

UNCSA

**(Purchasing Card)
Manual**

Revised May, 2021

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General Overview

Purchasing Cards (also known as P-Cards) enable organizations to make small purchases more quickly and efficiently by minimizing paperwork and processing time. Users, Accounts Payable and Purchasing can all benefit from the cards' streamlined process. It also offers an easy method of making emergency purchases. Vendors receive payment from the card processor within a few days, which encourages small local business owners to do business with the University.

The P-Card represents UNC School of the Art's trust in you as a responsible employee who will safeguard and protect university assets. As a cardholder, you assume the responsibility for proper use of your card. **Card purchasing does not change or alter current purchasing policies and departmental approval processes. Your card serves only as an optional method of payment.**

The P-Card is the property of UNC School of the Arts and must be surrendered immediately upon request for any reason by an authorized person (such as the department head or the P-Card Administrator).

This reference guide will provide you with the details of the program, including general information, card issuance, card processes, purchasing guidelines, and documentation requirements. It is important to read the following information carefully, as cardholders, coordinators, and department heads / deans are responsible for adhering to the established policies and procedures.

Welcome to the UNC School of the Arts Purchasing Card Program

The UNC School of the Arts P-Card Program is designed to simplify purchasing and payment processes for selected low dollar, high volume business commodities and services. The program maintains accountability while reducing the cycle time and administrative burden of purchasing procedures such as purchase requisitions/orders, direct pay requests, and expense reimbursements. The card is issued by Bank of America and is

widely accepted by vendors that support Visa card purchases. The program provides the following benefits to cardholders and the University:

Benefits to the Cardholder

- Eliminates the need to use personal funds and obtain reimbursements.
- Provides convenience, security, and flexibility to make small dollar purchases.
- Empowers cardholders with choices and immediate access to goods.

Benefits to UNC School of the Arts

- Significant cost savings in the purchase-to-pay cycle.
- Increased expense analysis power.
- Increased ability to provide value-added services.

The P-Card is a corporate Visa credit card, issued to UNC School of the Arts through Bank of America. The card is to be used for UNC School of the Arts business transactions only.

A permanent, non-student employee with department head approval may acquire a P-Card by completing the application and agreement and completing P-Card training. The P-Card is issued in the employee's name through Bank of America and the UNC School of the Arts Purchasing Department / P-Card Manager.

Personal Credit History: Although the P-Card is issued in the employee's name, your personal credit history is not considered during the application process, and use of the P-Card will not affect your personal credit history in the future.

The P-Card is issued in the employee's name. Personal credit history is not a factor and the University pays the bank for all charges.

Payment of Charges: P-Card charges will be deducted from the funding source selected during WORKs Sign-Off each week during the Rollover Process.

Card Usage

The card is for business use only. Personal use is not allowed.

Your P-Card can be used for any allowable UNC School of the Arts business expense with vendors that accept Visa credit cards. The card can be used in-store, by phone, or via the internet. Personal use of the card is not allowed and will be considered as terms for card revocation as well as employee disciplinary action. The P-Card is not to be used for travel and/or travel related purposes.

Transaction Dollar Limits: Transaction limits are set at **\$4999.99** per transaction. The Cardholder should be aware that splitting transactions in order to remain within the transaction limit is prohibited.

Card Security

As a Cardholder, you assume personal responsibility for the protection and proper use of your card. Follow the points below to assure card security.

- While in your possession, always keep the card in a secure place, just as one would a personal credit card. Treat the card like cash.
- A P-Card can only be used by the person to whom the card has been issued. Never lend your card to another person or use another employee's P-Card.
- Convey your card number to the vendor only through a secure web site, telephone, or in person. **Never include your card number in an email.**
- Maintain receipts in a safe place until they are submitted to the Coordinator or Department Head / Dean as documentation. Turn receipts into Coordinator **immediately** after purchase.

Roles and Responsibilities

University employees and management play key roles to support the purchasing card program. A summary of roles and responsibilities follow.

Cardholder

- Ensure compliant use of the P-Card according to university purchasing guidelines, the P-Card Manual, and State Purchasing and Contract guidelines.
- Maintain the card in a secure location while not in use. **Turn all receipts into the Coordinator as soon as possible after the transaction is completed.**
- Never allow anyone else use of the P-Card assigned to you.
- Obtain an **ITEMIZED** receipt for each purchase, which includes the vendor name, date of purchase, item description, and total amount of purchase. This also includes any applicable shipping and handling fees and taxes.

