reason a receipt could not be obtained, the signature of the employee and the approval of the Director of Clemson Abroad prior to reimbursement.
- Receipts should be divided into three categories:
  - expenses that the employee is seeking reimbursement for that are attached to their International Travel Expense Form:
  - expenses that were charged to the preloaded debit card (PayCard) which are attached to the PayCard statement;
  - expenses that were charged to a Purchasing Card which are attached to a Purchasing Card Submission Report.
- Receipts should be further divided by expense category as indicated on budget (e.g. employee lodging, employee transportation, employee miscellaneous expenses, student/group lodging, student/group transportation, group meals, and miscellaneous group expenses.) Receipts for expenses in each of these categories should be taped to a letter size piece of paper. Clemson Abroad will not process unorganized receipts.
- Expenses in a foreign currency must be converted to US$ using the prevailing exchange rate on the day the expense was paid. The Controller’s website recommends using www.xe.com. If the
employee paid an expense by withdrawing funds with a PayCard, the PayCard statement indicates the exchange rate that should be used.

- Excess funds withdrawn from a PayCard must be refunded by the faculty member by check payable to Clemson University for the U.S. dollar equivalent of those funds. We do not accept foreign currency/cash.
- Credits for any expenses purchased with a Purchasing Card or PayCard, need to be processed on that card.
- Expenses paid with the employee’s/student’s personal credit card will need a copy of the credit card statement showing the exchange rate which will be attached to the expense report in addition to the original paid receipt. The employee should mark through the credit card number on the statement and any other personally identifiable information.
- Employee passport expenses cannot be charged to the study abroad program.
- Expenses which exceed the budgeted amounts will not be reimbursed. All reimbursements must stay within the budget established for the program.
- Cash issued to students for meals or other expenses needs to be documented by using receipts signed by each student receiving the cash. The use of a log with separate lines for each student to sign is acceptable.
**Current Policy (just not clear as relates to p-card; this is our general unauthorized procurement policy)**

An unauthorized procurement is an act obligating Clemson University in a contract by any person not authorized to do so in accordance with Clemson University procurement policies and procedures:

- Personal purchases not used for University business but paid for with University funds.
- Any single purchase over $2500.00 not listed on the DPV exemption list nor requisitioned through Procurement Services for mandatory competitive bid solicitations.
- Split orders with a single vendor where the monetary total exceeds $2500.00 and not listed on the DPV exemption list nor sent through Procurement Services for mandatory competitive bid solicitations.
- Non-compliance of using State of S.C. established contracts when applicable.

When a transaction has been determined to be an unauthorized procurement and payment has already been made, the following steps need to be taken by the employee who made the purchase.

- The employee who made this purchase will have to send a letter of explanation to the Director of Procurement Services stating the facts and circumstances surrounding the purchase of the items and what corrective actions are being taken to prevent this from happening again.
- The letter should be routed through the appropriate administrative channels in the college/budget center, to the Director of Procurement Services where it will then be sent to the President for ratification.

When a transaction has been determined to be an unauthorized procurement and payment has not been made, the following steps need to be taken by the employee who made the purchase.

- The employee who made this purchase will have to send a letter of explanation to the Director of Procurement Services, stating the facts and circumstances surrounding the purchase of the items and what corrective actions are being taken to prevent this from happening again, action taken against the individual committing the act, and documentation that the price is fair and reasonable.
- The letter should be routed through the appropriate administrative channels in the employee's college to the Director of Procurement Services where it will then be sent to the President for ratification.
- Once this unauthorized procurement has been reviewed and ratified by the President, a purchase order will be issued.

**OPTION #1(mirrored from MUSC policy...most detailed and specific option)**

**PCARD POLICY VIOLATIONS PROCEDURES**

**Inappropriate, Unauthorized or Fraudulent use of the PCard**

The following guidelines are established for various types of PCard infractions or exceptions. Administrators should review these guidelines so they are aware of the range of disciplinary standards and what possible disciplinary actions may be taken against employees and be able to pass that awareness on to their employees.

**Guidelines**

The circumstances surrounding an offense, such as the severity of the infraction, the number of times it has occurred and any previous counseling, will suggest what action should be taken. A record of this action will be placed in the PCard Policy Violation file maintained by the PCard Administrator. The individual circumstances of the charge and the Cardholder’s history will be taken into account by the PCard Administrator to determine an appropriate disciplinary action. At management’s discretion, individual offenses calling for counseling and written reprimands could cumulatively result in suspension or termination of card privileges.

