



## P-Card Policy

**Document Number:** BUSO-0028

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### ***General Description***

#### **Purpose:**

The Purchasing Card (P-Card) program provides a convenient means to make authorized purchases while reducing the costs associated with initiating and paying for these purchases. The Business Office, Accounts Payable team is responsible for administration and oversight of the program. The University's card provider is JP Morgan Chase.

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### ***Policy Content***

#### **Receiving the P-Card**

- Each prospective cardholder must submit a completed card application, approved by the director/chair of the department (or supervisor), and the Corporate Card and Expense Coordinator.
- The Card Coordinator will schedule a card orientation meeting with each new cardholder at which time the card will be distributed.

#### **Authorized Card Use**

- Cardholders may use the P-Card for authorized business expenses, including travel (see Business Travel policy for more details), merchandise, services, and business entertainment expenses.
- The P-Card may not be used to purchase items for personal use or for non-University purposes even if the cardholder intends to reimburse the University.
- A cardholder who violates these policies or uses the card in an inappropriate manner may be subject to disciplinary action by the University.

#### **Using the P-Card: Transaction and Documentation Requirements**

- All Trinity University Purchasing Policies apply to purchases made with the P-Card.
- When making a P-Card transaction a cardholder should check as many sources as reasonable to assure best price, quality, and delivery.

- When making a purchase ensure the merchandise total does not exceed your single transaction limit (which you may verify in PaymentNet or with Accounts Payable) or the purchase will be declined at the point of sale. (Please note: Splitting of transactions into multiple payments to circumvent the single transaction limit is strictly prohibited).
- Inform the salesperson that Trinity University is exempt from state and local sales tax in the state of Texas. Trinity is also exempt from hotel occupancy taxes in the state of Texas.
- Detailed receipts must include the following information in order to meet the IRS requirements for acceptable documentation:
  - Name and address of the vendor
  - Date of the expenditure
  - Dollar amount paid
  - Description of the purchase (including line-item detail)
  - Business Purpose
- When using the P-Card to pay for University business meal/entertainment expenses which include guests, record the name of guest(s), their business, and the business purpose of the expenditure. If a group contains five or more people, you may describe the group in lieu of providing individual names.
- When making a purchase by phone or fax the merchant will request your Visa account number and expiration date (some vendors may require a security code – the three digit number located on back of your card). Request the merchant send an invoice or receipt to you by mail, email, fax, or with your order. You will need this invoice/receipt for your documentation.
- When making a purchase online, you will need to document the item(s) purchased and the final cost. If a traditional receipt is not emailed, you may either print the screen at the end of the transaction or a detailed order confirmation.
- It is the cardholder's responsibility to ensure a receipt or paid invoice is obtained for each transaction made with the P-Card. Transactions under \$50 with no receipt will not require a Missing Receipt Form, unless it is being charged to a Grant or Sponsored Project.

## **Charges Made for Another Department**

- If transactions are to be charged to another department's budget account, the cardholder or department admin must obtain documented permission from that account's budget manager before incurring the expense.

## **Merchandise Returns and Exchanges**

- The cardholder is responsible for contacting the merchant when merchandise purchased with the P-Card is not acceptable (incorrect, damage, defective, etc.) and for arranging a return for credit or exchange. Documentation supporting the proper resolution of the exchange is to be retained with original documentation for the purchase.
- If the product was damaged in transit, all packing materials including the original box/package are to be kept while the claim is being processed.

## Record Retention

- The cardholder is responsible for obtaining documentation from the merchant (paid invoices, receipts, detailed emails, etc.) to support \$50 and over purchases made with the P-Card.
- Documentation (paid invoices, receipts, detailed emails, etc.) is to be maintained within the department throughout a monthly cycle. Departments are responsible for reconciling each monthly activity, ensuring all required receipts, necessary supporting documentation, and the card's statement have been uploaded and reconciled in Workday. Workday expense reports should be submitted and approved **no later than the last business day of the new month**.
- Documentation not received in Accounts Payable by the last business day of the new month may result in P-Card privileges being suspended for a period of time designated by the Accounts Payable Manager.

