

P-CARD

CARDHOLDER TRAINING

CORPORATE CARD



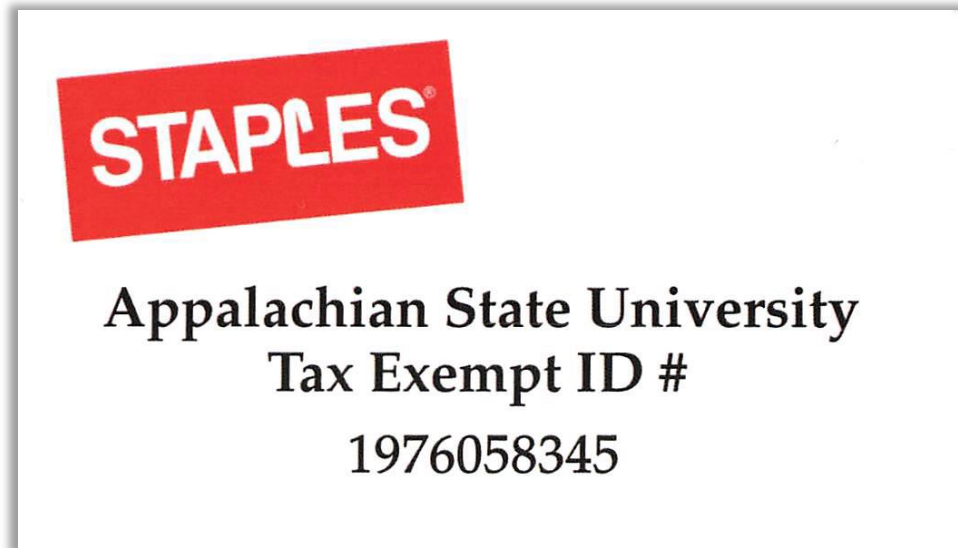
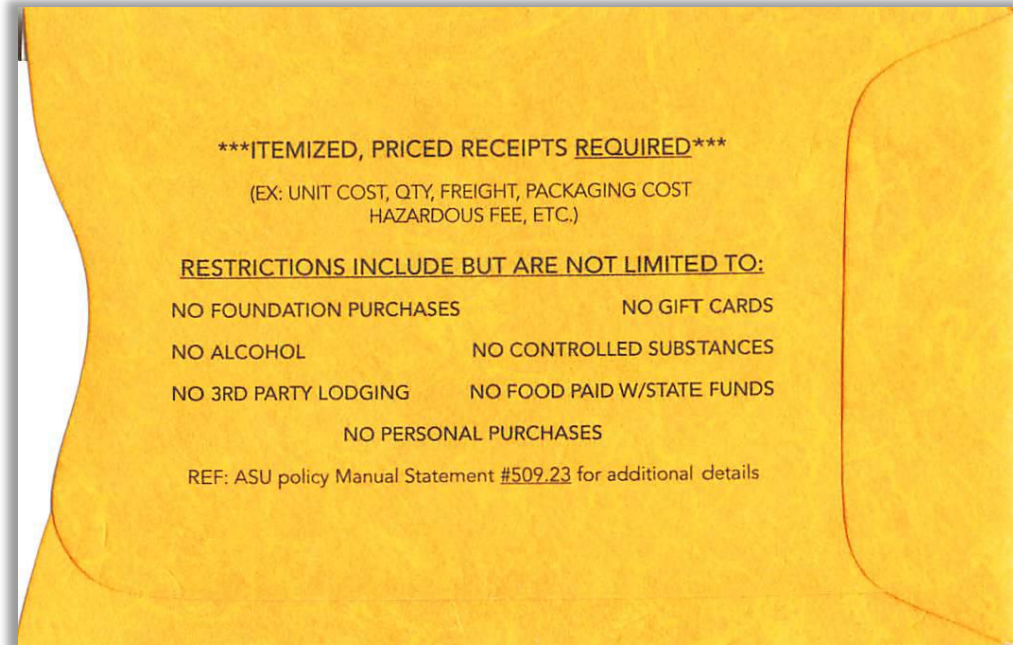
- Bank of America is the card provider (bank)
- ***The WORKS website*** is used for the Reconciler online transaction review.
- The ASU card is a CORPORATE card and not a Consumer card. It has nothing to do with your *personal* credit.

CARD FORMAT/DESIGN

- The ASU logo appears on the card.
- It states "For official use only" .
- It lists the ASU tax exempt number (400020) .
- It's embossed with the Cardholder name as it is listed on file with the ASU HR department.
- There is a CHIP embedded in the plastic.



P-Card Sleeve and Staples Card



CHIP and PIN OVERVIEW

- ASU is now a Chip & PIN client of Bank of America.
- The 4-digit personal identity number (PIN) is required to complete any cash-register based card transactions.
- This only applies to point-of-sale transactions and not to online or telephone transactions. (i.e.-payments made at a cash register)
- There is a magnetic stripe on the back of the card and mag stripe transactions are still possible if the vendor has not yet converted to the PIN card system.

PIN PURPOSE

- What's changed is that the liability for fraud at the point of sale (ex-cash register) has changed from the banks and card companies to the merchants).
- ASU is a corporate client, **you will be required to use the PIN number to complete any point-of-sale (at the cash register) card transaction.**

CARD REGISTRATION FOR PIN RETRIEVAL

- A PIN is a personal identity number for security purposes.
- *The PIN number is NOT available to ASU P-Card Office or to the BOA Customer Service team.*
- **BOA has provided the PINCheck website for you to use to REGISTER your PIN. You MUST take the time to complete this process as it will be the only method for a Cardholder to retrieve their PIN number.**
- It's strongly recommended that you do the card registration for this reason.

Pin Check Registration

Online PIN Check Cardholder Quick Reference Guide

Bank of America
Merrill Lynch

You're never without your PIN.

