



Purchasing Card

Policies and Procedures

Revised
March 2025



CONTENTS

Introduction and Overview	5
<i>Purpose.....</i>	<i>5</i>
<i>How It Works.....</i>	<i>5</i>
Card Types.....	6
<i>Individual Card.....</i>	<i>6</i>
<i>Department Card.....</i>	<i>6</i>
Card Type Definitions.....	6
<i>General Purchasing Cards.....</i>	<i>6</i>
<i>Hospitality Cards</i>	<i>6</i>
<i>Dual Purpose</i>	<i>6</i>
<i>Study Abroad Card.....</i>	<i>6</i>
Program Responsibilities	7
<i>Cardholder.....</i>	<i>7</i>
<i>Business Office.....</i>	<i>7</i>
<i>Procurement Card Services Department</i>	<i>8</i>
Assignment and Control.....	8
<i>Training</i>	<i>8</i>
<i>Requests For and Issuance of Purchasing Cards.....</i>	<i>8</i>
<i>How to Obtain a Card.....</i>	<i>8</i>
<i>Canceling a Card.....</i>	<i>9</i>
<i>Lost or Stolen Purchasing Cards</i>	<i>9</i>
<i>Termination or Transfer of Cardholder.....</i>	<i>9</i>
<i>Fraudulent Charges</i>	<i>9</i>
<i>Card Renewal.....</i>	<i>9</i>
Purchasing Card Limitations	10
<i>Cardholder Use Only.....</i>	<i>10</i>
<i>Purchases Only</i>	<i>10</i>
<i>Credit Limitations</i>	<i>10</i>
<i>Temporary Increase Changes</i>	<i>11</i>
<i>Permanent Information Changes</i>	<i>11</i>
<i>Prohibited Uses of the Purchasing Card</i>	<i>11</i>

<i>Appropriate Card Expenses</i>	<i>12</i>
<i>Ordering and Receipt of Materials and Services.....</i>	<i>13</i>
Special Considerations	14
<i>Internet Ordering.....</i>	<i>14</i>
<i>Sponsored Funds.....</i>	<i>14</i>
<i>Membership Information</i>	<i>14</i>
Documentation and Reconciliation	14
<i>Checks and Balances.....</i>	<i>14</i>
<i>Reconciliation and Approval Process.....</i>	<i>15</i>
General Information.....	15
Reconciliation Process	15
Approval Process.....	15
<i>Resolving Errors, Disputes, Returns and Credits</i>	<i>15</i>
<i>Rebates on Federal Funds.....</i>	<i>16</i>
<i>General Ledger Statement.....</i>	<i>16</i>
<i>Proper Signature Authorization</i>	<i>16</i>
<i>Sponsored Accounts/Ag Appropriated Funds.....</i>	<i>16</i>
<i>Key Reminders</i>	<i>16</i>
Compliance.....	16
<i>Business Office Auditing</i>	<i>16</i>
Transaction Level	16
Cardholders.....	16
<i>Procurement Card Services Auditing</i>	<i>17</i>
Contact Information	17
<i>Errors, Disputes, Returns, Credits</i>	<i>17</i>
<i>Copy of Charge/Credit Slip.....</i>	<i>17</i>
<i>Report Lost or Stolen Cards</i>	<i>17</i>
<i>Card Management Changes, Questions</i>	<i>17</i>
Appendix List.....	17
<i>APPENDIX B - National Association of Educational Purchasers (NAEP) Code of Ethics</i>	<i>18</i>
<i>APPENDIX D - Credit Card Miscellaneous</i>	<i>19</i>
<i>APPENDIX D1 – Department Sign-Out Sheet Example</i>	<i>19</i>
<i>APPENDIX F - General Exemption Certificate.....</i>	<i>19</i>
<i>APPENDIX I: Account Changes Form.....</i>	<i>19</i>
<i>APPENDIX L: Guide to Purchases through the Internet</i>	<i>20</i>

<i>APPENDIX M: Internal Control Self-Assessment</i>	<i>20</i>
General Procedures.....	20
Department Cards.....	20
Individual Cards.....	20
Transactions	20
Segregation of Duties.....	21
Revision History.....	21

INTRODUCTION AND OVERVIEW

The Purdue University Purchasing Card (Pcard) provides an efficient, cost-efficient method of purchasing and paying for small dollar, non-repetitive transactions within established procurement guidelines, to conduct university business. Unless exceptions are listed in this document, all policies and procedures apply to all Purdue University locations.

This program allows the cardholder to purchase approved commodities and services directly from our vendors. Purchases made on the Pcard are not encumbered.

A purchasing card may be issued to a named individual or a department. Purdue University is indicated on the card as the buyer of goods and service. Pcards should primarily be used by Business Office Staff.

