



Purchasing Card Procedures - Updated February 2017 (ARCHIVED October 1, 2022)

## **Introduction**

Welcome to the Clemson University/State of South Carolina VISA Purchasing Card Program. Clemson University participates in this program as an agency of the State of South Carolina. The program is designed to help better manage low-dollar routine purchases and benefit job performance. The University and our vendors use of the purchasing card allows for a more cost effective process for purchasing. Those individuals who have buying responsibilities in departments are encouraged to be the departmental cardholder.

## **What is the Purchasing Card?**

The Purchasing Card is a VISA credit card issued by Bank of America. Purchases must follow the State and University purchasing regulations and the card is to be used only for official University purchases.

The VISA Purchasing Card enables the purchase of non-restricted commodities, by telephone, in person, or via internet directly from vendors. Some of the items that can be charged on the Purchasing Card are office supplies, registration fees, Federal Express, UPS, utilities, international student programs and airline tickets.

It eliminates the need to issue Direct Purchase Vouchers for payment. Charges to your University accounts are made through the online system in the University's WEB application. The VISA Purchasing Card is issued in the employee's name with the State of South Carolina emblem, the wording "For Official Use Only" and Clemson University is clearly indicated on the face of the card.

## **The Purchasing Card program brings many benefits to the following:**

- Cardholders - Items can be purchased directly from vendors without having to prepare a Direct Purchase Voucher for payment. This streamlines the purchasing process and improves the turnaround time on the receipt of orders. It significantly reduces the administrative workload and processing costs related to the purchase and payment of goods.
- The University - The Purchasing Card provides a cost-efficient, alternative method for purchasing low-dollar items. A built-in card feature makes the program easy to control and manage and reduces processing costs at all levels by reducing the

number of Direct Purchase Vouchers and checks issued. The Purchasing Card enables all departments to focus on high yield value added activities.

- Vendors - The Purchasing Card is welcomed by vendors who accept VISA. When they accept the card for university business purposes, vendors will not need to send monthly invoices to the University. They will receive payment directly from the VISA provider within 48 hours.

**ALLOWABLE/NON-ALLOWABLE CHARGES:**

Here is a partial list of possible items and services which can/cannot be charged on the University Purchasing Card.

<b>ALLOWABLE</b>	<b>NON-ALLOWABLE</b>
Student Travel-see Student Travel Guidelines - **Student group travel expenses may be paid in full with the CU VISA including those of the employee chaperones. These expenses should be coded to 6030. Athletics would use separate account # for travel.	Employee Travel with the exception of airline, train tickets, baggage fees, rental cars. **All other employee travel expenditures must be paid by the traveler from personal funds and reimbursed on a Travel Voucher upon return.
Airline Tickets, Train Tickets plus baggage fees if purchased with ticket, and rental cars.	Travel Packages that include airline tickets, hotel and rental cars.
Conference/Registration Fees	Conference/Registration meals and hotel charges not included in the registration fee.
Fed-Ex/UPS-Express Shipping	Employee functions - examples: food for staff meetings
Membership Dues	Entertainment/Business Meals
Subscriptions	Gifts, Gift Certificates/Gift cards/Cash advances and money orders.
Computer Software	Gift cards
Books	Cash advances
Printing	Employee parking hang-tags
<b>ALLOWABLE</b>	<b>NON-ALLOWABLE</b>
Temporary Services under contract, such as Manpower.	Telephone calling cards or additional minutes for calling cards
Postage & Office Supplies	
Utilities	Holiday or Birthday Cards
Repairs	Holiday ornaments or decorations
Hardware, such as Ace, Lowe's, Home Depot	Sporting events
Telephone & Cell Phone payments that are in compliance with the University Personal Communication Services Policy	Foundation charges
Internet Providers	Gasoline
Lab Supplies	Personal Charges