As you travel, you will find that Chip and PIN terminals are becoming more common and require the use of a Chip and PIN enabled card. To complete a purchase at these terminals, you will need to enter a PIN rather than provide a signature. The chip supplements the magnetic stripe on the card, providing you with greater access to points of sale and improved acceptance around the globe.

It is important that you remember your PIN and do not share with others. You can retrieve a forgotten PIN online at any time by visiting www.baml.com/PINCheck after a one time registration. The instructions below will help you get started.

Cardholder Login Page

Bank of America
Merrill Lynch

Online PIN Check

Login to Online PIN Check

User ID:

Password:

LOGIN

Forgot your Password? [Register New User](#)

Enter user ID & password to login in if already a registered user.

Click "Register New User" link to register for first time user setup.

Privacy & Security Settings for Optimal Performance

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VERIFICATION ID: 982828608
PHONE #: 828-262-_____
ZIP CODE: 2860_____

CARD REGISTRATION FOR PIN RETRIEVAL

Bank of America
Merrill Lynch



Global Card Access

Login

User ID

Password

Login

[Forgot your password?](#)

Create an account?

[Apply for a new card](#)

[Check the status of an existing application](#)

[Register a card](#)

Need more help? Please contact your Program Administrator or call the number on the back of your card.

[Privacy & Security](#) [Recommended Settings](#) [About SSL Certificates](#) [General Disclaimer](#)

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CARD SECURITY

- YOU are the ONLY person authorized to use the card. **DO NOT SHARE YOUR PCARD WITH ANYONE...**
- **ALLOWING ANOTHER INDIVIDUAL TO MAKE A PURCHASE WITH A UNIVERSITY PCARD WILL RESULT IN AN AUTOMATIC STRIKE AGAINST THE CARDHOLDER**
- **(APPLIED TOWARD THE THREE STRIKE PCARD POLICY.)**
- **It's in your name and you are responsible for all charges against the card.**
- ASU has no "departmental" cards. Therefore, you should never "loan" the card to another person to use.
- Store the card in a secure location (locked) if you do not keep it on your person so that no one has access if you are out of the office.
- Secure any paperwork with the card number readily visible.



PURCHASING CARD THREE STRIKE POLICY

When card usage is not meeting policy and with approval from Sharon Bell-Mayewski, Assoc. Vice Chancellor for Finance & Administration, the following “three strikes” are issued to cardholder:

1st Strike – Warning with offer of retraining

2nd Strike - Retraining mandatory

3rd Strike - Card Suspension (Temporary or permanent based upon level of misuse)

THE ASU P-CARD IS AN ALTERNATE MEANS OF PAYMENT ONLY

- All State of NC and ASU spending policies and rules still apply.
- The card does not change any rules - it only offers an alternate means of payment.
- Fund Use Questions? - Check with Special Funds or the ASU Budget Office if you have questions about the ability to use a fund for a specific type of purchase.

FUND

- Each card is linked to a Banner finance fund and all charges against the card are initially be coded to that default fund number. (See page 2 of your packet and next slide). Reconcilers have an opportunity to change the FUND during the reconciling process.

BILLING ACCT ADDRESS & PHONE

TELEPHONE/ONLINE ORDERS: If you place an online or telephone order using the card, the vendor may ask you for your billing account address and/or phone number:

- Use the 911 address that was listed on your card application on file as your billing address. (Please see page 2 of your packet)
- If you are asked for a telephone number, provide them with the phone number that was listed on your application. (It's your personal office number in most instances.)
- **Always ask the vendor to email or fax you a copy of the bill and don't allow them to place it in the shipment.**

New Purchasing Card Instructions

1. Activation of your new P-Card:
Applies ONLY if the sticker has not been removed from your card before you signed for it: From your office phone associated with your card, call # provided on label (see top of P-Card). Provide the last 4 digits of your P-Card account #, when prompted, enter activation code # **982828608** and choose a PIN. Remove activation sticker. Go to www.baml.com/PINCheck website to register card.
2. Your cardholder billing account **address/911 STREET ADDRESS**

Boone, NC 2860

CAMPUS PHONE #: 828-262-

FUND#:

3. Your Credit Line each billing cycle (15th - 16th Statement Dates) = \$15.000
4. Total per single transaction limit = \$5.000
5. Sign the back of the P-Card. DO NOT sign over the 3 digit security code (CVV), as this is the only record available of the 3-digit code number. DO NOT leave the signature area blank. At a minimum, please enter "Ask for Identification" if you are not comfortable in providing your signature.
6. You will create a separate PIN (security number) flyer by phone during the activation process. Be sure to register the card at www.baml.com/PINCheck so that you may retrieve the PIN at a later date.

BILLING CYCLE DATES

BILLING CYCLE RUNS FROM THE 16TH OF THE FIRST MONTH TO THE 15TH OF THE NEXT MONTH

- IF THE 15TH FALLS ON A WEEKEND OR HOLIDAY, THEN THE CYCLE END DATE IS MOVED BACK TO THE LAST PREVIOUS BUSINESS DAY
- The date the charge is POSTED is the key factor when determining in which billing cycle it appears

CARD PROCESSING REQUIREMENTS & FISCAL YEAR IMPACT

- Transactions typically require a minimum of 2 business days to post thru to the WORKS screens. *Transactions flow from the vendor to the vendor's bank to VISA to Bank of America to WORKS. It may require longer with some suppliers if they are a small business that batch bills once or twice a month.*
- This usually makes no difference to you most of the time. However, if the close of the fiscal year is approaching, you may be advised to suspend card use after the last week of May to ensure that all the charges flow thru the VISA processing and post to your account before the billing cycle ends on 6/15. Also, if you have special funds that have an expiration date where funds have to be spent by a certain date like a grant.
- All charges posted by 6/15 will be paid from the current fiscal year funds. Any charges that post after 6/15 will be paid from the new fiscal year funds.

