

## P-Card guide for the J.P. Morgan Visa card

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## Introduction

Thank you for your interest in the Purchasing Card program. This guide will provide the information needed to participate 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 the university is responsible for paying the bill. Because the P-Card is not tied to you personally, it will not affect your credit score. With the P-Card, you can spend university money following the ASU policy. 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 understood 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 each 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](#).
- Daily transaction limit — 10.
  - The P-Card can only be used ten times per day.
- Monthly transaction limit — 75.
  - The P-Card can only be used 75 times per month.

If you need different limits than what is 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](#). PaymentNet 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 making a purchase, you must find out 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 for a quick turnaround for orders under \$10,000.

## Preferred suppliers

The P-Card program generates reports of how much business the university is doing with classes of suppliers. 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. The current preferred suppliers can be [located on the SunMart webpage](#).

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. For after-business-hours service, call J.P. Morgan Chase commercial card customer service at 1-800-270-7760. 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 should be uploaded in the verification 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, P-Card manager and cost center P-Card 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. We realize circumstances in your department may best be resolved if you grant this access. If you do 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.

## 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 affiliate number. 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 in Career EDGE](#) with 100% accuracy and be fingerprinted per [FIN 203](#).

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 J.P. Morgan Chase to activate the card when you receive your P-Card. The activation phone number will be on your P-Card. J.P. Morgan Chase will verify your identity using the last four of your ASU ID number and other unique information you provided on your P-Card application. Once you have completed the verification process, the card will be active for immediate use.

## 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. [Sign up for cardholder fraud alerts](#) to notify you of suspicious activity on your account, allowing you to reply to validate transactions quickly. It is a simple way to safeguard ASU and yourself against fraudulent activity.

## 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.
- Your 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 J.P. Morgan Chase at 1-800-316-6056. 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.

## Checking 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 take action, as a replacement card will automatically be sent to you before your current card expires.

## Making changes in writing

We could make changes to cardholders' 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 J.P. Morgan Chase at 1-800-270-7760 or dispute the transaction in PaymentNet. 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.

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

## Verification and document retention

P-Card verification and document retention will occur in Workday using the ASU Procurement Card Transaction Verification Lines report. You or your designated department data entry specialist will upload the supporting documents and business justification to the appropriate transaction for verification. A business justification must be provided for each transaction unless the public purpose is self-evident.

In addition, a Business Meals form should also be included for any food purchases made on your P-Card with an itemized receipt. Once these documents are submitted in Workday, the transaction will route to the cost center P-Card manager approver 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.

While it is possible for a person to be a cardholder and a cost center P-Card 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 P-Card manager role in Workday for the appropriate cost center hierarchy to review and approve transactions.

If a P-Card verification is accidentally deleted or canceled, it is the department's responsibility to notify the P-Card office, so we can request to reload it in Workday. The ASU Procurement Card Journal and ASU Procurement Card Transaction Verification Lines journal are available to help with verification.

### **Impact on your budget**

All P-Card transactions are taken out of your budget once transferred into Workday. P-Card transactions are transferred to Workday every Friday. Transactions posted in PaymentNet for the week will load the following Friday, giving you time for edits. Suppose you have access to PaymentNet before the weekly transfer. In that case, you may edit the spend category, department reporting, department reporting role, ASU audit reporting, ASU work order, or add notes to the transaction. As soon as you see the transaction in PaymentNet, you have an estimated 7–11 days from the post date to make changes.

### **Year-end**

Due to possible delays in P-Card transactions posting to the system, please reference the year-end calendar.

### **PaymentNet**

PaymentNet is a web-based P-Card management tool offered by J.P. Morgan Chase. In PaymentNet, you can run transaction reports and queries on your cards if you are a designated manager on all cards in your department. You can also edit the spend category, department reporting, department reporting roll, ASU audit reporting and ASU work orders assigned to any transaction on the P-Cards you can access. Cardholder access also includes statement printing.

### **PaymentNet access**

To request PaymentNet access, complete the PaymentNet Access Request form. Once your request has been processed, your user ID, password and PaymentNet URL will be emailed to you.

### **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 Megan Mowrer, financial analyst principal](#), for questions or more information regarding 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, please note you may not dispute charges on this card through J.P. Morgan Chase. 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, department reporting, department reporting roll, ASU audit reporting and ASU work orders is to have your department's allocator edit your P-Card transaction before entering it into Workday. If the transaction has been exported to Workday, then an accounting journal will need to be processed to make any changes.

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