

# University Purchasing Policy

Approval Authority:	Vice President of Finance & Administration		
Responsible Administrator:	Assistant Vice President of Finance & Administration/Controller		
Responsible Office:	Business Services		
Policy Contact:	Manager of Fiscal Services		
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## PURCHASING CARD (P-CARD)

## **Application Requirements**

In order for applicants to be issued a card:

The supervisor must give approval.

The applicant Division Head/Vice President must give approval.

The applicant must be willing and able to log into the VISA IntelliLink System to reconcile their own transactions, add business purposes, and follow other procedures outlined in this purchasing policy. The department supervisor must be willing to review receipts on a monthly basis and sign Account Statement reports.

### Application

The application is PDF fillable and must be submitted to Business Services with all appropriate approvals. The AVP of Finance & Administration/Controller and Manager of Fiscal Services has final approval of all p-cards.

## Card Issuance

#### New and Reissued Cards

After submitting an application, please allow 10-14 business days to receive a p-card once the application is fully processed.

New p-cards are sent to Business Services located on the third floor of Recitation Hall for pickup. The cardholder will receive an email notification that the card is ready for pickup. P-cards will not be mailed locally; however, for permanent telecommuters, arrangements may be made to send a p-card via UPS Reissued cards will be sent via campus mail.

Proper ID is required to claim a p-card. If the cardholder must send another in his or her place, the cardholder should contact the Manager of Fiscal Services, Karen Lotz, giving the name of the person picking up the p-card.

P-Card training is mandatory prior to receipt of new/replaced card.

Activating a Card



## POLICY & PROCEDURES

Policies and procedures apply to all cardholders of p-cards made available by Wittenberg University. In cases where a formal University policy and these procedures conflict, the Policy will prevail. These Policies will be mentioned as applicable throughout these procedures, but this document may not list every applicable Policy. All policies and procedures are subject to change with notice to cardholders.

## **Roles and Definitions**

#### Cardholder

• The cardholder is the individual named on a p-card and the one who made the application for the p-card. For p-cards issued under





not be used for cash and cash equivalents for any person; however, if gift is necessary, recipient must be aware that this will be considered taxable income for IRS purposes.

De Minimis non-cash and non-cash equivalent gifts to non-employees such as volunteers are allowed pr





\$5,001 - \$10,000	Division Head (VP-Level)	
\$0 - \$5,000	1 Level Subordinate to Division Head (VP-Level)	

## Vendor Selection

For purchases \$750 or less, it is recommended that the department obtain pricing and availability from several vendors. Freight costs and service levels should be included in the price comparisons. If desired, Business Services may work with the department in obtaining information.

For purchases exceeding \$750, the following procedures will be taken to ensure competitive pricing and satisfactory service levels. The department may elect to follow the below guidelines or may request Business Services to assist.

\$751 - \$5,000	Obtaining competitive pricing is strongly encouraged, especially for printing, dothing, sports apparel, furniture and/or equipment.		
\$5,001 - \$10,000	Pricing and terms from 1 2 vendors are suggested, in writing, and be dearly documented with the Purchase Requisition.		
\$10,001 - \$25,000	Pricing and terms from 1 2		



### Contracts

In most cases, a properly authorized Purchase Order (PO) constitutes a contract/agreement with a vendor/supplier, which is binding for both Wittenberg University and said vendor/supplier. All contracts and/or agreements \$50,000 or less must be reviewed, approved and signed by the AVP of Finance & Administration/Controller. Contracts and/or agreements exceeding \$50,000 must be reviewed, signed, and approved by the VP of Finance & Administration or their designee.

### End of Month Procedures

Receipts are required for each p-card transaction and must include the suppliers name, address, date of transaction, itemized description of the purchase and signature (when appropriate). Acceptable original receipts include:

Invoices Packing slips Cash register receipts Internet order forms

compiling the necessary receipts for transactions appearing on the report. The Statement of Account report must cover transactions posted throughout an entire month.

The Statement of Account must be signed (or electronically signed/approved) by the cardholder and his/her

have been delegated permission.

An entire packet containing the Statement of Account and corresponding receipts will be emailed to the <u>pcard@wittenberg.edu</u> the deadline for delivery is the 10<sup>th</sup> calendar day of the following month. If the 10<sup>th</sup> calendar day of the following month falls on a Saturday, Sunday or University holiday, the deadline is the first business day after the 10<sup>th</sup>

status and/or if the cardholder is not based on campus. Business Services will not return materials to the cardholder or department.

Failure to comply with receipt requirements, supervisor approvals, or report submissions may result in account suspension or closure. Cardholders, supervisors, transaction approvers, and other VISA IntelliLink System users are prohibited from allowing others to log in on their behalf to approve or reconcile transactions. Users who want to allow another employee to reconcile or otherwise view transactions must contact the Program Administrator.

### Reconciliation

Each p-card holder assumes responsibility for complete, timely and accurate recording of university expenditures. Therefore, timely reconciliation of charges is critical. All transactions are to be reconciled by the cardholder or delegate by the 5<sup>th</sup> of the reconciling month and approved by the approver or approver delegate by the 10<sup>th</sup> of the reconciling month pertaining to the cycle dates. Please see chart below for cycle dates and reconciling months that correspond.



Fiscal Year Oyde	Begin Date	End Date	Reconcile Deadline	Approval Deadline
July	July 1	July 31	August 5	August 10
August	August 1	August 31	September 5	September 10
September	September 1	September 30	October 5	October 10
October	October 1	October 31	November 5	November 10
November	November 1	November 30	December 5	December 10
December	December 1	December 31	January 5	January 10
January	January 1	January 31	February 5	February 10
February	February 1	February 28/29	March 5	March 10
March	March 1	March 31	April 5	April 10
April	April 1	April 30	May 5	May 10
Мау	May 1	May 31	June 5	June 10
June	June 1	June 30	July 5	July 10





any gift. The acceptance of a gift must in no way impact, or appear to impact, the nature of the business relationship between the University and the vendor. If in doubt, it is best to decline the gift.

### Restrictions

Items in this list are strictly prohibited and may not be purchased with a p-card. Any exceptions must be on file with the Program Administrator, AVP of Finance & Administration/Controller, or the VP of Finance &





 Defined as anything that is not purchased for use or ownership by the University. It is a violation to make any personal purchases or personal transaction with a University p-card. Fraudulent use or abuse of the p-card will result in corrective action up to and including termination and/or criminal action. In addition, the University will seek restitution for any inappropriate charges.
Cash or Cash-Type Transactions

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procedures set by Business Services. Cardholders should contact Business Services to plan for pl within the timeframe allotted.

Purch

period allotted to re

## Lost or Stolen Card

The p-card is the property of Wittenberg University and should be protected and secured just like a credit card. If the individual transfers to a different department or has any changes in the information on the original card application, there should notify Business Services immediately. In some instances card may be required. Departments are also responsible for notifying Human Resources of an employee transferring or exiting the institution who are cardholders. Business Services will be advised by HR o employee changes.

If a card is lost or stolen, it is

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