



Illinois Community College Trustees Association

## **QUICK SURVEY RESULTS** **Purchasing Card Policies**

August 1, 2024

*A total of 18 colleges/districts responded to ICCTA's Quick Survey on PURCHASING CARD POLICIES.*

**1. DOES YOUR INSTITUTION USE PURCHASING CARDS (SOMETIMES REFERRED TO AS PROCUREMENT CARDS, PROCARDS, OR P-CARDS), WHICH IS A TYPE OF CORPORATE CREDIT CARD DESIGNED TO MAKE THE PURCHASING PROCESS EASIER FOR COMPANIES?**

Yes – 14

- DuPage, Elgin, Heartland, Highland, Illinois Valley, Kaskaskia, Lake Land, Logan, Oakton, Prairie State, Sauk Valley, Shawnee, Spoon River, Waubonsee

No – 4

- Harper, Kankakee, Kennedy-King, South Suburban

**2. IF YES TO QUESTION #1, PLEASE PROVIDE A COPY OF YOUR PURCHASING CARD POLICY OR RELEVANT PROCEDURES BELOW.**

- DuPage: [https://www.cod.edu/about/board\\_of\\_trustees/pdf-docs/board\\_policies.pdf](https://www.cod.edu/about/board_of_trustees/pdf-docs/board_policies.pdf)
- Elgin: See attached
- Heartland: See attached
- Highland: See attached
- Kaskaskia: The College requires employees who are issued a card to complete a cardholder agreement.
- Lake Land: Three Board Policies 10.22, 10.34 and 10.34.04 - all available at <https://tinyurl.com/2u62s5rz>. Any College-approved user also has to sign a credit card agreement form that has guidelines for use and references the above three policies.
- Logan: See attached
- Oakton: Oakton uses Chase credit cards on a limited basis as there are about seven credit cards currently issued. Employees have the option to fill out a credit card request form in cases where other payment methods such as by check are not available.
- Sauk Valley: <https://www.svcc.edu/about/board-policy/300/305.01.html>
- Shawnee: Credit Card  
To request a credit card, an employee must complete a credit card request form. It must be filled out completely, including requestor's name and job title, cardholder name, description of the purchase, estimated price, account number, and signatures. This form requires the same signatures as a requisition.  
When an employee returns the card, they must also return the receipt. If they do not return a receipt, they are responsible for paying the college back for the purchase.
- Spoon River: See attached
- Waubonsee: See attached

### 3. PLEASE SHARE ANY ADDITIONAL FEEDBACK REGARDING YOUR INSTITUTION'S USE OF PURCHASING CARDS.

- Illinois Valley: We have one for the institution and one for the President. Everyone else must go through Purchasing.
- Lake Land: A limited number of specific employees have a College credit card assigned to them. There are also various credit cards assigned to specific departments and any employee using that has to sign the credit card agreement and sign a document checking in and out for the credit card.
- Prairie State: We are in the process of updating our policies.
- South Suburban: SSC is currently exploring the use of purchasing cards.
- Spoon River: We do not utilize a corporate pcard system. Ours is self managed and reconciled by the Business Office.
- Waubonsee: The pcard program is beneficial in providing staff with the ability to cover costs for students and staff (Athletics, TRIO, Upward Bound, Student Life, etc.) when having events or traveling. It makes it more efficient for facilities to obtain the parts and supplies they need on an as needed basis, thereby reducing inventory and waste. The program is effective in saving the college in operating costs. In today's market, electronic payment is a necessity. As technology advances, so must the college. It is our goal to move to online reconciling which will improve the speed of reconciling and uploading charges to our payables system, continuing to improve on operating costs.

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*For more information, please contact:*

#### **Illinois Community College Trustees Association**

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## **ADMINISTRATIVE PROCEDURE 2.404**

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### ***References Board of Trustees Policy: EP 4***

**Subject:** Purchasing Card Program  
**Adopted:** October 22, 2003  
**Last Reviewed:** September 7, 2023  
**Amended:** March 1, 2006; October 15, 2006; July 17, 2012; February 22, 2022; June 10, 2022; April 4, 2024  
**Review:** This procedure will be reviewed by the Vice President, Business and Finance by June 30 of each year.

