Agenda

<u>CPC Program Overview</u>

Procedures and Card Use

Monthly Reconciliation

Recap and Reminders

Definitions

Cardholder

CSU employee who’s name appears on the VISA Card. Must be a state employee.

Merchant Category Code (MCC)

A four (4) digit numeric code used to identify the type of Business. (i.e. 7299 Personal Services).

Monthly Credit Limit

The limit set for the total amount of expenditures for a month.

Approver

The immediate Supervisor/Manager of the Cardholder.

Definitions

Single Purchase Limit

The limit a single purchase can not exceed. Determined by Division/Department Head up to $4,999.

Transaction Log

Electronic document used by the cardholder to track all transactions made with the Visa Card.

VISA Purchasing Card

A State issued Purchasing Card used for small purchases of goods and services for University and other business purposes.

Socioeconomic Requirements

Minority Business Enterprise (MBE)

- The State of Maryland and the University has a 25% MBE goal.
- MBE must be certified by MDOT.
- MDOT Directory can be found on Procurement website at www.Coppin.t.umaryland.edu
- MBE's
  - African American
  - American Indian/Native American
  - Asian
  - Hispanic
  - Physically or Mentally Disabled
  - Women

Purchases that must be Processed by Procurement

- Any & All Purchases that equal or exceed $4,999.

- Any Purchase Involving Signature of Lease Agreements, Licenses and Contracts (example: copier agreements)

- Computers and related equipment, i.e. software & software licenses , laptops, scanners projectors, printers, (any Information Technology related items)

Visa Purchasing Card

- Good for single transactions up to $4,999.

- Not for Personal Use

- <u>To Be Used by the cardholder only</u>

- The Card and Account Number must be secure at All Times.

- Issued by Bank of America, the official financial institution for the State's Procurement Card Program.

Cardholder

- Ensures that monthly transactions are reconciled against monthly transaction log and the Visa Statement.
- Responsible for notifying the Procurement Card Administrator on status changes (i.e. change of approver, spending limits, etc.)
- Responsible for returning the Card to Procurement Card Administrator if you leave your department, University or have no further use of the Card.
- Responsible for any and every charge made with P-Card**.**

Using the Procurement Card

- Cardholders must follow State & CSU Procurement Regulations & Policies when using the card.
- It is illegal to split a requirement when the total will exceeds $4,999.
- Should seek out certified Minority Business Enterprises when making purchases.
- Make sure the vendor accepts VISA and be sure the charge goes through
- Orders may be placed via phone, fax, mail, Internet and point of sale.

Using the Procurement Card

Purchase Requisitions and/or Purchase Orders are not required when using the Procurement Card

The card may be used for but not limited to the following:

- Subscriptions, Conference Registrations, Books.
- Catalog Orders – Online & Off-line
- Office Supplies
- Printing Supplies and Services
- Hotel Reservations – **room charges only**, all other charges are strictly prohibited

The card may not be used for personal use

- Gifts or tokens of sentiment (i.e. flowers for sick co-worker)
- Holiday parties or non University sponsored events.

VISA Restrictions

The State restricts or "blocks" certain MCC codes for use with the Visa Card. These categories include, but are not limited to the following:

- Travel Related Expenses – Airfare, Train fare, Bus fare

- Personal & Miscellaneous Services MCC 7221 - 7299 - Used by many vendors who fail to identify their business properly. (i.e. Dating and Escort Services, Photographic Studios)

- Restaurants - But caterers are authorized. Know the difference between the two before placing the order.

- IRS Form 1099 reportable vendors

- Amusement and Entertainment MCC 7832 – 7997 – includes Recreation Services, Theaters, Golf, Bowling Alleys.

VISA Card Declines

“My Card was declined by the vendor - Why?”

Two possible reasons:

(1) Credit: The purchase exceeded either the cardholder’s single purchase limit or monthly spending limit.

(2) MCC: Merchant Category Code – Vendor is code with MCC that is blocked by the State.

- Call VISA Customer Service to find out why. The 800 number is on the back of Card.
- If MCC is one blocked by the State it cannot be unblocked.

When Placing an Order with The Card

- Confirm the total purchase price of the order before completing the transaction.
- Remind the Vendor that the State of Maryland is TAX EXEMPT.
- Record the name of the person taking your order in case of future questions/problems.
- Request a receipt or confirmation of the order (keep as documentation)
- Have Vendor to ship the order directly to you. Provide Your Name, Division/Department, Building, and Address for each procurement.
- Be sure to remind the Vendor NOT to send any documentation or invoices to Accounts Payable (bill to and ship to should be the same)
- Record the purchase in your Electronic Transaction Log.

Electronic Transaction Log

- Must be checked against the monthly Visa Statement.
- Must be signed by both cardholder and reviewer.
- Transactions not appearing on Statement must be kept “open” and carried forward until they appear on the next statement
- Documentation such as receipts, packing slips, credits, emails, and other important notes must be maintained with the procurement.

