

PCARD

CARDHOLDER TRAINING

THE APP STATE PCARD IS AN ALTERNATE MEANS OF PAYMENT ONLY

- All State of North Carolina and App State Policy and Procedures apply when making purchases with the PCard.
- Fund Use Questions? Check with Special Funds or the App State Budget Office prior to making purchase if you have questions about the ability to use a fund for a specific purchase.

CORPORATE CARD


- Bank of America is the card provider (bank)
- **The Bank of America WORKS website** is used to manage all PCard purchases and credits.
- The App State PCard is a CORPORATE card; not a Consumer card. The use of the PCard does not affect your personal credit.



CARD FORMAT/DESIGN

- The App State logo appears on the PCard.
- The PCard states it is "For official use only" .
- The App State tax exempt number (400020) is printed on the PCard.
- The PCardholder name is printed on the PCard as it appears on file with the App State Human Resources department.

CHIP and PIN OVERVIEW

- App State is a Chip & PIN client of Bank of America.
- There is a CHIP embedded in the PCard. 
- A PIN is a personal identity number for securing the use of the PCard.
- The bank & the App State PCard Office do not have access to your PIN.
- The 4-digit personal identity number (PIN) is required to complete any purchases at a point-of-sale (cash-register). This does not apply to online or telephone purchases.
- There is a magnetic stripe on the back of the card and mag stripe transactions are still possible if the vendor has not converted to the PIN card system.

PIN PURPOSE

- The use of a PIN has moved the liability for fraud at the point of sale (cash register) from the banks and card companies to the merchants).

PIN RETRIEVAL

- If you forget your PIN, you will need to call the number on the sticker at 888-233-8855 to choose a new PIN. You will need a Verification #, phone number and zip code to identify yourself as the PCardholder.
- Enclosed in the packet of information you are given when you pick up your PCard is a 911/Billing Address Page. The page contains a label with the Verification #, the phone number we have on file for you and the zip code associated with your account.

New Purchasing Card Instructions

1. Activation of your new P-Card:

Applies ONLY if the sticker has not been removed from your PCard before you signed for it:

You can call from any phone number to activate your PCard. Call the # provided on label (see front of P-Card). When prompted, provide the last 4 digits of the account # on the PCard, enter verification ID # **982828608** and choose a PIN. Remove activation sticker and tape it next to the the 911 address below so if you forget your PIN, you will have the phone number necessary to choose a new PIN.

2. PCARDHOLDER ACCOUNT IDENTIFYING INFO:

Your card holder billing account address**911 STREET ADDRESS:**

Boone, NC 2860

CAMPUS PHONE #: 828-262-

Place sticker with activation
phone number from PCard here.

VERIFICATION ID#: 982828608

DEFAULT FUND#:

3. Your Monthly Credit Limit (each billing cycle) = \$15,000.00

4. Your Single Transaction Limit = \$4,999.99

5. Sign the back of the P-Card. DO NOT leave the signature area blank. If you are not comfortable providing your signature please write "Ask for Identification".

6. You will create a PIN (personal identification number) during the activation process. Be sure to take the sticker off the front of the card and tape it to the right of the address and phone number above in case you forget your PIN or you need to change your PIN at a later date. We do not know your PIN and neither does the bank.

