

Purdue Research Foundation (PRF) Commercial Card

Supported by JP Morgan Chase

PRF Credit Cards are intended to facilitate the efficient use of School Discretionary and Institutional Program funds (PRF funds) by streamlining the procurement and payment process.

The card is simply used as a tool to eliminate the need to request reimbursement from PRF.

Last updated 1/25/24

<u>What to do</u>	<u>Who</u>	<u>How to do it</u>
Reconcile PRF Card	Responsible Card Holder/ Support Staff	<p>Reconcile PRF cards previous cycle's transactions by the 20th of each month and provide the business office with the itemized receipts, reconciled document, and expense justification explanation via PDF format saved in the appropriate TEAMS Reconciler named folder.</p> <ol style="list-style-type: none"> 1. Reconciler will compare the JP Morgan's transaction report against itemized receipt(s)/packing slip backup <i>(Distribution transactions will also be listed but this is handled by the PRF office)</i> 2. Within the JP Morgan site, accounts listed should only be the ones assigned to that Reconciler 3. If a transaction discrepancy is found, a dispute form must be completed and forwarded to the bank w/in 60 days of the transaction's posting date
Reconcile PRF Card- Provide Sign-Out Log sheets & Receipts (Appendix C)	Support Staff (Department Cards)	Provide Departmental Card sign-out sheets and Receipts by the 20 th of every month to the business office in PDF format saved in the appropriate TEAMS Reconciler named folder. Retained for 7 years <i>(Appendix C)</i>
Reconcile PRF Card- Provide Transaction log/Expense Justification sheets (Appendix C-2)	Employee (Individual/Named Cards)	Provide Individual/Named Card log sheets by the 20 th of every month to the business office in PDF saved in the appropriate TEAMS Reconciler named folder. Retained for 7 years <i>(Appendix C-2)</i> https://prf.org/documents/prfccardhandbook.pdf
Provide JP Morgan Transaction Report	Support Staff (Department Cards)/Employee (Individual/Named Cards)	Provide JP Morgan transaction report by the 20 th of every month to the business office in PDF saved in the appropriate TEAMS Reconciler named folder. Retained for 7 years
Maintain Reconciling Documentation	Business Office	<p>Business Office will compare the saved documentation in TEAMS and will reconcile against the Cognos PRF report</p> <p>Business Office will review logs for transaction allowability</p> <p>Business Office will electronically sign the log once their review is complete and maintain reconciliation documentation <i>Retained for 7 years</i></p>

<u>PRF Card Check out</u>		
Checking out PRF Card	Support Staff/ Employee	Complete the information on the Card Sign-Out document providing signature, vendor name, a description of the activity, estimated amount, and date/time received card (Appendix C) https://prf.org/documents/prfccardhandbook.pdf
Returning PRF Card	Employee	Provide itemized receipt, actual amount on log sheet, and list of individuals attending a meal (if applicable). Should be returned the same day as card check out (unless otherwise approved)
Disputes	Responsible Card Holder	Call Merchant to resolve. If this does not work contact JP Morgan Chase at 1-800-316-6056. Notify PRF of the dispute.
<u>Business Office Maintenance</u>		
Discretionary Fund Request	Business Office	Maintain Discretionary Fund Request
PRF Applications	Business Office	Maintain Signed Applications (Appendix A & B)
Cognos PRF Reports	Business Office	Maintain Cognos PRF Reconciling Reports and distribute to Reconciler

Allowable/Restricted Expenses ***Whenever possible, questions and issues should be resolved in advance of the expenditure*

- Allowable:

If food and alcohol are being charged and the goal is to only charge the alcohol to the PRF card, please make sure to have the restaurant charge the food and alcohol separately and charge to the appropriate cards (Hospitality-food/PRF-alcohol)

- Restaurant
- Catering
- Grocery
- Hotel banquets
- Alcohol
- Sales Tax will be incurred with PRF expenditures (Do NOT ask for a tax exemption)
- Bereavement (funeral flowers, sympathy cards for students, staff, and donors)
- Seasonal flowers for common areas, celebration or holiday cards for donors
- Placards and Mementos
- Coffee Pots or small appliance for office kitchens or conference rooms
- Sponsorship for public relations purposes or advertisement of a recognized Purdue University program

- Restricted:

Use of the PRF card for any of the following could result in cancellation of the card and reimbursement by the employee for the charges incurred. Up to suspension, termination or prosecution for any personal expenses charged could occur.