- Ensure transactions are not split to circumvent spending limits or university guidelines.
- Ensure NC Sales and Use Tax **is not** charged on purchases. P-Card holders should carry a copy of the tax-exempt letter with them to present to retailers when needed.
- **G.S. 116-13** must be stated and documented on the receipt if you used this General Statute as an exemption from buying off State Contract. In order to use this exemption, the following **MUST** apply:
 - **Pricing** –If the price is lower elsewhere, please take advantage of the lower price and attach supporting documentation for the P-Card transaction. **The item purchased must be identical to contracted item.**
- Other allowable exceptions for purchasing off of State Contract that **MUST** be notated on your transaction include:
 - **Timing** – If the State Contract vendor cannot provide the items in the requested timeframe to meet departmental needs, please attach supporting documentation, i.e. email from vendor.
 - **Urgent Need** – The items are needed now and cannot wait for the delivery timeframe specified by the vendor. You must make a notation explaining the urgency on your receipt. Need for a specific item / brand not available on State Contract – **You must attach an approved “Brand Specific Waiver Form** with your receipt.
- Submit original receipts to the Coordinator with clear explanation of purchase.
- Assist the Coordinator with resolution of billing discrepancies, disputes, and credits.
- Contact Bank of America or the P-Card Manager immediately if your card has been lost or stolen.

Coordinator

Departmental Coordinators have the responsibility of collecting receipts and documentation from P-Card charges for their department. They are also responsible for ensuring compliance to P-Card policies and procedures as well as the weekly rollover and reconciliation.

- Ensure compliance for all cardholders assigned to your department by reviewing the purchases weekly and notifying the P-card Manager of any discrepancies.
- Collect original receipts from the Cardholder and electronically attach them to the transactions in the *Works*[™] system by using the Receipt Imaging process.
- Compares receipts with the electronic transactions recorded in *Works*[™], the Bank of America P-Card management system.
- Completes the following for each receipt:
 - Ensure the item listed in the *Works*[™] system matches the item purchased, the amount charged and the vendor name on the receipt.
 - No NC Sales & Use tax was charged
 - Legible receipts are scanned and uploaded for attachment to the transactions – **make sure all details are visible when scanning documents**
 - Clear description of the item(s) purchased
 - Correct Fund and Account codes are used
 - State Contract, IT / GA, or Cooperative Contract Number is notated for each applicable transaction
 - Exemption G.S. 116-13 is listed and supporting documentation is attached when appropriate
 - Sign-off is complete
- Resolves discrepancies with the Cardholder when transactions are flagged.
- Assemble the P-Card packet
 - Prints the weekly P-Card Transactions Report

- Signs the P-Card Reconciliation Cover Sheet
 - Submits the report (P-Card packet) to the Department Head / Dean for final departmental review and signature
 - **Submit signed digital copy to the Purchasing Manager. Hardcopies will no longer be stored in Purchasing.**
- Ensure that the P-Card is used in compliance with university purchasing guidelines, the P-Card Manual, and State Purchasing and Contract guidelines.
 - Review that the Cardholder has not split any transactions to circumvent spending limits or the university guidelines.
 - Approve transactions in *Works*[™] daily.
 - Complete and submit a P-Card Change Form if an employee transfers to another department or has terminated employment.

Department Head / Dean

- Provide fiscal oversight and management of business operations within his or her department.
- Select department employees for participation in the UNC School of the Arts P-Card Program based upon business need and the ability to fulfill program requirements.
- Account for the use of the P-Card in their department, taking appropriate action with departmental staff when required.

P-Card Manager

- Provides program management and oversight.
- Develops and delivers effective training for users.
- Ensures program compliance and quality assurance.
- Promotes an accurate P-Card program by working with departments to minimize violations and infractions of card usage.

How to Obtain a Card

Department heads and business managers will identify faculty and staff with a business need for a P-Card. Upon his or her approval, a [Purchasing Card Application and Agreement](#) can be obtained from the P-Card webpage. Complete and forward the Purchasing Card Application and Agreement with the appropriate signature approvals to the P-Card Manager. The Cardholder must complete P-Card training before card issuance.