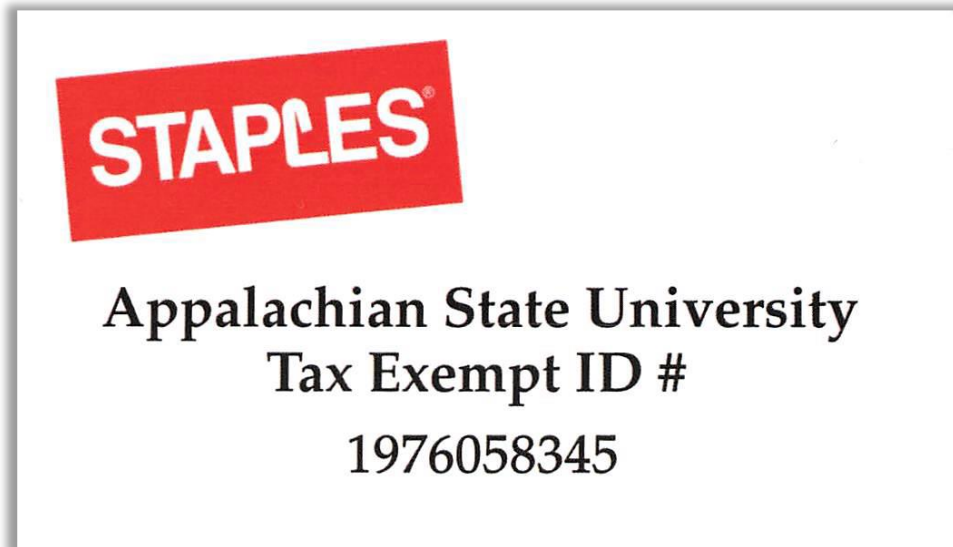
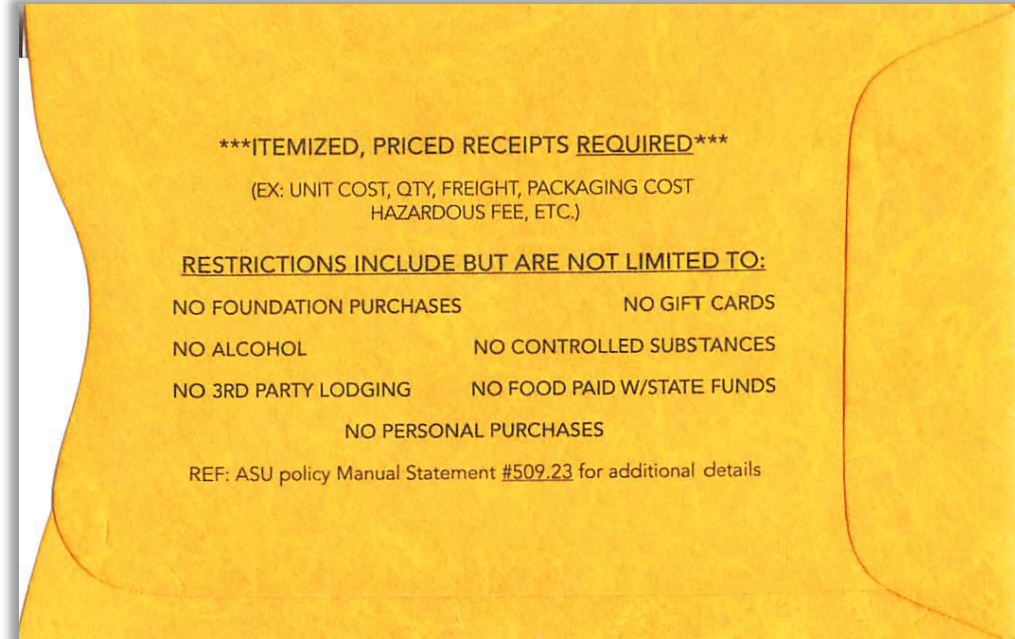
7. NC Sales Tax Exemption number appears on face of the card (**400020**) and information is also attached herein. If vendors ask for the 9-digit FEIN, please use 561176030. If the vendor asks for verification of the App State NC Tax Exempt designation beyond the TE Certificate, please refer them to the NC DOR Registry of Direct Pay Permits and Exemption Certificate Numbers website at: <https://eservices.dor.nc.gov/exemption/>

8. The ability to purchase airfare has been added to your P-Card. Submit first page of approved Travel Authorization from Chrome River or an approved Blanket Travel Authorization along with your receipt to your Reconciler. NO FRIENDS/FAMILY/SPOUSE airfare allowed on App State PCards.

