Purchasing Card

OVERVIEW

Departments may participate in the WSU Purchasing Card Program, which provides the convenience of credit card purchasing for departmental-level purchases. The University has established a contract with an issuing bank to provide purchasing cards for such purchases.

Purchasing Services issues cards to individuals who are approved for card use by the department chair or equivalent administrator.

This section provides basic information needed for participating in the WSU Purchasing Card Program, including information regarding the following:

- Program participants and responsibilities
- Training for program participants
- Restrictions
- Obtaining purchasing cards
- Using purchasing cards
- Logging, reviewing, and approving purchases
- Receiving materials and reporting discrepancies
- Monthly documentation
- Maintaining cards, including lost, stolen, or misplaced cards
- Violating policy
- Card changes, cancellation, or expiration
- Transaction review and audit

For further information or questions, contact the purchasing card program administrator or the purchasing card program coordinator at Purchasing Services; telephone 509-335-3541.

PROGRAM PARTICIPANTS

Program Administration

Purchasing Services administers the purchasing card program. The Purchasing Card Helpdesk e-mail address is:

purchasing.card@wsu.edu

Users may contact the purchasing card program administrator or coordinator by telephone at 509-335-3541.

Accounts Payable

Accounts Payable coordinates transaction review activities and processes payments to the issuing bank.
Purchasing Card

Issuing Bank

The issuing bank provides purchasing cards to WSU and an online software tool for the management of purchasing card transactions by University personnel.

Approving Official

The approving official has supervisory or managerial responsibility for accounting functions in a department or college.

He or she reviews and approves reconciliation of purchasing card transactions and signs and dates a transaction report on a monthly basis.

NOTE: The approving official cannot be a cardholder or card reconciler of purchasing cards for which he or she is approving official.

Approving Official Responsibilities

The approving official is responsible for the following:

- Adhering to WSU policies and procedures governing purchasing cards, as published in BPPM 70.08.
- Providing direction for departmental purchasing card use.
- Reviewing the monthly bank statement, monthly transaction report, and supporting itemized documentation to verify the appropriateness and proper documentation of each purchasing card transaction.
- Signing and dating the monthly transaction report after completing the monthly review to provide signature of expenditure authority (BPPM 70.02).
- Ensuring that the bank statement and supporting itemized documentation are attached to the monthly transaction report and retained as a complete record set.
- Ensuring that the department retains all purchasing card records for six years after the end of the fiscal year in which the transactions were made. (See BPPM 90.01 for more information regarding records retention requirements.)
- Knowing the physical location of purchasing card records which the department is maintaining for the required retention period.
- Notifying Purchasing Services if a cardholder leaves the employing department or if the cardholder's duties change and no longer involve purchasing card transactions.
Purchasing Card

Approving Official

In such circumstances, the card must be cancelled and destroyed. See Card Cancellation and BPPM 60.74.

- Ensuring that an authorized departmental employee reconciles the purchasing card transactions with the Account Balances/Detail Application (BALANCES) or the hard copy Budget Statement each month (BPPM 30.07 and 85.33).

- Taking appropriate action in response to cardholder or card reconciler violations (see Violating Policy).

Card Reconciler

The card reconciler performs the first level of transaction review.

The card reconciler must complete both the cardholder and reconciler training courses. See Training regarding training resources.

NOTE: If the card reconciler is out of the department for an extended period of time, the approving official may appoint a substitute card reconciler. The approving official is responsible for ensuring that the substitute reconciler has completed training and understands the card reconciler responsibilities below.

Card Reconciler Responsibilities

- Adhering to WSU policies and procedures governing purchasing cards, as published in the BPPM 70.08.

- Protecting the security of card information.

- Reviewing and approving purchasing card transactions using the issuing bank's online software tool (see Recording and Reviewing Purchases).

- Preparing monthly documentation sets (see Create Record of Purchases and Monthly Documentation).

Cardholder

The cardholder is the individual responsible for card use.

The cardholder acts as a purchasing agent of the University when using the purchasing card. The cardholder is accountable for any policy violation associated with the use of his or her card account.

NOTE: The cardholder may also be the card reconciler for the assigned account.
Purchasing Services
509-335-3541

Purchasing Card

Cardholder Responsibilities
The cardholder is responsible for:

• Adhering to WSU policies and procedures governing purchasing cards, as published in the *BPPM 70.08*.  

