

# **Le Moyne College Purchasing Card (P-Card) Program Policies & Procedures**

## **INTRODUCTION**

Le Moyne College has entered into an agreement with the Wright Express MasterCard Purchasing Card Program, which provides a credit card (P-card) to employees to procure selected goods and services on behalf of the College.

## **GENERAL GUIDELINES**

1. The P-card program is designed to provide a more efficient, cost-effective method of purchasing from vendors, including online merchants that accept a MasterCard while maintaining adequate internal control.
2. Before a P-Card is issued to a College employee, a properly completed Wright Express MasterCard Application must be obtained from the Program Administrator in the Accounts Payable office in Grewen Hall. The employee must complete the application and return it to the Program Administrator. He or she must also review and sign the Cardholder Agreement and will receive training on the proper use of the P-Card.
3. Each P-card is issued in the name of the cardholder. Upon receipt of the P-card the cardholder will need to activate the card by calling the toll-free number printed on the card and immediately sign the back of the card. The Le Moyne College logo is visible on the front of the card as well as the College's New York State sales tax exempt number.
4. The cardholder is responsible for the P-card's safekeeping and is accountable for all charges made on the card. The P-card may not be assigned to or physically given to another College employee for use.
5. The cardholder must return the P-card to his or her supervisor or the Program Administrator upon request. The College reserves the right to suspend or revoke the cardholder's privileges at any time. Use of the P-card after suspension or revocation of privileges will be considered fraudulent, and the College reserves the right to take further action against the cardholder including, but not limited to, termination of employment.

## **CARDHOLDER RESPONSIBILITIES**

1. The P-card is the property of Le Moyne College, and the cardholder is responsible for ensuring the card is used for legitimate business purposes and for protecting the card from misuse by unauthorized person(s).
2. Upon termination of employment the cardholder must return the card to his/her supervisor to deliver to the Program Administrator in the Accounts Payable office.

3. Cardholders are required to obtain detailed receipts (including packing slips where applicable) from vendors for each charged incurred on the P-card. These receipts should be retained and used to verify the accuracy of the charges listed on the monthly card statement, and to submit with the Expense Log to the cardholder's supervisor and to Accounts Payable for payment.
4. During the billing cycle the cardholder should review the charges online against related receipts for accuracy through the Wright Express website and assign an appropriate budget account number to each charge.
5. The billing cycle with Wright Express ends on the 28th of each month (or the next business day if the 28th falls on a weekend or holiday). The cardholder will receive an email notifying him or her that the account statement is available on the Wright Express website. **NOTE: This statement is not a bill. It is to be used solely for the cardholder's information and review.**
6. Once all charges have been reviewed and a budget account number has been assigned to each charge, the cardholder should print an Expense Log from the Wright Express website and attached the related receipts and other documentation. The Expense Log should be submitted to the cardholder's supervisor for review (where applicable) and to the Accounts Payable office within five (5) business days from the date of the statement.
7. The Accounts Payable office will review the Expense Logs and attached receipts and will make payment directly to Wright Express. Under no circumstances should cardholders make payments to Wright Express or submit a Check Request and Expense Reimbursement form to Accounts Payable to do so.

### **LOST/STOLEN CARDS**

The cardholder is responsible for *immediately* reporting a lost or stolen P-card to the Program Administrator. It is extremely important to act promptly to protect the College against fraudulent use of the P-card. The old card will be cancelled and a new card will be issued. Employees who consistently lose their cards or have cards stolen will have their P-card privileges revoked.

### **AUTHORIZED PURCHASES**

Cardholders are authorized to use the P-card to purchase goods and services required as a function of their duties at the College **with the exception of the following items:**

- Cash advances including use of ATMs
- Computer equipment
- Software
- OfficeMax purchases
- Personal items
- Alcoholic beverages (unless prior authorization is received from the cardholder's divisional Vice President)
- Controlled substances
- Maintenance agreements and leases
- Hazardous and radioactive materials
- Capital equipment and furniture
- Security systems

- Cellular phones or related mobile device services
- Charitable contributions
- Tobacco products
- Gasoline for personal vehicle (refer to the Le Moyne College Travel Policy for additional guidance)
- Moving expenses
- Gift cards, gift certificates, employee gifts, calling cards or similar products
- Fines and penalties
- Honorariums and consulting/contractual service payments
- Other payments to individuals and **1099 reportable vendors\***

\*Use of the P-card for payment to 1099 reportable vendors is not allowed due to special tax reporting requirements on the part of the College. Generally, 1099 reportable vendors include:

1. Sole proprietorships, individuals or groups of individuals, partnerships, trusts, or independent contractors that receive payments for rents, prizes and awards, non-employee compensation, medical, legal and other services,
2. Corporations that provide medical, health care, or legal services, and
3. Any vendor subject to backup withholding tax

*Please contact the Program Administrator in the Accounts Payable office with any questions concerning payments to 1099 reportable vendors.*

#### **PURCHASES MADE OVER THE PHONE OR ONLINE**

Receipts are required for phone or online purchases made with the P-card. It is the cardholder's responsibility to obtain/print a receipt when using the card. Orders must always be shipped to the cardholder's campus office location using the College's address and the name of the cardholder's department:

Le Moyne College  
 [Department Name]  
 1419 Salt Springs Road  
 Syracuse, NY 13214-1301

Upon receipt of the order it is the cardholder's responsibility to properly inspect the shipment to be certain all items ordered have been received. Packing slips must be included with receipts when submitting the Expense Log. The cardholder is responsible for resolving issues with the vendor including items missing from the shipment and the return of damaged goods.

#### **RETURNS, CREDITS, AND DISPUTED CHARGES**

The cardholder is responsible for resolving returns, credits and disputed charges directly with the vendor promptly during the billing cycle. It is essential that the vendor be contacted for a return authorization number to avoid additional shipping charges. The vendor should issue a credit to the P-card for any returned items. The credit should appear no later than on the subsequent month's statement based on

the timing of the resolution. Under no circumstances should a cardholder should accept cash in lieu of a credit to the P-card.

If the cardholder cannot reach an acceptable resolution with the vendor, the cardholder should contact the Program Administrator who will elevate the dispute to Wright Express. This notification must occur within thirty (30) days from the date the disputed charge first appeared on the cardholder's statement.

#### **CARDHOLDER SPENDING LIMIT**

Spending limits are granted based on the cardholder's job responsibilities and consultation with the cardholder's supervisor (where applicable). Please contact the Program Administrator with any questions concerning spending limits.

#### **SALES TAX**

Vendors should not charge state and local sales taxes on P-card purchases. The College's New York State sales tax exempt number is printed on the front of the P-card. It is the cardholder's responsibility to notify the vendor of the exemption so that sales tax is not charged. Repeatedly allowing sales tax to be charged on purchases that are tax-exempt is considered a violation of this policy and may result in revocation of P-card privileges.

#### **AUDITS**

As part of the College's internal control, Accounts Payable will perform periodic reviews of P-card statements and related documentation to verify compliance with the policies and procedures. A cardholder who makes unauthorized purchases will be liable for the total dollar amount of such purchases. He or she may also have his or her P-card privileges revoked and be subject to termination.

#### **INFORMATION AND ASSISTANCE**

Please do not hesitate to contact to following P-Card Program Administrators with questions concerning this policy.

Judy Frank, Accounting Manager, 315-445-4175 or  
Rob Savicki, Director of Finance, 315-445-4178