### **Related Administrative Procedures**

- 2.401 - Purchasing
- 2.601 - Travel and Business-Related Expenses

*The Business Services Manual and all forms noted in the following procedure can be located on Elgin Community College's employee portal under Business Services.*

### **I. General**

- A. The college purchasing card (p-card) program is designed to execute routine, low-dollar value and online purchases. The purchasing card is not to replace the purchasing process as outlined in Administrative Procedure 2.401. Usage of the card facilitates the acquisition of time-sensitive materials and supplies and reduces overall processing costs. The program decentralizes purchasing responsibility and approvals back to the department level.
- B. All college funds, regardless of their source of origin, are considered public funds and expenditures must be 1) in accordance with college and state policy, 2) reasonable and necessary, and 3) part of a bona fide business function of the college.
- C. The card shall not be utilized for personal purchases, cash advances, furniture, computers, tablet or mobile devices, cellphones, printers, or capital equipment purchases. Purchases for conferences or events, team building exercises or retreats must include a copy of the agenda with the statement reconciliation.
- D. The use of the purchasing card shall not be used to split orders with a dollar value greater than \$5,000. Commercial card usage is monitored and the misuse or fraudulent abuse of the card may result in personal liability, prosecution, and disciplinary actions up to and including termination from the college. Policy violations also include failure to perform monthly reconciliation; return of the card when reassigned or terminated; or upon request and/or failure to submit proper documentation for purchases.
- E. Each card request requires the approval of the college's Vice President, Business and Finance, Vice President, Teaching, Learning, and Student Development, or the college President. The program requires strict adherence to all policies in the Commercial Card Cardholder Guide, Administrative Procedure 2.401, and the purchasing procedures set forth in the Business Services Manual by all cardholders and budget officers. Employees are required to review policies and procedures prior

to receiving a purchasing card, attend an orientation session and sign an acknowledgment form.

- F. The purchasing card is under a corporate pay arrangement. Account balances will be paid in full each month by the college. Departments are responsible to ensure that budget accounts have adequate funds at all times to cover their card expenses.

## **II. Procedure for Obtaining a Purchasing Card**

- A. Cards are issued to college employees who frequently order materials and supplies for the support of their departments, and to college employees who consistently conduct off-campus business and travel for business purposes.
- B. Requests should be made by completing the Commercial Card Cardholder Agreement form which can be found on the college's employee portal located under Forms/Business Services. The completed form should be forwarded to purchasing for final Vice President or President approval.

## **III. Usage Policy**

- A. Cardholders are committing college funds each time the purchasing card is used. The cardholder is responsible to ensure sound financial and policy judgment is utilized for all transactions made to the card.
- B. Each card will have a limit on the number of transactions per day, per month, the dollar value of the transaction, and the total credit limit per billing cycle. Limits will be determined at the time of request based on expected purchase activity.
- C. Each card is limited to purchases made for a specific department/division.
- D. All purchases are to be charged to the appropriate and active budget code that has available funding.
- E. If a budget transfer is required, the budget transfer request should be made to the Accounting department prior to the order being placed.
- F. The cardholder is responsible for ensuring receipt of goods and for resolving any discrepancies or damaged goods issues. The college's receiving department should be notified by email of orders that are being shipped to the college. Supplier, description of the order, quantity, and expected delivery date should be included in the email notification. Shipments without purchase orders or without email notification may be rejected.
- G. The purchasing card is never to be loaned out. Only the person whose name appears on the card may use the card; however, the department Manager / Supervisor may use their card to arrange travel and conference registration for staff within their department.
- H. Should the cardholder be declined at the point of sale for any reason, he/she should contact Purchasing. Every effort will be made to determine why the transaction was declined. If the issue persists, they can contact JP Morgan Chase Customer Service.
- I. It is the responsibility of cardholders to ensure that sales tax is not charged on their purchases. If a sales tax is charged, the cardholder should immediately contact the supplier to have the sales tax charge reversed. The cardholder is responsible to inform the supplier of the college's tax-exempt status and provide the tax-exempt number. In the event sales tax is not reversed/removed, the cardholder will reimburse the College for taxes charged. The number is available to the user upon request from the purchasing department. The only exception to this rule is a tax charged during travel including hotel and meals.

#### IV. Travel and Conference Registration Usage Policy

- A. All employee travel and business-related expense policies must be followed, including but not limited to the business nature of meal or event, name and location that the meal or event took place, and names of individuals present at meal or event and their titles and college/business affiliation.
- B. College-related travel and conference registrations may be paid for with a purchasing card with proper approval(s). If the employee uses their personal credit card, they will not be reimbursed prior to the travel or event.
  - 1. If the traveler does not wish to use their own personal funds, they may contact their manager / supervisor to use their college purchasing card, or contact purchasing to inquire about using purchasing's purchasing card for travel arrangements and registration costs.