• Protecting the security of the card and account number. (NOTE: Do not send the 16-digit purchasing card number by e-mail or in an e-mail attachment.)

• Instructing delegated users regarding appropriate use of cards.

• Providing delegated users with documentation to authorize use of the card. See Temporary Card Assignment or Delegated Use.

Delegated User
A delegated user is authorized by the cardholder to use the purchasing card for an individual transaction.

Advisory Tools
Advisory guidelines and self-assessment tools for cardholders, card reconcilers, and approving officials are available at the Purchasing Services Purchasing Card website, at:

purchasing.wsu.edu/Purcard.html

Training
Purchasing Services provides training on the following topics to cardholders, card reconcilers, delegated users, and approving officials:

• Appropriate use of purchasing cards, including restrictions and compliance requirements.

• Documentation requirements.

• Use of the online transaction reconciliation system provided by the issuing bank.

For more information and to register for purchasing card training, see the Employee Training and Development section of the Human Resource Services website, at:

hrs.wsu.edu/

Restrictions
The purchasing card is a method of payment. Approving officials are responsible for the allowability of all purchases made with a purchasing card. Users of purchasing cards are subject to the following restrictions.
# Purchasing Card

## Spending Limits

<table>
<thead>
<tr>
<th>Single Purchase</th>
<th>Each purchasing card has a maximum single purchase limit (also referred to as single amount limit or the transaction limit). Users of purchasing cards may not circumvent the direct buy limit of $10,000 by splitting orders into multiple transactions from the same vendor.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Exceptions</strong></td>
<td>On each <em>Purchasing Card Application</em>, the applicable approving official designates a single purchase limit that is appropriate to the business needs of cardholder. Standard limits are $3,500, $5,000, and $10,000. In rare cases, Purchasing may approve a single purchase limit (transaction limit) over the $10,000 maximum. The approving official must include a justification for such a request with the <em>Purchasing Card Application</em>. The approving official must provide an explanation with the application to request a transaction limit less than $3,500.</td>
</tr>
<tr>
<td>Monthly Credit Limit</td>
<td>Each purchasing card account has a monthly credit limit. The approving official assigns a monthly credit limit when completing the <em>Purchasing Card Application</em>. The approving official may be required to provide a justification with the application to request a monthly credit limit of $30,000 or more. The approving official may request an increase or decrease to the monthly credit limit assigned to an existing card by submitting a <em>Purchasing Card Change Request</em> to Purchasing Services or by sending an e-mail message to the Purchasing Card Administrator at: <a href="mailto:purchasing.card@wsu.edu">purchasing.card@wsu.edu</a></td>
</tr>
</tbody>
</table>

## Sponsored Projects

Principal investigators (PIs) are responsible for purchasing goods and services which are allowable under the terms of applicable grants or contracts. Cardholders are responsible for obtaining authorization from PIs before making purchases on accounts supported by grants or contracts.
Purchasing Card

Prohibited Purchases

The purchasing card method of payment is prohibited for the following goods and services:

Alcohol
- Alcohol for any purpose
- Meals served with alcoholic beverages

Beverages
Water for employee consumption where potable water is available. Environmental Health and Safety makes the determination as to whether the available water is potable.

Entertainment
Tickets (unless such entertainment purchases are charged to discretionary funding; see the requirements in BPPM 70.33)

Gifts
- Donations
- Gift cards
- Gifts (unless the purchases are allowed by and charged to discretionary funding; see BPPM 70.33)

Restricted Materials
- Controlled substances
- Over-the-counter medications for first aid kits, unless preapproved in accordance with SPPM 2.42.
  NOTE: Over-the-counter medications are allowable purchasing card purchases without preapproval for units with dispensing pharmacies or trained medical staff.
- Prescription medications
  NOTE: Prescription medications are allowable purchasing card purchases for units with dispensing pharmacies or trained medical staff.
- Radioactive materials
- Weapons, ammunition
- Fuel for University-owned, privately-owned, or rental vehicles

Restricted Payments
- Cash advances
- Employee relocation expenses
- Payments to individuals, employees, students
- Personal purchases
  NOTE: Establish a separate departmental account for University purchases with online merchants or purchase websites (e.g., Amazon.com; PayPal). Do not enter WSU purchasing card data as a payment method in a personal account.
Purchasing Card

Restricted Payments (cont.)

