

PURCHASING CARD

PROGRAM POLICY AND PROCEDURES

West Chester University

201 Carter Drive, Suite 200
West Chester, PA 19383

PURPOSE

To establish a methodology for use and define the limits of the West Chester University (WCU) issued Purchasing Card (card). The card is provided to certain WCU employees and is for official WCU use only.

GENERAL

The WCU card delegates limited purchasing authority directly to the cardholder. Rather than requiring an e-requisition and purchase order, the card enables quick and convenient purchase of low dollar goods from any merchant that accepts MasterCard. Cardholders are reminded that the card is to be used for goods only and may not be used to purchase services. WCU reserves the right to terminate individual purchasing card privileges at any time.

DEFINITIONS

Account Statement – the listing of all transactions by the cardholder in a given month.

Act 57 – the (Pennsylvania) Commonwealth Procurement Code, all provisions of which are incorporated herein by reference.

Pre-Approval Required Items – for the purpose of the purchasing card program, a purchaser must obtain advance approvals via email and then attach a copy of the approval document to their end-of-month reconciliation.

Bank –the financial institution that issues the purchasing cards based on enrollment forms approved by WCU. This institution fulfills contractual obligations of the purchasing card programs in accordance with WCU and the Pennsylvania State System of Higher Education (PASSHE).

Candidate Interview Card – a WCU purchasing card that is to be used for pre-approved expenses related to candidate interviews. The card has limited funding and is available for a limited time period.

Cardholders – employees who have been issued a purchasing card and who are authorized to make purchases in accordance with these procedures.

Card Systems Administrator – the person responsible for the day-to-day operation of the program and for training cardholders regarding policy, procedures and information retrieval.

Chip Card – a chip card is a standard-size plastic credit card that contains an embedded microchip as well as the traditional magnetic stripe. The chip encrypts information to increase data security when making transactions at a chip-enabled terminal.

Cost Center – WCU organizational or program unit with an allocation of funds.

Cost Center Manager – individuals who have been delegated the responsibility for monitoring, reconciling, committing, and expensing funds from a particular cost center. This individual must review and approve all cardholder statements of account that are being charged to the cost center for which they are responsible.

Disputed Charges – transactions that appear on the cardholder's statement which the cardholder does not recognize or determines to be incorrect or invalid.

Merchant – a vendor from which a cardholder is purchasing goods under the provisions of this policy.

Merchant Category Code (MCC) – a four-digit number assigned to a business to classify the business by the type of goods or services it provides.

Monthly Limit – a monthly amount limitation of purchasing authority delegated to a cardholder.

Official Use – the card is to be used for official WCU business only. It may not be used for personal use in any manner whatsoever, even with the intent to reimburse WCU. The card is to be used for goods only and may not be used to purchase services.

Procurement Policy – the procurement of goods, supplies, services and construction for the Pennsylvania State System of Higher Education (PASSHE) must conform to the policies, procedures and statutory limitations as set forth in the Commonwealth Procurement Code, Board of Governor Policies, PASSHE Use of Public Funds Policy and all other related policies, rules and regulations.

Reconciliation – to check the accuracy of transaction information contained on the account statement against cardholder receipts; to approve or dispute such transactions; and to authorize payments against default cost center data provided on the enrollment form.

Services – an intangible product procured through a Service Purchase Contract. Services include but are not limited to services provided by speakers, conference/workshop site providers, repairs to equipment, etc. Once the need for service is known an electronic requisition must be entered into the SAP financial system.

Single Transaction Limit – a transaction amount limitation of purchasing authority delegated to a cardholder. This dollar limit may vary from cardholder to cardholder.

Supervisor -- individuals who have the responsibility for monitoring, reconciling, committing, and expensing funds for particular cost centers. This individual must review and approve all cardholder statements of account when the cost center manager is the cardholder of record.

GENERAL GUIDELINES

- Purchasing Cards must be used in accordance with the Commonwealth, Pennsylvania State System of Higher Education (PASSHE) and WCU policies and procedures.
- Qualified departmental purchases with a value of \$4999 or less should be charged directly to the card.