The Purchasing Card cannot be used to avoid or bypass appropriate procurement or payment procedures or for personal use.

The purchasing card is a privilege granted by the university and responsible use of the card is expected. Cardholders must follow all university policies when using the card as a procurement/payment mechanism. Fraudulent or intentional misuse of the card will result in revocation of the card and/or criminal charges.

The Purchasing Card is a university liability MasterCard, issued through and supported by JP Morgan Chase Bank. Procurement Card Services administers the program and may be reached via email at pcard@purdue.edu.

The Purchasing card should remain in a safe place unless being used. Cards should not be carried in a purse or billfold unless the user is going to be making an imminent purchase. At no time should a photocopy of a Procurement Card be made to provide to others, doing so could subject the University to full liability of any fraudulent charges on that account.

Purpose

The purpose of these policies and procedures is to:

- Provide an efficient method of purchasing and paying for goods.
- Ensure purchasing card purchases are in accordance with the university policies and procedures.
- Ensure that the university bears no legal liability for inappropriate use of purchasing cards.
- Provide notice of possible disciplinary action if the purchasing cards are misused.

How It Works

The purchasing card system simplifies the procurement and disbursement process. Procurement responsibility is delegated to the ordering department enabling an authorized cardholder to place an order directly with the vendor. The Pcard program provides enhanced control for all transactions by producing immediate decisions on specific authorization criteria as explained below.

When the supplier at the point-of-sale requests a purchase authorization, the Pcard system validates the transaction against pre-set limits established by the University when the card is issued. All transactions are approved or declined (instantaneously) based on the purchasing card authorization criteria established. The authorization criteria may be adjusted periodically as needed and may include, but is not limited to, the following:

- Single purchase limit
- Monthly spending limit
- Approved Merchant Category Codes (MCC)
 - Some MCC are blocked such as auto rentals, hotels and motels, restaurants, bars, taverns, caterers, cash advances, etc.

The authorization process occurs through the electronic system that supports the Purchasing Card processing services under the agreement with JP Morgan Chase.

CARD TYPES

The university has several credit card programs and utilizes the below card types.

Individual Card

- Issued in the name of an individual
- Can be a general, hospitality, or dual purpose card
- Does not affect personal credit history
- University has full dispute rights and limits the university's liability
- Transaction limits vary upon the need of the department
- Individual Cards must not be used by anyone other than the person who is issued the card



Department Card

- Issued in the name of the department, will bear department's name
- Can be general, hospitality or dual purpose card
- **Since there is not a sole owner of the card, most rights for dispute to bank are forfeited.**
- If the card is compromised, the department will be responsible for charges that are not reimbursed by the bank.
- Disputes should always be filed for department card charges that are not resolved with the merchant. Disputes should be initiated in 60 days or less
- Can be established with tighter restrictions (such as: \$100/transaction and a low cycle limit, \$1,000.00)
- The maximum cycle transaction limit is \$3,000 for department cards
- Checkout log must be kept (See [Appendix D-1](#)) to identify authorized/designated users and employee purchase information

CARD TYPE DEFINITIONS

General Purchasing Cards

- Exclude vehicle rental, hotels, restaurants and other hospitality-like charges
- Accepts general merchants such as Wal-Mart and Lowe's
- Card can be issued as an individual or department card

Hospitality Cards

- Accepts hospitality merchants, such as restaurants, misc. food stores, hotels (pre-booking & conferences), florist, grocery stores, etc.
- Card can be issued as an individual or department card
- Hospitality Expenditure Policy link: <http://www.purdue.edu/business/account/pdf/Hospitality%20Expenditure%20Policy%20FAQ.pdf>

Dual Purpose

- Can be used for a combination of general and hospitality type charges
- Can be issued as an individual or department card
- This is not the University's preferred card

Study Abroad Card

- Purchasing cards issued specifically for Study Abroad, and used internationally for group expenses

- Cards should be issued in the name of the faculty or staff member escorting the Study Abroad group
- The cards may be used for group airfare, tours, meals, etc.
- Offer the option of cash advance
- Issuance of Study Abroad cards requires a copy of the approved Rate Request (signature page only)

PROGRAM RESPONSIBILITIES

The following is a summation of the responsibilities of the individuals and organizations involved in the purchasing card system.

Cardholder

A cardholder will be held liable for any purchases made with their card for personal use. In addition, they may be subject to disciplinary action up to and including termination.