9. NO ALCOHOL purchases allowed on the PCard and NO SIT DOWN meals at a restaurant are allowed on the PCard. Lodging is not automatically available on the card but may be requested by submitting a PCard Account Maintenance/Cancellation form to the PCard Office.

10. The threshold for bids and quotes (purchase order required) is any amount \$5,000 or above. PCard cannot be used for these purchases.

PCard Sleeve and Staples Card



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 YOUR UNIVERSITY PCARD WILL RESULT IN AN AUTOMATIC STRIKE TOWARD THE THREE STRIKE PCARD POLICY.**
- **The PCard is in your name and you are responsible for all charges on the PCard.**
- App State has no "departmental" cards. Therefore, you should never "loan" the card to another person to use.
- Store the PCard in a secure, locked location if you do not keep it on your person so no one can access the PCard.
- Secure any paperwork with the PCard number visible.
- If you change positions requiring a move to a new department, your PCard account must be cancelled and the PCard turned in to the PCard Program Administrators along with a PCard Account Maintenance/Cancellation Form. If a PCard will be needed in your new role, a PCard Cardholder Account Application will need to be submitted to the PCard Office.
- If you separate from the university for any reason, i.e. retirement, resignation, etc., your PCard account must be cancelled and the PCard turned in to the PCard Program Administrators along with a PCard Account Maintenance/Cancellation Form. You must have worked with your Reconciler to have all transactions posted to your PCard allocated, signed off on and approved by your Approver prior to your last day of employment. Your final Reconciliation Report must be printed and signed by you prior to your last day of employment.

SPENDING LIMITS / SPLIT CHARGES

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

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

- **It is against the University and State of North Carolina policies to split a charge in order to avoid a PCard's Single Transaction Limit. When determining whether a payment is a split charge, the auditors consider the total of all of payments to any one vendor within a single business day.**
- An alternate means of payment such as an App State Purchase Order or a Direct Payment Request should be used if the total of all purchases to a single vendor will exceed the \$4,999.99 STL. (Both methods of payment are processed through the App State YoMart system.)
- If you have multiple invoices from a single vendor it is very important to request the vendor not to post payments for the invoices on the same day if the total amount paid will be more than \$4,999.99.

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

APP STATE SPENDING POLICY STATEMENT

from the App State Policy Manual

Section #509.6-SOLICITATION OF BIDS & QUOTATIONS

PCards cannot be used for these purchases.

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

- App State is EXEMPT from paying North Carolina sales tax. Always request your purchase be exempt from the state sales tax prior to making the purchase.
- A copy of the App State TAX EXEMPT CERTIFICATE is included in the information you are given when you pick up your PCard. You may choose to make copies of the Tax Exempt Certificate and keep them readily available as some vendors will 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 handle requests for sales tax exemption. (*The use of a special register or the assistance of trained staff may be required.*)
- There is additional information regarding how some local suppliers handle sales tax exempt purchases in the documentation you receive when you pick up your PCard.

EXCEPTIONS TO TAX EXEMPT PURCHASES

App State 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*)

VENDOR SPECIFIC TAX EXEMPT NOTES

- A **Staples** Sales Tax Exempt card is included in the PCard sleeve with your PCard. Present the Sales Tax Exempt Card to the Staples cashier PRIOR to your purchase being rung up to prevent sales tax from being charged.
- A similar card is available from the **Walmart store located in Boone**. You will have to visit the store to obtain it. Please find the flagged letter included in the documentation you are given when you pick up your PCard. It is a letter from PURCHASING stating you are authorized to make Sales Tax Exempt purchases for App State business. **Take the letter and your App State ID card to the Customer Service Desk at Walmart to obtain their Sales Tax Exempt card.**
- These vendor specific Sales Tax Exemption cards do not work on the general public purchasing websites. There are account set up/registrations to allow you to make sales tax exempt purchases on many vendor websites. It is recommended that you search for "tax exempt enrollment" or a similar text string to locate instructions on completing a tax exempt purchase online.