SPENDING LIMITS / SPLIT CHARGES

- **CYCLE Spending Limit (CL): \$15,000 (per reporting cycle)**
- **SINGLE Transaction Limit (STL): \$4,999.99 per charge**

This means that you may spend up to \$15,000 per cycle and up to a maximum of \$4,999.99 on any single transaction with any one vendor.

- **IF a payment will exceed the \$4,999.99 STL, it must be approved by Purchase and Contract (PNC) so there will be No Immediate Exceptions for goods and services without this approval...It can, however, be increased for Travel purposes ONLY without this approval.**
- An alternate means of payment such as an ASU purchase order or Direct Payment request (Both items input thru the ASU YoMart system) should be used if a purchase exceeds the STL as it is subject to the BID Process.
- Cardholders may NOT split a charge into multiple charges to avoid the **STL** cap. We receive a monthly report that shows all P-Card charges to see if splitting of transactions occurs.

Repeated misuse or abuse of the card will result in suspension or termination of card privileges.

ASU SPENDING POLICY STATEMENT #509.6-SOLICITATION OF BIDS & QUOTATIONS

4.1.2 Written competition must be solicited by the Purchasing Department for purchases over \$5,000.00. Even in the case of an approved sole source purchase, a written quote or bid will be obtained.

4.1.3 Departments may not divide direct purchases into smaller orders of \$5,000.00 or less to avoid seeking competition.

TAX EXEMPT STATUS

- ASU is EXEMPT from NC sales tax.
- A copy of the ASU TAX EXEMPT CERTIFICATE is included in your packet. You may need to make copies of the Tax Exempt Certificate and keep them readily available as some vendors may require a copy.
- We recommend you see the store manager/front desk staff the first time you visit a vendor to find out how they want you to handle the purchase. *Sometimes the use of a special register or the assistance of trained staff may be required.*
- Always ask for the tax to be removed from the total due.
- See your packet for instructions on how some of the local suppliers can handle the tax exempt purchases.

EXCEPTIONS TO TAX EXEMPT PURCHASES

ASU must pay the following taxes:

- Federal excise taxes
(EX: tax on phone bills, utility bills or gasoline for rental cars)
- Local county/city tax
(Ex-Lodging, *if your card is approved for lodging*)

WALMART LETTER

May 1, 2020

Wal-Mart
200 Watauga Village Drive
Boone, NC 28607

Accounting Department:

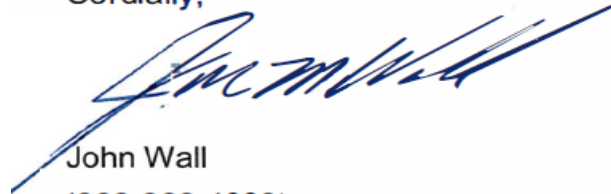
Please issue a Wal-Mart Tax Exempt #992906 Identification Card to **YOUR NAME HERE**
This employee will be making purchases on behalf of Appalachian State University.

Walmart has been previously provided the Sales Tax Exemption Certificate form issued by the State of North Carolina with Appalachian State University Exemption #400020.

Each employee will present the Wal-Mart tax exempt ID card, their Appalachian ID and either a Walmart Account Card or an Appalachian State University Purchasing Card to the cashier when making official purchases for Appalachian State University.

Please call the Procurement Card Administrator at 828-262-2082 for assistance if you have questions or concerns.

Cordially,



John Wall
(828-262-4002)
Director of Materials Management
Appalachian State University

STAPLES / WALMART TAX EXEMPT NOTES

- A **Staples** Tax Exempt card is included with the card envelope. Present it at the register at Staples to have the tax removed from your transaction.
- A similar card is available from the local **Walmart** store. However, you will have to visit the store to obtain it. Please find the flagged letter included in your packet. It is a letter from PURCHASING stating that you are authorized to make tax exempt purchases for ASU related transactions. **You need to take that flagged letter, your ASU ID card and the Tax Exempt Certificate to the Customer Service Desk at Walmart to obtain their tax exempt card.**
- Please be advised that these cards do not work on the general public online web stores for these suppliers. *There is a separate registration process for many of those websites. It is recommended that if an online vendor has a "search" feature that you search for "tax exempt enrollment" or a similar string to try to find the details you will need to complete a tax exempt charge online.*
- **NEW: Office Depot – Use Tax Exempt Number #06406695 in Stores.**
NEW: Hobby Lobby – Use Tax Exempt Number #HL3605222

CARDHOLDER Responsibilities

- Make all purchases in accordance with Procurement Card policies and procedures.
- Hold and secure procurement card (Treat it like cash).
- Ensure availability of funds and appropriate allocation codes.
- Order/receive goods and services personally (Do not loan card).
- Ensure that no sales tax is applied and no back-orders are allowed.
- Collect and save itemized, priced sales receipts and submit them to their designated Reconciler by the 15th of each month. Reconcilers must see actual receipt to know how to code the payment (EX-supplies, equipment, service)
- Splitting transactions to avoid spending limits is strictly prohibited.
- Report Suspect Charges to the P-Card Administrators. (If you are traveling to another state or to another country, please notify the bank so they will not suspect fraudulent transactions.)
- Notify us if you are going to be on Extended Leave
- If receiving a credit for something, never accept cash or gift cards.
- Supply your reconciler with all documentation on transactions by the 15th of the month and if a special fund is needed for a transaction, Special Funds needs to be contacted to make sure you have access to those funds.