* Maintaining a monthly Transaction log is a requirement of having a Visa **Procurement Card**

Coppin State University

Cardholder Activity/TransactionLog

	ReportID:	CSUPNPCD		**Cardholder Name:**		**Thomas Dawson**				
	UserID:	vwilliams		**Card Number:**	xxxx-xxxx-xxxx-7678				Vendor:	Bank of America
									Billing Date:	5/25/2009
MERCHANT	REFERENCE NUMBER	TRANS DATE	POST DATE	AMOUNT	ACCOUNT	DEPT	PROJECT	FUND	PROGRAM	PURPOSE
SUE ANN'S OFFICE SUPPL	024388949130670306076541	5/8/2009	5/11/2009	250.390	090201	1101237		4010	00601	office supplies
SUE ANN'S OFFICE SUPPL	024388949130670306076558	5/8/2009	5/11/2009	453.240	099901		2705784	4310	00101	office supplies
SUE ANN'S OFFICE SUPPL	024388949130670306076566	5/8/2009	5/11/2009	396.800	090201		2005751	4310	00500	office supplies
SUE ANN'S OFFICE SUPPL	024388949137670367386006	5/15/2009	5/18/2009	49.650	090201	1101237		4010	00601	office supplies
ETTA SERVICE COMPANY	024418009139139363288405	5/18/2009	5/20/2009	677.600	090201	4504011		4051	00800	office supplies
TIME PRINTERS INC	024418009140140168204800	5/19/2009	5/21/2009	1240.000	099901		2005751	4310	00500	printing supplies
TIME PRINTERS INC	024418009140140168205005	5/19/2009	5/21/2009	577.500	099901	4504011		4051	00800	printing supplies
TIME PRINTERS INC	024418009140140168205104	5/19/2009	5/21/2009	240.000	090201	4111097		4010	00601	printing supplies
RUDOLPH'S OFFICE & COMPU	024639239141900019503600	5/20/2009	5/22/2009	5.440	090201		6005571	4310	00601	office supplies
RUDOLPH'S OFFICE & COMPU	074639239141141000000133	5/21/2009	5/22/2009	-24.420	090201	2001185		4030	00102	office supplies
AHIMA	024266579143200908600196	5/23/2009	5/25/2009	489.690	089901		2305747	4310	00401	membership
Total Transactions : 75			**Total transaction Amount**	$41,698.50						

Transactions for the Billing date - 2009/05/25 for card number - xxx-xxx-xxx-7678 totaling in USD $ 41698.5

By signing and dating this log, the iCardholder and Supervisor or Approved designee certify that the purchases above 1) are reasonable and appropriate for their using department, 2) match the corresponding VISA statement and 3) comply with the current CSU and Maryland State Purchasing card regulations, policies and procedures. Original receipts to document each transaction are attached or included.

Cardholder Signature : _____ Date : _____

Cardholder's Name : _____

Supervisor Signature :

_____ Date : _____

Supervisor's Name : _____

Verified and reviewed by : _____

Accounts Payable Auditor: _____ Date: _____

APPENDIX C

Bank of America

T= 022 - 10781150 - 004062 - 0001 - 0003

Bank of America Corporate Purchasing Card Cardholder Activity

Statement Date	04-25-09	This is Not a Bill	
Credit Limit	$100,000	Do Not Pay	
Cash Limit	$0		
Days in Billing Cycle	31	Total Activity	$61,703.92

COPPIN STATE UNIV

Card Account Number:
XXXX-XXXX-XXXX-7678

CARDHOLDER ACTIVITY

Post Date	Tran Date	Reference Number	Transactions	MCC	Charge	Credit
03-26	03-24	24275399084032083011383	DALY COMPUTERS INC. 180-0254717 MD	5045	649.00	
03-26	03-24	24761979084275059010448	A.A.C.N. 2024636930 DC	8220	425.00	
03-26	03-25	24610439084072004633400	SHERATON PARK HOTEL ANAHEIM CA Arrival: 03-24-09	3503	904.80	
03-27	03-27	24210739086206240600063	NACUBO 202-861-2500 DC	8641	449.00	
03-27	03-27	24210739086206240600089	NACUBO 202-861-2500 DC	8641	274.00	
03-27	03-26	74610439085004067233145	MARRIOTT 33764 ANAHEIM ANAHEIM CA	3509		229.31
03-30	03-26	24512399086000807412220	CAREER COMMUNICATIONS HARLEYSVILLE PA	5964	18.99	
03-30	03-26	24388949086670356249463	SUE ANN'S OFFICE SUPPL 410-6646226 MD	5021	115.65	
03-30	03-26	24388949086670356249471	SUE ANN'S OFFICE SUPPL 410-6646226 MD	5021	367.64	
03-30	03-26	24388949086670356249489	SUE ANN'S OFFICE SUPPL 410-6646226 MD	5021	351.00	
03-30	03-26	24388949086670356249497	SUE ANN'S OFFICE SUPPL 410-6646226 MD	5021	99.08	
03-30	03-27	24301039086824200693160	THE MATMAN BALTIMORE MD	5713	2,451.95	
03-30	03-26	24228999086980022081979	AIRECO SUPPLY, INC #14 BALTIMORE MD	1711	616.84	
03-30	03-26	24013399086005086303747	RUDOLPHS OFFICE & COMPUTE410-9314150 MD	5111	138.20	