Credits must be returned to cards	Vendors where MCC # is blocked
Lodging: visiting speakers (room only)	Inter-departmental purchases
APL iTunes – for CU business applications only	
Purchases off State or Agency Contract, even if appearing as "split purchases." Δ	Purchases over \$2,500 - EXCEPTIONS are items with the following symbol Δ
<b>ALLOWABLE</b>	<b>NON-ALLOWABLE</b>
Payments to Conference Facilities for the purpose of reselling such conferences to the public. Δ	
Other DPV Exemption purchases. Δ	

## **GENERAL PROCEDURES AND GUIDELINES**

Purchasing Cards are limited to certain types of allowable University business transactions:

- Purchasing Cards cannot be used for cash advances or the purchase of items that can be used as cash, i.e. gift cards, gift certificates, etc.
- Purchasing Cards are only issued to individuals, in the individual's name and cardholder must be a permanent, temporary grant or temporary employee of Clemson University.
- Purchasing Cards are not transferable between individuals or University Budget Centers.
- Departmental Approver may not process his/her transaction(s).
- Departmental Liaison may be auditor for more than one department/fund.
- The Procurement Office names the Purchasing Card Administrator.
- Employee's Department Head & Business Officer must approve the request for a card, assign the default account number, assign the Departmental Liaison for the Cardholder and submit information to the University Purchasing Card Administrator.
- Business Officer and Department Head delegates purchasing authority to the Cardholder.
- Transactions are distributed electronically to Departmental Liaisons daily. Liaisons have the capability to enter account number and class code for payment, identifying transactions subject to use tax.
- Departments are responsible to assure credit card activity is charged to the proper account distribution.
- Purchasing Cards with no activity for 24 months will be cancelled.

## **PARTIES INVOLVED**

Agency - Clemson University arranges with the card issuer, Bank of America, for the issuance of Purchasing Cards to approved University employees and agrees to accept departmental liability for the employees' use of the cards.

Cardholder - Employee of the University who is approved by his/her Department Head and Business Officer to use the Purchasing Card to execute procurement transactions on behalf of the University.

Card Issuer - Bank of America's services were contracted for by the State of South Carolina to issue VISA Purchasing Cards to University employees, to bill the University for all purchases made on the cards, and to collect payment from the University on behalf of the vendors.

Department Head - University official who must approve employee's request for a purchasing card, assign departmental liaison, designate default account number for purchases on the purchasing card, and submit application to the University Purchasing Card Administrator. Department Head and Business Officer approval delegates transaction authority to the Cardholder.

Departmental Liaison - Employee in each department/college responsible for account distribution and retention of backup documentation for the cardholder. Each Cardholder will be assigned a Departmental Liaison and the liaison will be responsible for reviewing charges of the individual Cardholders to make sure the transactions are classified as an appropriate university expense.

Purchasing Card Administrator - Located in Clemson University's Procurement Department and coordinates the Purchasing Card program for the University and acts as the University's intermediary in correspondence with the card issuer. Monitors transactions periodically for compliance with procurement card guidelines and procurement regulations.

Vendor - Merchant from whom a Cardholder is making a purchase.

## **CARDHOLDER RESPONSIBILITIES**

The Cardholder must only use the Purchasing Card for legitimate Clemson University business purposes. The Purchasing Card may not be used for travel (except airline & train tickets), entertainment, cash and other categories as included in the Blocked Vendor list included in these policies and procedures. Misuse of the card will subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause. The Cardholder must:

- Ensure the Purchasing Card is used only for legitimate and allowable University business purposes and is responsible for familiarity with the VISA Policies and Procedures available on the Procurement Services website.
- Maintain Purchasing Card in secure location at all times.
- Adhere to the purchase limits and restrictions of the Purchasing Card ensuring total transaction amount of any single transaction does not exceed \$2,500, unless an exemption has been granted.

