Clemson University
PCard Training Course

October 2016
Introduction

The Purchasing Card is a Chip and Pin VISA credit card issued by Bank of America. The Purchasing Card (PCard) is a method of payment offered to help manage routine low dollar purchases while benefiting job performance.

Individuals who have buying responsibilities are encouraged to be the cardholder within a department. Anyone who is interested in becoming a cardholder must take the PCard Course Training.

Liaisons are required to complete training due to the close nature of working with cardholders.
Course Completion Requirements

- Completion of this course is required for faculty and staff applying for a Clemson University PCard and all Liaisons.
- Once departments determine who will be cardholders, applications are to be submitted to the PCard Administrator. All applications must be signed by Cardholder, Department Chair & Business Officer.
- The PCard applicant must read the PROCUREMENT CARD POLICIES & PROCEDURES
- After completing this course, the PCard applicant/Cardholder/Liaison must complete the Online Certification to continue with their cardholder/liaison roles or to acquire their PCard.
Course Outline

Module 1  Allowable/Non-Allowable Charges
Module 2  General Procedures/Parties Involved
Module 3  Cardholder Responsibilities
Module 4  Dollar Limits/Declines/Increases/DPV List
Module 5  Vendor Blocks / MCC Procedures
Module 6  Reconciliation/Allocation for Billing
Module 7  Accountability
Module 8  Violations Procedures/Guidelines/Disciplinary Actions
Module 9  Website Links & Contact Information
## Allowable/Non-Allowable Charges

*This is only a partial listing*

### Allowable
- Student Travel - see Student Travel Guidelines
- Registration Fees
- Membership Dues
- Subscriptions
- Computer Software
- Books/Printing
- Utilities/Repairs
- Lodging: visiting speakers (room only)
- Employee Travel - air and ground transportation, baggage fees

### Non-Allowable Charges
- Employee Travel - lodging and meals
- Registration fees including the hotel
- Gifts, Gift Certificates, gift cards
- Gasoline
- Foundation charges
- Sporting events
- Personal Charges
- Rental Cars
- Split Procurement bypassing increased PCard limit above $2500 for one time purchase
General Procedures

- Cards cannot be used for cash advances
- PCards can only be issued to individuals - not in Department names
- Cardholders are allowed to have only 1 card issued in their name
- Cards are not transferable between individuals or budget centers
- Cardholders cannot process his/her own charges
- Cardholders are responsible for making sure correct account used
- Cards not used after 24 months will be closed
- Only the Cardholder and PCard Administrator are authorized to speak to BOA about an account
Parties Involved

- Agency – Clemson University is the customer of the issuing bank
- Cardholder – Employee of Clemson University
- Card Issuer – BAML Bank of America – Merrill Lynch
- Department Head – University Official who approves requests for PCards
- Liaisons – CU employee who processes PCard charges
- PCard Administrator– Works with cardholders, liaisons & the bank
- Vendor – Supplier/Merchant who supplies goods/services to the cardholder
Cardholder Responsibilities

- Ensure the PCard is used for legitimate & allowable University business purposes & be familiar with the VISA Policies & Procedures which are available on the Procurement Website - https://www.clemson.edu/procurement

- Ensure the PCard is secure at all times

- Adhere to purchasing limits, to SC Consolidated Procurement Code & all other University policies & restrictions

- Obtain ALL backup documentation which includes detailed register receipts listing each line item. If sales slips are hand written, the same information is to be provided. Receipt should show date, time, subtotal, tax & total. *Having the Merchant Name, Address, Phone & Store # is recommended
Cardholder Responsibilities

- Approve charges made on the PCard by signing each receipt OR signing monthly statements especially if purchaser is not the cardholder.
- Turn in receipts to the Liaison in a timely manner with correct account # & brief description for the purchase.
- If receipt is not obtained at time of purchase, cardholder should 1st try & get from the merchant. If merchant cannot provide, a typed & signed note from the purchaser with as many details will be accepted on a limited basis.
Cardholder Responsibilities

- Report Lost, Stolen Cards to Bank of America immediately @ 1-888-449-2273
- If charges appear in PeopleSoft & are not recognized by liaison, cardholder needs to call Bank of America Fraud @ 1-866-500-8262
- If card is not working and charges are not processing, cardholder needs to call Bank of America @ 1-866-500-8262 as card may need resetting
- All PCards are Chip & Pin enabled & pin security numbers are mailed directly to cardholders with security code (do not throw away)
- If pin numbers are forgotten or lost, go to www.baml.com/globalcardUS. This website can be found on the back of the card.
- Upon termination/separation/transfer to other department, the PCard Administrator must be notified by cardholder, liaison or Business Officer and the PCard should be surrendered to the Dept.
The normal PCard has a “STL” = single transaction limit of $2500 per swipe. This means if a cardholder goes to any store, makes a purchase online or via the phone, the dollar amount cannot exceed $2500; if it does, the transaction will be declined. PCard Administrator can raise limit up to $10K & will work with purchaser if necessary with proper documentation.
If a cardholder would like to purchase an item(s) costing more than $2500, one of the following options is required:

- **Price References** – they can be quotes, internet price references, etc. A copy must be maintained in the PCard file.