**Contact purchasing to obtain vendor information regarding an approved travel agency.**

#### V. Gift Cards and Give-aways:

- A. Gift cards and give-aways may be purchased with a purchasing card by sending a request to Purchasing.
  - 1. A request email should be sent to Purchasing explaining the request and Purchasing will determine the best method to procure the cards.

***If the method is to use our preferred vendor then the requestor will be asked to create a requisition in accordance with Administrative Procedure 2.401.***

    - a) If the preferred vendor cannot be used then the requesting department will need to complete the Gift Card Fulfillment Form (including recipients' signature) and submit it to Purchasing. Purchasing will make the purchase for the department via a purchasing card dedicated to purchasing gift cards.
    - b) ***Gift cards should not be ordered more than 1 month in advance. Distribution of cards should be completed within 30 days of receipt. All cards purchased within the fiscal year need to be disbursed by the fiscal or grant year-end. Regular inventory should be completed of gift cards on hand. To maintain security of the purchased gift cards, all gift cards must be stored in a locked drawer or safe.***
  - 2. Giveaways must be obtained through the college's marketing and communications department.

#### VI. Unallowable Expenses:

- A. The card shall not be utilized for:
  - 1. Employee/college representative travel that is not conducted for college business.
  - 2. Non-employee travel that is not conducted for college business.
  - 3. Non-business meals and/or transportation.
  - 4. Reimbursement for the purchase of alcoholic beverages.
  - 5. Personal charges including, but not limited to, tipping baggage handlers, valet service, bellman, maid service, recreation or entertainment not considered

- college-related, trip insurance, in-room movies, minibar, room safes, gifts, souvenirs, and personal purchases.
6. Expenses are inherently personal in nature such as child care, dog kennel, clothing, and personal toiletries and sundries.
  7. Club memberships including airline, auto, discount warehouses, etc.
  8. Theft or loss of personal belongings or money.
  9. Gifts to individuals in lieu of payments for lodging.
  10. Cost of repairs to personal vehicles, regardless of whether the costs result from business travel or whether they result from acts of the traveler or another individual.
  11. Used equipment without prior approval from the purchasing department.
  12. For events social in nature, i.e. new employees, birthdays, retirements\*, special events such as baby and wedding showers, and graduations\*.
 

*\*Note: The college provides a college-wide retirement party twice a year for retiring employees, and hosts convocation and commencement twice a year.*
  13. Greeting cards, holiday cards, and flowers for employees for funerals, celebrations, etc. by a department. The college president's office will purchase appropriate bereavement flowers, and holiday and birthday cards. Anyone wishing to send out holiday cards must go through the college's marketing department.
  14. Undocumented expenses.
  15. Additional items may not be listed here. Refer to Administrative Procedure 2.601.
  16. Institutional memberships, unless pre-approved by the President.
  17. Professional growth/development expenses as documented in Administrative Procedure 5.206 Professional Development and collective bargaining agreements
  18. Equipment and furnishings including, but not limited to furniture, cameras, computers, and related software and peripheral devices, notebooks, iPads, Kindles, or other forms of eBooks, printers, and capital equipment purchases.
  19. *This list is not inclusive of all scenarios. If an item is not specifically listed, it is the employee's responsibility to seek clarification and approval from purchasing; otherwise, they may be responsible for payment*

## **VII. Compliance**

- A. The college's monitoring of purchasing card usage and compliance is based on a "three-strike" system. Strikes are tracked in Purchasing.
  1. First strike - Cardholder is given a written reminder.
  2. Second strike – The cardholder is given a written warning and the cardholder's supervisor is copied.
  3. Third strike – Purchasing card is suspended for three months.
- B. The college has the option to cancel any purchasing card when abuse or fraud has been found resulting in the cardholder's loss of purchasing card privileges. Instances of fraud may result in discipline up to, and including, termination for the employee.
- C. THREE STRIKE POLICY:
  1. Any cardholder who fails to reconcile and turn in their approved statements to purchasing within thirty (30) business days of the statement date will be issued their first strike in the form of a written reminder with a copy sent to

- their Supervisor.
2. If reconciliation is not completed within sixty (60) days of the statement date, a second strike will be issued in the form of a written warning with a copy sent to their Supervisor.
  3. If reconciliation is not completed within ninety (90) days of the statement date, all card activity is suspended for 3 months. Suspensions will be removed after three months and upon completion of all past due reconciliations.
  4. Continued failure to reconcile the purchasing card may result in card cancellation.

