



## ASU Procurement Purchasing Card guide

### Table of Contents

|  |   |
|--|---|
| Introduction .....                                   | 3 |
| Cardholder agreement.....                            | 3 |
| Purchases with a P-Card.....                         | 3 |
| Limits .....   | 3 |
| Merchant category code restriction.....              | 3 |
| Split transactions .....                             | 3 |
| Making a purchase .....                              | 4 |
| Prohibited transactions .....                        | 4 |
| Preferred suppliers .....                            | 4 |
| Declination of a P-Card.....                         | 4 |
| Personal use of the P-Card .....                     | 4 |
| Allowing others to use your P-Card .....             | 4 |
| Request a P-Card.....                                | 5 |
| Fingerprinting.....                                  | 5 |
| Activate a P-Card .....                              | 5 |
| Safeguard a P-Card .....                             | 5 |
| P-Card actions .....                                 | 6 |
| Changing the information on the P-Card .....         | 6 |
| Reporting lost or stolen cards .....                 | 6 |
| Canceling the card.....                              | 6 |
| Checking an inactive card.....                       | 6 |
| Card expiration date .....                           | 6 |
| Making changes in writing .....                      | 6 |
| Resolving returns, credits, errors and disputes..... | 6 |
| Terminations, transfers or leaves of absence .....   | 7 |
| Verification and document retention.....             | 7 |
| Impact on your budget.....                           | 8 |
| Year-end.....  | 8 |
| Sales and use tax.....                               | 8 |
| Compliance .....                                     | 8 |

|  |   |
|--|---|
| Department cards.....  | 8 |
| Workday expense transfer procedure .....                               | 8 |
| Contact the P-Card office with questions or for more information. .... | 8 |

## Introduction

Thank you for your interest in the Purchasing Card program. This guide will provide you with information about participating in the P-Card program.

The P-Card is a corporate liability card that allows users to make small-dollar purchases with minimum paperwork. The P-Card is issued to you, but Arizona State University is responsible for paying the bill. Because the P-Card is not tied to you personally, it will not affect your credit score. You can spend university money following ASU Purchasing and Financial Services policies with the P-Card. Users must protect their P-Card as they would their credit cards and be mindful of the responsibilities outlined in the cardholder agreement.

## Cardholder agreement

The [cardholder agreement](#) is a summary of your responsibilities in the P-Card program. You will be asked to sign the form stating you have read and understand the rules. [Visit the procurement forms webpage](#) for more information.

## Purchases with a P-Card

### Limits

Default limits have been established for cardholders participating in the P-Card program to protect the university's interests, including the following:

- Single transaction spend limit — \$10,000.
  - A cardholder may only spend \$10,000 per transaction, which includes the purchase price, taxes, delivery fees and other charges. You may not split purchases to keep a transaction under the limit.
- Monthly — \$20,000.
  - Monthly limits will reset on the first day of each month. If your monthly limit is reached and your P-Card declines, you may [contact the P-Card office for a temporary increase](#).

If you need limits different from those listed above, you may request higher or lower limits when you submit the P-Card application or by [submitting a request to the P-Card office](#).

### Merchant category code restriction

Merchant category codes are four-digit codes assigned to a supplier by their merchant bank, identifying the type of business the supplier conducts. For example, your P-Card will decline for the merchant category code "5813" because it is recognized as the merchant category code for bars, cocktail lounges, nightclubs and taverns.

### Split transactions

Split transactions are cases where a cardholder circumvents the single transaction limit by having the supplier process part of the transaction and then process the rest of it. You may request a one-time increase by [submitting an Over \\$10,000 P-Card Increase request](#). The banking system highlights split transactions, so it will be known when they occur. If a cardholder divides transactions, it indicates that the cardholder has not read the P-Card guide, and it will be reconsidered whether the individual should have a P-Card.

## **Making a purchase**

Before purchasing, you must determine if an on-campus service department can provide the necessary goods or services. The on-campus service providers exist because they offer goods and services at a lower cost and in a more responsive manner than their off-campus competitors. You can use the P-Card at Sun Devil Campus Stores, copy centers and document production services. Other on-campus servicing departments may be added to this list. You can also access Sun Devil Campus Stores, copy centers, and document production services to turn over orders under \$10,000 quickly.

## **Prohibited transactions**

Several transactions are prohibited on the P-Card. [Review the P-Card Restricted Purchases List](#) for more information on prohibited transactions. Please review this list regularly, as it can be updated anytime and without prior notice. [Contact the P-Card Office](#) if you are unsure about any purchase.

## **Preferred suppliers**

The P-Card program generates reports of how much business the university is doing with suppliers' classes. Purchasing and Business Services will use this data to negotiate discounts with suppliers. When we do this, we will tell you who the preferred suppliers are so that you can take advantage of the discounts. [Refer to the SunMart webpage](#) for a list of the current preferred suppliers.

SunMart links you to suppliers who provide ASU pricing and methods of ordering via the Internet, fax or phone.