- Purchases to be funded by registered student organization (RSO) accounts, e.g., student club and organization expenses (See BPPM 70.18 for purchasing procedures.)
- Transactions split to circumvent the direct buy limit of $10,000.

Travel

- Employee travel and reimbursable travel expenses (e.g., transportation, lodging, hotel reservations, meals)

EXCEPTIONS: The following travel-related payments are allowable:
  - Payment of Washington "Go-Pass" road toll fees.
  - Conference registration fees without included lodging costs or paid to a WSU department (see BPPM 95.05 and 80.05).
  - Nonemployee travel and travel expenses (e.g., hotel reservations, ground transportation, and lodging).

Equipment and Furnishings

- Air conditioners (Use Departmental Requisition; see BPPM 70.10)
- Appliances for breakrooms or personal use, e.g., coffee makers, refrigerators, microwaves.
- Furnishings that must be purchased through Facilities Services, Operations, in accordance with BPPM 70.01, 70.10, and 80.45, i.e.:
  - Carpeting
  - Floor coverings
  - Window coverings
  - Furniture requiring connections to a building or building utilities
- Capitalized equipment (object 06; see BPPM 20.50 for definition; see also SAAM Chapter 30, Small Equipment Purchases, and BPPM 70.09)
- Equipment purchased with equipment trade-in credit (see BPPM 70.12.)
- Equipment qualifying for tax-exemption or tax deferral (see BPPM 70.42.)
- Equipment with titles and licensing, e.g., vehicles, trailers, vessels

Services

- Funds transferred to Internet accounts to pay web services workers or survey respondents
- Nonemployee labor for services subject to prevailing wages (e.g., carpentry, electrical, plumbing)
Purchasing Card

Services (cont.)

- Telephone services, including cellular telephone services and hardware for accounts not owned by the University. (NOTE: Payment of University-owned cellular telephone account monthly charges is allowable; see BPPM 85.45.)

Contracts

- Contract payments, including leases and rentals (including rentals of mini-storage space) (NOTE: Payments for short-term, small equipment rentals are allowed.)

Internal Purchases

- Purchases from WSU departments (Use Interdepartmental Requisition and Invoice (IRI); see BPPM 70.05.)

Exceptions

Purchasing Services may grant an exception to a cardholder to allow a purchasing card purchase prohibited on the list above.

Advisory guidelines for requesting exceptions to prohibited purchases are available from the Purchasing Services Purchasing Card website at:

purchasing.wsu.edu/Purcard.html

OBTAINING A PURCHASING CARD

Obtaining a purchasing card requires:

- Submittal of a Purchasing Card Application, including acceptance of the terms and conditions of a Purchasing Cardholder Agreement.

- Attendance at purchasing card training provided or authorized by the Purchasing Card Administrator.

Application

The department completes a Purchasing Card Application for each card requested.

The application must be signed by all of the following:

- Cardholder
- Card reconciler
- Approving official
- Department chair or equivalent administrator

When completing the application form, the requesting department provides the following cardholder and department information:

- A default budget/project number for the account that supports most purchasing card transactions.
- A default object/subobject code for the most commonly-used expenditure type.
Purchasing Card

Application (cont.)
- Single transaction limit
- Monthly credit limit
- Names of department cardholder, card reconciler, and approving official (NOTE: The WSU purchasing card is issued in the name of the cardholder. This practice assures greater accountability and a high level of fraud protection.)

Roles and Responsibilities

With Application
The cardholder, card reconciler, and approving official must read and indicate agreement with the roles and responsibilities listed on the application (see Program Participants).

New Reconciler or Approving Official
When a new card reconciler or approving official is assigned to the purchasing card account, the department submits a Purchasing Card Change Request to Purchasing Services.

Training
The cardholder must attend or receive new cardholder training prior to receiving a purchasing card (see Training). The reconciler must complete both the cardholder and reconciler training.

USING THE CARD
A cardholder is accountable for purchases made.

The card is to be used only for the purchase of allowable goods and services. The cardholder must observe the single transaction limit and monthly credit limit assigned to the purchasing card account.

