



St. Norbert College Purchasing Card (P-Card) Policy

General Policy

Employees with a demonstrated business need may be eligible to receive a College issued p-card. Cards may be issued if one or more of the following criteria apply:

- Employee is engaged in frequent business related travel
- Employee is engaged in frequent off-campus business
- Employee makes frequent purchases of low-dollar value items

P-Card Application Procedure

Requests for College p-cards should be made on a Purchasing Card Agreement form available from the Finance Department.

- Cards should only be issued in cases where a legitimate business need exists
- Approval by the appropriate divisional Vice President is required

Guidelines for Card Use

P-cards are to be used for official College business only. Prohibited purchases include:

- Cash advances (ATM machines)
- Non-business (personal) goods or services
- Capitalizable items (generally, items with a life greater than one year and a cost \$1,500 or greater)

The card will be rejected if used for a prohibited purchase. If a card is rejected and it is not for a prohibited purchase please call the Finance Department at 920-403-3961.

Dollar Limits

Each cardholder will have a per-purchase and monthly limit. The per-purchase limit will be \$1,499 on most cards, with a few exceptions. The monthly limit amount will be requested by the cardholder and approved by the cardholder's supervisor and the Finance Department. Once set, the card will reject purchases for amounts greater than the limits. A temporary increase in the credit limits can be arranged, where appropriate, by contacting the Finance Department at 920-403-3961. Under no circumstances should a transaction be split into two separate receipts to bypass the single transaction limit.

Sales Tax

St. Norbert College is tax exempt. The tax exempt number is printed on the bottom of the p-card. This number should be provided by the cardholder to the supplier. Sales tax should not be charged on any purchases.

Documentation Requirements

Individuals will receive copies of monthly charge statements and must promptly submit a MasterCard Payment Approval form to the Finance Department indicating accounts to be charged:

- Original receipts must be included. In the case of internet purchases, a printout of the order form from the web site is an acceptable substitution for an original receipt. If receipts cannot be provided, a written explanation must be supplied.
- Any disputed items must be noted. The cardholder is responsible for dispute resolution.

- A written description of the business purpose of each charge must be provided. In the case of entertainment/hospitality expenses, the names and titles of those being entertained must be included.
- MasterCard Payment Approval forms including valid and complete accounting information, receipts, and approvals must be returned to the Finance Department by the 15th of each month.

MasterCard Payment Form Approval/Authorization

Cardholder: Cardholder's signature is required to certify that charges are in compliance with College policies:

- Cardholder must sign and date a MasterCard Payment Approval form
- Use of a signature stamp or signing another person's name is not allowed

Approver: Approvers have primary responsibility for insuring that MasterCard Payment Approval forms are submitted in accordance with College policies. This includes reviewing accompanying documentation for completeness in support of charges. Missing, incomplete or inadequate documentation should be resolved with cardholders prior to submission of MasterCard Payment Approval form to the Finance Department.

- The Approver must have authorization to sign for the account(s) being charged
- The Approver cannot be the cardholder
- Whenever possible, the Approver should be the cardholder's direct supervisor
- The Approver should not report to the cardholder

Audit

P-card accounts are subject to periodic internal control reviews and audits designed to protect the interests of St. Norbert College. The cardholder may be asked to produce the card to validate its existence and produce statements and receipts to verify appropriate use.

Merchants That Do Not Accept the Card

Not all suppliers accept P-Cards. If this happens, choose an option below:

- Make sure the supplier understands that the purchasing card is treated (processed) the same as any personal charge card
- Choose another supplier
- Complete the transaction using an alternative purchasing procedures such as completing a requisition and forwarding it to Accounts Payable for payment

Disputed Items

In the case of a disputed charge, first contact the supplier and try to reach an agreement. Most disputes can be resolved between the cardholder and the supplier directly. If you are unable to reach an agreement with the supplier please contact JP Morgan Chase customer service at 1-800-316-6056 within 60 days of the statement date.

Lost or Stolen Cards

If a card is lost or stolen, the cardholder must immediately call the cardissuer at 1-800-316-6056 and the Finance Department at 920-403-3961. Prompt notification will reduce exposure to unauthorized charges.

Cancellation of Cards

If a credit card is to be cancelled, it should be turned in to the Finance Department. Supervisory staff should make sure credit cards are returned upon staff termination.

Charge card Policy Misuse

Misuse of charge cards or other failure to adhere to credit card policies may result in card revocation and/or appropriate disciplinary measures. The two most common issues relating to credit cards are non-

business purchases and failure to promptly and correctly file MasterCard Payment Approval forms.

Cardholders should keep in mind the following:

- Cards are to be used for business purposes only
- It is illegal to use a College credit card for personal purchases to avoid payment of sales taxes
- MasterCard Payment Approval forms including valid and complete accounting information must be returned to the Finance Department by the 15th of the month