- Airlines
- Auto Rentals
- Cash Advances
- Gifts/benefits to employees (unless part of a departmentally sponsored recognition program)
- Travel expenses for spouses of University officials not acting as official volunteers/University representatives
- Reimbursement of local travel expenses
- Payment of fines or penalties (employees, students, and guests)
- Organizational Membership
- Purchase of office furnishings or equipment not in accordance with University standards
- Donations to charities
- Office parties, holiday parties or decorations
- Refreshments for routine staff meetings
- Purchase of memberships

Applying for a Card

- Complete and sign the PRF Card Application (Appendix A)
- After employee completes, return the application to the DSB Business Office (required to be processed via the business office to PRF Card Manager)
- PRF Card will be picked up at the Business Office and Cardholder Agreement will be required by the Responsible Card Holder (Appendix B)

Individual vs Department Card

- Individual cards are reserved for staff who frequently entertain (i.e. Deans, Directors, Department Heads & Development Officers)
- Individual cards are to be used ONLY by the individual whose name appears on the card
- Individual Card holders must complete the PRF Cardholder Agreement (Appendix B) with the application (Appendix A)
- Department Cards allow checkout to multiple employees
- Department Cards require a checkout log (Appendix C) in order to maintain record
 - Date the card was checked out
 - Who checked out the card
 - Expected amount for the checkout time period
- PRF cards do not follow the employee. If an employee transfers to another department, the current card must be destroyed.

Lost or Stolen Cards (Fraud)

- Cardholder should notify JP Morgan Chase immediately at 1-800-316-6056 ext. 7540
- Information needed by the bank for Named PRF Cards:
 - Card Number
 - Transaction dates
 - Vendors
 - Amounts
- Also, notify the DSB Business Office & Credit Card Manager, Tammy Gick at TKGick@prf.org
 - PRF Card Manager will need copies of all correspondence and notes of conversations for fraudulent activity
- Guidance to Dispute a Transaction found on Appendix D

Customer Service

- 1-800-316-6056
- Contact information located on the back of every PRF card
- They will handle questions such as:
 - Why a cardholder was declined at a merchant
 - Provide copies of sales drafts (if requested a \$5.00 charge for each copy will be charged to the card unless the transaction is in a dispute process)

Card Security

- Check out cards should be stored in a locked, secure location

Card Limits

- If a temporary increase request is needed, contact the business office.
- Can take up to 5 days
- Completion of Appendix E is required

Card Type	Max. Transaction	Max. Cycle Limit
Department	\$3,000	\$6,000
Individual	\$2,500	\$5,000

Card Cycle Period

PRF cycle period begins on the 16th and runs through the 15th of each month
Expenses will charge to the account around the 21st of each month

Purdue Research Foundation Department Card Sign-Out Sheet

Business expenditures that are unallowable on PRF funds will result in reimbursement of charges by the employee. Personal expenditures will result in reimbursement of charges and/or disciplinary actions that can include suspension, termination, and prosecution under state and federal law.

Date/ Time	Signature	Vendor Name	Purpose/Description of Activity (Must be detailed description of activity to make allowable determination)	Requested Amount	Actual Amount	Approval

PLEASE NOTE:
Completion of this form is required before use of the PRF Commercial Card. Return the Commercial Card and all original, itemized receipts to the business office within 24 hours. **The PRF card is NOT TAX EXEMPT. You will need to pay sales tax!!!!**

Purdue Research Foundation Commercial Card Purchase Request Form

Department: _____

Date of Activity: _____

PRF Card Number: _____ (last 4 digits)

Staff Member(s) Participating or Attending: _____

Other Individuals Attending: _____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Description and Purpose of Activity: _____

Requested Amount: _____

Signature of Requestor: _____

Business expenditures that are unallowable on PRF funds will result in reimbursement of charges by the employee. Personal expenditures will result in reimbursement of charges and/or disciplinary actions that can include suspension, termination, and prosecution under state and federal laws.

Approval of Expense: _____ Date: _____
(Authorized signature)

Please complete this form before requesting use of a PRF Commercial Card. Return the Commercial Card and all original, itemized receipts to the business office within 24 hours.

Purdue Research Foundation Cardholder Transaction Log Sheet for Individual Cards

Card Number: _____ Staff Member: _____
(Last four digits only)

Date of Transaction	Vendor	Amount	Individuals Attending	Description of Activity

NOTE: This log should be submitted, along with all original, itemized receipts, to the business office on a weekly, biweekly, or monthly basis.

Purdue Research Foundation Commercial Card

How to..... Dispute a Transaction

Before you dispute a transaction, you must first attempt to resolve the issue directly with the merchant! Disputes can be initiated online up to 60 DAYS from the transaction date.

Log onto the Web site.

1. Choose Transactions, and then select Manage.
From the transaction list, click on the transaction to dispute.
2. Click dispute. The transaction dispute screen will be displayed.
3. Confirm your email address and enter the Merchant State, if necessary.
4. Choose the dispute reason from the drop-down menu.
5. The page will refresh, displaying the additional information box. Enter all required information.
An asterisk (*) marks required fields.
6. Click - Submit
7. A yellow square indicator will appear in the Transaction ID column for the disputed transaction, representing the transaction is queued for processing. The indicator icon appears green when the dispute is resolved.

To undo a dispute while the indicator square is yellow, click directly on the yellow square and select Cancel/Undo Dispute

When do I know dispute is being processed?

Track the status of your dispute online on the Transaction List.

Yellow Square = Dispute Submitted

Red Square = Dispute in Process

Green Square = Dispute Resolved

When resolved - You will receive a system generated email advising that the dispute is resolved.