CLEMSON UNIVERSITY PURCHASING CARD PROGRAM POLICIES AND PROCEDURES

QUICK TIPS

Cardholder Responsibilities:

1. *Being familiar with the VISA policies and procedures on the Procurement Website.*
2. *Obtaining backup for charges & certifying they are legitimate, are allowable for business purposes & forwarding to departmental liaison or accountant immediately after purchase. As approval for charges, cardholder must either sign each receipt or at month end sign the Visa statement. NOTE: Receipts are not signed as part of reconciliation; they may be signed as part of authorization of purchase.*
3. *Cardholder or independent reviewer must sign monthly Visa statement as part of reconciliation process. (See Flow Chart on back page)*
4. *Disputing charges with Bank of America if believed to be made by an unauthorized person.*

What is a VALID RECEIPT? A printed invoice or documentation provided by vendor which shows date, listing of all items purchased with the cost, shipping, taxes & total purchase price. Total price must match VISA statement. If receipt is lost or misplaced, a copy should be obtained from merchant. If not, a typed & signed note from the purchaser with details may be accepted. Failure to provide receipts may result in P-Card suspension or revocation.

How to obtain a RECEIPT? If purchase is made at retail outlet, obtain at point of sale. If charge is made via phone or fax, request a printed invoice which can be mailed or faxed to you. If purchase is made via internet, print copy of internet form and request copy of invoice.

How to handle FEDEX? Shipping fee will automatically be charged to departmental Visa. Give copy of air bill (form used to ship items) to liaison including the correct account number. Air bills have a tracking # & this # must correspond with printed # on the VISA statement.

TRAVEL Policy and Procedures: VISA may be used for EMPLOYEE travel but only for airline/train tickets & registration fees. ALL other EMPLOYEE travel expenditures must be paid by traveler from personal funds & reimbursed on a travel voucher after returning from trip.
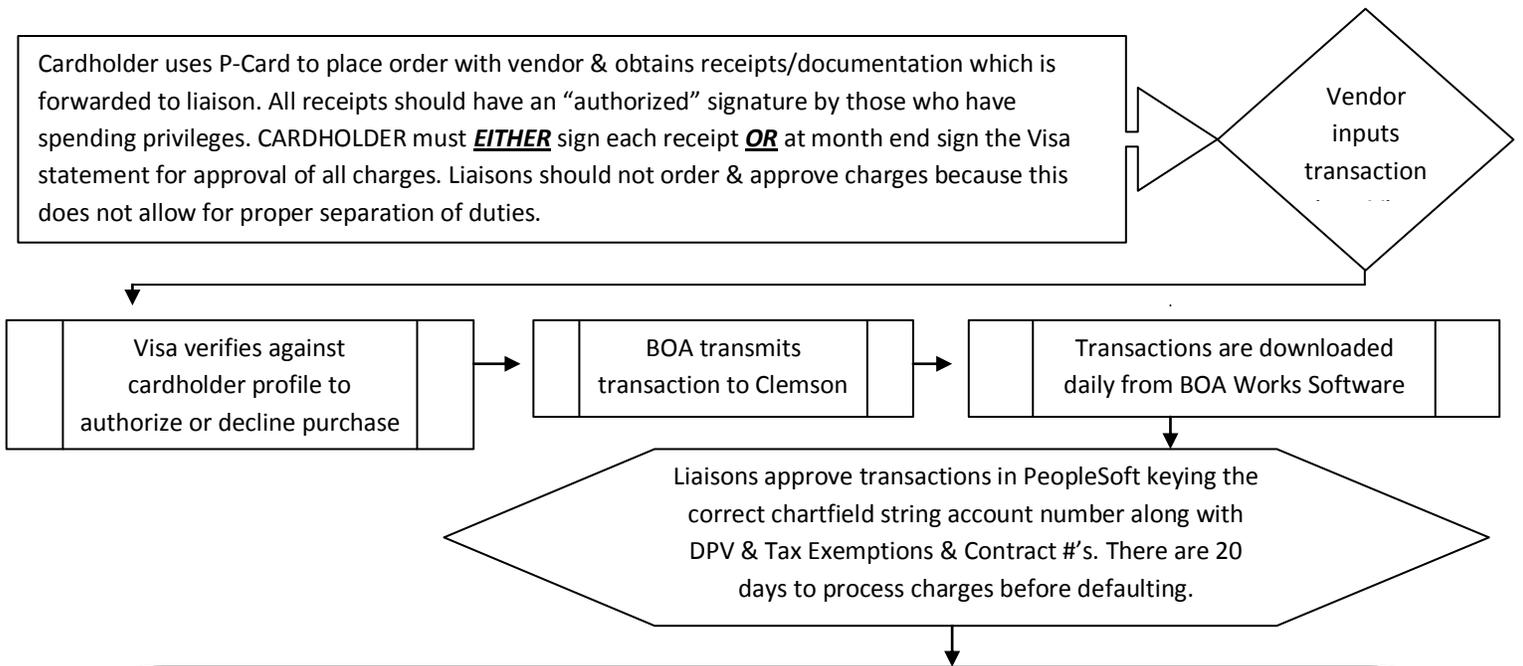
STUDENT TRAVEL: Group travel expenses may be paid in full using the CU VISA including employee chaperones. Expenses should be coded to 6030. Meals are limited to per diem per traveler per day.