- Must read, understand, and sign the Responsibility and Financial Liability Agreement and the Procurement Card Cardholder Agreement
- Adhere to the guidelines established in this manual, including any updates
- Not allow anyone to use their card
- Not use their card for personal use
- Purchasing card should remain safe place unless being used. Cards should not be carried in a purse or billfold unless the user is going to be making an imminent purchase.
- At no time should a photocopy of a Procurement Card be made to provide to others, doing so could subject the University to full liability of any fraudulent charges on that account.
- Order materials and service
- Collect and save sales receipts
- **Submit receipts electronically to the Procurement Center for reconciliation.**

Business Office

To ensure success of the card program, the department/business office will play a key role and will provide:

- Store department cards in a secure place, such as a locked cabinet or locked desk
- Department cards must have a sign-out procedure established within the department, see [Appendix D-1](#).
- Appropriate internal control structure and staffing to monitor use of the cards
- Appropriate staffing and/or organization to accommodate accounting distribution and to deal with occasional vendor or card provider problems which may result through using the cards
- Utilize electronic means to edit and transmit the accounting distribution data to posting to the General Ledger within the statement reconciliation period
 - Match receipts with monthly card statement
 - Review monthly statements for validity of all transactions
 - Code transaction to G/L and order
 - Identify and report disputed charges
- Commitment to assuring that the card will be used only for allowable transactions and that records and transactions will be maintained in the prescribed manner ([See Appendix D](#)).
- Approves purchasing cards for designated employees
- Collects and destroys cards from cardholders who terminate employment and immediately notify Procurement Card Services to cancel the card
- Retains employees approved monthly cardholder statements following internal audit guidelines and supplies requested documentation within established Procurement Card Services audit guidelines

- Assurance that cardholder and other business/department office personnel are properly trained in Purchasing Card processes and procedures
- Complete an annual review of card holders and limits
- Completed Internal Control Self-Assessment questionnaire, [See Appendix M](#).

Procurement Card Services Department

- Coordinates issuance and cancellation of cards
- Participates in ongoing program reviews
- Participates in resolving billing disputes
- Maintains Policy and Cardholder guides/manuals
- Coordinates program policy issues
- Conducts random cardholder statements audits

ASSIGNMENT AND CONTROL

Training

- Cardholders should be familiar with these policies and procedures contained in this manual.
- Resource documentation is posted to the [Requester](#) training page.
- The [Purchasing Card website](#) includes up to date information on the purchasing card.

Requests For and Issuance of Purchasing Cards

- Purchasing cards are issued to individual employees who frequently purchase goods and services on behalf of the university.
 - The purchasing card will have the employee's name, the University name, and an expiration date. The issuing bank will not have individual cardholder information other than the cardholder's work address. No credit records or other information of the cardholder is maintained.
- Purchasing cards can be issued for a department but an individual must be identified as the responsible owner of the physical card.
 - The purchasing card will have the department's name, the University name, and an expiration date.
 - **Department cards relinquish the liability coverage provided by the bank**
 - Department cards must have a sign-out procedure established within the department
- Procurement Card Services reserves the right to decline an application and/or adjust requested dollar limits.

How to Obtain a Card

- Complete and sign the Purdue University Purchasing Card Agreement/Application.
 - [Individual Card Application](#)
 - [Departmental Card Application](#)
 - [Travel Application](#)
- Review the [JPMorgan Chase Electronic Card Application QRG](#).
- The agreement form requires the approval of the department business manager. They will provide the business justification and request the dollar limits and transaction limits for the card.
 - [JPMorgan Chase Electronic Card Application Review and Approval QRG](#).
- PCS will review the request, determine if the business need justifies the requested dollar and transaction limits, and order the card from the bank.

Canceling a Card

- To cancel a card, complete the **Close Card Request Form** in Concur.
- For detailed instructions, refer to the [PCard and TCard Change Request Form.docx](#) QRG.
- Shred and dispose of the card.

Lost or Stolen Purchasing Cards

- If a purchasing card is lost or stolen, the cardholder must immediately notify:
 - JP Morgan Chase at 1-800-316-6056. You can call this number 24 hrs. / 7 days a week.
 - To report a lost or stolen card, complete the **Lost Card Request Form** in Concur.
 - For detailed instructions, refer to the [PCard and TCard Change Request Form.docx](#) QRG.
- Card replacement will take 7-10 working days to receive.
- The cardholder will be responsible for reporting to the card company and Procurement Card Services all information necessary to minimize the liability to the University for a lost or stolen card.

Termination or Transfer of Cardholder

- When an employee ends their employment, the employees' manager must collect the purchasing card, advise the area's Business Office who will destroy the card and complete the requirements for [Canceling a Card](#).
- If the Department is unable to collect the purchasing card when an employee terminates, the manager must immediately notify the Procurement Card Services at pcard@purdue.edu who will cancel the card.
- If a cardholder transfers to a new position within the University, the current area business manager must contact pcard@purdue.edu to transfer the card to the new department.
- If a departmental card has a new responsible person, complete the **Change Responsible Person Request Form** in Concur.
 - For detailed instructions, refer to the [PCard and TCard Change Request Form.docx](#) QRG.