The card is to be used for official University business only. Personal purchases violate the terms of the cardholder agreement. (see Restrictions).

Cardholders are discouraged from using a single merchant account for personal and University purchases. The WSU purchasing card should not be saved as a payment method in any personal account, e.g., an Amazon.com or PayPal account.

Place the Order
Give the purchasing card or purchasing card number to the vendor when the order is placed. Inform the vendor that the purchase is for Washington State University and request that the vendor include applicable discounts.

Request that the vendor send an e-mailed invoice showing zero balance due.
Purchasing Card

Transaction Declined
If a transaction is declined, the cardholder may contact the card reconciler or the program administrator in Purchasing Services for assistance. The cardholder may also contact the purchasing card issuing bank's customer service department to determine the reason the card was declined. The customer service telephone number is located on the back of the purchasing card.

Billing Address
Provide the vendor with the following billing address for all purchasing card transactions:

Washington State University
P.O. Box 641020
Pullman, WA 99164-1020

NOTE: The billing address is not the statement address. The issuing bank sends monthly statements to the department address.

Shipping Instructions
Encourage the vendor to ship the material in accordance with University shipping procedures and discount contracts (BPPM 80.28).

Provide a complete shipping address, including name, department, building, and room number. Use the street location of the campus central receiving department, if available.

To WSU Pullman
For orders shipped or mailed to a WSU Pullman department, instruct the vendor to include a departmental attention name, the name of the department, and the location of the department. See the label template below for WSU Pullman.

Label (To WSU Pullman)
WSU/(Department Name)/
(Name of Recipient)/(Room Number, Building)
100 DAIRY ROAD
PULLMAN, WA 99164-1120

When departmental delivery information is not on the shipping label, Central Receiving and Delivery attempts to determine the identity of the recipient. If the identity is not determined, Central Receiving and Delivery may return the package to the vendor.

Receipt/Invoice/Packing Slip
Each purchase must be supported by itemized documentation of purchase, e.g., receipt, invoice, packing slip from the vendor, or web/e-mail confirmation. (Itemized documentation is to be original. E-mail confirmation is acceptable.)
Purchasing Card

Rec./Inv./Packing Slip (cont.)  The itemized documentation of purchase must include each of the following:

- Vendor's name
- Unit prices,
- Itemized description of items purchased
- Total amount of purchase
- Date of purchase

If the receipt includes the total purchase amount only, attach a detailed packing slip or detailed invoice to the receipt.

**NOTE:** Instruct the vendor to send the itemized documentation of purchase directly to the department by e-mail and not to Accounts Payable.

Missing Documentation  If unable to obtain a receipt or invoice from the vendor, the cardholder must complete and sign a *Missing Documentation Affidavit (P-Card Transaction)*. The approving official must also sign the affidavit.

Missing Documentation (cont.)  Attach the signed affidavit to the monthly statement and the monthly transaction log sheet (see Create Record of Purchases) as the documentation for the purchase.

Temporary Card Assignment or Delegated Use  The cardholder may allow another departmental employee to check out the purchasing card for an individual transaction by completing the following steps. (NOTE: This procedure is not required for orders placed online, or by telephone or fax.)

Train the Delegate  The cardholder trains the delegate in the appropriate use of the purchasing card, including all delegated user responsibilities.

**NOTE:** Purchasing Services encourages employees who are expected to be frequent purchasing card delegates to attend and complete purchasing card training for cardholders and card reconcilers (see Training).

Delegated User Responsibilities  The delegated user is responsible for:

- Using the purchasing card in accordance with the procedures in *BPPM 70.08*.
- Safeguarding the security of the card during possession of the card and the security of the account number at all times.
- Reporting a lost or stolen card immediately to the cardholder.
Purchasing Card

Documenting the Delegation

Temporary Delegation Form  The cardholder completes a Purchasing Card Temporary Delegation form prior to each delegated purchase. Both the cardholder and the delegate must sign the delegation form.

The delegate presents the signed delegation form to the vendor at the time of purchase. The cardholder returns the delegation form to the reconciler with the itemized documentation of the transaction.

Check-Out Log Sheet  The cardholder records the checkout and return of the purchasing card on the Purchasing Card Check-Out Log Sheet.

