

University of Portland Purchasing Card Program Handbook

Welcome to the University of Portland Purchasing Card Program! This handbook provides critical information about how to use your new purchasing card. Please read this thoroughly as you are responsible to know and understand all of this material.

Purpose of the Purchasing Card (p-card) Program

The p-card program is designed to simplify the purchasing process, reduce paperwork (and paper usage), achieve more consistent administration of purchasing policies and save the University money.

Card Usage

Card-holders may have widely differing limitations depending upon the number, type and dollar amount of purchases the card-holder is authorized to make on behalf of the University.

Examples of common items that can be charged to a p-card 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 to be used for business purposes only. Personal purchases are prohibited. The University will request reimbursement for any personal purchases and may, depending upon circumstances, take actions up to and including termination of employment.

The issuance of a purchasing card does not, in itself, authorize the card-holder to make any purchases. Card-holders 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 card-holder 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)
- 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 of Cardholders

Cardholders are expected to provide an accounting of their purchases through the Wells Fargo Commercial Electronic Office on-line tool (<https://www.wellsfargo.com/com/>), including:

- Proper coding of department (org) and account.
- Description of business purpose (including names of attendees for meals and entertainment).
- Retention of an itemized receipt (provided to approver using a p-card program envelope)

Cardholders are expected to report any lost or stolen credit cards **immediately**. Report lost or stolen credit cards to Wells Fargo at 1-800-123-4567 (to minimize the liability for stolen cards) first and then notify the Controller's Office.

Cardholders are also expected to notify the Controller's Office of any authorized use of their cards and/or any disputed charges within the reconciliation period after each month.

Cardholders should not share their cards with other employees or individuals outside the University unless specifically authorized to do so by the Controller's Office.

Requesting a Card

To request a purchasing card, please complete the Purchasing Card Request Form and return this, 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 & Training

Once your card has been requested by the Controller's Office, it may take up to 10 days to be delivered to campus. When it arrives, a representative from the Controller's Office will meet with you individually to obtain your signature on a Cardholder Agreement; provide you with information, receipt envelopes and training; and activate your card. You may want to meet with the Purchasing Card Administrator again for follow-up training when you reconcile your card for the first time.

Making a Purchase

You are now ready to make a purchase. Use the card as you would any other Visa card for those business purchases that you are authorized to make.

IMPORTANT: When making a purchase by mail, fax or internet, please instruct the vendor to send an itemized receipt only and not an additional invoice. This is to help the University avoid making duplicate payments.

Keep your receipts or packing slips in the monthly receipt envelope, so you have them all when you are ready to reconcile your month-end statement. Restaurant and parking charges *less than \$25.00* do not require a receipt, but you will still need to provide a description of the purchase in your month-end reconciliation (described below), so it is a good idea to keep these receipts as well.

Your p-card will have built-in limitations related to the amount of an individual purchase, the amount of aggregate monthly purchases and the categories of vendors with which the card may be used. Occasionally you may need to make a purchase from a vendor category for which you are not authorized or you may need a temporary adjustment to your credit or purchase value limits. In this event, please contact the Controller's Office.

Almost all of our business purchases can be made through a p-card, but some vendors do not accept credit cards. In this case a check payment should be used. Others may ask you to pay an additional amount to cover the cost of their Visa merchant fees. This is not generally acceptable under Visa rules, but rather than debate the point with the vendor, you should request payment by check and notify the Controller's Office.

Reconciling your Month-end Statement

To reconcile (or account for) your purchases, you will need your itemized receipts and access to the internet. The Commercial Card Expense Reporting module (CCER or "Caesar") within the Wells Fargo Commercial Electronic Office (CEO) system tracks all of your purchases and allows you to provide a description for each purchase (including business purpose and names of attendees for any meals or entertainment expenses), indicate whether or not you have appropriate receipts and modify the account coding if necessary.

All available functions of the system can be found in the Cardholder Quick Reference Guide, Manager Quick Reference Guide and Training for Cardholders and Managers on the Controller's website.

You will need a company ID, user ID and password to access the system. Our company ID is "UNIVE572". Your user ID will be given to you during your training and your initial password will be "temp001". You will be prompted to change your password when you first enter the system. The new password must be 6-15 alphanumeric characters.

All purchases will be charged, by default, to your home department or org. The account coding is also predetermined based upon the type of vendor (airlines, for example are charged by default to travel). This coding is usually correct but may need to be changed – particularly for very general or multi-purpose retailers. You will be shown how to make these changes during your training. If you do not have authorization to charge to the appropriate org or account, please notify the Controller's Office.

If you have any inappropriate or incorrect charges on your account, please contact the Controller's Office immediately.

Once your online statement has been fully documented use the option to print the statement and then click "approve". Attach your receipts to the printed statement and put the whole packet into the receipt envelope. Write the period on the outside of the envelope, sign it and send it on to your approver.

Charges are typically posted to your account in CCER within a day or two after the transaction is processed by the vendor. You may add appropriate documentation at any time during the month after the transaction is posted.

If you expect to be on vacation during the reconciliation and approval period, document your transactions in advance, print the statement and submit the packet to your approver as you normally would. The only step you will not be able to complete outside the reconciliation period is the online approval. Your signed envelope will be accepted as approval for the amount on the printed statement and the Purchasing Card Administrator will approve your statement for you if the total on your printed statement matches the amount on your account. Note that CCER is a web-based system and is accessible anywhere the internet is available.

You may, with your approver's concurrence, appoint another individual to reconcile your statement on your behalf. Responsibility for reconciliation, however, remains with the cardholder. Contact the Controller's Office for more information.

IMPORTANT: If you are missing a receipt, you must complete a Missing Receipt Form and have this form signed by your approver.

Review and Approval

Once a statement has been reconciled by the cardholder, a reviewer/approver then ensures that:

- All transactions are appropriate and properly documented (including names of all attendees for meals and entertainment).
- Receipts or missing receipt forms are provided for all transactions as required by policy.
- Transactions are charged to an appropriate org and account

If all is in order, the approver approves the statement, signs the receipt envelope and sends the envelope to the Controller's Office. If there are any problems these should be reviewed with the cardholder and remedied before approval. Serious or recurring violations of policy should be addressed to the Controller's Office and the cardholder's supervisor.

The cardholder's supervisor is usually the primary approver on the account. Alternate approvers may be designated. This is particularly useful when a department head has delegated responsibility for statement reconciliation to an Assistant. Responsibility for approval, however, remains with the primary approver.

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. Minor deficiencies in any of these areas will be reported to you. Serious or continuing deficiencies will be reported to the appropriate manager.

Account Maintenance

Contact the Controller's Office if you need to change any information or limits associated with your account or if an account needs to be closed. Accounts should be reviewed annually, at a minimum.

Schedule

Statement Cycle Closes the last business day of each month

Cardholder reconciliation process must be completed within 7 calendar days after the close of the cycle

Approval process must be completed within 5 calendar days after the cardholder reconciliation

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Lost or Stolen Cards – Contact Wells Fargo Directly at 1-800-932-0036

Disputed or Fraudulent Charges- Contact vendor first to request credit to your account. If unable to resolve, contact Wells Fargo at 1-800-932-0036