

PCARD

CARDHOLDER TRAINING

Having a university PCard is a **Privilege**.

The responsibility of having a PCard means you are required to know the State purchasing rules. Accepting the PCard indicates you understand this and acknowledge you will follow the rules when making purchases.

For those who do not follow the rules, the Three Strike Policy is in place.

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).

Here are some pointers for creating and remembering an effective PIN.

If you can't remember your Personal Identification Number (PIN), accessing your bank account can be difficult and cause unnecessary inconveniences in daily life. Fearing hackers or identity thieves, people often make PINs more complicated than necessary. Avoid the hassle with these eight tricks and tips.

1. Avoid the obvious

Make your PIN less easy to guess by avoiding obvious number combinations or sequences such as "1111," "1234" or "9876."

2. Use the word method

Some people find it helpful if they think of their PIN number as a word. View it as if you were dialing it on a landline phone, with each number from 2 to 9 representing three or four letters. The word "ball," for example, would be "2255." For many people, it's easier to remember "ball," which leads to recalling the numbers associated with it. If you use this method, it's best to use as uncommon a word as possible so that it is unlikely to be guessed by someone else.

3. Use a meaningful address

A house number can be a good choice, especially if it's an address you won't forget but others are unlikely to know. Your best bet: use the four-digit street address of a childhood friend, a former workplace or another significant place. Numbers with personal significance are easy to remember and hard to guess. Note: Avoid using your own address since thieves could access this information.

6. Fake a friend

If you simply can't remember your PIN without writing it down, you can hide it in the name or number of a contact within your phone. Make sure your phone is password-protected and remember to call your bank immediately to reset your PIN if your phone gets lost or stolen.

7. Don't write it down

It's better to forget your PIN than to write it down. If you need to have it written down in order to remember it, you're going to have to bring it with you. That makes others nearby as likely to see it as you are.

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 has a place to attach the label from the front of the card, next to 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.

FUND ASSIGNMENT

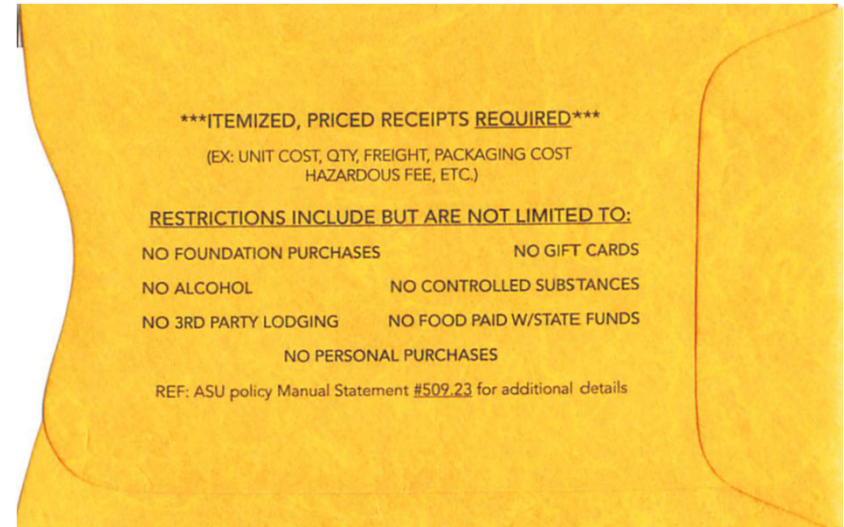
- Each card has a default Banner finance fund number assigned to it. All charges posted in WORKS are initially allocated to the default fund number. (See page 2 of your packet and next slide). Reconcilers have the opportunity to change the assigned fund number during the reconciling process.

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.**

PCard Sleeve



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.

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. **Do Not** have the full card number written anywhere on anything...even on forms that ask for the card #. Preferred that the card number be provided by phone call that is placed by you. **NEVER** given over the phone to someone who calls you! If you must provide CC Authorization Form, it must be sent securely using File Share. **For the receipt in the Reconciliation Report** – Black out the card number. Make a copy of the form and shred the original and insert the copy in your report with the receipt.
- 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.



PURCHASING CARD THREE STRIKE POLICY

When card usage does not comply with the university policy and procedures, 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)

An Automatic Strike will be issued for the following reasons:

***** Loaning your P-Card to Another Person**

***** Writing or Having Your PIN Any Where Near Your PCard or in/on the Sleeve**

***** Storing PCard Info in a vendor's system without PCard Office Approval**

***** Paying Sales Tax**

***** Purchasing With Your P-Card on Amazon**

PCardholders - Notify vendors PRIOR to making your purchases of the university's tax-exempt status and complete the vendor requirements to make a tax-exempt purchase.

Pay special attention to your total purchase information when completing your purchases, this is especially important when completing online purchases. Do not complete the purchase if sales tax is showing in your total! **If the vendor will not provide the sales tax exemption for your purchase, you should not make the purchase. A discount in lieu of sales tax is not allowed.**

*******If you are charged sales tax at the time of purchase, request the vendor refund the sales tax immediately to remove the sales tax from the purchase.