Fraudulent Charges

- If fraudulent charges appear on your card, immediately contact:
 - JP Morgan Chase (800-316-6056)
 - This number can be used 24 hours/day, 365 days/year.
- PCS will notify appropriate authorities, if required.
- Card replacement will take 3-5 business days when requested directly from JP Morgan Chase.

NOTE: If you need to contact Chase directly, you may be asked to provide the last 4 digits of your SSN and/or your mother's maiden name. For the purpose of this card, use the last 4 digits of your PUID in place of the SSN. This information was collected on the Card Agreement when the card was requested.

Card Renewal

- Cards are automatically renewed every 3 years.

PURCHASING CARD LIMITATIONS

Cardholder Use Only

- Only the employee whose name is embossed on the card may use the purchasing card.
- No other person is authorized to use the card.

Purchases Only

- Card is to be used for Purdue University authorized purchases only
- Card is not to be used for any personal or faculty/staff travel and entertainment related transactions (non-employee travel arrangements are permissible)
- The use of the card for unauthorized purchases may result in disciplinary actions, up to and including termination.

Credit Limitations

- Each purchasing card will have two credit limits. A single purchase or transaction limit and a monthly limit.
- The transaction credit limit identifies the maximum amount available to charge for an individual transaction. Attempts to place charges on the card in excess of the individual transaction limit will result in the transaction being declined.
- Splitting charges greater than the transaction credit limit into multiple segments, whether processed on the same or over multiple days, is prohibited.
- The monthly limit is the total amount of charges that may be placed on the account in a billing cycle. Attempts to place charges on the card in excess of the monthly limit will result in the transaction being declined, even if the amount is within the individual transaction limit.
- Initial credit limits are established for each eligible employee based on the below chart.

Area Suggestions	Card Type/Purpose	Limits	Eligibility Considerations
Business Office paying large bills	Service Center Card Issued to service centers for the procurement of goods and services necessary to conduct University business.	\$7,500/Transaction \$50,000/Cycle	<ul style="list-style-type: none"> • Issued in a department's name and administered by a business manager, shared use by service center only. • Relinquishes the liability coverage provided by the bank. • Tracking Log required.
	Department Card Issued to departments for small dollar purchases of goods and services necessary to conduct University business.	\$1,500/Transaction \$3,000/Cycle	<ul style="list-style-type: none"> • Issued in a department's name and administered by a manager, shared use by department only. • Relinquishes the liability coverage provided by the bank. • Tracking Log required.
Cardholder	Individual Card Issued to faculty and staff for the procurement of goods and services necessary to conduct University business.	\$5,000/Transaction \$10,000/Cycle	<ul style="list-style-type: none"> • Issued in an individual's name. • Frequency must include or minimum business spend of \$1,000/month.
Cardholder	Research Card	\$5,000/Transaction \$5,000/Cycle	<ul style="list-style-type: none"> • Issued in an individual's name.

	Issued to faculty for the procurement of research-related goods and services.		<ul style="list-style-type: none"> Purchasing Centers reconcile card transactions monthly.
Study Abroad	Group/Extended Travel Card Issued to faculty and staff for the procurement of business travel expenditures. Valid for one specific trip only. ATM use permitted with valid business purpose.	Based upon the needs of the traveler.	<ul style="list-style-type: none"> Issued in an individual's name. Contingent upon 2 or more travelers and senior fiscal officer authorization.

- Requests for modifications to an employee's credit limit must provide a business justification and be submitted by the area's Business Manager to Procurement Card Services for review on the [temporary increase](#) form.
- Procurement Card Services reserves the right to deny increases.

Procurement Card Services will determine final approval of credit limits

Temporary Increase Changes

- Complete the **Increase Purchasing Card Request Form** in Concur.
 - For detailed instructions, refer to the [PCard and TCard Change Request Form.docx](#) QRG.
- Any temporary increase over \$25k will need business justification and spend history. These requests require approval from the Comptroller.

Permanent Limit Increase Changes

- Complete the **Perm Limit Change Request Form** in Concur.
 - For detailed instructions, refer to the [PCard and TCard Change Request Form.docx](#) QRG.
- Any permanent increase over \$25k will need business justification and spend history. These requests require approval from the Comptroller.

Prohibited Uses of the Purchasing Card

The following types of items may not be purchased with a purchasing card, regardless of the dollar amount.