Customer Service
1.888.449.2273, 24 hours

Outside the U.S.
1.509.353.6656, 24 hours

For Lost or Stolen Card:
1.888.449.2273, 24 hours

Send Billing Inquiries to:
BANK OF AMERICA
PO BOX 15184
WILMINGTON DE 19850-5184

Account Summary

Previous Balance		$0.00
Credits	-	$0.00
Cash	+	$0.00
Purchases	+	$61,703.92
Other Debits	+	$0.00
Overlimit Fees	+	$0.00
Cash Fees	+	$0.00
Other Fees	+	$0.00
Total Activity	=	$61,703.92

Please see the reverse side for information about your account.

VISA Statement and Monthly Reconciliation

- Issued once per statement period - normally on the 25th of every month.
- Mailed directly to Cardholder Address (not a bill)
- Must be reviewed by cardholder and reconciled against the transaction log and supporting documentation (i.e. invoice, sales slip, packing list, etc.)
- Must be signed by the Reviewer (with the transaction log).
- Transaction Log, Visa Statement and supporting documentation filed together by billing period.
- State pays a single bill to Bank of America and passes charges back to the University.

Required Documentation

Cardholders **MUST** collect itemized receipts for all purchases.

Document/Receipt examples:

- Cash Register Tape
- Detailed Packing Slip
- Copy of Order Form (e.g. subscription)
- Registration form
- Web receipt or e-mail acknowledgement from vendor

Receipt Details

- Receipts vary in appearance and type of information provided but generally included the following:
  - Date of purchase
  - Vendor name
  - Description of item(s)
  - Quantity, unit price, total
- If relevant information is not included on the receipt, record the missing information on the transaction log
- Handwritten receipts are unacceptable

Lost/Missing Receipts

- Contact vendor to get a receipt- fastest and simplest method
- Copies of receipts are acceptable only when originals are not available
- In the event a receipt cannot be located and a duplicate receipt cannot be obtained, the cardholder can fill out a Missing Receipt Form. A copy of the Missing Receipt Form can be found on Office of Procurement website under forms.

Approver

(1) Reviews and acknowledges purchases made by the Cardholder.

(2) Signs off on both the Cardholder's monthly transaction log and Visa Statement.

(3) Authorized to make changes to the cardholder's account - including increases to the single and monthly purchase limit.

* A cardholder cannot serve as their own Approver.

Vendor Problem Resolution

Identify disputed item using VISA statement

- Step 1: Contact the vendor yourself and attempt to resolve the problem . If needed, a procurement buyer can intercede on your behalf.
- Step 2: If unable to resolve yourself, A Disputed Item Form is prepared as soon as possible but no later than 30 days after receipt of VISA statement. and forwarded to Bank of America. At that point, the cardholder receives an instant credit for that purchase.
- Step 3: Note the credit on your transaction log and look for it on the monthly VISA Statement.

A copy of the Dispute Form can be found on Office of Procurement website under forms.

Card Security

- Use of the Card or Account Number by Anyone Other Than the Cardholder is strictly prohibited.

- Secure the Card and Account Number at All Times (especially when using the Internet).

- Remember: YOU ARE RESPONSIBLE FOR ALL CHARGES MADE TO YOUR CARD!

What if You Lose Your Card or it is Stolen?

- **Immediately contact Bank of America, 888-449-2273**
- **Number is Available 24 hours a day, 7 days a week.**
- **Immediately call the Procurement Card Administrator.**
- **No Personal Liability if Visa card is lost/stolen.**

The Cardholder Responsibilities: (A Recap)

1.) Maintain Knowledge of CPC Program Policies & Procedures.

2.) Keep the Visa Card and Account Number Secure.

3.) Maintain a monthly Transaction Log/Report for all purchases.

4.) Retain All Receipts and Documentation.

5.) Verify sufficient funding exists in the specified budget and expenditure code

6.) Receive the Visa Statement (on the 25th of each month) and reconcile with the Transaction Log/ Report. Cardholder and Approve must sign the Transaction Log/ Report

7.) Forward hard copy of Transaction Log/Report, including all receipts to Accounts Payable.

8.) Must surrender the card upon termination of employment or upon request by their Supervisor, Dept Head or P-Card Administrator.

Compliance Reviews and Audits

All cardholder are subject to compliance reviews and audits by the following:

- USM Systems Auditors
- Legislative Auditors
- CSU internal Auditors
- State of Maryland Comptroller's Office (General Accounting Division)

All records must be maintained for five (5) years.

CPC Fraud

Don’t Let this Happen to You! - Remember to exercise [good judgment](#) when using your Procurement Card!

If I Have Questions Later?

Contact:

Thomas Dawson

Procurement Card Administrator

(410) 951-3792

Email: thdawson@coppin.edu