- Adhere to the SC Consolidated Procurement Code and other applicable University policies.
- Obtain all backup documentation for card which includes sales slips, register receipts, and/or Purchasing Card slips and timely provide the information to Departmental Liaison for reconciliation, and allocation of transactions in the WEB application. Note: Each charge must be verified by a printed invoice or receipt provided by the vendor showing the date, all items purchased with dollar amounts and taxes paid. Total purchase receipt price should match charged price on monthly statement. If the receipt is lost or misplaced, the merchant should be contacted and a replacement copy sent to cardholder via fax, mail, scanned copy, etc. If this is not possible, a typed and signed note from the purchaser with pertinent details will be accepted occasionally. If this becomes habitual, the procurement card may be suspended or revoked.
- Approve the charges made to the Purchasing Card. The approval certifies purchase meets the University guidelines for payment approval. When the purchaser is not the cardholder, the purchaser must approve the charge which certifies purchase meets the University guidelines for payment approval.
- Timely notify Departmental Liaison of the account number and/or class code where a charge should be posted on an individual transaction. Note: Departmental accountants have 20 days to process charges. If deadline is missed, purchases will automatically be charged to the default account requiring a correction. If deadlines are missed and/or backup is not provided, the cardholder will be in jeopardy of losing VISA card privileges or could be personally liable for the charges.
- Attempt to resolve disputes or billing errors directly with the vendor and notify Bank of America if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent Cardholder Memo Statement.
- Do not accept cash in lieu of a credit to the Purchasing Card account.
- Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- Immediately notify Departmental Liaison and/or University Purchasing Card Administrator of a lost or stolen Purchasing Card at the first opportunity during business hours.
- Return the Purchasing Card to Departmental Liaison upon terminating employment with the University or transferring to a different Budget Center Department within the University.
- Ultimate responsibility for use/misuse of cards rests with the Cardholder.
- Separation of Duties: Please refer to - [clemsont.edu/finance/business-manual/as48guid.html](http://clemsont.edu/finance/business-manual/as48guid.html)

## **DEPARTMENTAL LIAISON RESPONSIBILITIES**

Each Department Head must designate one or more Departmental Liaisons for his/her department. The Department Head will assign a Departmental Liaison for each Purchasing Card application approved for his/her employees. A Departmental Liaison may not process accounting activity for transactions for his/her own card. The Departmental Liaison must

receive training before any individuals in the department may receive a Purchasing Card. Responsibilities include:

- Collecting vendor receipts and purchasing card receipts from Cardholders and reconciling to Bank of America billing statements (to include signing statement as the reviewer). \*NOTE: P-Card Activity & Submission reports can be used as additional tools but is not required by policy and does not require a signature.
- Retaining all charge slips and receipts for audit or review.
- Require approval for charges made to Purchasing Card. The approval certifies purchase(s) meet the University guidelines for payment approval. When the purchaser is not the cardholder, the purchaser must approve charge which certifies the purchase meets University guidelines for approval of payment.
- Entering and/or updating the account number and class code information on electronic billing distribution of individual Cardholder account within 20 days of posting for approvals established by the University Purchasing Card Administrator. Note: VISA charges are uploaded daily to the PeopleSoft application. Departmental accountants have 20 days to process each charge. If the deadline is missed, the charges will automatically be charged to the default account code. This will require a correction for each charge and review to see if SC Use Tax should have been applied.
- Identifying transaction(s), which require the submission of use tax to the South Carolina Department of Revenue.
- When applicable, populate the Contract Number field and the Exemption Number field.
- Attempting to resolve any disputes with vendor and/or Bank of America if not resolved by Cardholder.
- Notifying University Purchasing Card Administrator in 3 to 5 days of any unresolved disputes, noting the reason for dispute.
- Requesting the University Purchasing Card Administrator to change default account for individual cards as needed and approved by Department Head.
- Notifying University Purchasing Card Administrator of lost or stolen cards.
- Requesting University Purchasing Card Administrator to cancel a Cardholder's card e.g. (terminated employees, transferring departments, loss of purchasing card privileges) as approved by Department Head.
- Collecting canceled cards from Cardholders and forwarding to University Purchasing Card Administrator.
- Liaison must identify backup with cardholder services in the event of extended absence. Backup must have system access for liaison process linking for timely transition to new liaison.