PROCESS FOR REQUESTING PRIOR APPROVAL FOR PURCHASES REQUIRING PRIOR

APPROVAL PER UNIVERSITY POLICY & PROCEDURES

REQUEST FOR PRIOR APPROVAL SHOULD INCLUDE THE FOLLOWING:

- VENDOR
- DATE OF DESIRED PURCHASE (IF NO PARTICULAR DATE, INDICATE PURCHASE WILL BE MADE UPON APPROVAL)
- ESTIMATED AMOUNT OF PURCHASE
- DESCRIPTION OF ITEM(S) TO BE PURCHASED
- BUSINESS PURPOSE – EXPLANATION OF HOW THE PURCHASE WILL BENEFIT THE UNIVERSITY
- FUND NAME AND NUMBER TO BE USED IF EXCEPTION REQUEST IS APPROVED
- PREFERRED METHOD OF PMT (PCard/YoMart)

IF SPECIAL FUNDS WILL BE USED FOR PURCHASE, SEND REQUEST BY EMAIL TO YOUR SPECIAL FUNDS REPRESENTATIVE

IF GRANT FUNDS WILL BE USED FOR PURCHASE, SEND REQUEST BY EMAIL YOUR VICE CHANCELLOR

IF YOUR PREFERRED METHOD OF PAYMENT IS PCARD, COPY PCARD OFFICE REPRESENTATIVES ON THE EMAIL REQUEST.

ALL REQUESTS FOR GIFTS/GIFT CARD PURCHASES REQUIRE PRIOR APPROVAL FROM THE TAX COMPLIANCE OFFICE. IF APPROVAL IS RECEIVED FROM YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR, FORWARD THE APPROVAL EMAIL TO THE TAX COMPLIANCE OFFICE TO REQUEST THEIR APPROVAL .

IF YOUR REQUEST IS APPROVED, BY YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR AND THE TAX COMPLIANCE OFFICE, THE APPROVAL IS AUTHORIZATION TO MAKE THE PURCHASE BUT DOES NOT GIVE YOU APPROVAL TO USE A PCARD TO MAKE THE PURCHASE.

A PCARD REPRESENTATIVE WILL REPLY TO THE APPROVAL EMAILS TO INFORM YOU WHETHER THE PCARD CAN BE USED TO MAKE THE PURCHASE OR IF ANOTHER FORM OF PAYMENT IS REQUIRED.

IF APPROVAL IS GIVEN TO USE THE PCARD INCLUDE ALL APPROVAL EMAILS IN YOUR RECONCILIATION REPORT, LOCATED DIRECTLY BEHIND RECEIPT|

THE PURCHASING OF GIFTS and/or GIFT CARDS WITH UNIVERSITY FUNDS IS GENERALLY **NOT PERMITTED.**

The policy Applies to Purchases made with State or Special Funds

If there is a special case, you must request permissions for an exception PRIOR to the purchase!

The card holder should e-mail their P-Card Approver with the following information requesting approval for the purchase:

- Name of cardholder and last 4 digits of the P-Card to be used for the purchase.
- Amount (Estimated if necessary) and date of desired purchase
- Business purpose/explanation of how the purchase will benefit the university
- Special fund name and fund number to be used for purchase.

If Approved by P-Card Approver: Send to Special Funds. Forward the e-mail containing the approval of request to your Special Funds Representative, who will make the final determination of whether the request meets ASU Policy and is Approved.

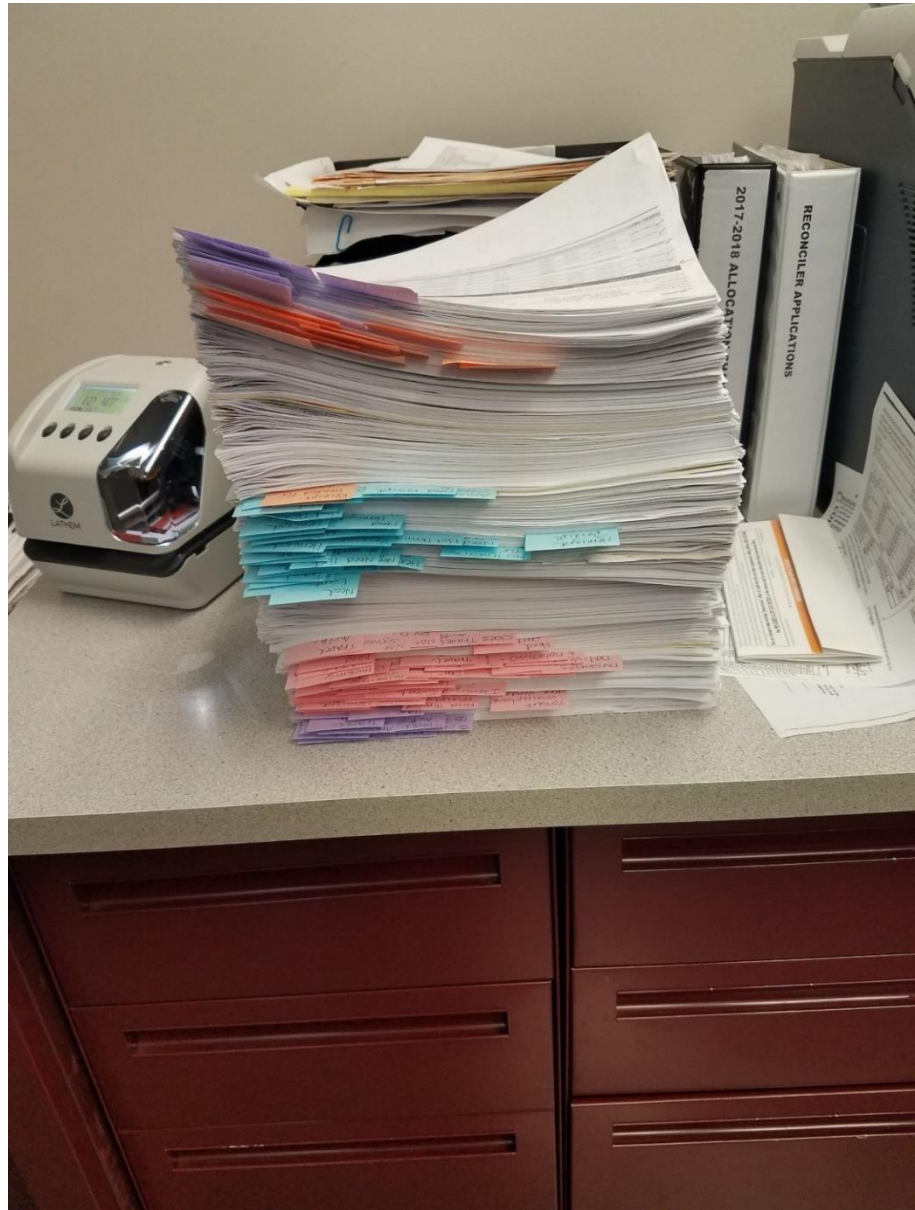
Because there are tax implications involved when making payments on behalf of students, the Tax Office **MUST** be notified prior to making a request to use the P-Card for purchases. There is a form: Payments on Behalf of Students that must be sent to Yifan Zhou.

