



# WCU

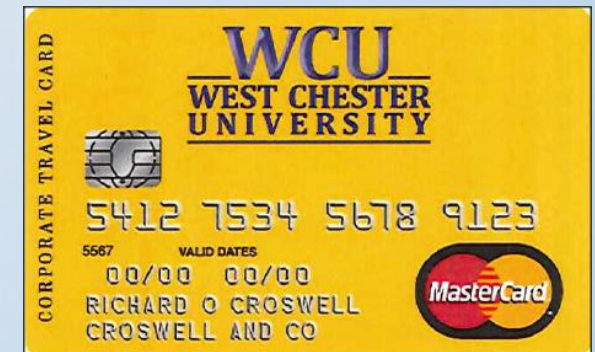
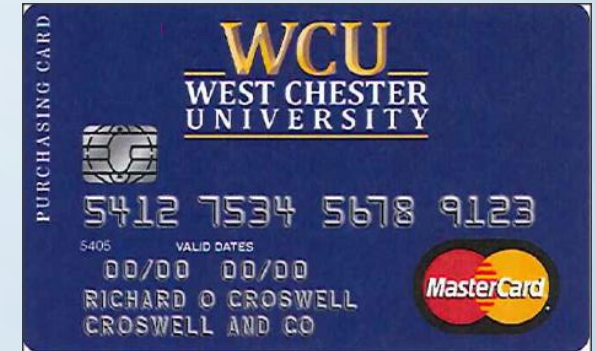
## WEST CHESTER UNIVERSITY

# Purchasing Card

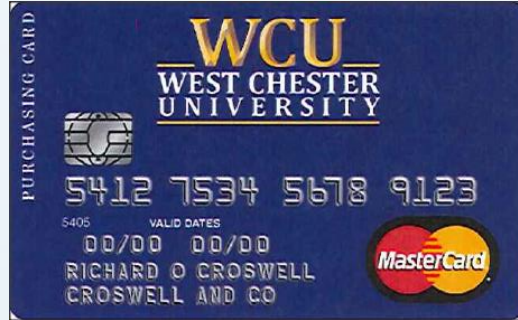
Training

# JPMorgan to Bank of America

- WCU transitioned its purchasing and travel card programs from JPMorgan Chase to Bank of America
- Changes You'll See
  - Purchasing card is purple
  - Travel card is gold
  - Cards are now serviced by MasterCard
  - Cards will have Chip & PIN functionality



# Goals for the Card Programs

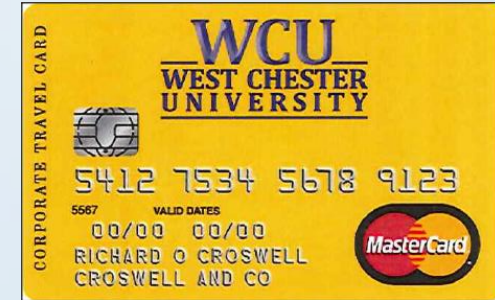


Easy to use

Reduces administrative  
time

Needed to be successful in day-to-  
day management

Used as a tool & asset



# Purchasing Card vs. Travel Card

The differences

## PURCHASING CARD

- Balance paid by WCU
- Cardholder & designates may make purchases on same account
- Monthly reconciliation must be sent to the Card Systems Administrator @ [cbobbert@wcupa.edu](mailto:cbobbert@wcupa.edu)

## TRAVEL CARD

- Balance paid by cardholder
  - Cardholder must request reimbursement via Travel Expense Voucher
- ONLY cardholder is authorized to use the account
- No reconciliation due to Card Systems Administrator

# Purchasing Card

Why does WCU have purchasing cards?