## **UNIVERSITY PURCHASING CARD ADMINISTRATOR RESPONSIBILITIES**

The University's Procurement Office will assign an Administrator to be responsible for the over-all Purchasing Card program. Responsibilities include:

- University liaison with Bank of America.
- Utilizing Software from Bank of America.
- Reviewing Department approved applications for completeness of required information.
- Having Cardholder sign Cardholder agreement, signifying agreement with the terms of the Purchasing Card program.
- Submitting completed application to Bank of America and receiving Purchasing Card from Bank of America.
- Training Departmental Liaisons before releasing Purchasing Cards.
- Training Cardholder before releasing Purchasing Card.
- Handling disputed charges/discrepancies not resolved by Cardholder or Departmental Liaison.
- Initiating change of Purchasing Card default account number upon request of Department
- Liaison setup as approved by Department Head.
- Securing revoked Purchasing Cards and submitting information to Bank of America.
- Receiving Bank of America transaction files and electronically distribute to Departmental Liaisons.
- Reviewing Bank of America invoice and preparing for payment processing.
- Reconciling accounting statements for payments to Bank of America.
- Reviewing usage of Purchasing Card data for appropriateness.

The University Purchasing Card Administrator is required to close an account if the Cardholder: (a) transfers to a University department within a different Budget Center, (b) moves to a new job in which the Purchasing Card is not required, (c) terminates University employment or (d) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

### **CARDHOLDER ELIGIBILITY**

Criteria to receive a University Purchasing Card are as follows:

- Applicant must be a permanent, temporary grant or temporary employee of the University.
- His/her Department Head and Business Officer must approve applicant's request for a Purchasing Card.
- Applicant must be assigned a Departmental Liaison selected by his/her Department Head.
- Employee must attend a training session or review a tutorial on the Purchasing Card before he/she may be issued a Purchasing Card.

### **CARDHOLDER LIABILITY**

The Purchasing Card is a departmental corporate charge card which will not affect the Cardholder's personal credit; however, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Purchasing Card Cardholder Manual as well as University Policies and Procedures relating to the expenditure of University funds. Ultimate responsibility for use /misuse of cards rests with the cardholder. Failure to comply with the program guidelines may result in permanent revocation of the card, notification of situation to management and further disciplinary measures which may include termination.

## **CARDHOLDER TERMINATION**

The University Purchasing Card Administrator is required to close an account if the Cardholder: (a) transfers to different University department, (b) moves to a new job in which the Purchasing Card is not required, (c) terminates University employment or (d) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service violating policy, law or regulation pertaining to the University.
- The Cardholder splits a purchase to circumvent the limitations of the South Carolina Consolidated Procurement Code.
- The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the South Carolina Consolidated Procurement Code.
- The Cardholder fails to provide Departmental Liaison with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Purchasing Card policies and procedures.

## **LOST, MISPLACED OR STOLEN PURCHASING CARDS**

Cardholders are required to immediately report any lost or stolen Purchasing Card to Bank of America toll-free at 1-888-449-2273 (24 hours a day, 365 days a year). The Cardholder must also immediately notify his/her Department Liaison and/or the University Purchasing Card Administrator about the lost or stolen card at the first opportunity during normal business hours.

## **SPENDING CONTROLS**

The Purchasing Card is to be used only for the purchase of items normally allowed for a Direct Purchase Voucher. Clemson University general spending parameters for each VISA



purchasing card issued is set at \$2,500 per transaction. The purchasing Card must adhere to the University purchasing policies and procedures. The University, through the Procurement Department, will adjust limits as determined by demonstrated need.