Office Depot – Use Tax Exempt Number #06406695 in Stores.
Hobby Lobby – Use Tax Exempt Number #HL3605222

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 completing an online order to ensure the vendor can accommodate the sales tax exemption 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.*
- Check BEFORE completing an online order to make sure the vendor is not a foreign vendor. If it is determined to be a foreign vendor, submit the prior approval form to the Tax Compliance Office as required and do not make the purchase until you have the approval.

CARDHOLDER Responsibilities

- Make all purchases in accordance with University policy and procedures.
- Store the PCard in secure manner.
- Ensure the availability of funds prior to making any purchase.
- Order/receive goods and services personally (Do not loan card).
- Ensure no Sales Tax is charged and no back-orders are allowed.
- Report suspected fraudulent charges to the Bank of America and the PCard Administrator as soon as the charges are discovered.
- If you are traveling out of the local area, contact the bank at the customer service number on the back of your PCard prior to traveling. This will prevent the possibility of the bank denying your charges and suspending the use of your PCard due to transactions they may flag as suspected fraudulent transactions.
- Notify the PCard Administrators if you are going to be on Extended Leave from the university.
- When you are due a credit for something purchased on your PCard, never accept cash or gift cards. The credit must be posted to your PCard. (Please note - Credits will post to PCards even if they are closed between the original purchase and the credit being issued.)
- Obtain receipts that provide information as required by the Controller's Office policies and procedures.
- Supply your reconciler with original receipts and required documentation no later than the 15th of the month or as requested by your Reconciler.

SAMPLE PURCHASES ALLOWED

- State contract items purchased through State contract vendors
- Office, lab supplies and equipment, accessories, peripherals (contract vendors)
- Memberships and organization dues. (**Cannot use State Funds for memberships that are associated with an employee that can be taken with them if they leave App State**)
- Licenses, Certifications and examination fees such as nurses, doctors, etc. (**Cannot use State Funds**)
- Subscriptions – To a business address / Annual Only / includes software subscriptions
- Publications, reprints, books, educational DVDs
- Postage and stamps / Express shipping & freight (small quantities)
- **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.
- Travel expenses incurred while in travel status. Includes air/bus/train fare, shuttles/taxis, rental vehicles, parking, lodging payments at the time of checkout. (with approved Trip Specific or Blanket Travel Authorization completed prior to charge.)

SAMPLE PURCHASES ALLOWED continued

- The PCard may be used to prepay purchase Airfare and Registrations only. (An approved Travel Authorization **MUST** be in place before making any travel related purchases. A copy of the approved Travel Authorization must be given to the Reconciler with receipts. The approved Travel Authorization may be a trip specific authorization or a Blanket Travel Authorization approving the specific purchase.) **WE DO NOT PAY FOR SEAT UPGRADES OF ANY KIND Unless there is a physicians order of Medical Necessity.**)
- You may use the PCard to purchase *food* and non-alcoholic beverages **with the following stipulations:**
 1. The purchase of ANY FOOD ITEM requires an itemized receipt and a **Documentation of PCard Purchase**. A sample of the Documentation of PCard Purchase form is included in the information you are given when you pick up your PCard. The form requires the signature of the Pcardholder AND the PCard Approver.
 2. Payment must be made with a Non-State fund that allows for the purchase of food.
 3. Food that is purchased must be delivered to a university address.
 4. Delivery fees and/or Tips are allowed on the PCard. Tips are limited to a maximum of 20% of the total bill.
 5. Catering/Group meals, which have a legitimate fund-approved business purpose (**Not a meeting for employees**). Must include itemized receipt, agenda,flier, or meeting announcement and list of attendees.