- Provides purchasing power directly to the cardholder in accordance with WCU purchasing policy
- Allows for faster receipt of small dollar, repetitive purchases



# Purchasing Card

## Responsibilities

		Cardholder	WCU
Single transaction amount	Max \$4,999	Requests	Sets
Monthly limits	\$5,000+	Requests	Sets
Reconciles account	By 10 <sup>th</sup> business day of the month	X	
Makes payments			X
Keeps copies		3 Years	

# Purchasing Card

## Cardholder Responsibilities



	Cardholder
Protect public funds	X
Follow all current Purchasing Policies	X
Follow ethical standards of the Commonwealth	X
Avoid prohibited purchases	X
Ensure tax exempt status honored	X

**PENNSYLVANIA EXEMPTION CERTIFICATE**

THIS FORM MAY BE PHOTOCOPIED - VOID UNLESS COMPLETE INFORMATION IS SUPPLIED

PROPERTY AND SERVICES PURCHASED OR LEASED USING THIS CERTIFICATE ARE EXEMPT FROM TAX BECAUSE:

(Check the appropriate paragraph from the back of this form, check the corresponding block below and insert information requested.)

☐ 1. Property or services will be used directly by purchaser in performing purchaser's operation of:

☒ 2. Purchaser is an instrumentality of the Commonwealth, Tax Exempt # 23-0417773

☐ 3. Property will be resold under License Number \_\_\_\_\_ (If purchaser does not have a PA Sales Tax License Number, include a statement under number 7 explaining why a number is not required.)

☐ 4. Purchaser is a(n) \_\_\_\_\_ holding exemption number \_\_\_\_\_

☐ 5. Property or services will be used directly by purchaser performing a public utility service. (Complete Part 1 on form.)

☐ 6. Exempt shipping supplies, License Number \_\_\_\_\_ (If purchaser does not have a PA Sales Tax License Number, include a statement under number 7 explaining why a number is not required.)

☐ 7. Other \_\_\_\_\_ (Explain in detail. Additional space on reverse side.)

	Cardholder
Ensure reasonable costs	X
Make prudent selections in shipping options	X
Safeguard card & card number	X
Dispute items	X
Report missing, lost or stolen cards	X

# Purchasing Card

Details, details, details

- Use the card for:
  - Office supplies, postage, shipping, subscriptions, memberships, conference/seminar registrations, etc.
- Don't use the card for:
  - Firearms, personal items, alcohol, travel & entertainment, services, flowers, live animals, hazardous materials, phones, phone calls, cable, internet, service agreements





# Making A Purchase

*With Your Bank of America Card*

## Step 1

Insert the chip end of your card into the terminal (instead of swiping)

## Step 2

Keep you card in the terminal. It will prompt you for either the PIN or your signature to complete your purchase

## Step 3

- Don't forget to take your card with you when you leave



You can retrieve a forgotten PIN online at any time by visiting the secure PIN check website at [www.baml.com/PINCHECK](http://www.baml.com/PINCHECK). One time registration is required.

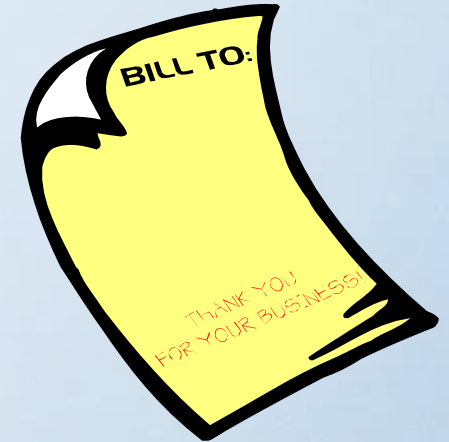
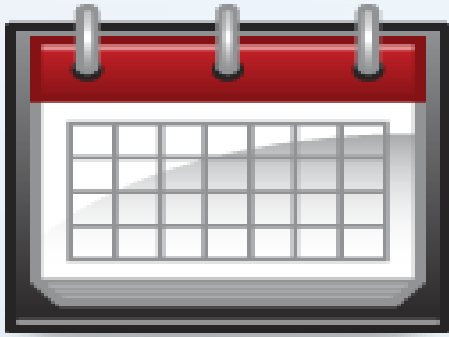
# Making A Purchase