For P-Card purchases, card holders should continue to follow the published Procurement Card Policies and Procedures. P-Card limits may be increased up to a single purchase limit of \$10,000 for one-time purchases by requesting permission from the P-Card Administrator. Additionally, purchases over \$10,000 may be made, if P-Card limit allows, for those items annotated as such in the "Allowable / Non-Allowable" table above (e.g. purchases off State contract, DPV Exemptions, etc...)

### **ERRONEOUS DECLINES**

Should the Purchasing Card be erroneously declined by a vendor, the Cardholder should immediately contact the University Purchasing Card Administrator for assistance. If purchase being made is outside of normal University business hours, the employee must find an alternate payment method or terminate the purchase and contact the University Purchasing Card Administrator during normal University hours.

### **CREDITS**

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Purchasing Card account.

### **UNRESOLVED DISPUTES AND BILLING ERRORS**

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder/Departmental Liaison should -

- Contact Bank of America at 1-800-352-4027 directly for assistance.
- Fax to Bank of America at 1-888-678-6046 a signed "Dispute Form" to document the reason for the dispute if form is requested by Bank of America.
- Contact the University Purchasing Card Administrator for assistance if an acceptable resolution is not obtained.
- The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when the credit appears on the Bank of America billing.

### **SECURITY AND STORAGE**

## **Purchasing Cards**

Cardholders should always treat the University Purchasing Card with the same level of care as one does their own personal credit card(s). The card should be kept in a secure location and the account number should be carefully guarded.

## **Program Documentation**

The Departmental Liaison assigned to each Purchasing Card will maintain the Cardholder's bank statement or system generated Activity Report, and vendor receipts/packing slips/charge slips. The University Purchasing Card Administrator will maintain all other documentation concerning the Purchasing Card program. This documentation includes, but is not limited to, applications, Cardholder agreements, agency billing statements, reconciliation of accounting statements, Bank of America program material, copies of transmittals and correspondence with Bank of America.

## **VENDOR SET UP**

The University Purchasing Department will conduct a study of frequently used vendors for purchases under \$2,500, which qualify for use of the Purchasing Card by Cardholders. If a vendor frequently used by University employees does not accept the VISA card, the University will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card and provide this information to Bank of America. Cardholders should contact the Departmental Liaison or University Purchasing Card Administrator when encountering vendors who do not accept the card.

## **VENDOR BLOCKING**

The University has established a Blocked Vendor List. Transactions will be blocked at the point-of-sale level at the types of vendors on the Blocked Vendor Listing attached to these procedures.

The University P-Card Administrator can authorize the temporary unblocking of an MCC code on an as needed basis. Upon receiving a request from a card holder or liaison, the P-Card Administrator will review the request and determine if, in fact, the blocking can be changed for a particular purchase or series of purchases, ensuring that such purchase will not be in violation of any other policies, procedures or regulations. The Procurement Director may be asked to give guidance as well. Once such a change is deemed authorized, the Administrator will work with the bank to have the MCC block changed temporarily for at particular card/purchase. Once the purchase is complete, the MCC restriction will revert back to the original set-up. Occasionally, P-Cards established for specific use, such as student travel, may be established with different MCC blocks from the start and maintained with those blocks at all times. This is determined at the time of issuing these specific cards in coordination with the card holder, liaison, business officer, P-Card Administrator, and Procurement Director. Any changes to MCC codes are captured in the history files in the Bank of America Works program.

## **PURCHASING CARD SET UP, MAINTENANCE AND CLOSURE**

All contact with Bank of America for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the University Purchasing Card Administrator who is located in Procurement Services.