Card Changes - Employee Name Change, Organization and Fund Code Changes, and Approver Change

The P-Card Manager maintains cardholder applications, agreements, and change documents. To report a legal name change, change organization and fund codes assigned to the card, or change the coordinator, complete a [Purchasing Card Change Form](#) located on the P-Card webpage.

Cardholder Employment Changes

If you leave the university, your P-Card must be returned to the P-Card Manager.

If you transfer to a different department and your new position requires the use of a P-Card, submit a [Purchasing Card Application and Agreement](#) listing your new department information.

Card Inactivity

In the event a card is inactive for **one year**, the Purchasing Card Manager will review the card for possible cancellation.

Lost or Stolen Card

If you believe your card has been lost or stolen, immediately report it to Bank of America at 1-877-451-4602. Customer assistance is available 24 hours a day. Immediately after reporting to Bank of America, notify the P-Card Manager. It is extremely important to act promptly in the event of a lost or stolen card to avoid company liability for fraudulent transactions.

If it is a normal workday, and between the hours of 8am and 5pm, please contact the Purchasing Department and we will be able to assist you with getting the account closed and a new card issued.

A card that is subsequently found after being reported lost should be sent to the P-Card Manager.

PIN Number Reset

Call 1-888-233-8855 and follow the voice prompts to set your PIN. You will be asked to enter your 16-digit account number (this is your card number), Verification ID and phone number associated with your card. If you do not know your verification ID, please contact the P-Card Manager for this information.

The phone number associated with your card is 336-631-1589.

3 General Purchasing Guidelines

Allowable and Non-Allowable Card Purchases

Listed on the next pages are two charts as a quick **guide** for allowable and non-allowable expenses; however, the charts are not a comprehensive list. If you should have any questions, please contact the P-Card Manager for assistance.

Allowable Expenses on the UNC School of the Arts Purchasing Card

Supplies and Materials

- Magazine, Journal and Newspaper Subscriptions for the current year
- Promotional Items
- Catering / Food Items – from an ITF Fund Only – **NO STATE FUNDS. Attach a listing of all invited to the event – a “sign-in” sheet is not required. (SEE CATERING SECTION – Pg. 13)**
- Second Hand / Used Equipment (Auction sites such as E-bay, – allowed with prior approval from Purchasing)
- Computer supplies and peripherals (cables, modems, flash drives, printers, memory) **(SEE IT APPROVAL SECTION – Pg. 14)**
- Software and upgrades **(SEE IT APPROVAL SECTION – Pg. 14)**
- Classroom Items / Supplies
- Janitorial Supplies
- Repair Parts / Supplies *
- Office Supplies (State Contract 615A, FSI)
- Motor Vehicle Repair Parts / Supplies
- Generic Parts and Tools

***If a facility related repair, then you must contact the Facilities Management Department for approval and submit their approval with the receipt for documentation purposes.**

Services

- Service Contracts – where ANY type of agreement or contract must be signed **MUST BE APPROVED BY PURCHASING PRIOR TO THE TRANSACTION! *** Route all signed agreements through Purchasing.**
- Advertising (internet, newspaper, periodicals, etc.) ****A copy of the Advertisement is required and must be attached to the receipt.****
- Conference Booth
- Required Professional Licensure (Medical, etc.)
- Webinars / Teleconferences
- Professional Development
- Registration Fees for Conferences / Seminars and Training Material. **** Overnight travel will require a pre-approved Travel Authorization Form. ****
- Express Mail Service and Freight
- Laundry Services
- Memberships – must be University / Job related and benefits the University.
- Auto Repair Services – estimated to be below \$5000
- Automobile Towing
- Car Washes – for University owned vehicles.

Non-Allowable Expenses on the UNC School of the Arts Purchasing Card

Supplies and Materials

- Alcohol or Tobacco Products
- Cash or Cash Advances
- Cell phones or plan expense
- Mobile Apps (phones or tablets) – Purchase an APP VOUCHER (for APPLE Products) by completing a requisition.
- PCs and tablets – must be purchased using a Purchase Order following IT processes and procedures
- Gift certificates and cards
- Hazardous Materials / Radioactive Materials
- Fuel
- Recurring Charges (a purchase that automatically re-bills the card on a monthly / annual basis)
- Furniture and furnishings.