If Approved by Tax Compliance Office: Send to P-Card Administrators.

When the approved form is received from the Tax Office, scan and e-mail a copy of the form to the P-Card Administrator with your request to use the P-Card to make the purchase. You will then receive an e-mail reply with notification of whether the P-Card can be used to make the purchase or if the request should be made through YoMart.

RECONCILER Responsibilities

- Must be appointed by the Department Head (Director/Chair/Dean).
- Comply with all purchasing and procurement card policies and procedures.
- Ensure availability of funds.
- Process online transactions by the designated due dates (usually 3-5 business days after the 15th).
(Ref: Dates and Deadlines as found on the P-Card Program website at <http://materials.appstate.edu/p-card-program>)
- Verify the appropriateness of allocation codes (ex-Fund/Org/Account).
- Match receipts with online transaction and write TXN number on receipt.
- Attach receipts to statement in the order they are listed.
- Review monthly statement with Cardholder.
- Identify and handle disputed charges .
- Ensure there are no sales tax or back orders on the receipts.
- Perform ONLINE sign off of all monthly charges so they will transfer into the Approver's ONLINE workflow.
- **Scan the report and all supporting documentation in the order that they appear on the report and submit through Docuware by following the link on the P-Card Website In the section named: Docuware Links to Submit P-Card Reports: Copies of statements and receipts must now be kept in the Department. Please check the retention schedule for correct information for individual fund requirements.**



APPROVER Responsibilities *(Director/Department Chair/Dean, etc.)*

- Ensure compliance with all purchasing and procurement card policies and procedures.
- Evaluate the need for a card.
- Ensure availability of funds and appropriate allocation codes.
- Sign approval and submit applications for any departmental employees requesting a card.
- Authorize and request card spending limits within established guidelines.
- Designate the representative (reconciler) responsible for reviewing and allocating transactions.
- Notify the P-Card Administrator when cardholders separate from the University and/or department.
- Collect card, cut into 2-3 pieces and return the plastic to the P-Card Administrator for any individuals who separate from the University and/or department.
- Complete ONLINE review and ONLINE sign off of all cycle transactions in a timely manner.

(Ref: Dates and Deadlines as found on the P-Card Program website at <http://materials.appstate.edu/p-card-program>)

MCC BLOCKING

- Certain types of expenditures may be BLOCKED from use.
- When a vendor signs up as a VISA merchant, they are assigned a merchant category code (MCC)
- Vendors are assigned to the MCC's by the type of supplier they are. Example- dry cleaners, restaurants, hotels, retail, etc.
- ***ASU has blocked certain types of vendors from use such as ABC stores, betting parlors, escort services, etc.***
- Charges presented at any BLOCKED vendors should decline and not go thru VISA.
- The blocking method is not an exact science. *Alcohol purchases are prohibited on the P-Card regardless of the type of fund or purpose for the purchase.*
- *So as an example, a specific ABC store cannot be blocked but ALL the ABC stores are blocked. This doesn't mean that it's not possible to purchase alcohol at a grocery or other retail store. HOWEVER, it's not a permitted charge. Cardholders should be familiar with the ASU and State of NC spending policies.*

Remember to adhere to the ASU spending rules when using the card.

CARD DECLINES

- If a card ever declines at the register, please try to contact us within 24 hours for assistance. We have almost real-time access to the card transactions. There are bank codes listed with the reason for the denial. If the decline is due to something simple like a miskeyed card number or incorrect expiration date, we may be able to save you another trip to the store.
- **Reasons your card may be declined:**
 - Single Transaction Limit
 - Cycle Limit
 - MCC Code
 - CVV Code
 - Lodging may not be allowed on card
 - Fraud Watch by the Bank

Repeated misuse of the card will result in suspension or termination of card privileges.

SUSPECTED FRAUD E-MAIL

(E-Mail from Bank of America)

We have identified unusual activity on business credit card account ending in XXXX, in the name of **CARD HOLDER NAME**.

To avoid disruptions while using your card. Please call our Fraud Specialists at 1.866.500.8262 (outside the U.S., call collect at +1.602.281.1055) or the number on the back of your card.

For faster assistance, please provide the following Reference Number: XXXX.

Thank you,

Commercial Credit Card Fraud Servicing

Bank of America Merrill Lynch

1.866.500.8262/+ 1.602.281.1055

***NOTE - This email was sent from an automated system. Please do not reply to this email since responses are not monitored.**

This message, and any attachments, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at <http://www.bankofamerica.com/emaildisclaimer>. If you are not the intended recipient, please delete this message.

COMPROMISED CARDS

- A COMPROMISED account situation occurs when you have the physical plastic but a scammer is using the account number. (Ex-Database hack)
- **We ask the Reconcilers to monitor the accounts for which they are responsible at least once a week to ensure that no fraudulent activity has taken place.**
- Any suspicious activity should be reported to the Bank and follow up with the P-Card office for investigation.
- If your card number has been hacked, the account will be shut down and a replacement card plastic with new account number ordered. The bank will tell you to destroy the card, but please cut it up with the last 4 digits on one piece, **fill out the Maintenance Form, have it signed and return it and the cut up card to us when you pick up your new card.** We must keep the piece with your file for auditing purposes.
- Replacement cards typically require 3-5 business days to arrive. If you need it before that time, please let us know so we can request overnight delivery of the new plastic.