### **Card Set Up**

- University employee completes a University Purchasing Card application and submits to his/her Business Officer for completion and approval.
- Department Head completes the application by providing the name of the Departmental Liaison and default account number to be assigned to the card.
- Department Head and Business Officer signature approval delegates transaction authority to the Cardholder.
- Approved application is to be sent to the University Purchasing Card Administrator.
- University Purchasing Card Administrator reviews application for completeness and submits application to Bank of America in format approved by Bank of America.
- Upon receipt of the Purchasing Card from Bank of America, the University Purchasing Card Administrator will conduct a training session with the Cardholder or offer a tutorial on the Purchasing Card prior to issuing the card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Purchasing Card program.

### **Card Maintenance**

Purchasing Card Administrator will use all available software tools offered by Bank of America for the maintenance of cards.

### **Closure**

- Lost or Stolen Cards

Cardholder must immediately report the lost/stolen card to Bank of America at 1-800-538-8788. Cardholder must also notify the University Purchasing Card Administrator who will follow up with Bank of America.

- Terminated or Transferred Employees

Departmental Liaison is to secure Purchasing Cards from terminated employees and employees who transfer to another University department. The Departmental Liaison will immediately notify the University Purchasing Card Administrator via phone or e-mail of the termination or transfer. A request for closing the Cardholder account will be submitted to Bank of America by the University Purchasing Card Administrator within 2 days of receiving the notification. All Purchasing Cards are to be returned to the University Purchasing Card Administrator for disposal.

- Other Card Revokes/Closures

University Purchasing Card Administrator will notify Bank of America immediately of all revocations and closures.

## **RECONCILIATION, APPROVAL & ALLOCATION OF BILLING**

### **Receipt and Payment of Bank of America Billing**

- Bank of America will electronically bill the University within seven (7) days after the close of the billing cycle of each month.
- University Purchasing Card Administrator will review bill for any obvious errors in charges or non-posted payments. If none are noted, payment in full will be made to Bank of America.
- The University Purchasing Card Administrator's Office will prepare payment voucher against prepay object account and submit for payment to Bank of America. Voucher will be prepared within 5 days after receipt of the Bank of America bill and processed so that payment will reach Bank of America no later than 25 calendar days after the close of the billing cycle of the previous month.

### **Allocation of Purchasing Card Charges to University Departments**

- A default University account number (Department, Fund, and Class Code) will be assigned to each Purchasing Card issued.
- Within one business day of the receipt of the electronic listing of transactions from Bank of America, the University Purchasing Card Administrator will electronically transmit all Cardholders detailed account activity to the designated Departmental Liaisons for review and confirmation of purchases.
- Upon transmission, Departmental Liaisons will receive system generated message of available transactions for processing.
- Departmental Liaisons will require approval of charges made to the Purchasing Card. The approval certifies that the purchase meets the University guidelines for approval for payment. When the purchaser is not the cardholder, the purchaser must approve the charge which certifies that the purchase meets the University guidelines for approval for payment.
- Departmental Liaisons will charge account number/class code.
- Departmental Liaisons will identify transactions requiring payment of use tax.
- When applicable, populate the Contract Number field and Exemption Number field.
- Departmental Liaisons will process electronic bill in advance of the designated default cut-off date established by the University Purchasing Card Administrator.
- Departmental Liaisons will assemble and retain Cardholders statements and or system generated Activity Reports, charge slips and receipts for audit by internal and external auditors. Receipts for purchases must be maintained for 7 years.

- The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on the Bank of America billing.
- University Purchasing Card Administrator will reconcile the detailed electronic billing statement to amount paid Bank of America.

## **AUDIT**

Clemson University's internal control procedures and guidelines are as follows:

### **Cardholder will:**

- Submit vendor receipt/packing slip and charge slip to Department Liaison. If order is by telephone/fax, the Cardholder should supply a copy of the order blank or a description of order to Departmental Liaison.
- Approve the charges made to the Purchasing Card. The approval certifies that the purchase meets the University guidelines for approval for payment. When the purchaser is not the cardholder, the purchaser must approve the charge which certifies that the purchase meets the University guidelines for approval for payment.
- Assign alternate chartfield string for purchases to be charged if different than the chartfield string assigned to the Purchasing Card.