For further information about these policies, please contact the Card Systems Administrator at (610) 436-2924 or go online to http://www.wcupa.edu/_INFORMATION/AFA/FBS/PROC/PO

ELIGIBILITY FOR A PURCHASING CARD

WCU employees with an appropriate budget, as noted in the **Card Limits** section, are eligible to request a purchasing card with the approval of the manager of the cost center to which the card transactions will be expensed.

If the cost center manager is the person requesting a card than his/her direct supervisor must approve the request.

It is not necessary for every departmental employee to have a purchasing card. Typically the individual enrolling in the card program is the person making the majority of departmental purchases.

REQUESTING A PURCHASING CARD

The purchasing card is an institutional program, approval is not contingent on, nor will it impact, the individual's personal credit history.

To obtain a card, a WCU employee must:

- Log on to SharePoint at <https://sharepoint.wcupa.edu/vp/afa/finance/forms/default.aspx>
- Navigate to the Administration & Finance link
- Click on "Forms"
- Select the "Card Systems Enrollment" form
- Click "Take me to the Form"
- A Card Systems Enrollment form will be displayed

Fill in the Enrollment Form with the required information and press submit. A copy of the request will be sent to the Card Systems Administrator and the requester's direct supervisor for approval.

Employees will be notified when the request is approved or denied and if additional information is needed.

RECEIVING A CARD

- Upon receipt of the new card from the card processor, the Card Systems Administrator will contact the cardholder to schedule training. *Note:* Cards will not be distributed without required training.

- After completion of training, the cardholder will receive a purchasing card assigned to him/her that is linked to a specific cost center in accordance with the purchasing card enrollment form.
- The cardholder must sign a cardholder agreement, read these purchasing card procedures and adhere to all guidelines herein.
- The cardholder must safeguard against use by unauthorized individuals.
- The cardholder is responsible for all charges made to the card but for convenience, may authorize persons within the department to use his/her card.
 - Primary cardholders who allow departmental employees to use cards assigned to them accept full responsibility for the appropriateness of each transaction on the card.
- The card may NEVER be given to a student or non-WCU employee to be used for any reason.

USING THE PURCHASING CARD

The Commonwealth, PASSHE and WCU procurement policy applies to all card purchases. For more information on these policies you can visit the following web site

<http://www.wcupa.edu/INFORMATION/AFA/FBS/PROC/PO/PurchPolicy.aspx>.

Cardholders are reminded that, under these provisions, it is their responsibility to:

- Protect public funds as if they were their own
- Make official WCU business purchases only
- Ensure purchase costs are reasonable
- Make prudent selection of shipping options
- Ensure only goods are purchased, not services
- Avoid prohibited purchases
- Prevent personal purchases from being charged to the card, even with the intent to reimburse WCU
- Remind merchants of WCU's tax exemption
- Maintain records for audits and public review for a minimum of 3 years
- Report inappropriate sales or purchase activities by any card user immediately to WCU's Card System Administrator.

TAX EXEMPT STATUS

- WCU is exempt from Pennsylvania state sales tax. WCU's tax exempt ID number is located on the front of the purchasing card under the cardholder's name.
- It is the cardholder's responsibility to contact the merchant prior to making a purchase to ensure WCU's tax exempt status.
- If a merchant needs a copy of the Pennsylvania Exemption Certificate, one can be downloaded at
http://www.wcupa.edu/INFORMATION/AFA/FBS/Documents/Tax_Exempt_Form.xls

- Processes to claim tax exemption may differ from merchant to merchant.
 - In person, the merchant may require a copy of the WCU tax exemption certificate or may just ask for the WCU tax exemption ID
 - Online or over the phone, the merchant may require a copy of the WCU tax exemption certificate be faxed or uploaded to them with a copy of the order. In some circumstances the merchant may ask for a letter to be provided on WCU letterhead to certify that the purchase is being made on behalf of WCU.

It is the cardholder's responsibility to fulfill the merchant's requirements and ensure tax is not assessed to the purchase.

CARD LIMITS

Limits are generally set at a maximum monthly amount of \$5,000 and a single transaction limit of one dollar less than the monthly limit up to a maximum amount of \$4,999. Limits are determined by:

- A monthly limit that typically will not exceed 33% of the operating budget for the specific cost center, and
- The total number of existing purchasing cards assigned to the cost center and their respective credit limits, and
- Departmental purchasing needs

Note: Purchasing limits may be adjusted based on prior year transaction volume

The cardholder may request either a one-time or permanent increase to the monthly limit with a business justification, appropriate budget and cost center manager written approval. If the cardholder is the cost center manager his/her immediate supervisor must approve the increase. Final approval will be made by the Card Systems Administrator.