- Personal transactions
- Cash advances (exception –Study Abroad Travel)
- Travel and Entertainment (T&E) transactions for faculty and staff that should otherwise be charged to the Travel Card (exception – Study Abroad Travel, Non-Employee Travel, One-Way and Daily Vehicle Rental)
- Alcoholic Beverages
- Escort Services
- Capital Assets (Any tangible item costing \$5,000 or more with expected useful life more than one year)
- Personal service payments (due to tax reporting issues).
- Cylinder Gases
- Commodities or services required to be purchased through [current contracts](#) or that are available through the university e-procurement tool.
- Used at auctions or for used equipment on EBay. Please contact [Procurement Services](#) for assistance with these types of purchases
- Printing Services
- Any goods or services not directly benefiting Purdue University.
- Splitting large transactions into smaller transactions to circumvent the approved transaction limit.

Appropriate Card Expenses

To determine if a purchasing card purchase is allowed:

- Is the item available through the University's e-procurement tool? Review [Procurement's website](#) for the most current information
 - <https://www.purdue.edu/procurement/purchasing/index.php>
- If the purchase can be made through the University's e-procurement tool, **do not** use the purchasing card
- If the purchase cannot be made through the University's e-procurement tool, is the [item prohibited on the Purchasing Card?](#)

Is the transaction:

- **Is it a repetitive purchase?** If the same, or like items, need to be purchased on a recurring basis, the cardholder should work with [Procurement Services](#) to research other procurement methods to acquire the need.
 - **Examples**
 - A software maintenance agreement that must be paid once a year. Since you pay the maintenance every year this is a repetitive purchase and must be established as a Purchase order and cannot be paid on the procurement card
 - A project has a need for lumber, the university does not have a contract to purchase lumber with a vendor, and purchase is less than \$100 and will only occur this one time. This would qualify as a non-repetitive purchase, under the transaction threshold and should be acquired with the Pcard.
- If the transaction does not violate any of the above criteria, the cardholder may use the purchasing card for the purchase.

Ordering and Receipt of Materials and Services

- Purchasing card users should ask for discounts and preferential pricing offered by vendors.
- The University is tax exempt. Advise the vendor of the tax-exempt status **BEFORE** making a purchase.
 - Most expenditures from university funds are exempt from Indiana Sales Tax and Federal Excise Tax.
 - Purchases from other states, shipped into Indiana are also exempt from tax. Items picked up in another state are not exempted from Indiana Sales Tax. Reference the [Tax Exemption Quick Reference Card](#) for more details.
 - When using a Hospitality Pcard, food and beverage provided by a caterer or restaurant establishment are not exempt.
 - Our Indiana **Sales Tax Exemption Number is: 00312372309**
 - See the link to [Appendix F](#) for the tax exemption form, which needs to be on file with any vendor so they will not charge tax. It may be necessary to fax this certificate to the vendor. Some suppliers will not honor the University's tax-exempt status, if possible find an alternative supplier in such cases. If a vendor requests Purdue's Federal Employee ID Number, contact our Tax Department, tax@purdue.edu or call at 765-496-2344
- The cardholder is responsible for ensuring receipt of materials and services and will follow up with the vendor to resolve any delivery problems or discrepancies.
- Evidence of receipt (such as a cash register receipt, packing slip signed by receiver, notations on original documentation that the requestor has been contacted and agreed to receipt of the goods, or a printed receipt from the web site) must be supplied for all transactions.
- The cardholder must retain the below information for procurement process/justification in the event of a compliance audit.
 - Phone/email quotes received if the dollar amount meets the quote threshold in the procurement manual.
 - Documented business reason for purchase.

- If a contracted supplier does not have the item, screen print catalog page showing unable to locate from contracted supplier.
 - Example – IT Hardware not available through one of contracted suppliers and was purchased from Amazon.

SPECIAL CONSIDERATIONS

Internet Ordering

- Internet ordering is allowable via the purchasing card
- The increased use of portable devices such as iPads, laptops, and smart-phones also has brought increase risk of exposing confidential account information. To prevent these situations, it is highly encouraged to make online purchases from a secure University computer and not from any portable device.
- Internet purchases require using a secure socket layer browser session, See [Appendix L](#) for the full guidelines and expectations.

Sponsored Funds

- The costing, charging, and document retention requirements must be met for procurement on sponsored accounts.
- Users are still required to demonstrate that the item procured is allowable on the account, and that the item purchased is necessary (allocable) for the project.
- Business Office staff members are responsible for assuring the procurement is not expressly prohibited by sponsor regulations or by other federal guidance (such as OMB Circular A-21, Cost Principles for Higher Education).
- The Principal Investigator is responsible for assuring that the item procured is allocable to the account. Evidence of receipt (packing slip signed by receiver or notations on the original documentation that the PI has been contacted and agreed to receipt of the goods) must be supplied for all sponsor-funded purchases.