### **VIII. Reconciliation**

- A. The cardholder is to review all transactions on-line and input the budget code to be charged along with a brief but relevant description of the expense.
- B. The employee's manager must also go online and approve the transaction(s).
  - If the approver believes that a personal charge was made in error on the ECC card, they should: request the employee to request a reversal of the transaction from the company and provide a personal card for the transaction. Return of the improper items for a credit for the transaction. The employee should receive a strike per the VII Compliance section of this procedure and reimburse the College for the wrongful purchase.
  - If the approver believes that a transaction was made in error in accordance with Section V Unallowable expenses then the approver must work with the employee to correct the issue and if the issue persists, the employee will receive a strike per section VII Compliance.
- C. After the end of each billing cycle on the 4th day of each month, original detailed receipts are to be retained and submitted with the monthly statement for approval by the appropriate Supervisor. Receipts are to be attached to the statement, in the order shown on the statement. Smaller receipts should be taped to an 8-1/2" x 11" sheet of paper. Once the statement is signed and dated by the cardholder and cardholder's Supervisor, the approved monthly statement is to be forwarded to purchasing.
- D. All receipts of online purchases must include the date of purchase, vendor information, description of the item purchased, cost, and method of payment.
- E. All conferences, events, team-building exercises, or retreats must include the program agenda with the statement reconciliation. (Note: Travel out of state and team-building exercises must have preapproval from Purchasing and the appropriate cabinet member prior to the event.)
- F. Travel itineraries that do not provide a method of payment are not accepted as a form of receipt. The cardholder is required to contact the vendor/travel agency and obtain a proper detailed receipt.
- G. Hotel receipts must show all items billed to the hotel room.

### **IX. Reviews**

- A. Purchasing reviews p-card statements on a monthly basis and may contact the approving supervisor for clarification of purchase(s). The cardholder and approver are sent a notice if the review finds anything in non-compliance at which time the cardholder has thirty (30) days to reply and correct any non-compliance items.
- B. Periodic audits of purchasing card activities and record-keeping will be conducted by

the Business and Finance Office to ensure compliance with the purchasing card program.

**X. Increase Credit Line or Single Purchase Limit**

- A. Cardholders requesting temporary additional credit may request a credit limit increase through their Supervisor. If approved, the Supervisor will send their approval to purchasing card officer detailing how much to increase, why the increase is needed, and how long the increase is to be in place.
- B. Cardholders requesting a temporary single purchase increase must follow the same directions as noted above.

**XI. Cardholder Recertification**

- A. Each year cardholder spending limits are reviewed by purchasing to determine that actual usage is consistent with the spending limit.
- B. If the usage is consistent with the spending limit there will be no change to the card's limit.
- C. If the usage is not consistent with the spending limit, the recommendation will be to decrease or increase the card limit or cancel the card. If the department does not agree with the recommendation they have the ability to appeal. The appeal must be in writing to justify why the card limit should not be reduced or increased, or canceled. The Vice President, Business and Finance will have the authority to review the appeal and make a recommendation to the President.

**XII. Lost & Stolen Card Policy**

- A. All users are responsible for their cards and are expected to keep the card in a secure, locked location.
- B. Cardholders must be familiar with the Lost & Stolen Card policy in the Commercial Card Cardholder Guide and follow the procedure if a card is lost or stolen.
- C. In the event a card is lost or stolen, the cardholder must first notify the bank (JP Morgan Chase). The 800 to call is located on the JP Morgan website, the college's employee portal, and on the back of the card. The cardholder should notify purchasing as soon as possible.

**XIII. Compromised Card Policy**

- A. If a cardholder suspects their card has been compromised, they should immediately contact JP Morgan Chase using the 800 number on the back of the card and contact purchasing as soon as possible.
- B. If JP Morgan Chase suspects the card has been compromised, a representative from the bank will contact the cardholder and cancel the card. The cardholder should then notify purchasing as soon as possible.

**XIV. Employee Termination, Resignation, or Retirement**

- A. Upon the resignation or termination, retirement, or transfer to a new department of the cardholder, the budget officer is responsible to obtain the return of the purchasing card and return the card to Purchasing.

**XV. Purchasing Card Program Training**

- A. All cardholders are required to attend a training session on the basics of the program



- delivered by the purchasing department. These are one on one training sessions and are scheduled prior to card distribution.
- B. Refresher training is available at any time at the request of the cardholder.
  - C. If at any time the cardholder experiences problems using their card, the cardholder should first contact the bank's customer service by calling the 800 number on the back of the card. If the issue cannot be resolved through the bank, the cardholder should then contact purchasing.