ACCOUNT REVIEWS

Periodically the Card Systems Administrator will review card accounts and associated budgets. We reserve the right to reduce your card spending authority when a budget can no longer support the previously assigned purchasing limit. In the case of a negative balance (deficit), the Card Systems Administrator will temporarily suspend the card account until such time as the budget balance has increased to an acceptable level. The Card Systems Administrator will communicate with the cardholder and/or the cost center manager to apprise them of any changes to account privileges.

New accounts will be reviewed within the first 2 months to ensure that they have been activated. If the card has not been activated then the cardholder will be contacted to determine next steps.

Accounts not used in the past 18 months will be closed and the cardholder notified.

ALLOWABLE TRANSACTIONS

Except for certain prohibited transactions the purchasing card may be used for most departmental purchases, within the card's limits.

- Typical uses of the card include the purchase of office supplies, seminars and conference registrations and those items required on a regular basis to ensure the continued operation of the department.
- **Gift certificates** are allowed if under \$25 and within the guidelines set forth by the PASSHE Use of Public Funds Policy. When submitting a reconciliation for these types of transactions, the person receiving the gift certified, his/her signature and purpose of the award are required. For more information please follow this link.
<http://www.wcupa.edu/INFORMATION/AFA/FBS/PROC/PO/PublicFunds.aspx>
- **Store memberships** are allowed if the purchase can be justified via cost savings. The membership must be issued in the name of WCU or specific department name.
- Departments may use the WCU purchasing card to pay for **hotel rooms** for non-WCU employees. Examples of this would be for speakers, performers, etc.
- If the department is conducting a candidate search the faculty/staff responsible for the search may request a specific WCU purchasing card, which differs from the departmental purchasing card, to secure a hotel room reservation for the candidate only and pay for meals when with the candidate. See the section titled **Candidate Interview Cards** for more information. Check with your College Business manager /Director for additional policies regarding candidate searches.

PROHIBITED TRANSACTIONS

The card may not be used for the following purchases:

- Alcoholic beverages
- Animals and animal-related purchases that are regulated by the Institutional Animal Care and Use Committee (IACUC)
- Cash advances/travelers checks
- Gasoline
- Services (items that require a contract)
- Multiple charges or "split" purchases that enable transactions in excess of the cardholders' single transaction limit to be processed by a single vendor
- Individually purchased phones, phone service, internet, cable, etc.(contact telecommunications for more information)
- Floral arrangements (except within the guidelines set forth by the PASSHE Use of Public Funds Policy)
- Personal expenses (even with the intent to reimburse)
- Prescription drugs and controlled substances
- Radioactive and hazardous materials/chemicals
- Weapons and ammunition
- Airline charges (for WCU employees)

- Auto rental charges
- Hotels rooms (for WCU employees)
- Meeting room charges
- Train charges (for WCU employees)
- Theater and/or club charges

WCU's purchasing card program excludes some MCCs which are systematically blocked and purchases declined if a sale is attempted. For example, a purchasing card cannot be used to purchase alcoholic beverages because the code for this type of merchant category is blocked.

In the event of improper charges to the card that are not resolved, WCU will seek restitution from the cardholder. Cardholders will be required to reimburse WCU for any amounts spent using the card which violates the provisions of the card procedures.

Items prohibited from purchase via the purchasing card program must go through either the SAP system via an electronic requisition or a Payment request Form. Please see the Purchasing website for additional information

<http://www.wcupa.edu/Information/AFA/FBS/Proc/PO/Default.aspx>

PRE-APPROVAL REQUIRED

Some transactions require pre-approval from specific WCU departments prior to making the purchase. See below for some specific examples:

- Furniture
 - University Departments must contact Facilities Design and Construction prior to purchasing furniture for use on Campus. Pre-approval is required to insure that furniture meets life safety requirements and Campus design standards in place. Please contact Mina Lele with Facilities Design and Construction at 610-436- 2506 to initiate the process.
- Subscriptions to print and electronic publication and purchase of DVDs, videos, etc.
 - University Departments are strongly advised to check with WCU Library Services before purchasing subscriptions, A-V materials, etc. Library Services is often able to purchase materials at significant discounts and it has by far the best the equipment and facilities on campus to make them available and to preserve them.
- Computing hardware or software, contact the Information Services Help Desk

Hardware Requests

Current specifications for university supported hardware and peripherals may be found on the university website:

<https://www.wcupa.edu/infoServices/itPurchases/computersPeripherals.aspx>.

