

University of Portland

Purchasing Card (Pcard) Handbook

PURPOSE

The purchasing card (pcard) program is designed to provide an efficient means of making purchases by reducing administrative burden, reducing paperwork and allowing for a controlled purchasing environment.

CARD USAGE

Cardholders may have widely differing limitations depending upon the number, type and dollar amount of purchases the cardholder is authorized to make on behalf of the University.

Examples of common items that can be charged to a pcard include:

- Dues for professional or academic associations
- Books, magazines and other subscriptions
- Professional and academic conferences
- Travel expenses including airlines, hotels, rental cars, taxis and restaurants
- Utility and telephone charges
- Office and laboratory supplies
- Maintenance hardware and small tools
- Fuel for University-owned or rental vehicles
- Temporary staffing agencies
- Purchased services

The card is only for eligible direct University business expenses, and personal purchases are strictly prohibited. All transactions must be supported by a detailed business purpose and supporting documentation. Improper use of the pcard, including personal purchases, may result in disciplinary action up to and including termination of employment.

The issuance of a purchasing card does not, in itself, authorize the cardholder to make any purchases. Cardholders are subject to the same purchasing limitations that are in-force with any other means of payment (checks, etc.). Any purchases which are not properly authorized, or which are specifically prohibited may be considered a "personal" purchase of the cardholder and the University may request reimbursement and/or take other actions as appropriate.

The following items are generally prohibited uses of the p-card:

- Capital purchases including computers and other technology
- Personal cell phone charges (see Cell Phone Policy)
- Subscription based services such as music or video streaming services, Amazon Prime, Costco, Apple+
- Fuel or other personal vehicle expenses (the University pays a mileage rate that includes fuel)
- Any item for personal use or which does not have a bona fide business purpose

RESPONSIBILITIES

Cardholders

Cardholders are expected to provide an accounting of their purchases in a timely manner through the Wells Fargo Commercial Card Expense Reporting tool <https://www.wellsoffice.ceo.wellsfargo.com>.

- Proper coding of department budget, including Fund, Org, Account and Activity (*if applicable*).
- Description of business purpose (including names of attendees for meals and entertainment).
- Upload itemized receipt – Documentation must detail business name, date of purchase, itemization of purchase and total cost. Examples of approved documentation includes original invoice, flight itinerary, store receipts, etc. A payment confirmation only showing the amount paid is not sufficient.
 - If you are missing a receipt, you must complete a Missing Receipt Form, have the form signed by your approver and upload it into Wells Fargo.

Cardholders are responsible for completing the above reconciliation process during the cardholder review period which is the first 7-8 calendar days of the month following the purchases. A statement calendar is available on the Controller's Office website for reference.

Unauthorized and personal purchases need to be reimbursed no later than the end of the cardholder review period in the month following the purchase date. Confirmation of the reimbursement needs to be uploaded as supporting document on the unauthorized transactions.

Approvers

Pcard approvers are responsible for:

- Ensure the purchases were authorized and verifying reimbursements have been submitted for any unauthorized or personal charges.
- Accuracy of the budget(s) being charged.
- Detailed business purpose has been provided.
- Adequate supporting documentation has been uploaded.

Approvers are responsible for correcting deficiencies in any one of the above items.

Approvers need to contact pcard@up.edu of any organizational chart changes and whether cardholders need to be updated to report to another approver.

REQUESTING A NEW CARD

To request a purchasing card, please complete the New Card Request Form and return it, with proper signatures, to the Controller's Office. If you are not sure what credit or other limits should be applied, contact the Controller's Office.

Note that the card is issued in your name, but on the credit of the University of Portland. Your personal credit history is not a factor in card issuance and activity on your University p-card will not affect your personal credit. The University of Portland is responsible for making all payments.

CARD ACTIVATION AND TRAINING

Once your card has been requested by the Controller's Office, it may take up to 10 days to be delivered. Prior to the pcard being released to the cardholder, the following is to be completed.

- Video training which includes quizzes.
- Cardholder User Agreement

Wells Fargo login information will be provided once the above requirements are completed.

CARDHOLDER AUDITS

The Controller's Office will conduct random audits to ensure that expenses were incurred for bona fide business purposes and consistent with University policies, all necessary documentation and receipts were provided, and all purchases were properly approved.

POLICY VIOLATIONS

Failure to comply with any of the cardholder or approver responsibilities will result in the following consequences.

- First violation will be a warning to the cardholder and cardholder's approver of the violation(s). Corrective action to be taken to prevent repeat violations.
- Second violation will be reported to cardholder, approver and divisional vice president to inform that any repeat violations will result in the suspension of spending by the cardholder.
- Third violation will result in the inactivation of pcard and suspension of spending university resources which includes reimbursements through Accounts Payable. A corrective action plan needs to be submitted and approved by divisional vice president and AVP for Finance / CFO before spending privileges are reinstated. Cardholder will be required to complete the training videos and quizzes prior to reactivation of a pcard.

Incorrectly classified transactions that were not properly reviewed and reclassified by the cardholder or approver will not be corrected and will not be the responsibility of the Controller's Office to adjust. Exceptions will be allowed only if approved by the Controller's Office and involve restricted budgets.

MAINTENANCE

Cardholders will be required to complete the training videos and resubmit a Cardholder User Agreement at each card expiration date prior to receiving the replacement card.

SAFETY AND SECURITY

The name on the pcard is the only authorized user. Do not lend your card to another colleague, student or anyone outside the organization. Cards that are solely used for purchasing needs should be kept in a secure place and should not be carried on the individual to reduce the risk of lost and stolen cards.

LOST OR STOLEN CARDS

Cardholders are expected to report any lost or stolen credit cards **immediately**. Report lost or stolen credit cards to Wells Fargo at 1-800-932-0036 to minimize the liability for stolen cards, and pcard@up.edu.