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 (from PCard report)			

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

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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

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

FOREIGN VENDORS/INTERNATIONAL TRANSACTIONS

When making a purchase from a foreign vendor, you must obtain approval from the Tax Compliance Office prior to making the purchase. The approval is requested by completing the form located on the Controller's Office webpage.

https://docs.google.com/forms/d/113InE1JOXCjonQ6CCv_iUXBHmEHFhk8FfyEKl6bLnzI/edit

The following information is needed to complete the form:

- Vendor
- Vendor Tax Residency
- 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 Request is Approved
- The Tax Compliance Office contact is McKenzie Harris (harrismk@appstate.edu)

Forward the approval from the Tax Compliance Office along with the receipt to your Reconciler.

INTERNATIONAL TRANSACTION FEES

- International transaction fees are legitimate charges for purchases from Foreign Vendors. The fee is approximately 1% of the purchase price charged by the bank when you make a purchase outside of the U.S. **It is important to determine if a vendor is located outside of the US prior to making a purchase when making online purchases.**
- **You** will not receive a receipt for the international transaction fee. Write the TXN for the fee on the receipt for the purchase associated with it. The international transaction fee must be coded to the same FOAP as the transaction it is associated with.
- **If you made a purchase but you were not aware the purchase was from a foreign vendor, your reconciler may notify you of the purchase when the "International Transaction" fee posts to your PCard. You must immediately request the approval for the purchase from a foreign vendor as soon as the charge is discovered. The approval you receive should be forwarded to your Reconciler.**

DOCUMENTATION OF TRAVEL RELATED PURCHASES

The items to provide to your Reconciler for travel related purchases:

- Itemized receipt for the purchase
- The first page of the Pre-Approval Report (Travel Authorization) from Chrome River or a copy of your Blanket Travel Authorization.
- If using a Blanket Travel Authorization, provide the reason for travel
- Funding information if a particular fund is to be used for the travel

Chrome River Travel Authorization are processed through the Business Office webpage - <https://systems.appstate.edu/chrome-river>

The Blanket Travel Authorization is processed through the Controller's Office webpage - <https://controller.appstate.edu/forms/all-forms>

LODGING AVAILABILITY

- The payment of LODGING related expenses is not available on all PCards.
- If Lodging was not requested on the original PCard Application, PCard Approvers may request the permission be added to a PCard. To add Lodging, submit a PCard Account Maintenance/Cancellation Form to the PCard Office with “Add Lodging” checked. When we receive the request, we will contact you once Lodging has been added to the PCard.
- **DO NOT PREPAY LODGING OR SIGN A CONTRACT OF ANY KIND. All contracts must be processed through The Contract Manager which is accessible through YoMart.**
- LODGING payments MUST have the following documents:
 1. Itemized **INVOICE/ROOM FOLIO with a zero balance** listing only the room charges and occupancy taxes. Do not use the “bills” that are slid under the door on the day of checkout as they list a balance due.
NO incidentals (except on-site parking) are allowed on the PCard.
(Example-food, phone, pay TV, data charges)
Incidentals should be paid for personally and submitted for reimbursement if applicable.
 1. A copy of the approved **TRAVEL AUTHORIZATION** must be attached to the receipt when it is submitted to your reconciler.

GUEST FOLIO

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

AUGUSTA MARRIOTT



Room Name

NKNG

Type

71

254.00 07/14/17 13:27

Rate

Depart

Time

5312

ACCT#

07/12/17 14:50

Arrive

Time

VSXXXXXXXXXXXX

RWD#: 980931273

Room
Clerk

Address

ment

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			

PAYMENT RECEIVED BY: VISA

605.12

XXXXXXXXXXXX

.00

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.
- The purchase of Trip Insurance is not allowed.
- Seat charges/upgrades - Unless there is a physicians order of Medical Necessity.
- 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 the information you are given when you pick up your PCard.)

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 such a purchase is necessary, you may request permissions for an exception PRIOR to the purchase!