# Heartland Community College

## PROCUREMENT CARD USE AGREEMENT

AGREEMENT made this 17th Day of July, 2024, between the BOARD OF TRUSTEES OF HEARTLAND COMMUNITY COLLEGE, Normal, Illinois (hereinafter the "Board"), and XX XX, an employee of Heartland Community College (hereinafter the "Employee").

### WITNESSETH:

WHEREAS, by this Agreement the Employee has been entrusted with a procurement credit card ("P-card") for use in the purchase of goods and services solely and exclusively for the authorized business purposes of the Board; and

WHEREAS, the Employee agrees to abide by the terms and conditions of the P-card as set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants and conditions set forth herein, it is agreed by the Board and the Employee as follows:

The Board hereby issues the Employee P-card # (XXXX)

The Employee hereby agrees to immediately return the P-card upon request and notify the Business Office of change in employment status.

The Employee shall not use the P-card for the purchase of any good or service that is not authorized by the terms of this Agreement or by the direct written approval of the President or Vice President, Finance and Administration. The Employee shall be present when purchasing of any good or service.

The Employee acknowledges that the P-card is to be used only for those purchases that cannot reasonably be completed using the proper channels through the HCC Business Office and PeopleSoft Financial Systems. These generally include emergency purchases, purchases made while traveling, some membership fees and subscriptions, and local vendors for which the HCC Business Office does not have a store credit card.

Employee shall submit, by the 14th day of each month, receipts and such other reasonable documentation of goods or services purchased as requested by the Vice President, Finance and Administration or his/her designee. Repeated requests for proper documentation may result in disciplinary action.

Employee shall promptly review monthly P-card transaction statements for accuracy and shall, by the 14th day of each month, notify the Vice President, Finance and Administration or his/her designee of any errors, omissions or discrepancies in the statement.

Employee shall immediately notify the Vice President, Finance and Administration or his/her designee in the event of a possible loss, theft, or unauthorized use of the P-card. If the Employee is unable to immediately notify the Vice President, Finance and Administration or his/her designee, then the Employee shall notify the Bank by phone at (855) 825-9234.

Attached herewith and incorporated by reference herein is a Statement of Authority of P-card use that sets forth the authority and express limits of authority of Employee's use of the P-card.

Employee's improper use of the P-card and failure to abide by the terms and conditions of this Agreement shall constitute a cause for disciplinary action, including termination.

Employee shall immediately indemnify the Board for any improper or unauthorized expenditure and for any and all costs and expenses (including attorneys' fees and expenses) incurred by the Board in recovering improper or unauthorized expenditures by the Employee.

This Agreement may not be modified in any way without the approval of the Board.

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement the day and year first above written.

BOARD OF TRUSTEES OF HEARTLAND COMMUNITY COLLEGE

By: \_\_\_\_\_  
Noah Lamb, Vice President, Finance and Administration

Employee Name: XX XX

By: \_\_\_\_\_  
Employee

## **HIGHLAND COMMUNITY COLLEGE Procurement Card Program (December 2022)**

The purpose of the Procurement Card Program is to provide a means for the purchase of goods and services for Highland Community College in situations in which the use of a purchase order or check request is not feasible.

The following sets forth procedures and policies for use of the procurement card in accordance with Federal, State, Local and Highland Community College policies and regulations.

### **Program Administrator**

The Program Administrator is the Vice President/CFO, Administrative Services. This individual may be contacted at 815-599-3412.

To effectively maintain the Procurement Card Program, any problem with regards to reporting, procedures, documentation, etc., should be reported immediately to the Program Administrator or other designated company administrators (Manager of Accounting, Coordinator of Accounting, Student Accounts Specialist).

### **How to Obtain a Procurement Card**

- Fill out the Highland Community College Agreement.
- The transaction/monthly credit limit will be determined by the budget manager along with their supervisor. The cardholder's position and function will also be a factor.
- The procurement card is **not** a personal credit card. It is the property of Fifth Third Bank and the liability for all charges remains with Highland Community College.

### **Responsibilities and Guidelines**

- A cardholder may not use the procurement card for personal purchases with the intent of reimbursement to the college at a later date.
- The procurement card which the cardholder receives will be embossed with his/her name. It may not be transferred to, assigned to or used by anyone other than the designated individual.
- The cardholder is responsible for accurate receipt of materials and/or supplies. Any issues involving discrepancies and/or damaged goods shall be resolved by the cardholder.
- The cardholder is charged with notifying a supplier of the tax-exempt status of the college. The tax-exempt number is located on the front of the card.
- To avoid the possibility of the card being compromised, keep it in a safe and secure location. Do not share your card number with anyone. If you find your card has been lost or stolen, it is your

# KASKASKIA COLLEGE

## Cardholder Agreement-UMB Visa

Cardholder Name: \_\_\_\_\_

Cardholder agrees to accept responsibility for the protection and proper use of the UMB Visa card in accordance with the terms and conditions below.

