

Introduction to Procurement Cards at

KUTZTOWN
U N I V E R S I T Y

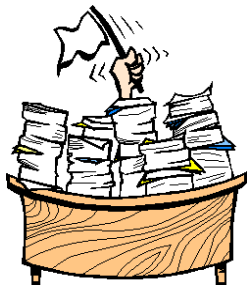
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General Overview

Kutztown University / East Stroudsburg University Shared Services Procurement Card Program uses an internationally accepted Master Card Commercial Credit Card Program which is designed to improve efficiency in the processing of high volume, low dollar purchases.

The P-Card program will do the following:



- Reduce paperwork and the use of departmental purchase requisitions and purchase orders
- Allow the cardholders to initiate transactions by phone, fax or Internet... or shoe phone if you're really a spy.



Obtaining a Procurement Card

~ The KU/ESU Shared Services Procurement Card Program is administered by the Kutztown University Procurement Services Office, who coordinates the issuance, maintenance, and cancellation of all cards.

~ This program is available for usage by permanent employees at both campuses. Any individual may request cards by completing a Cardholder Agreement form and obtaining the proper approval signatures.

~ Customized account limitations will be limited and considered on a case by case basis.



**KUTZTOWN UNIVERSITY/ EAST STROUDSBURG UNIVERSITY
PURCHASING & TRAVEL CARD CARDHOLDER AGREEMENT**



- I, (PRINT NAME) _____, hereby request a Purchasing and/or Travel Card. As a card holder I agree to comply with the following terms and conditions regarding my use of the card.
1. I understand that I am being entrusted with a Kutztown University or East Stroudsburg University Purchasing and/or Travel Card – and will be making financial commitments on behalf of Kutztown University or East Stroudsburg University (hereinafter the “University”), and will strive to obtain the best value for the University.
 2. I understand that the University is liable to Bank of America Merrill Lynch for all charges incurred on this card.
 3. I agree to use this Purchasing/Travel Card for approved purchases only and am not authorized to charge personal purchases. I understand that the University, State System of Higher Education and/or Commonwealth of Pennsylvania authorities will audit the use of this card, and will take appropriate action necessary for unauthorized use.
 4. I understand that if this Purchasing/Travel Card is used for any unofficial/unauthorized purposes I am required to reimburse the University in a timely manner and any outstanding balances due to these purchases may be withheld from my *paycheck via payroll deduction*.
 5. I agree to follow the established procedures for the use of the Purchasing/Travel Card as detailed in the Purchasing/Travel Card Policy & Procedures located at <http://www2.kutztown.edu/about-ku/administrative-offices/procurement-services/for-staff-and-faculty/procurement-card.htm>. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions, including discipline in accordance with the Employee Handbook, Collective Bargaining Agreements, and all applicable laws, regulations, and policies.
 6. I agree to return the Purchasing/Travel Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change which causes my cost center (department) to likewise change, I also agree to notify the Purchasing Card Administrator in writing of any and all changes to my card profile.
 7. If the Card is lost or stolen, I agree to notify the Purchasing Card Administrator and Bank of America Merrill Lynch immediately.

ALL INFORMATION IS REQUIRED. INCOMPLETE FORM WILL BE RETURNED TO APPLICANT

CARDHOLDER INFORMATION:		
Applicant's Name (PRINT): _____	Applicant's Signature: _____	XXX-XX- / Last four of SS# / Personnel #
Department Cost Center: _____	Applicant's Country of Citizenship: _____	Applicant's Date of Birth: _____
Department Name To Be on Card: (25 Character/Spaces Max) _____		
Credit Level Code Requested: _____	Purchasing Card Code: _____	Travel Card Code: _____
		** Code level descriptions on back of agreement
CARDHOLDER CONTACT INFORMATION:		
Department Address (Building and Room): _____		
Complete Business Phone: _____	Complete Business Fax: _____	
E-mail Address: _____		
CARDHOLDER APPLICATION AUTHORIZATIONS/APPROVALS:		
Department Chairperson's Name (PRINT): _____	Department Chairperson's Signature: _____	Date: _____
Dean/Director's Name (PRINT): _____	Dean/Director's Signature: _____	Date: _____
Vice President's Name (PRINT): _____	Vice President's Signature: _____	Date: _____
PURCHASING CARD ADMINISTRATOR:		
Purchasing Card Administrator Signature: _____		Date: _____
COMPLETE THIS SECTION UPON RECEIPT OF THE CARD		
Applicant's Name (PRINT): _____	Applicant's Signature: _____	Date: _____



Cardholder Liability & Responsibility

- Cardholders are responsible for the proper use and safeguarding of their cards.