### **Department Liaison will:**

- Match Cardholder receipts to electronic billing.
- Require approval of charges made to the Purchasing Card. The approval certifies that the purchase meets the University guidelines for approval for payment. When the purchaser is not the cardholder, the purchaser must approve the charge which certifies that the purchase meets the University guidelines for approval for payment.
- Enter alternate account number, class code and account number when applicable.
- Enter analytical for cost sharing to grants when applicable.
- Identify transactions requiring the payment of use tax.
- When applicable, populate the Contract Number and the Exemption Number field.
- Process charges to department fund in advance of the default cut-off date for approvals established by the University Purchasing Card Administrator.
- Retain all receipts and vouchers for audit by internal and external auditors. Receipts for purchases are to be maintained for 7 years.

### **University Purchasing Card Administrator will:**

- Receive electronic daily transaction file from Bank of America for distributing electronically to Departmental Liaisons.
- Make periodic audits of card use and charges for appropriateness through the use of "Works" on-line reporting system. Areas to be monitored include, but are not limited to compliance with SC Consolidated Procurement Code, compliance with

Purchasing Card regulations, compliance with University regulations, and sales and use tax charges. Non-use of card usage will also be monitored.

## **ACCOUNTABILITY**

### **Monitoring & Review Process:**

Purchasing Card transactions are subject to the monitoring & review process of Procurement Services. Cardholders and/or liaisons may be requested to provide additional explanations for questioned transactions.

## **VIOLATIONS PROCEDURES**

### **Inappropriate, Unauthorized or Fraudulent Use of the P-Card**

The following guidelines are established for various types of P-Card 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 P-Card Policy Violation file maintained by the P-Card Administrator. The individual circumstances of the charge and the Cardholder's history will be taken into account by the P-Card 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 P-Card 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 P-Card Policy Violation file and the department's compliance file. For subsequent or more serious first-time violations, the P-Card Administrator will investigate the circumstances surrounding it and make a recommendation for appropriate discipline to the Director of Procurement based on the P-Card Progressive Discipline Guidelines and the P-Card Program Policy. The Director will determine what action will be taken up to suspension of card privileges. Should stronger disciplinary action be deemed appropriate it will require approval by the appropriate Vice President with the P-Card 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

Offense	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Missing receipts*	Written warning and liable for all undocumented purchases	Suspension of card privileges from 3 to 6 months and liable for all undocumented purchases	Revocation of card privileges and liable for all undocumented purchases
Splitting of purchase over \$2500	Written warning	Suspension of card privileges for 3 months	Revocation of card privileges
Inappropriate purchases outside scope of fund mission	Written warning and possible fund reimbursement	Suspension of card privileges for 3 months and possible fund reimbursement	Revocation of card privileges and reimbursement of fund
Unauthorized purchase	Written warning and possible fund reimbursement	Suspension of card privileges for 3 months and reimbursement of fund	Revocation of card privileges
Allowing use of card by another without permission	Suspension of card privileges for 6 months	Revocation of card privileges	
Failure to comply with departmental approval process	Written warning	Suspension of card privileges for 3 months	Revocation of card privileges
Use of card for personal gain	Revocation of card privileges, liable for personal purchases and referral to Human Resources for disciplinary action		
Other non-compliant or inappropriate card use <sup>1</sup>	At discretion of Director of Procurement with Chief Financial Officer approval		