Over the phone or on the internet

- Make purchases from vendors that request the 3-digit security code from the back of the card.
- Be sure that the web address begins with httpS://
- Don't send your card number in an email or text message

# Purchasing Card

## Monthly Reconciliation



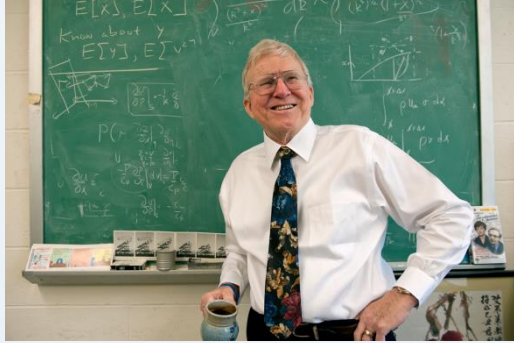
After the 1<sup>st</sup> of the month...

An email containing a billing statement will be sent to each cardholder.

Print the statement & attach receipts for each transactions

# Purchasing Card

## Monthly Reconciliation

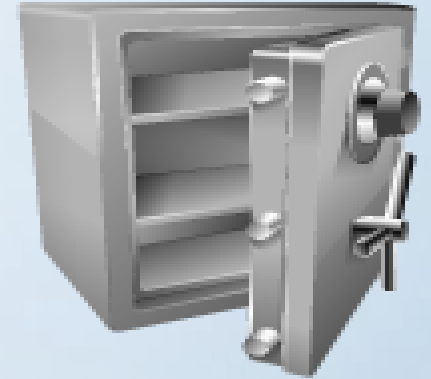


Sign the statement

Forward to supervisor for  
his/her signature



Supervisor should scan the  
completed reconciliation to  
the Card Systems  
Administrator at  
[cbobbert@wcupa.edu](mailto:cbobbert@wcupa.edu)



Keep originals for 3  
years

# Purchasing Card

## Things to keep in mind



### Missing a Receipt?

- 1<sup>st</sup> double check that the charge is valid, then fill out a missing receipt form, have the cardholder & cardholder's direct supervisor sign it then submit it with the monthly reconciliation

West Chester University of Pennsylvania  
Purchasing Card Missing Receipt Form

I, \_\_\_\_\_ have either not received or have misplaced a Purchasing Card receipt, i.e., merchant sales slip.  
This form is submitted in lieu of the original receipt.

Cardholder Name: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
Department: \_\_\_\_\_  
Date of Transaction: \_\_\_\_\_  
Vendor Name: \_\_\_\_\_

#	Item Purchased and Purpose	Quantity	Unit Price	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
			Total	\$ -

I certify that the amounts shown above were expended for West Chester University business purposes.  
Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### If you've used the entire monthly limit and still need to make purchases

- Call the Card Systems Administrator at 610.430.5654 to determine if a temporary line increase is available

### Non-typical Items

- Call the Card Systems Administrator at 610.430.5654 to determine if the purchase can be put on a purchasing card
- Include an explanation / justification of the expense with the monthly reconciliation

# Purchasing Card

## Employee changes

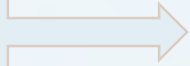
- Transferring departments
  - Keep the card with the new manager's approval & request a change in cost center
- Temporary leave
  - The cost center manager and the Card Systems Administrator will make a decision about the best way to manage the card status
- Leaving
  - Supervisor should:
    - Immediately notify the Card Systems Administrator so that the account can be closed
    - Collect the current receipts
      - Submit the final reconciliation as needed
    - Keep the past reconciliations for 3 years



# Purchasing Card

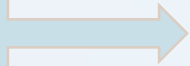
## Safeguarding the account

**# 1**



Sign the back of the card as soon as you get it

**# 2**



Always check the monthly statement to make sure the charges are correct

**# 3**



Always check your card when it is returned to you after a purchase

**# 4**



Never leave your card unattended (e.g. in your desk, your car, etc.)

# QUESTIONS?

Nicole Bobbert 610.430.5654