FOR PURCHASES REQUIRING PRIOR APPROVAL PER UNIVERSITY POLICY & PROCEDURES PROCESS FOR REQUESTING PRIOR APPROVAL

COMPLETE GOOGLE FORM TITLED “GIFTS, AWARDS AND PRIZES PURCHASE REQUEST” LOCATED ON THE CONTROLLER’S WEBPAGE UNDER FORMS. (<https://controller.appstate.edu/forms/all-forms>) Please review the Procedures for the Tax Reporting Threshold when completing the form.

- YOU WILL RECEIVE AN EMAIL FROM YOUR SPECIAL FUNDS REPRESENTATIVE OR, IF A STATE FUND WILL BE USED FOR THE PURCHASE, FROM YOUR VICE CHANCELLOR, REGARDING THE APPROVAL OR REJECTION OF YOUR REQUEST.
- IF YOUR REQUEST IS APPROVED BY YOUR SPECIAL FUNDS REPRESENTATIVE OR VICE CHANCELLOR AND THE REQUEST REQUIRES APPROVAL FROM THE TAX COMPLIANCE OFFICE, YOU WILL RECEIVE AN EMAIL FROM THEIR OFFICE REGARDING THEIR APPROVAL OR REJECTION OF YOUR REQUEST.
- IF A PCARD IS REQUESTED TO BE USED FOR PAYMENT, YOU WILL RECEIVE AN EMAIL FROM A PCARD OFFICE REPRESENTATIVE TO INFORM YOU WHETHER THE PCARD CAN BE USED TO MAKE THE PURCHASE OR IF ANOTHER FORM OF PAYMENT IS REQUIRED.
- **VERY IMPORTANT: IF APPROVAL IS GIVEN TO USE THE PCARD FOR THE PURCHASE, PROVIDE ALL APPROVAL EMAILS TO YOUR RECONCILER ALONG WITH THE RECEIPT FOR THE PURCHASE.**

AMAZON PURCHASES NOT ALLOWED ON PCARD

- **AMAZON PURCHASES ARE NOT PERMITTED ON THE PCARD.**
- You must go through YoMart in order to purchase from Amazon
- There is a Punchout in YoMart that you will to make purchases from the Amazon website.
- If you need help with YoMart, please contact the YoMart representative at 828-262-4027.



PURCHASING CARD THREE STRIKE POLICY

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

1st Strike – Warning with offer of retraining

2nd Strike - Retraining mandatory

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



Shop

Everything ▾

Go

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 be 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 has 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.

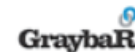
- Travel Reimbursements
- Employee Non-Travel Reimbursements
- Student Non-Travel Reimbursements

04/17 Guidance to Employee Business Expenses in**Office Supplies and Forms**

Forms and Supply



(Opens in New Window)

STAPLESSupplier TBD
(to be determined)New Supplier
New Supplier Form**Request for Direct
Payment**
Request For Direct
Payment**Punch-out****Hosted Catalogs**

Interline Brands

West Jefferson Office
EQPT

RECEIPT REQUIREMENTS

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

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

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/receipt as well. Food service providers will oftentimes give you a sales draft instead of the charge receipt but you must submit a copy of the actual catering order that lists everything purchased or an itemized cash register receipt as well.

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: XXXXXXXXXXXXXXX
INVOICE 0005
Batch #: 000141
APP Code: 038613
Entry Mode: Swiped
Mode: Online
Tax Amt: \$0.00
Cust Code: 59646