Current specifications for university supported printers may be found on the university website: <https://www.wcupa.edu/infoServices/itPurchases/printersMonitors.aspx>

The purchase of university supported laptops (Windows/ Mac), desktops (Windows/ Mac), tablets and monitors must be completed through the online request form.

<https://www.wcupa.edu/infoServices/itPurchases/makeARequest.aspx>. Once the online request form is submitted and approved, the IT Help Desk will then submit the requisition for the equipment and notify the department once the equipment has

arrived and is configured to university standards. This process is critical for WCU to image, inventory, and service the equipment. In situations that require rapid response, the IT Help Desk will do everything to expedite the request.

Peripheral Requests

Departments **may** purchase peripherals such as batteries, adapters, fuser, external hard drives, etc. from any vendor. **HOWEVER** Apple products cannot be purchased on a credit card from retail locations, or Apple.com, they **MUST** be ordered through a PO

- Advertising, official university documents, publications, or anything with the WCU logo, contact the Office of Graphics and Printing
 - All publications bearing the seal or imprint of West Chester University must be processed through the Office of Publications and Printing Services. Publications covered by this policy include all printed materials and electronic/optical productions representing the University or any of its constituent programs or organizations.

<https://www.wcupa.edu/communications/publicationsPrinting.aspx>

TRANSACTION DECLINES

If your transaction is declined by the vendor please call the Card Systems Administrator to determine the cause. Some common causes and solutions include:

Cause	Solution
Exceeded the monthly credit limit	Check to be sure that you haven't exceeded the monthly credit line. If you have, call the Card Systems Administrator and request a line increase.
Mistyped credit card number, expiration date, security code	This is an easy mistake to make when shopping online. Double check the card number, expiration date, billing address and security code you typed before hitting "enter" to avoid having your card declined.
Billing address is incorrect	The billing address of the WCU purchasing card is 201 Carter Drive, West Chester, PA 19383
Expired card	If you don't regularly use your credit card, be sure you are using a card that hasn't expired. If the card has expired contact the Card Systems Administrator.
Suspicious charge	The card processor will be quick to suspend an

	account if fraud is suspected. If your card is declined call the Card Systems Administrator to determine next steps.
International purchase	Call or email the Card Systems Administrator <i>before</i> you make an international purchase so the card company won't suspect suspicious activity

TRANSACTION RETURNS

A merchant is responsible for establishing merchandise return and credit policies for his/her store. As the cardholder it is your responsibility to understand the merchant's return policy when purchasing/ordering merchandise. You must also make sure that the merchandise you receive is in good condition and is what you expected.

If you need to return an item be sure to contact the merchant directly and then make the return directly with and according to the requirements of the merchant. The merchant must process a credit directly to your card for the purchase. A store credit or cash refund is unacceptable.

TRANSACTION REVIEW

Cardholders are encouraged to review transactions on a regular basis (e.g. weekly basis). This is in addition to the monthly requirement. A more frequent review may help identify unauthorized purchases that sometimes occur.

To access and review the charges the cardholder must go to <https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fcentre%2f>. This website provides cardholders the ability to monitor card activity, review available spending limits, and access the detail of certain purchases, dispute unauthorized charges and print the monthly statement. If additional training is needed please contact the Card Systems Administrator at 610-436-2924.

MONTHLY RECONCILIATION

Each month, cardholders that had transactions will receive an email from the card processor notifying them that a statement is available for download. The statement will reflect all charges for that billing cycle by the cardholder.

Cardholders are required to go online to <https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fcentre%2f> to download the statement and reconcile it to the receipts each month using the following procedures:

If the cardholder did not use his/her purchasing card during the month or if there is a credit balance on the account no billing statement will be sent.