Services

- **Paying Invoices AFTER Goods / Services have been received** (i.e. paying an invoice today for services that occurred 2 weeks ago) – Transaction date cannot exceed one week from Invoice / order date
- Travel Expenses (Hotel, Airfare, Car Rentals, etc.) **** No restaurant meals allowed on P-Card for Students or Employees. ****
- Insurance Premiums, Co-pays or Deductibles
- Lease Agreements
- Rentals (equipment, vehicle, etc.) ****Process on a Purchase Order****
- Maintenance Agreements
- Purchases with Capital Funds
- Class Registrations that are Tuition / College based
- Space rentals that require a rental agreement for auditions and meetings

Catering / Food Items

Catering is an allowable expense on your purchasing card for Faculty, Staff and Students from an Institutional Trust Fund (ITF) ONLY – **NO STATE FUNDS**. The transaction must be charged to the P-Card immediately after the event ends. If another department is paying for the event, the invoice will need to be sent to that department for payment with their P-Card. This refers to any vendor that offers catering services. A listing of all invited to the event must be attached – a “sign-in” sheet is not required. **DINE-**

IN/RESTAURANT MEALS ARE NOT ALLOWED on the P-Card. Food purchases must be delivered, catered, or take-out.

Aramark payments made within one week of the invoice date is allowable.

IT Approval

Many of the items purchased for use in conjunction with your computers and laptops require IT approval for purchase (software, peripherals, etc.). Please ensure that you contact IT for all purchases that relate to these types of items. You should attach a copy of their approval to your P-Card invoice for audit purposes. **PCs and tablets cannot be purchased with your P-Card.**

There are a few exceptions, where IT approval is **NOT** required and they are listed below. These are the **only exceptions**:

Keyboards (wired & wireless)	SD / Memory Cards	Flash Drives
Desktop Speakers	Toner Cartridges	Mice
External Hard Drives	Replacement cords, cables & chargers	

ALL new software and Apple/Dell products must be approved by IT

DropBox memberships are provided by IT for all faculty and staff at no cost to the departments. Contact IT for membership information.

PayPal - Many vendors utilize PayPal as a means to accept Credit Cards and as a Check-Out method. Use of the service for one of these two processes is acceptable; **however, the use of PayPal whereby you set-up an account, transfer money from your P-Card to the PayPal account and use the account as means of payment is not allowable.**

While “**Academic & Library Computer Labs**” are not supported by IT and do not require IT Approval for equipment, supplies or software, it is highly recommended that you check with IT prior to purchasing to see if they can supply contract pricing, which often cost less than standard pricing.

Travel Charges

Individual department P-Cards are not allowed to charge any travel related expenses. Contact the Travel Department for your travel needs.

Split Transactions

A split transaction occurs when you split a purchase to stay within the dollar limits of your card (per transaction, day, or month), or to avoid bid processes. Splitting transactions is strictly prohibited. Care should be taken by the Cardholder to avoid the appearance of such.

Examples of split transactions are noted below. If you are uncertain as to if a transaction would be considered “split,” contact the Purchasing Card Manager, prior to purchase.

- A cardholder purchases similar items that cost a total of \$5200. The sale is divided into separate transactions of \$2500 and \$2700. This is considered a split transaction to avoid exceeding the transaction limit and is not allowed.
- A cardholder purchases an item on Monday, which costs \$5400 and pays the vendor \$4900. The remaining \$500 is paid on Friday. The \$5400 purchase has been divided into two transactions. This is considered a split transaction to avoid the bidding process and is not allowed. A departmental bid form must be submitted.
- If two cardholders split a purchase of \$6000 and put \$3000 on each card; this is considered a split transaction to avoid exceeding the transaction limit and is not allowed. The order needs to be reviewed to determine if a Purchase Order is needed or if it needs to be processed through the bid form.

Sales Tax Exemption

The university is a tax-exempt entity and is not required to pay North Carolina sales and use tax on goods.

When working with vendors, the cardholder should make them aware of the exemption by providing a copy of the [Tax Exemption Letter](#).

Verify that the receipt does not include a charge for NC Sales and Use Tax before you leave the store. If it does, provide the vendor with the tax-exempt number again and ask for a credit to be issued before leaving the store.