SALE AMT \$159.30

CUSTOMER COPY

02 Blowing Rock Road
Boone, North Carolina 28607



828.265.0004
828.265.0174

INVOICE #

59646

mail@precisionprintinggroup.com
precisionprintinggroup.com

CONTACT NAME ALICE		PHONE 262-389	DATE 11-9-15
COMPANY/ADDRESS ASU Dept. of Ph. Losophy & Religion		PURCHASE ORDER #	
CUSTOMER'S EMAIL			
CONTACT CUSTOMER:			
SOLD BY ALG	C.O.D.	ON ACCOUNT X	DEPT 3N
			JOB# 19244
QUANTITY	DESCRIPTION	AMOUNT	
4	ROSE GOLD WALL READERS BRACKETS 2x8	51.80	
5	ENGRAVED PLATES 2x8 WHITE ON WALNUT #172	107.50	
<input checked="" type="checkbox"/> CHECK IN BY ALG DATE 11-9-15 <input checked="" type="checkbox"/> CHECK IN BY ALG DATE 11-9-15 <input checked="" type="checkbox"/> CALLED CUSTOMER 9:00 AM <input type="checkbox"/> No Answer <input type="checkbox"/> Sent Fax <input type="checkbox"/> Busy <input type="checkbox"/> Left Message			
Thank you for your business!		SUBTOTAL	159.30
		SHIPPING COST	
CASH	CHECK	CREDIT CARD	TAX Exempt
			TOTAL
<input type="checkbox"/> POSTAGE PAID TO PRECISION			DEPOSIT ()
RECEIVED IN GOOD CONDITION BY: [Signature]			TOTAL DUE 159.30

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 \$250.00 a court order

SUBMIT RECEIPTS TO RECONCILER BY 15TH OF MONTH OR AS DIRECTED BY THE RECONCILER

- Provide the itemized invoices/receipts to the reconciler before the close of the billing cycle.
- If there is a particular fund and/or account that a purchase should be assigned to, be sure to provide the information to your Reconciler.
- Reconcilers must have original receipts. Information on the receipts may assist them with assigning the correct fund & account numbers. (EX-supplies, equipment, service)

RECONCILER Responsibilities

- Confirming receipts are in compliance with the Controller's Office policies and procedures.
- Ensure there are no sales tax charges or back orders on the receipts.
- Match receipts with online transactions and write TXN number on receipt AND all documentation associated with purchase
- Ensure availability of funds prior to fund assignment.
- Verify the appropriateness of the fund and account assigned to all transactions.
- Review monthly statement with Cardholder.
- Complete the allocation and sign off for all transactions posted to WORKS by the designated due dates (usually 3-5 business days after the cycle closes). See "Reconciler & Approver Date and Deadlines" found on the PCard website at <http://materials.appstate.edu/p-card-program>)

APPROVER Responsibilities

- Review all transactions to ensure the PCardholder's spending complies with App State policies and procedures
- Process online transactions by the designated due dates (usually 8-10 business days after the cycle closes). See "Reconciler & Approver Date and Deadlines" found on the PCard website at <http://materials.appstate.edu/p-card-program>
- Authorize and request increase in PCardholder spending limits within established guidelines.

FUND ASSIGNMENT

- Each card has a default Banner finance fund number assigned to it. All charges posted in WORKS are initially allocated to the default fund number. (See page 2 of your packet and next slide). Reconcilers have the opportunity to change the assigned fund number during the reconciling process.

BILLING ACCT ADDRESS & PHONE

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

- Use the 911 address on your PCard application as your billing address. (Please see page 2 of the information you received when you picked up your PCard.)
- Use the phone number listed on your application. (Your personal office number in most cases.)
- **Always instruct the vendor to email or fax you a copy of the invoice or receipt. Don't allow the vendor to place it in the shipment.**

BILLING CYCLE DATES

The Billing Cycle generally runs from THE 16TH OF THE FIRST MONTH TO THE 15TH OF THE NEXT MONTH. However, if the 15th falls on a weekend day or a federal holiday, the cycle dates change.

- Example-If the 15TH falls on a Saturday, the cycle end date is moved to the previous business day which would be Friday, the 14th. The next cycle would begin on Saturday, the 15th.
- The cycle dates are found on the Home Tab of WORKS and should be reviewed during each cycle. The dates are also available on the PCard website (Reconciler & Approver Dates and Deadlines).
- The date the charge is POSTED, not the purchase date, determines which billing cycle a transaction is in.