Cardholders are required to reconcile their card statement to their receipts each month using the following procedures:

- Each purchase listed on the statement must be supported by the applicable receipts to ensure all charges are appropriate.
- The receipts must be in the order as they appear on the statement.
- Documentation must support the business purpose of the transactions. If the business purpose is not easily determined from the receipts, a brief written explanation must be included with the reconciliation.
- The monthly statement, receipts, and completed reconciliation, must be approved by the cardholder's cost center manager. If the cost center manager is the same as the cardholder then the cardholder's supervisor must approve the charges.
- All reconcilements must be submitted to the Card Systems Administrator by the 10th business day of the month. If the reconciliation is not received within a timely manner and if there is no communication from the cardholder with the Card Systems Administrator as to the delay, purchasing privileges may be temporary suspended until the reconciliations are up to date.
- The reconciliation packet must be scanned by the cost center manager or his/her supervisor to the Card Systems Administrator at MJanis@wcupa.edu. Please be sure to keep the **original copies** of your receipts for 3 years.
- Please refer to the **Compliance Review Section** for additional details.

RECEIPTS

Transaction receipts should include documentation that supports the following for each item listed on the monthly statement.

- The description of goods purchased
- The supplier name
- The date of the transaction
- The price
- The quantity of the goods ordered

If you have used your card for a conference or seminar registration you will need to provide the name of the person(s) attending, the conference/seminar agenda and completed registration form with your monthly reconciliation.

If you have used your card to purchase food an itemized receipt, agenda, purpose of the meeting, start and end time of the meeting and names of all attendees is required.

Some merchants may not provide itemized detail (descriptions, quantities, unit prices) on sales receipts. In such cases the cardholder must obtain documentation of this detail through order forms and/or packing slips. This itemized documentation should include descriptions, quantities and, if possible, unit prices.

Please be sure to keep the **original** receipts for 3 years.

MISSING RECEIPT FORM

Complete documentation should be included with the reconciliation. However, if the original documentation or copy is not available, cardholders must complete a Missing Receipt Form, that can be found online at <http://www.wcupa.edu/Information/AFA/FBS/Forms.aspx>

This form must be signed by both the cardholder and the cost center manager or cost center manager's supervisor.

TRANSACTION DISPUTES

If there are transaction disputes that you are unable to resolve directly with the merchant contact the Card Systems Administrator.

- Describe the nature of the issue
- Provide the date and amount of the transaction
- Note on the monthly reconciliation that an item is in dispute

The Card Systems Administrator will work with the card processor and the merchant, as necessary, to attempt to resolve the dispute.

CHIP CARD

The purchasing card has an embedded chip because it provides greater security when making purchases at chip-enabled terminals. Chip cards are more secure because of a unique process that is used to determine if the card is authentic and that makes the card more difficult to counterfeit or copy.

To use a chip card insert it face-up into a chip-enabled terminal and follow the directions on the screen. If a personal identification number (PIN) is requested please refer to the 4-digit number provided at the time of issuance.

If you forget or lose your PIN it can be recovered at www.baml.com/PINCHECK. A one-time registration is required.

FRAUD

If there is a transaction or authorization on your account that you do not recognize please contact the Card Systems Administrator at (610) 436-2924.

Any documents that contain a credit card number should be kept in a secure location to prevent unauthorized personnel from acquiring the number.

To help prevent fraud on your account:

- Make online purchases from merchants that request the 3-digit security code from the back of your card
- Never send payment information via email
- Look for the padlock icon at the bottom of your browser window

- The web address or URL should begin with https:// on any page where you enter your credit card number
- Review receipts before you sign them
- When your card is returned to you be sure it is your card
- Report missing and/or stolen cards immediately to the Card Systems Administrator
- Do not use your WCU card to make a purchase when using public Wi-Fi
- Review your transactions on a regular basis. We recommend a frequency of at least once per week

Note: Neither MasterCard nor the card processor will ever call or write cardholders for personal account information.

Types of fraud schemes:

- “Smishing” or SMS phishing uses cell phone text messages to deliver the *bait* to induce people to divulge their personal information. The *hook* (the method used to actually capture people's information) in the text message may be a website URL, but it has become more common to see a telephone number that connects to an automated voice response system
- “Vishing” or voice phishing is the criminal practice of using the telephone system to gain access to private personal and financial information from the public for the purpose of financial reward.
- “Skimming” takes place when an employee “skims” a customer's credit card with a small, handheld electronic device that scans and stores the card data from the magnetic strip on the back of your card. Often this is completed just prior to the card being returned to you. Try to keep your card in your sight as much as possible.