**\* 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 circumstances of the case have been carefully considered.

### LISTING OF BLOCKED VENDORS CLEMSON UNIVERSITY MERCHANT CLASS CODE BLOCKING LIST

4829 Wire Transfer Money Orders  
5094 Precious Stones & Metals Watches  
5271 Mobile Home Dealers  
5309 Duty Free Stores  
5521 Automobile and Truck Dealers (Used Only)  
5541 Service Stations (with or without ancillary services)  
5542 Automated Fuel Dispensers  
5561 Recreational & Utility Trailers, Camper Dealers  
5571 Motorcycle Dealers  
5592 Motor Home Dealers  
5598 Snowmobile Dealers  
5681 Furriers & Fur Shops  
5698 Wig and Toupee Stores  
5813 Drinking Places (Alcoholic Beverages) Bars, Taverns, Cocktail, Lounges, Nightclubs, Discotheques  
5814 Fast Food Restaurants  
5921 Package Stores - Beer, Wine & Liquor  
5932 Antique Shops  
5933 Pawn Shops  
5937 Antique Reproductions  
5944 Jewelry Stores, Watches, Clocks, and Silverware Stores  
5948 Luggage & Leather Goods Stores  
5960 Direct Marketing Insurance Services.  
5963 Direct Selling Establishments/Door-to-Door Sales  
5966 Outbound Telemarketing Merchant  
5972 Stamp & Coin Stores - Philatelic & Numismatic Supplies  
5992 Florists  
5993 Cigar Stores & Stands  
5997 Electric Razor Stores - Sales & Service  
6010 Financial Institutions - Manual Cash Disbursements  
6011 Financial Institutions - Automated Cash Disbursements  
6012 Financial Institutions - Merchandise & Services.  
6051 Non-Financial Institutions - Foreign Currency, Money Orders wire transfer), and Travelers Cheques  
6211 Security Brokers/Dealers  
6300 Insurance Sales & Underwriting  
6381 Insurance Premiums  
6399 Insurance (Not Elsewhere Classified)  
6611 Overpayments  
6760 Savings Bonds  
7012 Timeshares  
7032 Sporting & Recreational Camps  
7033 Trailer Parks & Camp Grounds  
7251 Shoe Repair Shops, Shoe Shine Parlors, and Hat Cleaning Shops  
7261 Funeral Service & Crematories  
7273 Dating & Escort Services.



7276 Tax Preparation Service  
7277 Counseling Services - Debt, Marriage, Personal  
7278 Buying-Shopping Services, Clubs  
7280 Hospital Patient Personal Funds Withdrawal Accounts  
7295 Babysitting Services  
7296 Clothing Rental - Costumes, Uniforms  
7297 Massage Parlors  
7298 Health & Beauty Spas  
7519 Motor Home & Recreational Vehicle Rentals  
7524 Express Payment Service Merchants - Parking Lots  
7833 Express Payment Service Merchants - Motion Picture Theaters  
7995 Betting (Including Lottery Tickets, Casino Gaming Chips, Off-track Betting & Wagers)  
7996 Amusement Parks, Circuses, Carnivals, Fortune Tellers  
7997 Membership Clubs (Sports, Recreation, Athletic), Country  
8011 Doctors  
8021 Dentists, Orthodontists  
8031 Osteopaths  
8041 Chiropractors  
8042 Optometrists, Ophthalmologist  
8043 Opticians  
8044 Optical Goods & Eyeglasses  
8049 Chiropodists, Podiatrists  
8050 Nursing & Personal Care Facilities  
8062 Hospitals  
8099 Medical Services  
8111 Legal Services, Attorneys  
8211 Elementary and Secondary Schools  
8241 Correspondence Schools  
8244 Business & Secretarial Schools  
8249 Vocational & Trade Schools  
8351 Child Care Services  
8651 Political Organizations  
8661 Religious Organizations  
9211 Court Costs, Including Alimony and Child Support)  
9222 Fines  
9223 Bail and Bond Payment  
9311 Tax Payments  
9411 Government Loan Payments  
9700 Automated Rental Service  
9751 U.K. Supermarkets - Electronic Hot File (For Regional Use Only)  
9752 U.K. Petrol Stations - Electronic Hot File (For Regional Use Only)

**DIRECT PURCHASE VOUCHER EXEMPTION LIST**

**[View complete exemption list](#)** here.