Either the cardholder or card reconciler keeps the checkout log for each card and records the following information:

- The date and time of card checkout
- The merchant name
- The name of the delegate
- The card number
- The date and time of card return

Obtaining Purchase Documentation  At time of return, the cardholder obtains the supporting documentation from the delegate for the purchase, including the following information:

- Merchant name
- Date of transaction
- Unit prices
- Item descriptions

RECORDING AND REVIEWING PURCHASES

Create Record of Purchases  The card reconciler must make a record of each transaction by one of the following two methods.

The first method is to create a PCard Reconciliation Report, use the issuing bank's online software tool. (Purchasing Services recommends that card reconcilers use this method.)

For instructions, see the Purchasing Services website at: go.wsu.edu/pcard

The card reconciler may print the PCard Reconciliation Report at intervals throughout the month, if desired. However, the official record is the final complete report of the month's activity.
Purchasing Card

Create Record (cont.)

The second method is to complete a *Departmental Monthly Log Sheet*.

Each month, attach the bank statement and supporting itemized documentation to the monthly PCard Reconciliation Report or *Departmental Monthly Log Sheet* for retention as a complete record set.

The department must retain all purchasing card records for six years after the end of the fiscal year in which the transactions were made. (See *BPPM 90.01* for more information regarding records retention requirements.)

Review Transactions

Transactions usually appear online on the issuing bank's website within 24-72 hours after the charge is transacted by the vendor.

The card reconciler routinely logs into the issuing bank's website to check for posted transactions. The card reconciler then promptly:

- Locates the itemized documentation for the charge.
- Verifies that the charge is authorized.
- Determines whether or not the merchandise has been received.
- Verifies or assigns budget/project coding, object/subobject, sales tax amount, shipping amount, description, and transaction notes in the online reconciliation system provided by the bank.

Guidelines for using the bank's online reconciliation system are available at:

[go.wsu.edu/pcard](http://go.wsu.edu/pcard)

- Completes the transaction's entry on the *Departmental Monthly Log Sheet* if not using the PCard Reconciliation Report.

Food and Light Refreshments

The card reconciler is to code light refreshment purchases to accounts that allow food purchases. The card reconciler must calculate allowable per diem rates for food purchases and charge any costs over the allowable per diem rates to 17A funds. See *BPPM 95.19* for links to the allowable per diem rate tables.
Purchasing Card

Food (cont.)

The card reconciler is to enter the supporting information indicated below under **Transaction Notes**:

- For all food and light refreshment purchases, provide the purpose of the purchase.
- If using 17A funds, provide a description of the attendees, e.g., students, alumni.
- If using funds other than 17A, indicate that a *Request to Serve Food* form is on file with monthly reconciliation in the department.

See **BPPM 70.33 and 70.31**.

Small Equipment Purchases

The card reconciler is to code as object 03 those equipment items costing less than $5000 each using the object/subobject dropdown screen. EXCEPTION: The card reconciler uses object 16 and subobject EB for laptop computers costing less than $5000.

See **BPPM 20.50** for inventory procedures.

Sales Tax

When reviewing a transaction, the card reconciler determines whether or not sales tax has been charged. If any sales tax is specified on the vendor's itemized documentation of purchase, the card reconciler enters the sales tax amount online. If the purchase is tax exempt, the card reconciler marks the **Tax Exempt** box and adds an explanation. (NOTE: Do not delete data in the delivery location field, even if the expenditure is tax exempt.)

Guidelines for documenting tax information in the issuing bank's online reconciliation system are available on the Purchasing Services website at:

  [go.wsu.edu/pcard](go.wsu.edu/pcard)

Shipping

The card reconciler may enter the shipping cost, if it appears on the itemized documentation.

For instructions, see the Purchasing Services website at:

  [go.wsu.edu/pcard](go.wsu.edu/pcard)
## Purchasing Card

### Split Coding

The card reconciler uses the split coding function if the transaction is allocated to more than one budget or requires more than one object code.

For instructions, see the Purchasing Services website at:

> go.wsu.edu/pcard

### Charge Processing

After the card reconciler marks the charge as **Approved**, Accounts Payable downloads the transaction, then reviews and expenses the purchase. **NOTE:** The transaction amount (indicated in the bank's online application) may not match the amount expensed (indicated in the online AIS BALANCES application).