ITEMIZED RECEIPT

- Receipts must display the following break out:
 1. Unit prices
 2. Quantities
 3. Shipping and handling
 4. Packaging
 5. Misc items such as hazardous fees
 6. Freight - When requesting a quote for goods or services, please be sure to ask for the TOTAL DELIVERED cost.
- Sales drafts (which display only the total amount due) are NOT acceptable. *They may be submitted as additional backup but must be accompanied by the itemized and priced invoice as well. Food service providers will oftentimes give you a sales draft instead of the charge receipt but you should submit a copy of the actual catering order that lists everything purchased or itemized cash register receipt as well.*

RECEIPT REQUIREMENTS

The following information is required on the receipt. If information is missing, the Controller's Office may request additional information.

- a. The name & address of the seller or supplier
- b. The date of the transaction
- c. The receipt should be itemized
[a full description of the goods or services]
- d. The name of the card holder used for payment
[this should match the name on the reimbursement request]
- e. The type of payment/card [VISA, MasterCard, Amex, Discover]
- f. The last four digits of the card number
- g. The *balance due* should show that the expense has been paid in full or applied to the invoice
- h. Information must be in English or the department must provide a translation along with the receipt plus the currency conversion amount.

SALES DRAFT VS. ITEMIZED INVOICE

PRECISION PRINTING
1302 BLOWING ROCK ROAD
BOONE, NC 28607

11/12/2015 13:51:30
MID: 000000004316580
TID: 06964976
498246646885

CREDIT CARD
VISA SALE

CARD: XXXXXXXXXXXXX
INVOICE 0005
Batch #: 000141
APP Code: 038813
Entry Mode: Swiped
Mode: Online
Tax Amt: \$0.00
Cust Code: 59646

SALE AMT \$159.30

CUSTOMER COPY

02 Blowing Rock Road
one, North Carolina 28607



828.265.0004
828.265.0174

INVOICE #
59646
mail@precisionprintinggroup.com
precisionprintinggroup.com

CONTACT NAME <i>Alice</i>		PHONE <i>262-3889</i>	DATE <i>11-9-15</i>
COMPANY/ADDRESS PURCHASE ORDER #		<i>ASU Dept. of Phil. Losophy & Religion</i>	
CUSTOMER'S EMAIL			
CONTACT CUSTOMER:			
SOLD BY <i>LAG</i>	C.O.D.	ON ACCOUNT <i>Kail</i>	DEPT <i>3N</i>
			JOB# <i>19244</i>
QUANTITY	DESCRIPTION		AMOUNT
<i>4</i>	<i>Rose Gold wall Readers BRACKETS 2x8</i>		<i>51.80</i>
<i>5</i>	<i>ENGRAVED PLATES 2x8 white on WALNUT #172</i>		<i>107.50</i>
<small>CHECK IN BY <i>LAG</i> DATE <i>11-9-15</i> CHECK IN BY TIME <i>9:00 AM</i> CALLED CUSTOMER <input checked="" type="checkbox"/> TIME <i>9:00 AM</i> <input type="checkbox"/> No Answer <input type="checkbox"/> Sent Fax <input type="checkbox"/> Busy <input type="checkbox"/> Left Message </small>			
Thank you for your business!			SUBTOTAL <i>159.30</i>
			SHIPPING COST
CASH	CHECK	CREDIT CARD <i>Visa</i>	TAX <i>Exempt</i>
			TOTAL
<input type="checkbox"/> POSTAGE PAID TO PRECISION			DEPOSIT ()
RECEIVED IN GOOD CONDITION BY: <i>[Signature]</i>			TOTAL DUE <i>159.30</i>

All deposits are non-refundable. 24 hour rush available. Rush fee will be applied.
Account must be paid within terms (all payments are net 15 days) to avoid finance charges & collection fees.
(minimum \$25.00 + court costs)

INTERNATIONAL TRANSACTION FEES

- International transaction fees are a legit charge, but you will not receive a receipt for them. It is a fee that is approximately 1% of the purchase price that the bank charges when you make a purchase outside of the U.S. Sometimes, when purchasing items online, you will not even realize that the vendor is not in the U.S., so it's easy to get them confused.
- To find out what charge your fee goes with, login to WORKS and click on your vendors. Then, under "transaction" tab, click the number beside Vendor ID. That will show you the address of the vendor. If the vendor is not in the U.S., the fee goes with it.
- The international transaction fee must be coded to the same FOAP as the transaction it belongs with.

AMAZON PURCHASES NOT ALLOWED ON P-CARD

- **AMAZON IS NO LONGER ALLOWED ON THE P-CARD FOR UNIVERSITY PURCHASES.**
- You must go through Yomart in order to purchase from Amazon
- There is a Punchout in Yomart that you will use and it will take you to the Amazon website for purchases.
- If you need help with Yomart, please contact Anna Bajka at bajkaab@appstate.edu, 828-262-4027



Shop

Go to: [advanced search](#) | [favorites](#) | [forms](#) | [non-catalog item](#) | [quick order](#) Browse: [suppliers](#) | [categories](#) | [contracts](#) | [chemicals](#)

5/21 - Quick Guide for Submitting Reimbursements

- All reimbursements must be submitted via online **Direct Pay Form**
- **Do not** use non-catalog items for reimbursements
- The vendor will is the person getting the reimbursement (i.e. employee name)
- [Please click here for more instruction](#) from the Controller's
- [Please click here for more instruction](#) from the Knowledge Base

05/07 - New Reimbursement Payment Types for Online Direct Pay Form

The online direct pay form as been updated with three additional new payment types (step 5 of the form). If you are processing a reimbursement, please be sure to select one of the appropriate payment types and not Other. Please contact the Controller's Office for any questions on these payment types.