**Disciplinary Action Process**
The first violation of the PCard Compliance Policy could result in written notification sent to the cardholder, department liaison and department administrator, notifying him/her of the infraction, except where otherwise stated. The notification will be placed in the PCard Policy Violation file and the department’s compliance file. For subsequent or more serious first-time violations, the PCard Administrator will investigate the circumstances surrounding it and make a recommendation for appropriate discipline to the Director of Procurement based on the PCard Progressive Discipline Guidelines and the PCard Program Policy. The Director will determine what action will be taken up to suspension of card privileges. Stronger disciplinary action be deemed appropriate it will require approval by the appropriate Vice President with the PCard Administrator initiating such action. A written notice of action taken will be sent to the Internal Auditor and the appropriate Dean or Department Head.

**PURCHASING CARD PROGRESSIVE DISCIPLINE GUIDELINES**

<table>
<thead>
<tr>
<th>Offense</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
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<tbody>
<tr>
<td>Missing receipts*</td>
<td>Written warning and liable for all undocumented purchases</td>
<td>Suspension of card privileges from 3 to 6 months and liable for all undocumented purchases</td>
<td>Revocation of card privileges and liable for all undocumented purchases</td>
</tr>
<tr>
<td>Splitting of purchase over $2500</td>
<td>Written warning</td>
<td>Suspension of card privileges for 3 months</td>
<td>Revocation of card privileges</td>
</tr>
<tr>
<td>Inappropriate purchases outside scope of fund mission</td>
<td>Written warning and possible fund reimbursement</td>
<td>Suspension of card privileges for 3 months and possible fund reimbursement</td>
<td>Revocation of card privileges and reimbursement of fund</td>
</tr>
<tr>
<td>Unauthorized purchase</td>
<td>Written warning and possible fund reimbursement</td>
<td>Suspension of card privileges for 3 months and reimbursement of fund</td>
<td>Revocation of card privileges</td>
</tr>
<tr>
<td>Allowing use of card by another</td>
<td>Suspension of card privileges for 6 months</td>
<td>Revocation of card privileges</td>
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<tr>
<td>Failure to comply with departmental approval process</td>
<td>Written warning</td>
<td>Suspension of card privileges for 3 months</td>
<td>Revocation of card privileges</td>
</tr>
<tr>
<td>Use of card for personal gain</td>
<td>Revocation of card privileges, liable for personal purchases and referral to Human Resources for disciplinary action</td>
<td>Suspension of card privileges for 3 months</td>
<td></td>
</tr>
<tr>
<td>Other non-compliant or inappropriate card use</td>
<td>At discretion of Director of Procurement with Chief Financial Officer approval</td>
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* In the event that a Cardholder loses or misplaces a receipt, it is the Cardholder’s responsibility to obtain a duplicate receipt within a reasonable period of time or reimburse Clemson University for the amount expended.

The above-indicated actions in response to specific offenses are to be used as a guide and are not intended to be all-inclusive. At the occurrence of any of the listed offenses, or any that are not listed, the appropriate discipline shall be determined after the particular circumstances of the case have been carefully considered.

**Administrative fees for unauthorized purchases:** Split transaction violations will be addressed according to policy and procedure as defined in the Purchasing Card Manual. Any department responsible for an unauthorized purchase will be charged a $100 administrative fee effective 1/1/16 for time & effort involved in the processing and reporting of unauthorized purchases’ as required by law.
**OPTION #2 (most vague and open of the options...allows for the most flexibility)**

The improper use of a P-card, that could be any purchase not made in accordance with this policy/manual, will require the cardholder to immediately coordinate the refund of all expenditures off that card with the merchant and provide a letter to the P-card Administrator outlining the misuse and actions taken to prevent future misuse which will be put on file. If a cardholder is unable to clear the expense off their P-Card then it is declared an Unauthorized Procurement and under State law and Clemson Procurement policy, will require ratification by the University President.

**OPTION #3 (closest option to what we have now with some points clarified)**

The improper use of a P-card, that could be any purchase not made in accordance with this policy/manual, will require the cardholder to immediately coordinate the refund of all expenditures off that card with the merchant and provide a letter to the P-card Administrator outlining the misuse and actions taken to prevent future misuse which will be put on file. Repeated improper use of a p-card will result in suspension of p-card for a period of time appropriate for the offense and/or loss of p-card privileges.

If a cardholder is unable to clear the expense off their P-card then, in addition to providing a letter documenting the offense as outlined above, the P-card holder is also required to reimburse the University the money for the charge.

A fraudulent P-card charge or fraudulent use of a P-card is different from improper or unauthorized use. A fraudulent charge or use of a P-card is a charge that is out of control of the cardholder and is to be handled by the card holder directly with the bank.