### PLEASE READ AND INITIAL ON EACH LINE.

- \_\_\_\_\_ The person being assigned the card is responsible for preapproving, authorizing and validating all charges made with the card.
- \_\_\_\_\_ Cardholder agrees to provide the supporting receipts from the vendor and substantiation information as designated by the Kaskaskia College Business Office under the college policies and procedures. Failure to report or document any purchase may be deemed an improper use of the UMB Visa card.
- \_\_\_\_\_ If cardholder experiences any major issues in using the UMB Visa card during travel, the cardholder should contact the Kaskaskia College Business Office by emailing [kcbusoff@kaskaskia.edu](mailto:kcbusoff@kaskaskia.edu) or by phone at 618-545-3107, during business hours.
- \_\_\_\_\_ Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the use of the card.
- \_\_\_\_\_ If the card is lost, stolen or has potential fraud on it, cardholder shall notify the Kaskaskia College Business Office immediately.
- \_\_\_\_\_ **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the UMB card and agrees to pay for charges related to such use other than improper use as the result of a lost or stolen card which was immediately reported. Cardholder understands that his/her improper use of the card may be cause for disciplinary action by the College and that improper use of the UMB Visa may subject Cardholder to criminal prosecution. Cardholder understands that the College may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Illinois warrant which may be payable to Cardholder.
- \_\_\_\_\_ Cardholder understands that should his/her employment status with Kaskaskia College terminate for any reason, the UMB Visa card must be returned to the Kaskaskia College Business Office. Cardholder understands that the college may withhold his/her final paycheck until the UMB Visa card is returned and fully reconciled. Cardholder also understands that Kaskaskia College may withdraw authorization to use the UMB Visa card and require the return of the UMB Visa card at any time for any reason.
- \_\_\_\_\_ The UMB Visa card shall not be used for the direct purchase of alcohol, including alcohol associated with meals. The cardholder must provide itemized receipts with a travel voucher for individual meals.

Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the card and has read and understands this agreement.

Cardholder signature: \_\_\_\_\_ Date: \_\_\_\_\_

UMB Visa Card: \_\_\_\_\_

## John A. Logan College

The P-Card program is designed for convenience. Refer to the JALC Purchasing Card Program – Cardholder Manual for the complete description of the program and the policies and procedures involved.

Issuance of P-Cards must be approved by the respective dean, provost, vice-president, or president. Purchases made with the College P-Card should be approved by the budget holder and cardholder prior to actual purchase. Purchasing authorization levels are defined for each user with a designated credit limit for monthly purchases and a per-transaction limit. Once a month, all charges on the P-Card statement are entered into the Jenzabar system on a Requisition and go through a formal approval process.

- Request a P-Card using the P-Card Request Form located on the Intranet under the Forms tab – Category: Purchasing Card (P-Card).
- The authorized cardholder may use the P-Card and may permit use by others. However, the responsibility for all purchases remains with the cardholder.
- Items that cost \$1,000 or more that are required to be inventoried may not be purchased with a P-Card. Only the I.T. department may use the P-Card to purchase hardware or software meets or exceeds the \$1,000 limit.
- Do not use the P-Card for meals when traveling if you have requested per diem. Payment with the P-Card will void the per-diem.
- Receipts for food/meals for meetings must include (1) the purpose of meeting and (2) the names of those who attended.
- Where the use of the card is not appropriate, the department should submit the requirement on a Requisition (for purchase) and Purchasing will process the request into a Purchase Order.
- Use the instructions J1 Creating a Purchase Requisition located on the JALC Intranet page on the Forms tab > Category: Purchasing <https://jalcollege.sharepoint.com/Pages/Forms-Used-Campus-Wide.aspx> for more details on processing P-Card charges.

## **Credit Card Orders – Oakton College**

### **Chase – Multi-card Program**

The program allows the Business office to delegate purchase/charging responsibility to other departments, offers the College improved account security, automatic payment, and issues rebates based on the dollar amount of the charges. In the near future, the College plans to take advantage of Chase's SmartData software program, which will categorize, review, and track purchases by buyer. There is also the potential to pay AP invoices with the credit card, which would dramatically increase the amount of our rebate.