COST CENTER MANAGER / SUPERVISOR RESPONSIBILITIES

Although the cardholder has been delegated limited purchasing authority on the assigned cost center, the cost center manager and/or the cost center manager’s supervisor maintains responsibility and accountability over the budgeted funds.

The cost center manager or if the cost center manager is the same as the cardholder then the cardholder’s supervisor must review and approve the monthly reconciliation and supporting purchase documentation for each card. This monthly review should include the following procedures:

- Ensure via the billing statement that all transactions are appropriate and allowable for the department
- Confirm that all relevant supporting documentation is included
- Send via email the cardholder’s reconciliation packet to the Card Systems Administrator at MJanis@wcupa.edu
- Remind the cardholder that the reconciliation is to be submitted to the Card Systems Administrator by the 10th business day of the month
- Periodically check to be sure that the original receipts are maintained in the department for three complete fiscal years (or longer, if required by a federal grant or contract)

EMPLOYEE CHANGE OF STATUS

If the cardholder's employee status change is temporary (e.g. medical, sabbatical, suspension, etc.), the supervisor must:

- Contact the Card Systems Administrator. The Card Systems Administrator will suspend the card and if appropriate issue a new card to another employee in the department until the original cardholder returns.

If the cardholder is leaving WCU, the supervisor must:

- Notify the Card Systems Administrator
- Obtain the purchasing card
- Obtain the receipts and past reconciliations from the employee to ensure proper record retention

RESTRICTED/GRANTS/GIFT COST CENTERS

If your cost center is designated as Restricted, Grants or Gift Funds, there are a few additional steps that are taken to ensure appropriate approvals and controls.

Restricted/Gift Fund Centers (7533x)

All card requests on restricted/gift cost centers must have approval from the Manager of Donated Funds and Endowments. Prior to the card being issued the Card Systems Administrator will request this approval on behalf of the cardholder.

Grant Fund Centers (7519x, 7534x – 7538x)

All card requests on grant cost centers must have approval from the Grant and Contract Accountant. Prior to the card being issued the Card Systems Administrator will request approval on behalf of the cardholder.

Please Note: All Grant related purchasing cards will have a maximum single transaction limit of no more than \$2,999 regardless of the monthly limit. This is due to a federal law mandating that purchases over \$3,000 be sent out to bid.

To ensure that expenditures meet the qualifications for the restricted fund, completed monthly reconciliations should be routed by the cardholder to the Grant and Contract Accountant for approval prior to being forwarded to the Card Systems Administrator.

Purchases are limited to those costs that can be identified with a particular sponsored project and meet the specified criteria for direct costs:

- Reasonable and necessary for the performance of the project
- Allocable to the project
- Consistently treated in like circumstances as a direct charge to a project
- Complies with WCU and Commonwealth policies & award guidelines

CANCELLING A PURCHASING CARD ACCOUNT

The cardholder or supervisor should contact the Card Systems Administrator at (610) 436-2924 or MJanis@wcupa.edu to cancel the account.

LOST OR STOLEN CARDS

Lost or stolen purchasing cards must be reported immediately to the Card Systems Administrator at (610) 436-2924. WCU may be liable for transactions until a card is reported lost or stolen.

COMPLIANCE REVIEWS

Audits of the purchasing card program are conducted regularly by both the Card Systems Administrator and outside audit firms. Non-compliance items noted during the internal audit will be communicated by the Card Systems Administrator to the cardholder, the cardholder's supervisor and other WCU personnel, as appropriate.

NON-COMPLIANCE SITUATION NOT RESOLVED

If a non-compliance situation is identified it must be resolved within 5 business days. If there is no timely resolution to the item then the Card Systems Administrator will contact the cardholder's supervisor.

Failure to adhere to Commonwealth, PASSHE and WCU policies and procedures may result in suspension or termination of purchasing card privileges.