Membership Information

- Costs of institutional memberships in business, technical and professional organizations are allowable.
- Individual memberships under \$500 with a business purpose benefiting the University required formal approval from the department head.
- Memberships in organizations whose primary purpose is lobbying are not allowable.

DOCUMENTATION AND RECONCILIATION

- Proper documentation for the purchasing card is the same as any other procurement transaction.
 - A record of what is being purchased should be signed by the departmental approver, and co-signed by the business office representative with comptroller authority.
 - The record should note the name of the individual who placed the order, what was purchased, amount, and date purchased.
- Proper evidence of receipt must be kept to complete the record for all purchases.
 - Examples of receipt include cash register receipt, printed receipt from the website, or a signed notation on the documentation that the requestor has been contacted and agreed to receipt of goods.
 - The cardholder is responsible for forwarding all credit card slips, cash register receipts, packing slips or other documentation, to the Procurement Center for reconciliation.
- The cardholder, and/or department/business office must maintain a transaction log/summary to expedite reconciliation and distribution of charges, see [Appendix D-1](#).
 - This log is used for department checkout purchasing cards.

Checks and Balances

- A separation of duties should be followed with the purchasing card (as with any other financial transaction).
- The person placing the order should not be the person reconciling the account.
- The Department Business Manager should receive and review the reconciliation of the Cycle Statements.
- For a department card, the responsible person should not be the reconciler.
- An Internal Control Self-Assessment questionnaire has been developed to help users assess the adequacy of their control environment see [Appendix M](#).

Reconciliation and Approval Process

General Information

- Pcard transactions are processed by JP Morgan Chase approximately within two business days
- Individual transactions are posted daily to monthly Statement Reports in Concur.
- The closing date for the monthly cycle will be on the **6th day of the month**.
- Reconcilers can submit starting on the **9th day of the month**.
- Unallocated charges need to be **reconciled by the 15th of the current month**.
- Charges will be uploaded into SAP **by the 30th of the current month**. The charges will then post to the allocated accounts
- Concur's workflow process provides a paperless filing system, including visibility of receipts, status of statements and final approvals
- Statements that have not been reconciled by the last day of the month will have their monthly balance posted to cardholders default account and cards will be suspended.

Reconciliation Process

- Reconciler logs into Concur
- Reviews Statement Report
- Assigns Expense Type
- Allocate transactions to appropriate account
- Business Purpose
- Attaches copy of digital receipt/purchase documentation
- Submit Pcard Statement for Approval
- All Statements must be completed **by 15th of the month**

Approval Process

- Approvers will receive and email notification advising statements are waiting approval.
 - Statements with no single transaction exceeding \$1000 will auto approve
- Approver logs into Concur
- Review for:
 - appropriateness of expense, including compliance to the Pcard program
 - GL/Account assignment
 - Existence of a receipt for every transaction
- Submit Approval

Resolving Errors, Disputes, Returns and Credits

- The cardholder is responsible for following-up with the vendor or the bank on any erroneous charges, disputed items, or returns as soon as possible. A disputed charge may be processed directly in PaymentNet. The cardholder (Individual Card) or responsible person (Department Card) has 60 days to dispute a charge. If you need assistance from the bank, call (800)316-6056.
- Transactions that cannot be identified should be disputed in PaymentNet. This button is on the screen of the individual transaction in PaymentNet.
- Documentation should be retained explaining each credit received for returns or exchanges. This should be kept

with the monthly billing on which the credit appears.

Rebates on Federal Funds

Effective January 2022, the University began processing rebates on federal funds, including federal sponsored programs, cost sharing on federal sponsored programs and federal appropriations in support of Uniform Guidance 200.406 Applicable Credits. The detailed guidance and process can be found [here](#).

General Ledger Statement

Purchasing card transaction will be identified in SAP as a document type PC and in the text field, it will have the Pcard name, the last four digits and as much of the vendor's name as possible.

Proper Signature Authorization

Signature delegation and account management guidelines should be followed before placing any orders.

Sponsored Accounts/Ag Appropriated Funds

Because of the uncertainty of when Purdue will be billed for the charges, care should be taken when using the purchasing card during the last 90 days of a sponsored program activity or charging Ag appropriated funds.

Key Reminders

- Billing cycle ends on the 6th day of each month
- Allocate charges by the 15th of each month
- **All** charges must be allocated, including charges being disputed
- Segregation of duties for ordering, reconciliation, and uploading to general ledger is needed
- Collect and request cancellation of cards for terminated staff

COMPLIANCE

To ensure compliance to University policies, procedures, and success of the Pcard Program various audits will occur. Every department (Academic and Administrative) is responsible for compliance with university policies, procedures and sponsor guidelines.