- **The Direct Payment Exemption List** - the cardholder and/or liaison is to provide one of the #’s from the Direct Payment List.

https://www.clemson.edu/procurement/faculty-staff/directpayments.html

The cardholder will email the PCard Administrator and liaison with details such as cardholder name, last 4 digits, total dollar amount needed, date purchase will be made, if price references were obtained or an exemption is being used.

*NOTE: PCard Administrator does not need copies of the price references*
Every merchant who accepts VISA is assigned a MCC or Merchant Category Code by VISA.

Some MCC codes are blocked by Clemson University policy. The State of South Carolina also has set mandatory code blocks for state agencies (examples: liquor stores, dating/escort services).

PCards can be used anywhere that accepts VISA unless their MCC Code has not been block.

If a card is being blocked for a valid and allowable purchase, contact the PCard Administrator to discuss if an exception can be made.
Reconciliation & Allocation of Billing

Clemson University receives a detailed monthly hard copy statement along with a bill from Bank of America that should be reviewed for errors, oddities, and disputes.

1. Cardholder makes charges and obtains receipt
2. Daily transaction report from BofA is distributed to Liaisons electronically
3. Liaisons review/assign account codes for charges
Module 6

Reconciliation & Allocation of Billing

Cardholders Role

- Collect and turn in receipts to your liaison in a timely manner

- If a charge is legitimate but there is an issue with quality or pricing, the Cardholder is responsible for settling these issues by filing a Dispute Claim Form with Bank of America

- Fraud transactions must be reported to Bank of America by the Cardholder. Bank of America will credit CU Accounts
  *Fraud must be reported to Bank of America within 30 days of the purchase date
Reconciliation & Allocation of Billing

Liaisons Role

- Collect receipts in a timely manner, you have approximately 20 days to process charges before they default.
- Review receipts to ensure purchases follow the guidelines and policy.
- Determine if sales tax has been applied or if use tax needs to be added.
- Enter contract # or direct purchase exemption # if applicable.
  *This should be noted on receipt or backup paperwork.
Accountability

- All paperwork which includes receipts, quotes, notes (containing dates, times, names), emails, dispute claim forms, fax confirmations should be kept together in a file labeled by cardholder name, month & year.

- Once a cycle has completed and the Bank of America monthly statement arrives, the liaison can begin reconciling & checking off

- PCard Audits can be scheduled as part of a Departmental Audit or can be unannounced

- Every expense paid by Clemson University is available for public view on a spending transparency website.
Accountability

- It is the responsibility of the cardholder and/or liaison to alert the PCard Administrator if the monthly statement did not arrive.
- Bank Statements should be signed & dated by the liaison as the reconciler.
- The cardholder can either sign all receipts OR sign/date the statement.
- If your department has an accountant & they monitor PCard spend, their signature & date should be on the statement.

*NOTE: If a personal purchase is made on the PCard & the charge is reversed, this is still an UNAUTHORIZED procurement & requires written documentation.*
Accountability

- All purchases considered unauthorized need to be documented and routed through the proper administrative personal
- DO NOT split up purchases to get around your card limit; either have the card limit raised to appropriate limit or use a different means to make the purchase
- Ultimate responsibility for use/misuse of cards rests with the Cardholder

*NOTE: If a personal purchase is made on the PCard & the charge is reversed, this is still an UNAUTHORIZED procurement & requires written documentation
PCard Violations Procedures/Guidelines

Disciplinary Action Process

- Be familiar with the PCard Violations Section included in the PCard Policy and Procedures
- Ensure ALL PCard holders, Liaisons, Business Officers & Departments at Clemson University follow the same procedures for PCard violations
- Written guidelines are available to assist the cardholder and liaison with disciplinary actions as outlined in the PCard Violations Section

### Purchasing Card Progressive Discipline Guidelines

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<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
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<tr>
<td>Missing receipt*</td>
<td>Written warning and table for all undocumented purchases</td>
<td>Suspension of card privileges for 3 to 6 months and table for all undocumented purchases</td>
<td>Revocation of card privileges and table for all undocumented purchases</td>
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<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>
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Website Links & Contact Information

Procurement Website:
www.clemson.edu/procurement

PCard Program Website:
www.clemson.edu/procurement/faculty-staff/pcard-program

Procurement Guidelines for Faculty/Staff Website:
www.clemson.edu/procurement/faculty-staff/guidelines

PCard Administrator: Lynn Crawford, Crawfo5@Clemson.edu, 864-656-2808
PCard Backup: Jennifer Cobb, Jcobb@clemson.edu, 864-656-5605

Click here to complete Procurement Card Certification Requirements