## **Declination of a P-Card**

If your P-Card declines, please ensure the supplier correctly enters the card number, expiration date and three-digit code. If it declines again, [email the P-Card office](#) or call 480-727-1275. Call Bank of America commercial card customer service at 1-888-449-2273 for after-business-hours service. Customer service representatives are available 24 hours a day.

The most common reasons for a decline are:

- The dollar amount of the transaction exceeds the single transaction limit.
- The merchant entered an incorrect expiration date.

## **Personal use of the P-Card**

Personal use of the P-Card is not authorized. If you accidentally charge personal items to the P-Card, you must reimburse ASU as soon as the error is discovered. A copy of the validated ASU cash receipting or deposit through PeopleSoft must be attached to the supplier documents. In addition, a memo signed by the cardholder must be uploaded to the verification document explaining how the accidental use occurred and what steps are being taken to avoid reoccurrence.

The inadvertent personal use that is quickly reimbursed will not result in adverse consequences for the cardholder. Recurring or intentional personal use of the P-Card can result in further action.

Depending on the severity and circumstance, the cardholder, Cost Center P-Card Manager and Cost Center Manager may be held accountable for improper purchases on the P-Card.

## **Allowing others to use your P-Card**

Any ASU employee may apply for a P-Card, and since you are responsible for the transactions on your card, we do not recommend allowing others to use your P-Card. On rare occasions, we realize

circumstances in your department may best be resolved if you grant this access. If you grant access, you should do so in writing [using the Delegation to Use form](#). Using the form is helpful when you send someone with your P-Card to purchase in person.

Check with the supplier to ensure they accept the form as authorization from the cardholder for a designee to use your card. Allowing others to use your card should be rare, and if someone has to continually use your P-Card for more than two transactions a month, then it is best practice for them to obtain a card in their name to ensure overall compliance.

## **Request a P-Card**

An ASU employee may request a P-Card by [completing a P-Card application and cardholder agreement](#). The application and activation process requires the applicant to provide personal information to establish the individual's identity. Your information will be safeguarded. You do not have to provide your Social Security number, although you must provide your ASU Employee ID. You must also provide this information to activate the P-Card when you receive it.

Before applying, the applicant must [complete the P-Card Use at ASU training](#) with 100% accuracy and be fingerprinted.

Once the application is processed, the P-Card will be issued to the applicant. To verify you received your card, you must respond to the P-Card receipt confirmation email or [send a confirmation email](#) stating the card was received, including the last four digits of the card.

**Note:** If we have not received a response within ten business days from the date of the P-Card receipt confirmation email, the card limit will be reduced to \$1.

## **Fingerprinting**

As of Nov. 1, 2005, fingerprinting is an ASU requirement before issuing a P-Card and other cash management duties. Any ASU affiliate issued a P-Card for the first time is required to have a fingerprint check. This includes established employees hired before the above date and requesting a P-Card for the first time. A Fingerprint Request form is required before an appointment for fingerprinting can be scheduled. Please [contact the Office of Human Resources to proceed with fingerprint processing](#).

## **Activate a P-Card**

To provide security for P-Cards sent in the mail, P-Cards cannot be used until they are activated. You must contact Bank of America to activate the card when you receive your P-Card. The activation phone number will be on your P-Card. Bank of America will verify your identity using the last four of your ASU employee ID number and other unique information you provided on your P-Card application. The card will be immediately active once you have completed the verification process.

## **Safeguard a P-Card**

Treat your P-Card like it is cash. It is recommended that you secure it in the same manner that you secure your wallet or purse. If you notice fraudulent transactions on your P-Card, please contact Bank of America immediately at 1-888-449-2273 to report it. Since the cardholder is financially responsible for the transactions on their card, valid or not, it is your responsibility and in your best interest to report this to the bank immediately, as fraud claims have a limited time to dispute.

## **P-Card actions**

### **Changing the information on the P-Card**

Most of the information on your P-Card account can be changed by [emailing the P-Card office](#). The items typically changed are:

- Address.
- Default account where transactions are posted.
- Transaction limits.
- Last name.

### **Reporting lost or stolen cards**

If a P-Card is lost or stolen, immediately [contact the P-Card office](#). If it is after hours, call Bank of America at 1-888-449-2273. Customer service representatives are available 24 hours a day, seven days a week.

### **Canceling the card**

To cancel a P-Card, [notify the P-Card program administrator](#). After canceling the card, please shred and dispose of it. If you leave employment at the university, you must cancel your P-Card.

If the card being canceled has any outstanding P-Card verifications, these must be completed and submitted by the cardholder or department upon card closure.

### **Checking an inactive card**

If your P-Card has had no transactions for 13 months or longer, your card will be deactivated due to inactivity. If you intend to use a card that has not been used, [contact the P-Card office](#) to confirm it is still active.

### **Card expiration date**

P-Cards usually expire every three years. You do not have to act; a replacement card will automatically be sent to you before your current card expires.

### **Making changes in writing**

We could change cardholder accounts based on a phone call from the cardholder, but we won't. We require written documentation in the P-Card file for all changes made for auditor scrutiny.