Business Office Auditing

Department Business Office is responsible to perform transaction level audits and annual cardholder audits.

Transaction Level

- The Business Office will ensure documentation requirements for all transactions are uploaded.
- Review all transaction documentation to determine if Indiana State Sales and Use Tax or Federal Excise Tax has not been charged. Where inappropriate Sales and Use Tax or Federal Excise Tax has been charged, the Business Office/cardholder must work with the vendor to recover the tax.
- If an inappropriate purchase appears, justification should be required of the originator. Insufficient justification may result in the loss of card privileges or other appropriate disciplinary action.
- To obtain a copy of a charge or credit slip, call the bank's Customer Service Department at (800)316-6056. There is a \$5.00 charge of each copy, which will be billed to your card.
- In the event of suspected fraud, call the bank's Customer Service Department at (800)316-6056. Follow-up with notification to PCS at pcard@purdue.edu.

Cardholders

- Annually review list of Pcard holders for completeness and accuracy

- ensure cardholders are active
 - have appropriate limits
 - spending habits are reasonable
- Submit changes to Pcard Services using pcard@purdue.edu

Procurement Card Services Auditing

Procurement Card Services acting as the program administrator will perform audits to confirm internal controls, provide assurance university staff are trained, the Pcard is being used appropriately and that the university assets are safeguarded against loss and unauthorized use.

- An audit of Pcards will be performed on a random basis. The audit will include transaction level and review of card usage including the possibility of canceling cards with little to no usage.
- Business Offices are responsible for any missing documentation to support purchases and must make them available for the audit.
- Procurement Card Service will issue a formal audit finding and issue non-compliance/violation notifications as required. The type of response to a violation or if a pattern of violations will depend on the type, frequency and severity of the violation and may include:
 - Written non-compliance notification
 - Suspension of the card
 - Personnel actions, up to and including termination

CONTACT INFORMATION**Errors, Disputes, Returns, Credits**

JP Morgan Chase Purchasing Card Customer Service Department
Phone: 800-316-6056
Fax: 847-931-8861
7:00am to 7:00pm CST

Copy of Charge/Credit Slip

Customer Service Dept.
Phone: 800-316-6056
(\$5.00 charge)

Report Lost or Stolen Cards

Call JP Morgan Chase, Phone (800)316-6056, 24hrs/day and E-mail: PCard@Purdue.edu

Card Management Questions

E-mail: PCard@Purdue.edu
Purchasing Card Lead, PCS/ PTCA
Voice: (765) 494-7367
Fax: (765) 496-1392

APPENDIX LIST**APPENDIX B - National Association of Educational Purchasers (NAEP) Code of Ethics**

Use of the purchasing card at the department levels carries with it responsibilities. An ever-growing number of individuals are handling the purchasing function in a decentralized manner.

The following code of ethics is being offered to provide guidance in the procurement function.

CODE OF ETHICS

- Give first consideration to the objectives and policies of my institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive supplier's equal consideration insofar as State or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other authorized third party review, insofar as the established policies of my institution permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and cooperate with NAEP members and promote a spirit of unity and a keen interest in professional growth among them.

APPENDIX D - Credit Card Miscellaneous

For a department card, you must maintain a sign-out sheet. This will allow you to keep a record of who has used the card and when. This is especially important for charges that are disputed. A sample log can be found below.


Appendix D-1

Original Itemized Receipt Required

DEPARTMENT CARD SIGN-OUT SHEET

[illegible]

Compliance with University purchasing policies and procedures, including providing documentation in order to perform the reconciliation process of the University purchasing card is mandatory. All receipts, statements and other documentation related to card usage are University property and the University reserves the right to audit all records related to card usage. Single transaction and cycle limits may not exceed the authorized amount for the card. The card must be kept secure at all times by the cardholder and if lost or stolen immediately reported to JP Morgan Chase for cancellation at 1-800-316-6056. See Back of card.

- All Purdue purchasing cards have our Tax Exempt Number embossed on the card. However, not all items purchased may be eligible for tax exemption. Reference the  [Tax Exemptions QRC.docx](#) for more details. For tax exempt certificates, see the [Tax Exemption Forms - Managerial Accounting Services - Purdue University](#) webpage.