- Travel Reimbursements
- Employee Non-Travel Reimbursements
- Student Non-Travel Reimbursements

04/17 Guidance to Employee Business Expenses in

Office Supplies and Forms

 Forms and Supply	 (Opens in New Window)		 (to be determined)	 New Supplier Form	 Request For Direct Payment
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Punch-out

Hosted Catalogs

 Interline Brands	
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Looks like you already have an existing Amazon account associated with your email.

Don't worry, we'll take care of it. Just sign in to get started.

Sign in to get started

Email (phone for mobile accounts)

goodwinjl@appstate.edu

Password

[Forgot your password?](#)

Sign-In

By continuing, you agree to Amazon's [Conditions of Use](#) and [Privacy Notice](#).

Keep me signed in. [Details](#) ▾



Tell us how to create your business user account (this is important)



Convert my existing Amazon account

Select this option if you use your current Amazon.com account to buy for only work, not for personal needs.

- Your existing Amazon order history, payment methods, and addresses move to your business user account
- Coworkers on the same business account might be able to access this info.
- You'll sign into Amazon Business with goodwinjl@appstate.edu.

- I want to convert my existing Amazon account into a business account

Next step



Create a separate business user account

so your order history stays private.

- You'll have two separate accounts at Amazon.
- Your existing Amazon orders history, payment methods, and addresses stay out of your business user account.
- You'll sign into Amazon Business with goodwinjl@appstate.edu.

Choose a new email for your existing Amazon account. Your password stays the same.

Enter new email

Re-enter email

Your account is ready to go!

You can start using it to shop for work.

Start shopping

amazon business

Email:

goodwinjl@appstate.edu



Switch easily between
your Amazon personal
and business accounts.

amazon business

Switch accounts

Work Account
John Doe
jdoe@amazon.com

Personal Account
John Doe
johndoe-1@mail.com

Add account

SUBMIT RECEIPTS TO RECONCILER BY 15TH OF MONTH

- Provide the itemized invoices/receipts to the reconciler before the close of the billing cycle (e.g.- 15th of the month).
- Be sure to advise him/her of any fund/org/account/program (FOAP) changes that may be necessary.
- Reconcilers must see actual receipt to know how to code the payment (EX-supplies, equipment, service)

ONLINE ORDERS

- Online orders are acceptable as long as you use secure sites. Look for a locked padlock icon in the IEP address.
- Check BEFORE doing an online order to make sure the vendor can accommodate the tax exempt requirement. *Do a search on their site for “tax exempt enrollment” or find a customer service phone number to call. The general public websites for the “big box” stores are not the same as the brick and mortar local stores and may not automatically honor any tax exempt certificates you have with the local store.*

AUTHORIZED ITEMS AVAILABLE FOR CARD PAYMENTS

- Card may be used to pay for Airfare and Registrations. (Travel Authorization **MUST** be in place before making any Travel Arrangements of any kind, ie, airfare , conference registrations, hotel reservations, rentals cars, etc.) A copy of this must be given to the Reconciler with receipts.
- IF the FUNDS being used for the payment are NON-STATE monies, you may use the card to pay for *food* and non-alcoholic beverages with the following stipulations:
 1. Delivery and/or Tips are allowed up to a maximum of 20% of the total bill.
 2. ALWAYS add the BUSINESS PURPOSE of the purchase to any food or beverage purchases. (EX-Water for BIO 101 Field trip to Snake Mtn on 1/10/2018; Candy for Recruiting Fair on 1/10/2018 at Watauga HS).
 3. A **Documentation of P-Card Purchase Form** is required for any purchase involving **ANY FOOD ITEMS (see next slide for additional items that require this form)**.
 4. Catering/Group meals, which have a legit fund-approved business purpose (**Not a meeting for employees**). Must include itemized receipt, agenda/flier/meeting announcement and list of attendees.
 5. A sample of the P-Card Purchase form is included in your packet.

PLEASE NOTE BOTH CARDHOLDER & APPROVER SIGNATURES ARE REQUIRED ON THE EXCEPTION FORM.

PURCHASES REQUIRING DOCUMENTATION OF P-CARD PURCHASE FORM

- Items auditors consider for personal use. Examples: Hand Sanitizer/Sanitizing Wipes, Hand Soap, Tissues, Dishwashing liquid, Calendars, Planners
- Food, coffee, tea, drinks, candy and snacks
- Medications (pain relievers, aspirin, etc.) and/or medical supplies as required by federal or state regulations or for emergency first aid
- Framing of pictures/art of motivational or informational wall hangings which are functional rather than decorative in nature
- Picnic items (paper plates, cups, napkins, forks, spoons, etc.)
- Rental of portable water dispensers and bottled water for the use in public areas for use of non ASU faculty/staff. (For ongoing monthly rentals, one form for the entire fiscal year is prepared and included with the receipt in each Monthly Reconciliation Report.)
- Bereavement or hospitalization related flowers/gifts for faculty/staff and their immediate family (The form must include the recipient, their affiliation with the University and the reason for the purchase.)
- Personal clothing items or t-shirts which are part of a required uniform or program related.
- The purchase of promotional or gift items to be distributed at an event or conference

DOCUMENTATION OF PCard PURCHASE

When purchasing items requiring completion of form, the form and all required supporting documentation must be included with PCard Monthly Reconciliation Report. (List of items requiring form located at https://materials.appstate.edu/sites/materials.appstate.edu/files/PCard_REQUEST_FOR_PURCHASE_20190410_FILLABLE_0.pdf)

CARDHOLDER		LAST FOUR DIGITS OF PCARD	
PCARD GROUP <small>(from PCard report)</small>			

DOCUMENTATION OF BUSINESS PURPOSE - Detailed description of how purchase benefits the university.
 (If for an event, include Event Name in Business Purpose Description.)