Debarred Vendors and the Iran Divestment Act

The State of North Carolina keeps a listing of [Debarred Vendors](#). No State agency can conduct business with any vendor listed on the Debarred Vendor Listing.

All P-Card users should check this listing BEFORE placing a P-Card order with them to ensure compliance with this mandate.

As of February 26, 2016, the State of North Carolina enacted the Iran Divestment Act (N.C.G.S. 147-86.55-69). This act prohibited the purchase of any good or service from companies that are known to conduct business with Iran.

The forms, entitled [Final Divestment List](#) and [Parent and Subsidiary List](#) must be reviewed before a purchase is made to ensure the chosen vendor is not listed. If the vendor is not listed on either list – the purchase can continue. If, however, the vendor is listed on either list, you will need to stop and find another vendor. It works the same way the current “NC Debarred Vendors’ List” works.

The link for the NC State Treasurer’s Iran Divestment site can be found here: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>

This section addresses the application of the general purchasing guidelines to P-Card transactions. This section will address purchasing with the P-Card, by Internet, by email, and return of goods.

Card Purchase Steps

To make a P-Card purchase, follow the steps below. If in doubt about any part of the process, contact the P-Card Manager for clarification.

1. Follow the internal procedures of your department to determine if a purchase is required and authorized.
 - a. Check State and GA Contracts
 - b. Check the Debarred Vendors Listing
 - c. Secure IT, Facilities, or Purchasing approval, if required
2. Tell the vendor you are making the purchase on behalf of UNC School of the Arts and that we are exempt from NC Sales and Use Tax. Provide a hard copy of the [Tax Exemption Letter](#).
3. Obtain an itemized receipt (must list item description, quantity, price and total purchase price) from the vendor. Packing slips are only acceptable if all required information is included.
4. If goods are to be delivered, provide the vendor your name, department, phone number, and complete delivery instructions. Items must be shipped directly to UNCSA campus.
5. Immediately notate receipt with applicable State / GA Contract information, and detailed reason for your purchase. Turn the form into your department coordinator along with any required supporting documentation.

Purchases by Internet

On-line purchases must be made with vendors who use a Secure Sockets Layer (SSL) browser session. To confirm that a secure area has been accessed, look for “https” (denoting a secure site) in the web address. A closed lock usually appears to the right of the web address or at the bottom right-hand side of the screen when you are asked to enter your card number.



If a secure browser identifier is not readily apparent to you, do not utilize the internet to make the purchase as the security of your card could be jeopardized.

Website Receipts

Web receipts must include item description, quantity, price and total purchase price.

Purchases by Email

A purchase by email is not an approved purchasing method at UNC School of the Arts. For security purposes, P-Card numbers should never be sent via email to a vendor or anyone else. Electronic correspondence regarding the purchase can be sent to your email, just ensure no account numbers are present in the email.

Return of Goods Purchased

Items purchased with the P-Card will periodically need to be returned. When this occurs, a vendor typically generates a Return Materials Authorization (RMA) number and issues a credit upon receipt of the goods. Make certain to document the RMA number and keep the credit memo to use in the P-Card documentation.

- ▶ In some cases, you may encounter a restocking fee. The P-Card may be used to pay this fee as long as it does not exceed any of the card limits.

Overview

Once the weekly period is over:

- ▶ P-Card Transactions must be signed off on / approved in Bank of America (WORKS) by Wednesday or the 28th of each month by 12:00 pm.
- ▶ A [Reconciliation Calendar](#) is provided to show you when the sign-off should occur and when the associated packet is due.
- ▶ If the coordinator is not available, the back-up coordinator has the responsibility of signing off in Works and completing and submitting the P-Card packet.
- ▶ P-Card Packets are due to the P-Card Manager on Friday of each week by 5:00 pm, unless otherwise instructed on the Reconciliation Calendar.

Disputed or Fraudulent Charges

If there is a discrepancy on your Banner P-Card report, it is imperative that the issue is addressed immediately with the vendor and/or the P-Card Manager. Depending on the type of discrepancy, you will need to contact the vendor or P-Card Manager to resolve the disputed transaction.