If you discover you paid sales tax after the purchase was completed, please immediately contact the vendor to refund the sales tax. Make a note with information regarding your contact with the vendor to request the refund. Provide the memo to your Reconciler so it can be included in your Reconciliation Report.

Reconcilers/Approvers -

If you find a PCardholder paid sales tax and they have not contacted the vendor to request a refund, please request they do so immediately. The PCardholder should provide a memo with information regarding the vendor contact to you in order for you to include it in their Reconciliation Report.

If a Reconciliation Report is submitted with the payment of sales tax which has not been refunded or without a memo detailing the refund request, A strike will be issued against the PCardholder Three Strike Policy (see attached).

Hopefully, if you pay sales tax in error, by making a request for the refund immediately, the sales tax refund will post in the same PCard cycle which would reflect on the PCard Reconciliation Report and prevent an audit finding and a strike from being issued.

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.

SPENDING LIMITS / SPLIT CHARGES

- **CYCLE Spending Limit (CL): \$15,000 (per reporting cycle)**
- **SINGLE Transaction Limit (STL): \$5,000 (per vendor payment)**

This means that you may spend up to \$15,000 per cycle and up to a maximum of \$5,000 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.

CARD PROCESSING REQUIREMENTS & FISCAL YEAR IMPACT

- 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.
- 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.

CARD PROCESSING REQUIREMENTS & POSTING TO FUNDS

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.)

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 \$25,000.00. 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.
- You need to 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 prior to your training.
- **If your Items are going to be used in NC YOU will be REQUIRED to get a Tax Exemption. If the vendor refuses, you must go through a different vendor. If it is a sole source vendor you must use Yomart instead of the P-Card.**

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 (**But we don't pay the sales tax**)
(Ex: Lodging, *if your card is approved for lodging*)

VENDOR SPECIFIC TAX EXEMPT NOTES

- **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 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 in Stores.

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

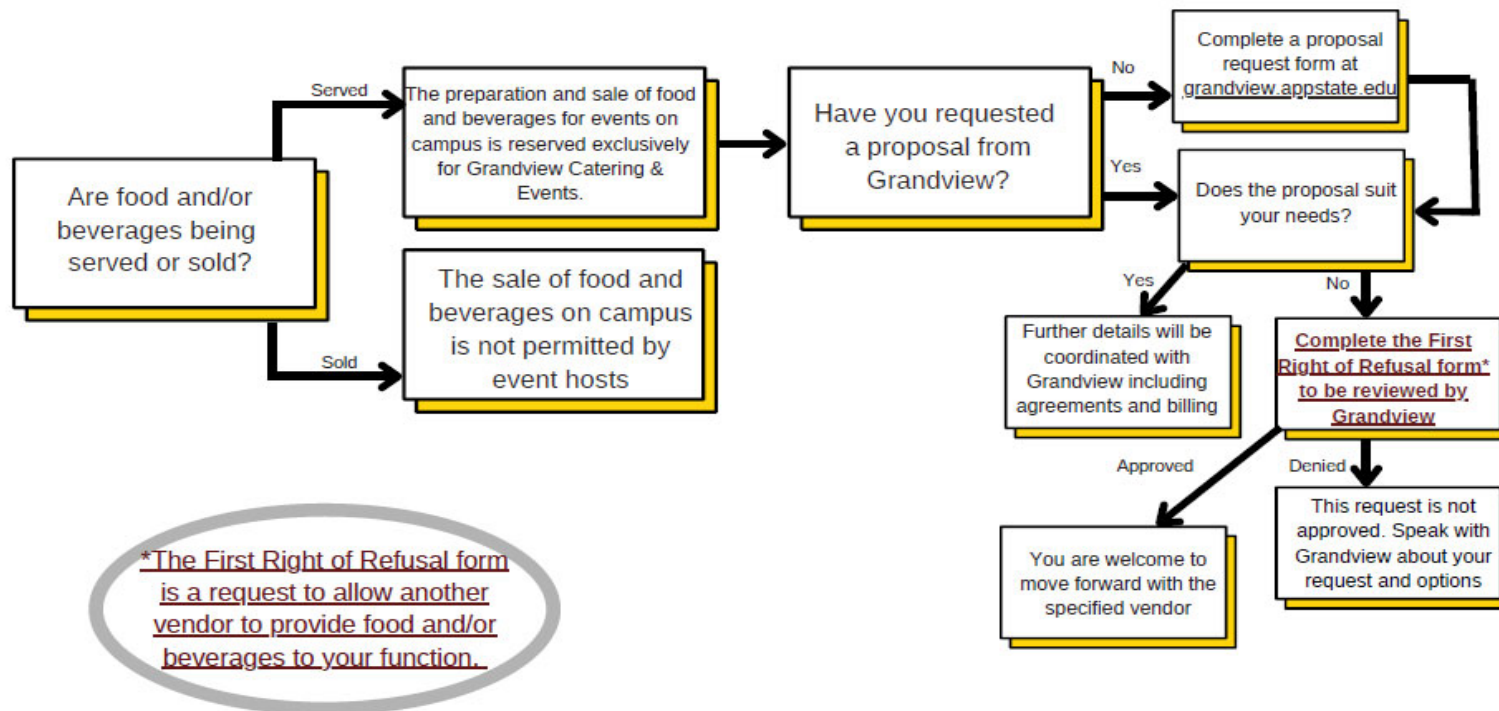
- State contract items purchased through State contract vendors
- Office, lab supplies and equipment, accessories, peripherals (contract vendors)
- Memberships and organization dues. (**Cannot use State Funds for memberships that are associated with an employee that can be taken with them if they leave 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)
- 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.