## Cardholder Obligations

- Detailed receipts must be obtained from suppliers for all university-funded transactions over \$50. All Grant/Sponsored project transactions require a receipt, regardless of amount.
- Supporting documentation, such as the business purpose, attendee/guest information, and/or approvals for the use of budget accounts outside the approval authority of the department, must be retained with the receipt. **Submitting accurate and thorough documentation is crucial for audit substantiation.**
- Expense reports (including receipts and statements) should be submitted and approved no later than the last business day of the new month.

## Cardholder Verification of Charges

Cardholders are accountable for all charges made with their P-Card and are responsible for checking all posted transactions against the corresponding documentation (sales receipts, packing lists, order forms, etc.) to verify accuracy and propriety.

## Cardholder Transaction Dispute

- In the case of a disputed transaction, the cardholder must first try to resolve the dispute directly with the merchant. If a resolution cannot be reached, the cardholder must consult with Accounts Payable to determine appropriate further action, such as initiating a dispute. If a dispute is filed, the cardholder will need to verify information with the bank. A dispute must be initiated within sixty (60) days from the transaction post-date.

## P-Card Security

- It is the cardholders' responsibility to safeguard the P-Card and card account number at all times.

- Cardholders must not allow non-university or unauthorized personnel to use their P-Card and should never share their account number with anyone other than a merchant.
- If you feel that you might have inadvertently compromised your PaymentNet User ID or password, it is important that you contact the Corporate Card Coordinator at [cardadmin@trinity.edu](mailto:cardadmin@trinity.edu)
- Enroll to receive fraud alerts at [PaymentNet.jpmorgan.com](https://PaymentNet.jpmorgan.com)

## Lost, Stolen or Damaged Card

- If a P-Card is lost or stolen, notify JP Morgan Chase immediately at 1-800-316-6056. Representatives are available 24/7.
- Cardholders must also notify Accounts Payable the same day or the next workday.
- Accounts Payable will receive a replacement card with a new Visa account number and expiration date in (up to) ten (10) business days, and will notify the cardholder for pick-up.

## Cardholders Separation from the University

- Prior to separation from the University, the cardholder must surrender the P-Card and provide all outstanding documentation to Accounts Payable.

## P-Card Cancellation

- The P-Card may be cancelled at the request of the cardholder, department chair/director, or an administrative officer of the University.
- The P-Card may be suspended for a period of time or cancelled by the Accounts Payable Manager if it is determined that the cardholder is not meeting obligations set forth by this policy.

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## Terms & Definitions

### Terms and Definitions:

Term:	Definition:
Purchasing Card (P-Card)	A company billed, company paid Visa card issued to an employee, department, or program of the University for the purpose of making authorized business related purchases.
Department Card	A purchasing card that is issued in the name of a department, program, or project instead of an individual and which the use is restricted for that particular department, program, or project. Department cards will be available for use by multiple individuals, but will be assigned to one "Cardholder of Record".
PaymentNet	The online system through which p-card accounts are managed and transactions are processed.

<b>Term:</b>	<b>Definition:</b>
Cardholder	University employee whose name appears on the P-Card and is responsible for all charges made with the card. In the case of department cards, a “Cardholder of Record” is assigned ultimate responsibility for the shared card.
Card Coordinator	The Card Coordinator in the Business Office is responsible for administering the P-Card program.
Transaction Limit	Dollar limits assigned to each P-Card. Limits apply to single transactions (Single Transaction Limit), daily and monthly use (Daily and Monthly Limit).
Post Date	Date the transaction is posted to the cardholder’s P-Card account which determines the statement the transaction is on. Transactions usually post two (2) to three (3) business days after a purchase is made.
Workday	Financial system through which expense reports will be completed, submitted, and approved.

## ***Attachments***

[Certification for Missing Receipt](#)

## Related Documents

### Related Documents:

Document Type:	Document Name:	Document Number:
Policy	Travel Policy	BUSO-0026

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## Revision Management

### Revision History Log:

Revision #:	Date:	Recorded By:
v3.0	12/13/2022 2:59 PM	Yvonne Cortez
v2.0	5/31/2022 11:36 AM	Holly Warfel
v1.0	7/30/2019 9:49 AM	Holly Warfel

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### Vice President Approval:

Name:	Title:
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