CARD PROCESSING REQUIREMENTS & POSTING TO FUNDS

- Transactions typically require a minimum of 2 business days to post to WORKS. Transactions flow from the vendor > vendor's bank > VISA > Bank of America WORKS. The time for the purchase to post to WORKS may be longer with some vendors. It depends on when vendors send their charges to their financial institution. Some vendors may send transactions weekly as opposed to daily.
- Because of the time between the date of your purchase and the date of the posting of the expense to WORKS, there are two situations requiring close attention to the timing of your spending.
 1. The May-June PCard Cycle is the last cycle of the fiscal year. In order to assure payments post during the fiscal year that is closing, you may be advised to not make any charges with your PCard after the first week of June. Depending on when a vendor submits their charges to the Bank of America, it is possible that charges made later than the first week of June will not post in time to be paid with the closing years funds. **All charges that post during the May-June cycle will be paid from the current fiscal year. All charges that post during the June-July cycle, will be paid from the next fiscal year.**
 2. If a grant fund has an expiration date, you must make all charges in time to allow the expenses to post to Banner prior to the fund's expiration date. The expenses posted during a cycle in WORKS, post to Banner on the 25th of the ending month of the cycle. (If the 25th falls on a weekend or federal holiday, the expenses will post to Banner on the first business day after the 25th.)

CARD DECLINES

- If a PCard transaction is declined, it is important you contact the PCard Office within 24 hours in order for us to assist you. We have almost real-time access to the card transactions and should have information as to why the PCard transaction was declined.
- **Reasons your card may be declined:**
 - Exceeding the Single Transaction Limit
 - Exceeding the Monthly Cycle Limit
 - Vendor MCC Code Assignment
 - Incorrect CVV Code Entered
 - Your PCard Settings – Example-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.

COMPROMISED CARDS

- If your PCard has been compromised, the account will be closed and a replacement PCard with a new account number will be ordered. The bank will instruct you to destroy the card, but please cut it up with the last 4 digits legible on one piece, **complete the PCard Maintenance/Cancellation Form which is on the PCard website.** Bring the cut up PCard and the completed form with you when you come to pick up your new PCard. (We must keep the piece of your card with the last four digits in your file for auditing purposes.)
- 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 immediately to the bank using the phone number on the back of your PCard and to the PCard Administrators for investigation.
- Replacement cards typically require 3-5 business days to arrive.

(E-Mail You May Receive from Bank of America)

SUSPECTED FRAUD E-MAIL

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.

If you receive this email, please immediately contact the bank as requested using the Reference Number provided in the email. A bank representative will review pending charges on your PCard to determine if they are actual charges you made or if they are attempted fraudulent charges.

AUDITS

- Transactions may be audited by the PCard Office, Internal Audits, Office of the State Auditor and the State of North Carolina Purchase & Contract Compliance Team.
- PCard Administrators review transactions daily. Approximately 25% of the PCard Reconciliation Reports submitted monthly are reviewed for compliance.
- Pcardholders and Reconcilers may receive an email requesting additional information
- Must make every effort to resolve any issues promptly
- Insufficient statement documentation is considered an review finding
- Consistent problems and errors may result in card suspension or cancellation

PCARD WEBSITE INFO & FORMS

- PCard website: <https://materials.appstate.edu/p-card-program>
- List of DEBARRED Vendors (Do not use these suppliers)
- Key CONTACTS List (Included in the information you are given when you pick up your PCard.)
- IT Security recommendations
- Forms
 - PCard Cardholder Account Application
 - PCard Reconciler Application – Needed to assign/change a PCard Reconciler (One form per Group)
 - PCard Approver Application – Needed to assign/change an Approver (One form per Group)

A sample of the following forms is included in the information you are given when you pick up your PCard.

- PCard Account Maintenance/Cancellation Form
- PCard Transaction Log Form (For use if desired, it is not required)
- Document of PCard Purchase Form

PCARD QUESTIONS -- CALL
Jane Fitchlee 828-262-2082
Judy Goodwin 828-262-4003

Thank you for your participation in
the App State PCard Program.

GO MOUNTAINEERS!