The difference may often be the compensating tax (sales tax) amount applicable to the transaction, but not charged by the vendor. Compensating tax rates are destination-based. Rates vary depending on the delivery or pickup location.

The **Payment Reference Number** for the charge as listed in BALANCES is the prefix "U" followed by the middle six digits of the **Transaction ID** as indicated in the bank's online application with the first four digits and last three digits removed. (Example: AIS Payment Reference #U123456 = bank application's Transaction ID #0000123456001). The **Payment Reference Number** correlates to the **Doc. No.** in the AIS BALANCES system.

### Charges Not Reviewed

Within 30 days of month end, the card reconciler is expected to have reviewed all of the previous month's charges or to have provided transaction notes explaining any delay in online review. **(NOTE:** The Purchasing Card Administrator may contact card reconcilers regarding charges that are not reviewed in a timely manner.)

### Receipt of Shipment

The cardholder is responsible for verifying receipt of the shipment and determining whether the vendor accurately filled the order. See below for information regarding disputes/discrepancies. See **BPPM 70.14** for information regarding damaged shipments and returning merchandise.

### Disputes/Discrepancies

The card reconciler is responsible for interacting with the vendor and the purchasing card issuing bank to resolve disputes and discrepancies between the statement and departmental records. The cardholder or card reconciler must communicate with the issuing bank regarding a dispute within 60 days of the end of the billing statement period in which the transaction first appeared.
Purchasing Card

Disputes (cont.)

The approving official is notified if a reconciler has aging, unreviewed transactions in the online system.

Fraudulent Charge

When an unidentifiable charge appears on a purchasing card account, the cardholder or card reconciler must:

- Contact the vendor by telephone.
- Request information regarding the charge.
- If the charge is valid, request an itemized receipt by e-mail or fax.
- If the charge cannot be identified, contact the issuing bank to report fraud. The bank’s customer service telephone number is located on the back of the purchasing card and on the bank statement.

The cardholder or card reconciler notifies Purchasing Services if the issuing bank closes the account because of a fraudulent charge. The issuing bank issues a new account number to the cardholder.

Returns

If goods are to be returned, the cardholder:

- Contacts the campus central receiving department for pickup (see BPPM 70.14).
- Secures the appropriate credit from the vendor when the goods are returned.
- Retains return documentation with the PCard Reconciliation Report or Departmental Monthly Log Sheet on which the credit transaction is logged.

MONTHLY DOCUMENTATION

The issuing bank mails a monthly statement of expenditures for each card. The responsible card reconciler:

- Attaches the itemized documentation for each transaction and the monthly statement to the PCard Reconciliation Report or Departmental Monthly Log Sheet.
- Verifies that the itemized documentation matches the transactions listed on the PCard Reconciliation Report OR on the Departmental Monthly Log Sheet.

If a discrepancy is found between a transaction as listed on the statement and on the PCard Reconciliation Report, the card reconciler is to notify the Purchasing Card Administrator.
Purchasing Card

MONTHLY (cont.)

• Submits the PCard Reconciliation Report or Departmental Monthly Log Sheet, the monthly statement, and itemized documentation to the approving official. See Approval.

• Files the approved monthly statement, PCard Reconciliation Report or Departmental Monthly Log Sheet, and itemized documentation. See Records Retention.

Approval

After the card reconciler completes the reconciliation, he or she routes the Departmental Monthly Log Sheet or monthly PCard Reconciliation Report, the monthly statement, and receipts to the department's approving official.

If the reconciliation is correct and the purchases are appropriate and allowable, the approving official reviews the reconciliation. He or she signs the monthly PCard Reconciliation Report or Departmental Monthly Log Sheet.

If the approving official does not have expenditure authority for all listed accounts, additional applicable expenditure authority signatures must be obtained.

Reconciling Charges in BALANCES

The authorized departmental employee is responsible for reconciling the monthly statement against the online Account Balances/Detail Application (also referred to as BALANCES) or the hard-copy Budget Statement. See BPPM 30.06, 30.07, and 85.33.

Records Retention

The department must retain the itemized transaction documentation with the monthly PCard Reconciliation Report or the Departmental Monthly Log Sheet, and the monthly statement. These documents are the University's official record of the transactions and are to be retained together and complete in the department for six years after the end of the current fiscal year. See BPPM 90.01 for retention procedures and schedules.

