

West Chester University Corporate Credit Card Program

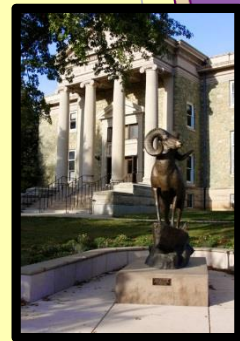


Presented by
Card System Administrator
201 Carter Drive, Suite 200, Room 236
610-436-2602

Welcome to WCU's Corporate Credit Card Program

Here's where you learn more about:

- ▶ **Finance and Business Services**
- ▶ **PASSHE Expenditures of Public Funds**
- ▶ **Bank of America Credit Card Program**
- ▶ **WCU Procurement Cards (PCard)**
- ▶ **WCU Travel Cards (TCard)**



Finance and Business Services

- ▶ As part of the Finance and Administration Division, this office oversees the areas responsible for general accounting, budget, accounts payable, construction procurement, contracts, postal services, purchasing, student financial services, restricted funds, and other related fiscal functions for West Chester University of Pennsylvania. Our goal is to provide the campus community with timely, accurate information and service. Each person we deal with is a valued customer, and we strive to make your interaction with our offices pleasant, productive and informative
- ▶ The mission of the Finance and Business Services department is to provide timely, accurate and meaningful financial information and advice to the University community to support management decision-making, and to demonstrate fiscal responsibility, accountability, and regulatory compliance to the University's constituents. The Department promotes the efficient use and stewardship of University resources and compliance with laws, regulations and reporting requirements through technical financial and analytical skills, and expertise in accounting knowledge

▶ **Card System Website:**

http://www.wcupa.edu/_Information/AFA/FBS/CardSys/



Pennsylvania State System of Higher Education (PASSHE)

► Why do we have Guidelines?

The Office of the Chancellor established guidelines, standards and limits on the expenditure of public funds for the universities

► Definition of Public Funds

All monies received by a PASSHE university or the Office of the Chancellor are public funds, including, but not limited to state appropriations; tuition, room, board and other student fees; restricted and unrestricted gifts; events; revenue from athletic camps and conferences; corporate sponsorship; and investment income

► **Appropriate Use of Public Funds**

The overarching principle in the spending of university funds is that all expenditures must clearly and directly benefit the university in support of its purpose to provide education at the lowest possible cost to the students

► **University Property**

All items purchased with public funds, including cell phones, PDAs, laptops, iPads, portfolios, briefcases, office furnishings, etc., are the property of the university and/or PASSHE and must be returned to the university upon termination of employment or at the request of the university



► **Alcohol**

The purchase or reimbursement of alcohol, under all circumstances, is prohibited

► **Political and Charitable Donations**

The use of public funds to pay for a political or charitable contribution or sponsorship of any kind is prohibited



► **Food and Kitchen Supplies in the Office**

Universities may not use public funds to supply employees' offices or kitchens with coffee, bottled water, soda, snacks, plastic utensils, tissues, hand sanitizer or dish soap unless expressly for the purpose of greeting students, parents or outside visitors

► **Floral and Other Decorations**

Universities may not use public funds to purchase decorative accessories, artwork, plants expensive and/or personalized office supplies and other personalized office décor for employees' offices. Floral arrangements may be purchased only when part of a formal, official, university or PASSHE ceremony or public event such as commencement, groundbreakings



Bank of America (BOA) Credit Card Program

- ▶ WCU currently uses BOA to issue PCards and TCards for the payment of approved, business-related expenses such as regularly purchased goods and travel for the university

New Registration and Sign In



- ▶ Your new PCard or TCard has already been activated. You need to register your card on BOA's Payment Center website:

<https://www.centresuite.com/Centre/Public/Login/Index?ReturnUrl=%2fCentre%3fsite%3d303128&site=303128>

- ▶ Click on the “Not Registered?” link and enter your card number for further instructions

Password and Security Questions

- ▶ New users will have to establish a Password and set up 3 Security Questions. If you enter your password incorrectly 3 times your account will be locked
- ▶ Contact Card Systems Administrator to have your account unlocked, password or security questions reset
- ▶ You can access your monthly statement any time after the 1st day of the month on BOA's Payment Center website:

<https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%3fsite%3d303128&site=303128>





Personal Identification Number (PIN)

- ▶ Your credit card has been embedded with a microchip to enhance fraud protection and increase global acceptance
- ▶ Your credit card is issued with a 4-digit PIN which is needed for purchases by merchants that have a chip-enabled terminal
- ▶ If you have lost your PIN, please call BOA's number on the back of your card and they will help you to retrieve it

Why was my card declined?