If the vendor disagrees that an adjustment is necessary, immediately contact your P-Card Manager who will work with you and Bank of America to resolve the dispute. Bank of America will request complete details of the dispute in writing in order to research the item in question. Bank of America must receive any charge dispute within sixty (60) days of the transaction date.

A fraudulent charge (e.g., a charge which was not initiated by you) must be reported immediately to your P-Card Manager. Prompt reporting of any such charge will help to prevent UNC School of the Arts from being held responsible.

Transaction Sweep and Payment Process

The P-Card Manager will be reviewing card transactions to ensure program integrity. When the P-Card weekly period ends, the Purchasing Card

Manager send reminders on Wednesday morning of each week (or at Month-End on the 28th). Once the final approval time (12:00pm on Wednesday) has passed, the Purchasing Card Manager will close the transactions in *Works*[™].

Unapproved Transaction Sweep

Transactions that have not been allocated and approved will be swept into the payment process at 12:00pm on Wednesday of each week (or at Month-End), and charged to the departments default organization and fund. The Coordinator will be notified which fund / account that transactions were swept into via Works flagged notification.

The Coordinator will still be required to approve the transaction in Works; however, they will no longer have the ability to edit the default organization code before charges post to the general ledger. After the general ledger feed, charges can only be reallocated by requesting a journal entry request through the Accounting office. Continual non-compliance to the weekly approval period will result in loss of coordinator privileges.

As the payment process occurs, transactions are downloaded from *Works*[™] to Banner. Accounts Payable then reconciles payment with the statement and submits payment to Bank of America.

6 Compliance Assurance

In order to ensure compliance with the policies and procedures of the program, the actions listed in the below chart will be taken by Campus Purchasing Services when infractions occur. General descriptions and discipline measure are listed below.

Campus Procurement Services and the P-Card Administrator reserve the right to revoke and cancel any P-Card for failure to comply with policies and procedures of the program at any time. Compliance Assurance records are maintained on a yearly basis and do not carry over to the next fiscal year from previous years.

*Cardholders with flagged items older than **ONE WEEK** will result in suspension of P-Card privileges until the issue is resolved.*

Infractions

- ▶ Split transactions (to circumvent single transaction limit)
- ▶ Non-allowable purchases
- ▶ Failure to comply with NC State Contract Terms / GA Contracts (without acceptable explanation)
- ▶ Allowing another individual to use your P-Card or number.
- ▶ Personal purchase that is made in error
- ▶ Paying Invoices after Goods / Services have been rendered
- ▶ Payment for service contracts without following proper procedures
- ▶ Purchase of goods / services without required IT, Facilities, or Purchasing approval (if applicable)
- ▶ Missing or inadequate receipt
- ▶ Non-use of government discount card (Lowe's)

First Offense	P-Card Coordinator and Cardholder will be notified by the Purchasing Department via telephone / email and alerted to the infraction. This will be considered a “verbal warning”.
Second Offense	P-Card Coordinator and Cardholder will be notified that the Cardholder’s STL will be reduced to \$1000 for the remainder of the fiscal year.
Third Offense	<p>P-Card Coordinator receives Violation Report via email. Cardholder, Coordinator and Department Head / Dean must sign this report and return it to P-Card Manager.</p> <p>P-Card privileges revoked until retraining occurs.</p>
Fourth Offense	Card is revoked. Cardholder is not eligible for future p-card use.

Criminal Activity

- ▶ Personal purchase that is intentional

If you intentionally make a personal purchase, a theft of state property has occurred. Immediate card revocation will occur. Your division head, Vice Chancellor of Finance and Administration, and Police and Public Safety will be notified. Appropriate disciplinary action will be taken. The cardholder will not be eligible for future p-card use.

Appendix I: Purchasing Card Contact List

University Contacts

The P-Card Manager is responsible for the day-to-day operations of the purchasing card program and is available Monday through Friday, from 8 am until 5 pm, to assist campus employees with any questions regarding P-Card policies and procedures.

Jeanette Valentine

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Purchasing Card Administrator
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RaSheeda Lloyd

Purchasing Specialist
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Fax: 336-631-1356
LloydR@uncsa.edu

Bank of America (Bank of America)

To contact Bank of America, call the number on the back of your card. Any time Bank of America is contacted, you should also contact the Purchasing Card Manager.