PERMISSION TO SERVE FOOD AT APP STATE

This chart is applicable to events and functions hosted by Appalachian State faculty and staff, as well as external groups hosting events on Appalachian State University's campus.



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 <small>(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.)</small>			
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

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/113lnE1JOXCjonQ6CCv_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 Items(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

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.**

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. If there are any Terms & Conditions anywhere it is a Contract. 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.

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>

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

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		605.12	
				PAYMENT RECEIVED BY: VISA		XXXXXXXXXXXX	

.00

SOME EXAMPLES OF UNAUTHORIZED CARD USE

- **ALCOHOL is NOT** allowed on the card – regardless of fund used.
- **You can NOT Sign a Contract of Any Kind** (If your agreement has any kind of Terms and Conditions you must use the Total Contract Manager in Yomart, **NOT** the P-Card)
- **You cannot store your PCard information** within a vendor's system or online for any reason
- Sit-Down Meals are NOT allowed on the card.
- PERSONAL purchases are NOT allowed on the card.
- **NO Cash Advances**
- All Purchases must be received at a University campus address.
- **The purchase of Trip Insurance is not allowed.**
- **WE DO NOT PAY FOR SEAT UPGRADES OF ANY KIND (Unless medically necessary & 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

PRIOR APPROVAL IS NEEDED from Academic affairs for purchases to be paid with E & T Funds (Funds beginning with 333.)

PRIOR APPROVAL FOR I.T. RELATED PURCHASES. The link to their approval process is <https://its.appstate.edu/acquisitions-purchases/it-acquisitions-process>

CARDHOLDERS MAY FIND IT EASIER TO PROCESS ITEMS REQUIRING PRIOR APPROVALS IN YOMART TO AVOID HAVING TO INCLUDE ALL OF THE DOCUMENTATION WITH THE RECEIPTS IN THE PCARD RECONCILIATION REPORTS

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.

Go

Coursements

- from the Knowledge Base

Online Direct Pay Form

questions on these payment types.

- Student Non-Travel Reimbursements

 $V_{\text{out}} = A_{\text{out}}$


Supplies and Forms

Request for Direct Payment
Request For Direct Payment

n-out



d Catalogs



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 4 digits of the card number (If not on receipt, handwrite last 4 digits on receipt)
- 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: 06984976
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: 59846

SALE AMT \$159.30

CUSTOMER COPY

02 Blowing Rock Road
one, North Carolina 28607

828.265.0004
128.265.0174

PRECISION PRINTING & Precision Signs COMMUNICATION SOLUTIONS

INVOICE # 59646
mail@precisionprintinggroup.com
precisionprintinggroup.com

CONTACT NAME: Alice PHONE: 262-3889 DATE: 11-9-15
COMPANY/ADDRESS: ASU Dept. of Phil. Losophy & Religion
PURCHASE ORDER #

CUSTOMER'S EMAIL

CONTACT CUSTOMER

QUANTITY	DESCRIPTION	AMOUNT
4	ROSE Gold wall READER BRACKETS 2x8	51.80
5	ENGRAVED PLATES 2x8 white on WALNUT #172	107.50

CHECK IN BY: [Signature] DATE: 11-9-15
CHECKED BY: [Signature] DATE: 11-9-15
CALLED CUSTOMER: [Signature] DATE: 11-9-15
☐ No Answer ☐ Sent Fax
☐ Busy ☐ Left Message

Thank you for your business!

CASH	CHECK	CREDIT CARD	SUBTOTAL
		✓ 159.30	159.30
			SHIPPING COST
			TAX
			TOTAL
			DEPOSIT ()
			TOTAL DUE

☐ POSTAGE PAID TO PRECISION

RECEIVED IN GOOD CONDITION BY: [Signature]

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.
precisionprintinggroup.com

SUBMIT RECEIPTS TO THE 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.

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 and signed 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 card 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
Ashley Carver 828-262-4003

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

GO MOUNTAINEERS!