- ▶ Your card could be declined for various reasons:
 - Not Enough Money Left
 - Invalid Merchant Code
 - Restricted Merchant Code
 - Merchant Keying Error
 - Fraud Alert Hold
 - Single Transaction Threshold
- ▶ Contact Card Systems Administrator for more information and help with your card being declined





Tax Exempt Status

- ▶ Tax should not be charged on your PCard purchases. Provide the merchant with our Tax ID number or Tax Exempt Form. You are responsible to get a credit if tax is charged on PCard purchases only
- ▶ You can get the form on our website:
<http://www.wcupa.edu/Information/AFA/FBS/Forms/Forms.asp>

Fraud Alerts

- ▶ BOA randomly reviews how and where our cards are being used and is designated to help block potential fraud if abnormal patterns are detected. If fraud is suspected a fraud alert hold will be placed on your card
- ▶ If you suspect fraudulent activity on your card, please call BOA and contact Card Systems Administrator
- ▶ Your card will be closed and a new one reissued



Phishing Emails

- ▶ If BOA suspects fraudulent transactions you will receive an email with a 7 digit reference code ending in your card's last 4 digits (e.g. 806-6880) and a number to call
- ▶ If your email does not contain this information **DO NOT CALL** the phone number provided or respond to the email



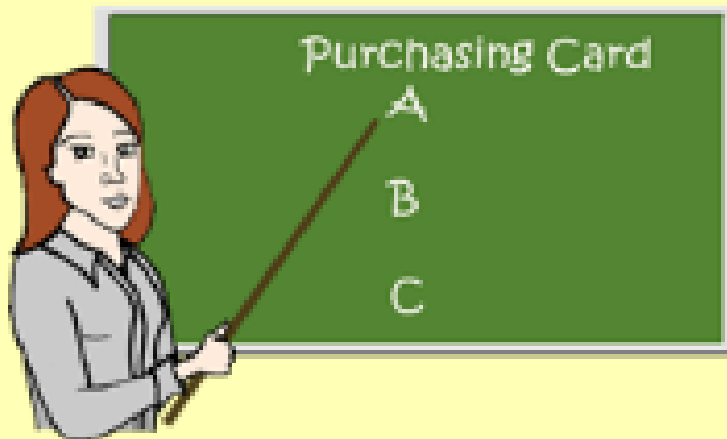
Bank of America Information

- ▶ 1-888-449-2273 / Cardholder Support
- ▶ 1-866-500-8262 / Fraud Specialists
- ▶ +1-602-888-5491 / Fraud Specialists outside U.S.
- ▶ www.bankofamerica.com/pincheck
- ▶ www.bankofamerica.com/cardportal
- ▶ www.bankofamerica.com/globalcardaccess



What Can I Charge on my PCard?

- ▶ Your procurement card can be used for small dollar, repetitive purchases such as office supplies, professional association membership dues, conferences, seminars and related purchases



What Can't I Charge on my PCard?

- ▶ You cannot use your procurement card to purchase airline tickets and restricted items as outlined by PASSHE. IT related items should be directed to the Help Desk at 610-436-3350 and Facilities Design and Construction has approved vendors for furniture purchases. Contact Card Systems Administrator for more information



Reconciliation Process



- ▶ You can access your monthly statement any time after the **1st** day of the month on BOA's Payment Center website:

<https://www.centresuite.com/Centre/Public/Login/Index?ReturnUrl=%2fCentre%3fsite%3d303128&site=303128>

- ▶ Retrieve your statement
- ▶ Attach all itemized receipts

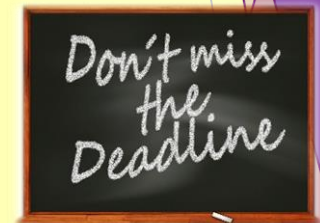
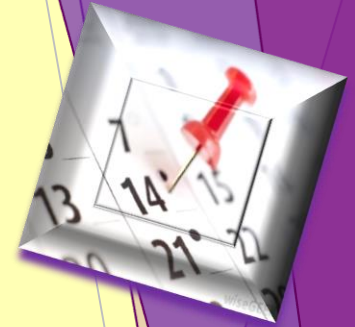


- ▶ Submit to your manager/department head for review and sign off
- ▶ A minimum of two signatures are always required. The cardholder must sign the statement along with their manager or department head



Due Date and Final Process

- ▶ **Reconciliation Due Date** - All reconciled statements are due on or before the **14th** day of the month
- ▶ **Scanning and Email Process** - Scan each statement with receipts and email to: **PCARDSTMTS@wcupa.edu**
- ▶ **Delinquent Statements** - Statements received after the **15th** may result in the revocation of charging privileges
- ▶ **Retention Requirements** - Keep all original statements with receipts for **3 Years** from date for state auditing purposes



Travel Card

► What Can I Charge on my TCard?