APPENDIX L: Guide to Purchases through the Internet

- All current restrictions to purchasing card use also apply to the use of the card for Internet transactions. On-line purchases must be made with vendors using a Secure Sockets Layer (SSL) browser session. All SSL capable browsers have a symbol to indicate secure mode, but the secure mode may not appear until going further into the website. Specifically, look for the HTTPS in the URL and a lock icon in your browser. Please refer to the documentation and reconciliation section of this handbook for a complete list of restricted items.
- Purchasing cards should not be used for at auctions or for used equipment on EBay. Please contact Procurement Services for assistance with these types of purchases.
- Customers must use the same care and common sense in supplier selection as they would with any other purchasing method. The objective should be to balance quality and service with price.
- Receipt documentation is maintained to support the internet order.
- Websites that present an on-line receipt, reflecting the billing amount and a company logo or name will serve as proper documentation. Simply print the on-screen document.
- Websites that reflect the billing amount only will serve as proper documentation by printing the on-screen receipt and then writing the company name on the document.
- Websites that do not present an on-line receipt can be utilized. The customer should print the screen that reflects the item being purchased and the amount. Then ensure that the transaction date, vendor and other pertinent information is recorded on the printed documentation.

APPENDIX M: Internal Control Self-Assessment

This section is designed to help assess the adequacy of the control environment. Evaluate the adequacy for any question answered "No".

General Procedures

- Are card limits periodically evaluated to ensure limits are appropriate?
- Upon the initial set up of a card, are reviews done to ensure limits are correct?
- Have procurement cards for employees who are no longer employed in the department been closed?
- Do procedures exist to ensure that cards are returned to the business office on the date of employee termination or transfer from the department?

Department Cards

- How many department cards are there?
- Are the departmental cards located in a locked cabinet, desk, or safe?
- Are procedures followed for checking out and using the department cards? (Similar to Appendix D and D1)
- Do these procedures require the potential user to state where they will be using the card?
- Is the potential user required to sign for the card?
- Does someone from the business office initial the sign in/out sheet when the card is returned with all receipts?

Individual Cards

- How many individual cards are there?
- Is the individual, whose name is shown on the card, the only person allowed to use the card?

Transactions

- Are procedures in place to ensure capital equipment is not purchased using the procurement card?
- Are detection measures adequate to identify split transactions (if they occur)?
- Is Indiana Sales Tax not paid (exemption certificate)?

- Is the originating documentation along with any notes from order present and the packing slip, cash register receipts, printed receipt from the web site, or a receiving notation on the original document maintained as supporting documentation?

Segregation of Duties

- Is the person making purchases different from the person who is approving the purchases?
- Has the person approving the purchases been granted comptroller authority?
- Is the person performing the reconciliation different from the person who is purchasing and approving the purchases?
- Does the Business Manager review and approve the reconciliation, attached documentation and sign the intramural?

REVISION HISTORY

The latest version shall supersede all prior formal or informal policies and procedures.

Revision Date	Effective Date	Revision Number	Summary of Changes
	2013	0	Original
08/01/2019	00/00/0000	1	<ul style="list-style-type: none"> • Added required training before cards will be provided. • Replaced PaymentNet reconciliation process with Company Billed Statement process. • The added cardholder is responsible for refresher training and requesting card renewal. • Added Procurement Card Services may decline an application or increase limit request. • Changed pick up cards from Procurement Services to being mailed through Campus mail. • Added required audits by Business Office and Procurement Card Services • Added how to determine if a purchasing card can be used with examples. • Added if statements are not reconciled by month end timeline, cards will be suspended, and charges allocated to a default account number.
12/5/2019		2	<ul style="list-style-type: none"> • Updated links to new webpage
04/06/2020		3	<ul style="list-style-type: none"> • Added splitting transactions to prohibited purchases list on page 11.
07/27/2020		4	<ul style="list-style-type: none"> • Fixed formatting of table on pages 10-11. • Updated broken link on page 12.
11/14/2022		5	<ul style="list-style-type: none"> • Updated restrictions to note travel is restricted for faculty/staff but PCard can be used for non-employee travel. Pages 10 and 11.
5/2/2023		6	<ul style="list-style-type: none"> • Updated broken links throughout document due to migration to SharePoint Online. • Removed the link to the dispute form for fraudulent charges. There is no longer a form – page 9. (AB)
8/30/2023		7	<ul style="list-style-type: none"> • Annual review. (TLW & AB)
9/19/2023		8	<ul style="list-style-type: none"> • Removed Fuel from list of prohibited purchases. (TLBW)
2/12/2024		9	<ul style="list-style-type: none"> • Updated travel restrictions to allow for one-way and daily vehicle rental.
5/6/2024		10	<ul style="list-style-type: none"> • Added use for research to Card Type/Purpose table.
2/24/25		11	<ul style="list-style-type: none"> • Updated card change requests to reflect new process using Concur.
3/12/2025		12	<ul style="list-style-type: none"> • Added clarifying wording to what statements will auto approve (pg.14).