If purchase is related to an event as described in Business Purpose Above:

Date of Event: **Location of Event:**

VENDOR NAME	ESTIMATED COST **	ACTUAL COST	FUND NUMBER	TRANSACTION NUMBER (TXN)
** If exact amount is not known prior to purchase, estimate maximum amount to be spent.				

LIST OF PARTICIPANTS (List of attendees and their position/role. Example of role: Faculty, Staff, Student, Textbook Rep, NC Educ Board Member, etc., Attach a continuation page if necessary.)

PARTIPANT NAME	PARTICIPANT ROLE	PARTIPANT NAME	PARTICIPANT ROLE

Continuation Page Attached? Check One YES NO

CERTIFICATION STATEMENT--Under penalties of perjury, I certify this is a true and accurate statement of expenses incurred while conducting official Appalachian State University Business.

 Signature of Purchasing Cardholder Date Purchasing Cardholder Printed Name

CERTIFICATION STATEMENT--I have examined this documentation for the event and certify that it is just and responsible.

 Signature of Purchasing Card Approver Date Purchasing Cardholder Approver Printed Name

SAMPLE PURCHASES ALLOWED

- State contract items purchased through State contract vendors
- Office, lab supplies and equipment, accessories, peripherals (contract vendors)
- Memberships (**Cannot use State Funds for memberships that are associated with an employee that can be taken with them if they leave ASU**) and organization dues.
- Licenses such as nurses, doctors, etc. (Cannot use State Funds) Certifications and examination fees
- Subscriptions – To a business address / Annual Only / includes software subscriptions
- Conference registrations (all ECU Travel policies apply)
- Publications, reprints, books, educational DVDs
- Postage and stamps / Express shipping & freight (small quantities)
- Travel expenses including air/bus/train fare, shuttles/taxis, rental vehicles, parking, lodging.
WE DO NOT PAY FOR SEAT UPGRADES OF ANY KIND (Unless medically necessary)
- Catering/Group meals, which have a legit fund-approved business purpose (**Not a meeting for employees**). Must include itemized receipt, agenda/flier/meeting announcement and list of attendees.

SOME EXAMPLES OF UNAUTHORIZED CARD USE

- ALCOHOL is NOT allowed on the card – regardless of fund used.
- Sit-Down Meals are NOT allowed on the card.
- PERSONAL purchases are NOT allowed on the card.
- **All Purchases must be received at a University campus address.**
- Procurement cards are not to be used for the purchase of GIFTS (Including GIFT CARDS) to individuals without specific prior written approval by; 1) the Card Holder Approver, 2) Special Funds Accounting and, 3) the Purchasing Department.
- **Trip Insurance, seat charges/upgrades - unless it is medically necessary.**
- State funded cards must adhere to the list of unallowable purchases found at http://policy.appstate.edu/Policy_Manual .
See Policy #501.18 (A copy is provided with your packet)

LODGING AVAILABILITY

- NOTE: Cards do NOT have LODGING automatically available.
- Cardholders must complete a Card Maintenance Form by checking “Add lodging” and providing the required signatures. Forward the completed form to the P-Card Office for action. We will contact you as soon as the lodging has been added to your card account.
- LODGING payments MUST have the following documents:
 - DO NOT PREPAY LODGING OR SIGN A CONTRACT OF ANY KIND**
 - 1. Itemized **INVOICE** (room folio) listing only the room charges and occupancy taxes. NO incidentals (except on-site parking) are allowed. (Example-food, phone, pay TV, data charges) Incidentals should be paid for personally then submitted for reimbursement as may be appropriate.
 - 2. A copy of the **TRAVEL AUTHORIZATION** form must be attached to the receipt when it is submitted to the P-Card Office.

GUEST FOLIO

Augusta Marriott at the Convention Center • 210th Street
 Augusta, GA 30901 • 706.722.8900 • Marriott.com/augusta

AUGUSTA MARRIOTT



Room	Name	Rate	Depart	Time	5312
NKNG		254.00	07/14/17	13:27	ACCT#
Type			07/12/17	14:50	
71			Arrive	Time	

VSXXXXXXXXXXXX

RWD#: 980931273

DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE
07/12	PARKING # 531244	7.00		
07/12	ROOM 1014, 1	254.00		
07/12	ROOM TAX 1014, 1	20.32		
07/12	OCC TAX 1014, 1	15.24		
07/12	GA ST FE GA ST FE	5.00		
07/12	CITY FEE CITY FEE	1.00		
07/13	ROOM 1014, 1	254.00		
07/13	ROOM TAX 1014, 1	20.32		
07/13	OCC TAX 1014, 1	15.24		
07/13	GA ST FE GA ST FE	5.00		
07/13	CITY FEE CITY FEE	1.00		
07/13	PARKING #0531244	7.00		
07/14	CCARD-VS		605.12	
	PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX	

.00

AUDITS

- Transactions may be audited by the P-Card Office, Internal Audits, Office of the State Auditor and the Purchase & Contract Compliance Team.
- P-Card Managers review transactions daily
- Cardholders may receive an email requesting additional information
- Must make every effort to resolve any issues promptly
- Insufficient statement documentation is considered an audit finding
- Consistent problems and errors may result in card suspension or cancellation

P-Card WEBSITE & FORMS

- P-Card website: <https://materials.appstate.edu/p-card-program>
- List of DEBARRED Vendors (Do not use these suppliers)
- Key CONTACTS List (Included in your packet)
- IT Security recommendations
- Forms
 1. Cardholder Application
 2. Reconciler Application
 3. Maintenance & Cancellation Form (see sample in packet)
 4. P-Card Transaction Log Form (See sample in packet – optional use)

P-CARD QUESTIONS -- CALL
Jane Fitchlee 828-262-2082
Judy Goodwin 828-262-4003

Thank you for your participation in
the ASU P-Card Program.

GO MOUNTAINEERS!