Your travel card can be used for airfare, hotel accommodations, meals, parking, car rentals, cabs and public transportation

► What are some of the Restrictions?

You cannot use your travel card to purchase airline tickets for other individuals, other employee and/or non-employee travel, parking and traffic violations, gifts and souvenirs, business meeting expenses and personal purchases



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- For International Travelers** - please contact BOA and let them know you will be travelling internationally. This will help to insure that your card isn't placed on a Fraud Alert hold

Reconciliation Process



- ▶ You can access your monthly statement any time after the **26th** day of the month on BOA's Payment Center website:

<https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%3fsite%3d303128&site=303128>

- ▶ Retrieve your statement, review it and complete a Travel Expense Voucher (TEV)
- ▶ Attach copies of all itemized receipts
- ▶ Submit to your manager/department head for review
- ▶ A minimum of two signatures are always required. The cardholder must sign the TEV along with their manager or department head





Travel Reimbursement

- ▶ Submit the Travel Expense Voucher with receipts for pre-travel and post-travel charges with appropriate managerial signature to Accounts Payable. Reimbursement is issued on a check or through direct deposit
- ▶ **YOU ARE RESPONSIBLE TO PAY YOUR MONTHLY TRAVEL CARD BILL IN FULL**
- ▶ Travel Forms and Policies and Procedures can be found on the Business Services website:
www.wcupa.edu/Information/AFA/FBS/AP/
- ▶ For additional information or questions about your travel reimbursement please contact Fiscal Technician Zack Shea at 610-436-2924 / zshea@wcupa.edu

Receipt Requirements

- ▶ All receipts must be itemized, clearly indicating the items purchased; e.g., a credit card receipt showing only the total is not acceptable
- ▶ Receipts for meals for business meetings and events must show the number of diners, meals that were purchased, location (e.g., city/state), date, whether or not alcohol was purchased and the name of attendees

Receipts – MUST be Itemized

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Due Date and Payment Instructions



- ▶ Payment is due on or before the 25th day of the month and must be **Paid in Full**
- ▶ Payment can be made online at BOA's website:
<https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fCentre%3fsite%3d303128&site=303128>
- ▶ Or you can pay by phone by calling 1-800-236-6497. There is no fee to make a payment by phone
- ▶ **BOA will charge late fees and finances charges on all delinquent accounts. You will NOT be reimbursed for these fees**



Office Furniture and Office Space

- ▶ Here is the list of **Approved** Office Furniture Suppliers. Please use these suppliers for general, small dollar purchases of chairs, one desk, filing cabinets, bookcases etc. Contact Card Systems Administrator for sales representative's name, number and email address
 - ADVANCED OFFICE EQUIPMENT
 - COFCO
 - PEMCO FURNITURE
 - KERSHNER OFFICE FURNITURE
 - TODAY'S SYSTEMS CORPORATION
 - TRANSAMERICAN OFFICE FURNITURE INC.
- ▶ Our newer buildings have predetermined Furniture Standards and Office Space requirements. Please contact Facilities Design and Construction for help and any questions
 - Kathleen Sotolotto / 610-436-2195 / ksotolotto@wcupa.edu
 - Tiffany Bailey / 610-430-4174 / tbailey2@wcupa.edu
 - Mina Lele / 610-436-2506 / mlele@wcupa.edu
- ▶ **Requests for End-of-Year Fiscal Funds spend down for larger dollar and multiple item Office Furniture and Office Space purchases should be submitted no later than April 1, 2018 for receipt prior to June 19, 2018**



Information Technology



- ▶ The purpose of the IT equipment purchasing policy is to abide by PASSHE policies and procedures and provide cost-effective standards for all end user computer hardware, software, mobile devices, printers, storage, servers, and cloud services for West Chester University. These standards allow Information Technology to leverage economies, streamline operations, minimize down-time and provide for a higher quality service

- **Specific product details can be found on the IT Purchases website: <http://www.wcupa.edu/inforservices/clientServices/itPurchases/documents/IT-PurchasePolicy2015.pdf>**
- **Requests can be made through a Technology Request Form**
- **Any item over \$2,000 MUST be processed as an electronic request (E-Req)**
- **Apple products cannot be purchased on a credit card from retail locations, or Apple.com, they MUST be ordered through a PO, and therefore may take longer to process than those items that are in stock**
- **Non-approved app purchases on University-Owned Wireless Communication Devices will be the financial responsibility of the assignee**
- **Questions concerning items being purchased should be directed to the IT Help Desk at (610)436-3350 or email helpdesk@wcupa.edu**

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- Thank you and I hope you enjoyed this presentation. Please feel free to contact me with any questions and to personally present at your next staff meeting, retreat or one-on-one training



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