As a part of Oakton's credit card program, additional cards were issued to key departments. The final reconciliation of the statement is still processed and managed by the Procurement department. The following employees have been issued an Oakton Chase credit card:

Purchasing manager, credit limit \$100,000

Procurement assistant, special purchases/fixed assets \$100,000

Procurement assistant, credit limit \$100,000

Risk Management Compliance Coordinator , credit limit \$50,000

Chief Human Resource Officer, credit limit \$50,000

President, credit limit \$100,000

Auxiliary Services Manager, credit limit \$100,000

These cards function on a total credit limit for the College, but have individual limitations as to dollars and transactions processed in a day, week, and cycle. JPM Chase auto-deducts the payment due.

The Chase credit cards assigned to the Procurement department employees are used to purchase goods and services for all departments of the College. Each month, approximately 50-60 transactions totaling approximately \$20,000 to \$50,000 are processed on the cards. The Procurement Assistants will monitor the purchasing e-mail account for credit card orders from departments. Procurement assistants check to ensure the orders have Administrator approval from departments and forward to the Purchasing Manager for approval. After Purchasing Manager approval, the Procurement assistants will then;

- 1) verify that funds are available in internal Oakton account
- 2) verify the items or services to be purchased
- 3) contact the companies via e-mail, phone, internet or fax to place the order
- 4) notify Receiving and the end user of the items to be delivered
- 5) once delivered, verify receipt of the items or services
- 6) resolve any backorders, problems, or billing discrepancies with the order
- 7) once the statement is received, each received order or credit is prepared for payment
- 8) verify funds are still available in each internal Oakton account
- 9) Prepare a spreadsheet for Accounting that includes the company name, the amount to charge as noted on the statement, and the Oakton account number.
- 10) The spreadsheet and accompanying backup order information is then reviewed and verified by the Controller.
- 11) The payment for the credit card bill is automatically deducted from the College's bank account on the 25<sup>th</sup> of the month.

responsibility to contact Fifth Third (800-375-1747) **immediately** along with a program administrator.

- Your procurement card may **not** be used for the following:
  - ❖ Alcoholic beverages
  - ❖ Any item purchased at a gas station
  - ❖ Anything for which a blanket purchase order is used (Menard's, etc)
  - ❖ Items **not** related to college business
- Monthly reconciliations are required of the cardholder. Statements will be sent directly to the cardholder. You also have the option of going online at (<http://sdg2.53.com>) to review your transactions.
- You are required to complete a reconciliation form, attach the original statement, original receipts, **detailed** receipts for all food purchases, assign complete budget numbers and have the proper signatures. If you are a supervisor, you will need whoever you report to sign it also. This needs to be submitted to accounting by the last business day of the month. Please refer to Highland Community College's policy manual, section 5.06, for proper signatures with regards to dollar amount (up to \$1,000, between \$1000 and \$3,000 and over \$3,000).
- Disputed billings are the responsibility of the cardholder. You are required to contact the customer service number listed on your card. Simply follow the directions given you by the customer service representative. You will also need to contact the Accounting Dept at HCC with this information.
- Highland Community College reserves the right to cancel a procurement card for non-compliance or misuse with regards to the aforementioned responsibilities/guidelines.

### **Cancellation of card**

- Procurement cards are issued to individual employees. If a cardholder leaves employment with the college or transfers to another department, their card must be retrieved and returned to a designated administrator or the human resources department.

### **Internal audits**

- To maintain the success of the procurement card program along with financial responsibility, periodic internal audits of a cardholder's documentation will occur.
- The purpose of the audit is to ensure a cardholder is in compliance with the provisions of the procurement card agreement.

### **Temporary Increases**

- **If you need a temporary increase in limit due to travel or purchase, send an email to your budget manager detailing reason for the increase. Once accounting receives the authorization, increase will be given.**



# Oakton Community College CREDIT CARD REQUEST



Please fill out form, have it signed by the Administrator of the account, and send to [purchasing@oakton.edu](mailto:purchasing@oakton.edu)

Vendor:

Date:

Address:

Date Required:

City, State, Zip:

Requested By:

Phone No:

Campus:

Fax No:

Deliver to:

Web Address:

Room No:

Email:

## RATIONALE FOR VISA USE

Qty.	U/M	Description	Item Code	Account Number	Unit Cost	Extended
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Total:

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Administrator Approval

Date

## **Spoon River College**

### Expending College Funds/ Purchasing Agreement

Spoon River College may provide employees with credit cards that can be used for business-related expenses. Employees who are issued credit cards agree to adhere to College Policy 6.6 Expending College Funds/Purchasing.

This agreement outlines the responsibilities of employees who are issued College credit cards.