NOTE: Failure to properly retain all documentation is a policy violation subject to one or more of the consequences listed under Consequences.

MAINTAINING CARDS

Lock Cards

The department is responsible for keeping cards in a locked drawer or security box when not in use.
Purchasing Card

Lost, Stolen, Misplaced

In order to prevent fraudulent use and loss to the University should the card be lost, stolen, or misplaced, the cardholder or department must complete all of the following:

- Immediately report lost, stolen, or misplaced cards to the issuing bank's 24-hour customer service department. The customer service telephone number is located on the bank statement.

- Immediately after contacting the issuing bank, report lost, stolen, or misplaced cards to Purchasing Services; telephone 509-335-3541.

- Notify the approving official of the purchasing card account.

The card reconciler monitors charges from the missing card using the online transaction reconciliation system provided by the issuing bank. The cardholder identifies any unauthorized charges and certifies that the charges are fraudulent.

VIOLATING POLICY

The following actions violate University policy.

- Purchasing prohibited items with the card or making purchases from prohibited classes of vendors (see Prohibited Purchases).

- Purchasing items for personal use.

- Failure to review purchases online timely, as required.

- Failure to maintain complete documentation, including statements, logs, and itemized documentation of purchase for the required retention period.

- Failure to safeguard and properly monitor the locations of purchasing cards.

- Failure of the card reconciler to reconcile the monthly statement by the end of the month following receipt of the monthly statement.

- Failure of the approving official to review and approve the monthly PCard Reconciliation Report or Departmental Monthly Log Sheet by the end of the month following receipt of the monthly statement.
Purchasing Card

Consequences

The University may take any or all of the following actions for violations of University purchasing card policies:

- Accounts Payable or Purchasing Services may issue a written warning to the cardholder, card reconciler, or approving official.
- Accounts Payable or Purchasing Services may issue copies of written warnings to the responsible department chair or to the Office of Internal Audit.
- Purchasing Services may suspend or cancel the card.
- Purchasing Services may require that the cardholder receive additional training before a card is reinstated or reissued.
- Purchasing Services or the responsible department may report the violation to the appropriate vice president and/or the Office of Internal Audit.
- The University may take disciplinary action against the employee (see BPPM 60.50).
- The University may pursue employee termination or criminal prosecution. Additionally, the University may take appropriate recovery actions permitted by law.

REQUESTING CHANGES TO CARD ACCOUNTS

The approving official may request changes to a purchasing card account by submitting a Purchasing Card Change Request or e-mail message to Purchasing Services. Process the following changes with the Purchasing Card Change Request:

- Change card reconciler or approving official
- Cancel or temporarily suspending card
- Increase number of daily transactions or monthly limits
- Change cardholder's last name
- Change e-mail notifications or statement mailing address
- Change the default object/subobject or account

Card Cancellation

The cardholder or approving official must cancel the purchasing card if the cardholder:

- Leaves the University (see also BPPM 60.74).
- Transfers to another department (see also BPPM 60.74).
- Changes job responsibilities and no longer requires the use of the purchasing card.
Purchasing Card

Cancellation (cont.)

To cancel a purchasing card, the cardholder or approving official must submit a written request to Purchasing Services. The written request may be submitted by memorandum or by using the Purchasing Card Change Request form.

The program administrator may also cancel a purchasing card as a consequence of policy violations or other misuse of a purchasing card by the cardholder.

Purchasing Services notifies the department when the account/card has been cancelled. The department is responsible for collecting and destroying the cancelled card.

CARD EXPIRATION

When a purchasing card reaches the expiration date, the issuing bank automatically reissues a card with a new expiration date. The bank sends the card to Purchasing Services. Purchasing Services receives the reissued card and notifies the cardholder that the card is ready for pickup. (NOTE: The expiration date is the last day of the month indicated as Good Thru on the card.)

The cardholder is responsible for destroying the expired card.

REVIEW/AUDIT

All transaction records are subject to review by University personnel and auditors, including:

- The departmental approving official.
- Accounts Payable personnel.
- Purchasing Services personnel.
- Staff of the Office of Internal Audit.
- State of Washington Auditors.
- Other auditors, e.g., federal auditors.