### **Resolving returns, credits, errors and disputes**

You should contact the supplier to resolve concerns regarding returns, credits, errors and disputes. If you cannot resolve a difficulty with a supplier, please contact Bank of America at 1-855-521-1795. They will ask you for the information they need to initiate a dispute. You must submit a dispute within 60 days from the end of a cycle when the questioned transaction occurred.

Bank of America will review and investigate the items you questioned. During the investigation, Bank of America will attempt to charge the transaction back to the merchant, provided the transaction resulted from using a P-Card assigned to an individual, not a department card. You will be notified of the results when Bank of America completes the investigation. Any accepted chargeback will result in a credit on the cardholder's following statement. If the dispute is not settled in your favor, your account will not be credited for the disputed amount.

## Terminations, transfers or leaves of absence

For audit and compliance purposes, if a cardholder's employment with ASU ends for any reason, their P-Card must be canceled immediately. The employee can request this before their last day of employment or by anyone in the department. The same applies if an employee transfers to another department within ASU.

For security purposes, if a cardholder goes on leave of absence, the employee or the department should notify the P-Card Office immediately. Upon notification, their P-Card will be suspended until they return to work. This ensures that the card is not compromised while the employee is out. If fraudulent transactions appear on a cardholder's P-Card on leave of absence, the bank must still speak to the cardholder to verify the transaction(s) in question.

## Verification and document retention

Based on the submitter's role, P-Card verification and document retention will occur on Workday using the appropriate report in your FMS P-Card App. A cardholder or anyone with the Department Data Entry Specialist — P-Card or Cost Center P-Card Allocator role will upload the supporting documents and business justification to the appropriate transaction for verification. Business justification must be provided for each transaction. In addition, a Business Meals Form should also be included for any food purchases made on your P-Card with an itemized receipt.

Once the verification is submitted in Workday:

- If submitted by the Cardholder or user with the Department Data Entry Specialist — P-Card role, the verification will route to the Cost Center P-Card Allocator for approval. The verification will then be routed to the appropriate Grant Manager, Project Manager, or Cost Center Manager for final approval.
- If submitted by the Cost Center P-Card Allocator, the verification will route to the appropriate Grant Manager, Project Manager, or Cost Center Manager for final approval.

After the transaction verification is approved, original documents may be destroyed. The transaction must be submitted and approved within 30 days of the verification batch date shown in Workday.

The P-Card office will actively monitor past-due P-Card Verifications. Cardholders and Cost Center P-Card Managers will be notified if verifications are 30 days or more past due. If not completed, a second notice will be sent to the cardholder and their Cost Center P-Card Manager(s). Failure to resolve past-due PCDs could result in the suspension of the P-Card. Any cards suspended due to overdue P-Card verifications will not be reinstated until the verifications in question are completed.

While it is possible for a person to be a cardholder and a Cost Center Manager, they can't approve their transactions. The individual who made the transactions must have a non-subordinate person review it. The non-subordinate person will need the Cost Center Manager role in FMS for the appropriate cost center hierarchy to review and approve transactions.

Controls should be implemented to ensure goods purchased with a P-Card are adequately accounted for, including proper segregation duties, where warranted. The P-Card Review/Submittal for Worker, My P-Card Transactions and My P-Card Verifications reports are available to help with verification.

If a P-Card verification is accidentally deleted or canceled, the Cardholder or anyone with the Department Data Entry Specialist — P-Card or Cost Center P-Card Allocator can create a new PCD in Workday when the original PCD was canceled in error. Cards with multiple deletions or cancelations could result in a P-Card violation or cancelation of the P-Card, depending on severity.

## **Impact on your budget**

All P-Card transactions are removed from your budget once the PCD is approved in Workday. P-Card transactions are transferred to Workday daily. As soon as you see the transaction in Workday, you can verify the PCD and make any necessary changes. Once the Cost Center Manager approves, the transaction will be removed from your budget.

## **Year-end**

Please [reference the year-end calendar](#) for all dates and deadlines that pertain to the close of the year-end.

## **Sales and use tax**

As a matter of policy, the university pays all state and local taxes. Suppliers should include taxes, and you should pay them.

Use tax is a tax ASU pays the state of Arizona when we do business with an out-of-state supplier who does not have a license to collect Arizona sales taxes.

[Contact Tax Accounting](#) for questions or more information about use tax.

## **Compliance**

Periodically, we run queries against the P-Card database so we can analyze all transactions. If your P-Card comes up during one of our reviews, we will review your verification documentation in Workday. If we have questions, we will contact you for clarification.

## **Department cards**

It is possible to obtain a P-Card assigned to the department and not to a specified individual. If you elect to get such a card, you may not dispute charges on this card through Bank of America. You may only dispute charges through the supplier. Because of this, some departments prefer to obtain a card in the name of a specified individual and have that individual designate others to use it.

## **Workday expense transfer procedure**

The most convenient method to correct the spend category, cost center, gift, grant, project, program, and additional worktags is to edit your PCD in Workday. However, if your PCD has already been approved, you may adjust this information by entering an accounting adjustment into Workday.

[Contact the P-Card office](#) with questions or for more information.