- Lost or stolen cards must be reported to the Card Systems Administrator promptly.

- If a cardholder abuses the P-Card privileges the card may be canceled and the employee may be subject to disciplinary action.



Using the Card



Remember to use common sense when using the card!

- Use it for official University business purchases only
- Confirm the vendor accepts Master Card
- Should be used for small dollar purchases of goods and supplies
- Make sure the costs are reasonable and best value
- Inform the vendor of the University's sales tax exempt status
- All items must be shipped through the Storeroom
- Cardholder must retain all detailed receipts, receiving reports, delivery tickets, or other documentation for each transaction
- KU/ESU P-Cards are restricted by the individual transaction amount, the monthly transaction limit, and by the MCC Code
 - ☞ Merchant Card Categories (MCC) are industry specific codes that define the type of goods and services that the vendor provides
 - ☞ Certain codes have been restricted at the bank level



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Cardholder Monthly Reconciliation

Cardholders are responsible for:

- Maintaining documentation of each purchase made with their card
- Ensuring there is a detailed receipt which includes a clear item description to support each transaction
- Downloading their Master Card statement at the end of each billing cycle
- Reviewing and verifying of the accuracy of all charges
- Notifying the Card Systems Administrator and the bank of any fraudulent charges
- Reconciling the statement to their individual transaction documents
- Clearly identifying any transactions to be charged to an alternate cost center
- Each monthly statement & log is signed by both the cardholder and their immediate supervisor
- All paperwork must be scanned and sent to the KU Procurement Services Office by the 15th of the month

*With great power
comes great responsibility.*

Cardholder Monthly Reconciliation (cont'd)

Each Cardholder's Supervisor is responsible for:

- Reviewing and verifying the validity and accuracy of all charges
- Approving and signing the paperwork
- Returning the original paperwork to the cardholder so that they have adequate time to email it to the KU Procurement Services Office by the 15th of each month

The Card Systems Administrator is responsible for:

- The review of each cardholder's monthly paperwork
- Determination of the appropriateness of the charges within the P-Card Approved Usage List
- Ensure that there is a detailed receipt for every transaction
- Ensure that the cardholder has acquired the proper approvals for their monthly purchases
- Ensure that the monthly paperwork has been received for any cardholder with outstanding transactions

!!! Cardholders who habitually fail to reconcile their paperwork properly, submit their paperwork late, or purchase unacceptable items may have their P-Card privileges restricted or cancelled!!!





**KUTZTOWN UNIVERSITY/EAST STROUDSBURG UNIVERISTY
PURCHASING CARD PROGRAM
MONTHLY TRANSACTION LOG**

Cardholder Name: _____

Default Cost Center Number (10 Digits): _____

Telephone Number (Full Number): _____

Department/Division: _____

Statement Period: _____ through _____

PLEASE COMPLETE ALL FIELDS. INCOMPLETE FORMS WILL BE RETURNED TO CARDHOLDER

Purchase Date	Alternate Cost Center #	Vendor	Item(s) Purchased & Purpose	Qty	Unit (EA.) Price	Total Order Amount

TOTAL \$ _____

Cardholder's Name (PRINT NAME): _____

Cardholder's Signature (SIGNATURE): _____

Date: _____

Supervisor's Name (PRINT NAME): _____

Supervisor's Signature (SIGNATURE): _____

Date: _____



Budget Impact

- All P-Card transactions will be charged to the cardholder's department budget on a monthly basis, typically after the 15th of the following month
- All transactions will be charged to the **Default Cost Center** indicated on your P-Card application unless specified otherwise on your monthly log in the "Alternate Cost Center" column



Violation of Procurement Card Procedures

- KU/ESU are responsible for maintaining appropriate internal controls on all expenditures of public funds, especially P-Card transactions.
- Cardholders who habitually fail to reconcile their monthly paperwork properly, submit paperwork late, or purchase items outside the acceptable items list may have their P-Card privileges restricted or



Return of Goods / Purchases



- Cardholders are responsible for contacting vendors regarding the return of all unwanted goods.
- Vendors need to be directed to issue “credit” to the cardholder’s cards.
- Items to be returned should be forwarded to their University Storerooms with clear instructions regarding the return shipment.
- If the cost of the “return” is to be paid by KU or ESU, the Storeroom personnel need to be notified which cost center should be charged.

Dispute Resolution

- Cardholders are responsible for contacting vendors to resolve any erroneous charges appearing on their monthly statement.
- If the problem can not be resolved with the vendor, the cardholder needs to contact the bank’s customer service number on their card to dispute the charge.
- Cardholders should also notify the Card Systems Administrator immediately of any disputed charges.
- Cardholders should keep copies of all documentation dealing with disputed charges.