Liaison Responsibilities:

1. *Maintaining or filing invoices & backup documentation for charges until ready for processing.*
2. *Verifying documents contain authorized signature & note stating where to pay.*
3. *Writing FULL chartfield string account #'s on documentation along with DPV #'s & Tax Exemptions & whether Use Tax is applied for areas with MORE than one dept. and/or project. Areas with only one dept # & one project # will do the same as above, with one exception, which is documentation of only account # for chartfield string.*
4. *Processing charges in PeopleSoft.*
5. *Matching invoices/receipts to 3rd party Bank of America generated statement & obtaining necessary signature of CARDHOLDER or REVIEWER. (See Flow Chart for details on who must sign).*
6. *Insuring that when processing Fund 20 payments, each invoice/receipt has account # & PI has signed approving payment. Originals MUST be forwarded to appropriate Grant Coordinator.*
7. *Running the RFC_P_CARD_DATA query, notifies cardholders of outstanding items, paid charges and data for journal corrections. This query pulls card data & shows items as processed, submitted or unfinished.*
   NOTE: P-Card Activity & Submission reports can be used as additional tools but is not required by policy and does not require a signature.

How do you handle DEFAULTED CHARGES? Liaison's have 20 days to process transactions before items default to account # 7211 on a chartfield provided when card was requested. Defaulted transactions have to be corrected to proper account & chartfield string via a journal entry starting with JEC and ending with the same #'s as original CHG journal. Use Tax may need to be applied requiring additional journal lines. Defaulted transactions are to be a RARE EXCEPTION & not a normal business practice! Report issue to management if you are having problems getting proper documentation on a timely basis for processing charges. DO NOT process any charge without proper documentation JUST to avoid having a charge default!

FLOW CHART FOR MAKING A P-CARD PURCHASE

Cardholder uses P-Card to place order with vendor & obtains receipts/documentation which is forwarded to liaison. All receipts should have an "authorized" signature by those who have spending privileges. CARDHOLDER must **_EITHER_** sign each receipt **_OR_** at month end sign the Visa statement for approval of all charges. Liaisons should not order & approve charges because this does not allow for proper separation of duties.

Vendor inputs transaction

| Visa verifies against cardholder profile to authorize or decline purchase | BOA transmits transaction to Clemson | Transactions are downloaded daily from BOA Works Software |

Liaisons approve transactions in PeopleSoft keying the correct chartfield string account number along with DPV & Tax Exemptions & Contract #'s. There are 20 days to process charges before defaulting.

P-Card Reconciliation handled via 2 ways and is listed below; therefore, please choose which method works for your area.

- ❖ <u>Two-Person Recon. Process</u> is where cardholder must sign the statement as the reviewer.
  - ➢ Liaison reconciles documentation and Visa statement, signs reconciliation and forwards to reviewer. If the reviewer is the cardholder, the cardholder reviews reconciliation and signs statement. Items are ready to be filed.

- ❖ <u>Three-Person Recon. Process</u> is where cardholder signs each receipt/invoice. Liaison matches documents to Visa statement. An independent third person, not cardholder or liaison, reviews and then at month end signs the reconciliation which is Visa Statement.
  - ➢ Liaison reconciles documentation and Visa statement, signs reconciliation and forwards to reviewer. If the reviewer is NOT the cardholder, the independent reviewer (not liaison) reviews reconciliation. Next step would be to check for cardholder signature on each purchase document or the Visa statement. If signatures are present, independent reviewer signs statement and paperwork can be filed. If the cardholder DID NOT sign purchase document or the Visa statement, the cardholder must approve charges. The paperwork would then be sent to the independent reviewer who signs statement. After independent reviewer signs, items can be filed. If this procedure is followed, no detailed reconciliation is required on the monthly Budget Status Report (BSR).