Regular, full-time employees and coaches may be issued a College credit card but must obtain prior, written approval from their supervisor using the attached form and return it to the Business Office. To be eligible for a College credit card, an employee must hold a position that requires frequent travel, purchase significant volumes of goods and services for use by the College, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The College credit card cannot be used to obtain cash advances, bank checks, traveler's checks, electronic cash transfers, or for personal expenses. Misuse of the card will result in cancellation of the card and withdrawal of the employee's college credit card privileges. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder.

Each credit card will be limited to a maximum of \$3,000. Increases to the established maximum may be made on a case-by-case basis by the Chief Financial Officer.

College credit card expenditures must be reconciled and submitted with original receipts to the Business Office within 10 business days of the statement date. Cardholders will create an account on MyCardStatement.com to help them track and view expenses before receiving the end-of-month statement. Cardholders who have not reconciled and submitted their monthly expenditures within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by the Business Office, the employee's College credit card will be canceled.

Lost or stolen cards must be reported immediately to the Director of Business Services or Chief Financial Officer.

**Spoon River College**

**Request for College Credit Card**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

Justification of the need for a college credit card:

\_\_\_\_\_

I understand and agree that:

- I bear ultimate responsibility for the security of the credit card.
- I will not use the college credit card to withdraw cash.
- I will not redeem college credit card reward points for purchases.
- I will not use the college credit card for personal expenses and will use it only for official business on behalf of the College.
- I will not use any rebates for goods or services purchased for personal benefit.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date. Misuse may be construed as serious misconduct under the College Progressive Discipline Policy.
- If the college credit card is lost or stolen, I will report it immediately to the Director of Business Services or Chief Financial Officer.
- If I resign from the college, I will return the card with a final reconciliation of all expenditures prior to departure.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Waubonsee Community College

WCC has a 13 page procedures manual that is provided to each cardholder. Roles and Responsibilities are below:

### Cardholder

- Person issued a PCard is the only one authorized to use that card
- Custody and use of the card for purchases in accordance with established procedures.
- Reports a lost or stolen card to the Issuer (bank) and to the PCard Administrator.
- Reports to the PCard Administrator any notification by the bank of potential card fraud.
- Notifies the bank and PCard Administrator of any suspicious transactions and files the appropriate form with the bank.
- Obtains adequate supporting documentation for each purchase made.
- Enters Requisitions or Direct Pay Invoices into Banner per transaction as appropriate. Note, some transactions may involve travel and will have an Encumbrance number to be assigned as reference for monthly reconciliation.
- Reconciles the monthly card statement by the college's due date.
- Contacts bank with card and transaction questions.
- Contacts merchants to resolve disputes.
- Ensures refunds/credits are posted to the same card account charged.
- For purchases made with grant monies, verifies that the purchase is allowable to the grant program.
- Notifies their Administrative Supervisor and PCard Administrator of changes in employment status.

### B. Cardholder Approver

- Administrative Supervisor assigned to review Cardholder transactions to ensure compliance with all procurement and PCard procedures, and college policies.
- Ensures that all supporting documentation is submitted by the established monthly deadline.
- Reviews and approves the monthly PCard account statement packet by the college's deadline.
- Forwards approved monthly PCard account statement packet to Purchasing by the deadline.
- Reports any concerns of procurement procedures to the Cardholder and to the PCard Administrator.
- For purchases made with grant monies, verifies that purchase is allowable to the grant program.

### C. PCard Administrator

- Purchasing Manager acts as the PCard Administrator and manages the PCard program for the college.
- AVP of Finance and the Director of Financial and Auxiliary Services are backup PCard Administrators.
- Processes applications for new Cardholders.
- Maintains records of all Cardholders in a secure manner.
- Issues Cards including additions, deletions and changes.
- Primary interface with the bank that issues the credit cards.
- Maintains procedures associated with the administration and use of a PCard.

- Approves and changes PCard limits for individual Cardholders within the overall limits established by the college.
- Conducts reviews of Cardholder transactions and statements to ensure that card activities are following all college procedures.
- Answers questions and coordinates training with Cardholders and Administrative Supervisors in the management and use of the procurement card.
- Develops and issues periodic management reports as needed to monitor usage and the development of the program, including diagnostics and transaction exception reports.
- Communicates with Accounts Payable when monthly PCard statements have been reviewed and are ready for invoicing.

#### D. Accounts Payable

- Ensures the PCard's monthly invoice is paid accurately and timely.
- Notifies the PCard Administrator of potential issues with NSF FOAPALS, credits and billing errors.