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Lost or Stolen Cards

- Cardholders are responsible for safeguarding their P-Cards, passwords, and account numbers.
- If a P-Card is lost or stolen, the cardholder must immediately notify the bank at 1-888-449-2273. Representatives are available 24 hours a day.
- The cardholder must also notify the KU/ESU Shared Services Card Systems Administrator so that a new P-Card may be issued and documents updated.
- Cards that are later found must be destroyed.



Policy Exception Request

- Exceptions to the Unauthorized Purchases List can be requested by:
 - ✓ Completing an Exception Request Form
 - ✓ Get ALL necessary signatures needed on the form
 - ✓ Submit form to the Card Systems Administrator a minimum of **72 hours prior** to need
- Exception Requests will be reviewed on a case-by-case basis



KUTZTOWN UNIVERSITY/EAST STROUDSBURG UNIVERSITY
Purchasing Card Policy Exception Request
(GENERAL PURCHASE)

I, _____, would like to request a University Purchasing Card Policy exemption to purchase the item(s) listed below. If authorized, this exception request will cover the purchases as listed on a one-time basis only.

Additional policy exceptions must be requested and approved prior to proceeding with additional purchases. The approved exception is not to be considered as a blanket approval or an ongoing approval for Purchasing Card exceptions unless otherwise noted below and approved.

Last Four Card Digits from P-Card: _____

Department: _____

Anticipated Transaction Date: _____

Reason Exception Being Requested: _____

Supplier	
Items To Be Purchased	
Anticipated Date of Purchase	
Business Purpose	
Total Cost	

I certify that the amounts shown above will be expended for University business purposes only.

Cardholder's Name (PRINT): _____ Cardholder's Signature: _____ Date: _____

Supervisor's Name (PRINT): _____ Supervisor's Signature: _____ Date: _____

Card Administrator's Name (PRINT): _____ Card Administrator's Signature: _____ Date: _____



Cardholder Separation, Transfer, or Termination

~ All cardholders who transfer to another University department must notify the Card Systems Administrator of any changes in their University job responsibilities by submitting a P-Card Change Form.

~ All cardholders who end their employment with their University must immediately notify the Card Systems Administrator and turn in their P-Card.

KUTZTOWN UNIVERSITY/EAST STROUDSBURG UNIVERSITY
SHARED SERVICES PROCUREMENT CARD CHANGE AGREEMENT



I, (PRINT NAME) _____, hereby request a change to my University Procurement Card.
As a cardholder I continue to agree to comply with the University's terms and conditions regarding my use of the card as agreed to in my original application on file in the Procurement Office.

1. The original card application is on file in the Procurement Office with the following Credit Level Code:

_____ P-Card Credit Level Code
_____ Travel Card Credit Level Code

2. This application is for new a Procurement or Travel Card with the following Credit Level Code:

_____ P-Card Credit Level Code
_____ Travel Card Credit Level Code

3. Reason change is being requested:

_____ Change in job responsibilities
_____ Change in job location: (new location listed below)

_____ Department _____ Building and Room _____ Cost Center

ALL INFORMATION IS REQUIRED. INCOMPLETE FORM WILL BE RETURNED TO APPLICANT

CARDHOLDER INFORMATION:		
Applicant's Name (PRINT):	Applicant's Signature:	XXX-XX- / Last four of SS# / KU Personnel #
CARDHOLDER CONTACT INFORMATION:		
Department Address (Building and Room):		
Complete Business Phone:		Complete Business Fax:
E-mail Address:		
CARDHOLDER APPLICATION AUTHORIZATIONS/APPROVALS:		
Department Chairperson's Name (PRINT):	Department Chairperson's Signature:	Date:
Dean/Director's Name (PRINT):	Dean/Director's Signature:	Date:
Vice President's Name (PRINT):	Vice President's Signature:	Date:
PURCHASING CARD ADMINISTRATOR:		
Purchasing Card Administrator Signature:		Date:



Contacts

Bank of America Merrill Lynch Cardholder Customer Service

- 24 hours a day/ 7 days a week support center
- Phone: 1-888-449-2273
- www.baml.com/PINcheck

KU/ESU Shared Services Card Systems Administrators

- Office Hours
 - ✓ Monday through Friday
 - ✓ Academic Year – 8:00AM – 4:30PM
 - ✓ Summer – 8:00AM – 4:00PM

Mary Vink
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Card Systems Administrator
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