

Agenda

CPC Program Overview

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
- To Be Used by the cardholder only
- 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 exceed \$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 | 250.39 | 090201 | 1101237 | | 4010 | 00601 | office supplies |
| SUE ANN'S OFFICE SUPPL | 024388949130670306076558 | 5/8/2009 | 5/11/2009 | 453.24 | 090201 | | 2705784 | 4310 | 00101 | office supplies |
| SUE ANN'S OFFICE SUPPL | 024388949130670306076566 | 5/8/2009 | 5/11/2009 | 396.80 | 090201 | | 2005751 | 4310 | 00500 | office supplies |
| SUE ANN'S OFFICE SUPPL | 024388949137670367386006 | 5/15/2009 | 5/18/2009 | 49.65 | 090201 | 1101237 | | 4010 | 00601 | office supplies |
| ETTA SERVICE COMPANY | 024418009139139363288405 | 5/18/2009 | 5/20/2009 | 677.60 | 090201 | 4504011 | | 4051 | 00800 | office supplies |
| TIME PRINTERS INC | 024418009140140168204800 | 5/19/2009 | 5/21/2009 | 1240.00 | 099901 | | 2005751 | 4310 | 00500 | printing supplies |
| TIME PRINTERS INC | 024418009140140168205005 | 5/19/2009 | 5/21/2009 | 577.50 | 099901 | 4504011 | | 4051 | 00800 | printing supplies |
| TIME PRINTERS INC | 024418009140140168205104 | 5/19/2009 | 5/21/2009 | 240.00 | 090201 | 4111097 | | 4010 | 00601 | printing supplies |
| RUDOLPH'S OFFICE & COMPU | 024639239141900019503600 | 5/20/2009 | 5/22/2009 | 5.44 | 090201 | | 6005571 | 4310 | 00601 | office supplies |
| RUDOLPH'S OFFICE & COMPU | 07463923914114100000133 | 5/21/2009 | 5/22/2009 | -24.42 | 090201 | 2001185 | | 4030 | 00102 | office supplies |
| AHIMA | 024266579143200908600196 | 5/23/2009 | 5/25/2009 | 489.69 | 130501 | | 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's Name : _____ Date : _____

Supervisor Signature :

Verified and reviewed by : _____

Accounts Payable Auditor: _____ Date: _____



**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 | 3503 | 904.80 | |
| | | | Arrival: 03-24-09 | | | |
| 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!**

DATES & DEADLINES

SUBMISSION REQUIREMENTS

All transactions must be approved by **the 5th day of the month immediately following the closing of the billing period. E.g. On May 25th the May billing cycle ended, therefore all transactions were to be approved by June 5th.**

THE LOG PACKET IS DUE THE **15th OF EACH MONTH** to the Accounts Payable Department, Miles Conner Administration Building, Room 216.

LOG PACKET CONTENTS AND ORDER OF INFORMATION:

1. Bank Statement – must be signed by Reconciler and Approver
2. Electronic Log - must be signed by Reconciler and Approver
3. Receipts – in order shown as on the Bank Statement

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.

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.**

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