CANDIDATE INTERVIEW CARD POLICIES

The WCU Candidate Interview card is a unique purchasing card issued to a specific college, department within a college or Business Unit. It enables the cardholder or designee to charge pre-approved expenses such as hotel reservations for the candidate **only** and meal expenses with the candidate and search team associated with the candidate interview process. Those authorized to use these cards are expected to follow all policies and guidelines noted in the WCU Purchasing Card Program Policy and Procedures document.

Eligibility

Any WCU college or Business Unit with the Dean's, College Business Manager's or Director's approval and appropriate budget who will be conducting a candidate search may enroll in the program.

REQUESTING A PURCHASING CARD

The Candidate Interview card is an institutional program, approval is not contingent on, nor will it impact, the individual's personal credit history.

To obtain a card, a WCU employee must:

- Log on to SharePoint at <https://sharepoint.wcupa.edu/vp/afa/finance/forms/default.aspx>
- Navigate to the Administration & Finance link
- Click on "Forms"
- Select the "Card Systems Enrollment" form
- Click "Take me to the Form"
- A Card Systems Enrollment form will be displayed

Fill in the Enrollment Form with the required information and press submit. A copy of the request will be sent to the Card System Administrator and the requester's direct supervisor for approval.

Employees will be notified when the request is approved or denied and if additional information is needed.

Receiving the Card

- Upon receipt of the card from the card processor, the Card Systems Administrator will conduct training with the search chair and provide the card. *Note:* No card will be distributed without the required training.

- The person responsible for the account and monthly reconciliation must sign a cardholder agreement form, read these purchasing card procedures and adhere to all guidelines herein.
- The cardholder must safeguard against use by unauthorized individuals.
- The cardholder is responsible for all charges made to the card but for convenience, may authorize persons within the department to use this card.
 - Primary cardholders who allow other search team employees to use cards assigned to them accept full responsibility for the transactions on the card.

End Date of Card

Because this is a special use card, it will carry an end date that may differ from the actual expiration date on the card. The account will be closed no later than June 30. Please note: If additional time is needed to continue the candidate search please contact the Card Systems Administrator.

Using the Card

The Commonwealth, PASSHE and WCU procurement policy applies to all card purchases. For more information on these policies you can visit the following web site
http://www.wcupa.edu/_INFORMATION/AFA/FBS/PROC/PO/PurchPolicy.aspx.

Cardholders are reminded that, under these provisions, it is their responsibility to:

- Make purchases related to the Candidate Search **only**
- Make official WCU business purchases only
- Protect public funds as if they were their own
- Avoid prohibited purchases
- Ensure purchase costs are reasonable
- Maintain records for audits and public review for a minimum of 3 years
- Report inappropriate sales or purchase activities by any card user immediately to WCU's Card Systems Administrator.

Card Limits

Limits are generally set at a maximum monthly amount of \$5,000 and single transaction limit of one dollar less than the monthly limit up to a maximum amount of \$4,999. Limits are determined by:

- The number of candidate searches during any given month
- Coordination between the College Business Manager / Director and the Card Systems Administrator

The cardholder may request either a one-time or permanent increase to the monthly limit with a business justification and cost center manager written approval. If the cardholder is the cost center manager his/her immediate supervisor must approve the increase. Final approval will be made by the Card Systems Administrator.

Allowable Transactions

The Candidate Interview card may be used for most purchases that are required for a successful candidate search such as:

- Hotel room reservations for the candidate **ONLY**
- Conference room reservations
- Meal expenses with the Candidate (within the guidelines of the PASSHE Use of Public Funds Policy)
- Parking
- Ads and ad placement

Prohibited Transactions

The card program excludes some MCCs which are systematically blocked and purchases declined if a sale is attempted. In general, the card may not be used for the following purchases:

- Alcoholic beverages
- Transportation (including airline, car rentals, bus and train transportation) to the area

Note: Transportation in the immediate area of West Chester University is considered an acceptable expense (i.e. taxi, bus, etc.)

- Hotel ancillary charges (snack bar, gym, room service, etc.)
- Office supplies
- Cash advances/travelers checks
- Gasoline
- Services
- Multiple charges or “split” purchases that enable transactions in excess of the cardholders’ s single transaction limit to be processed by a single vendor
- Personal expenses (even with the intent to reimburse)

Cancellations

A merchant is responsible for establishing a cancellation policy. As the person making a reservation it is your responsibility to understand the cancellation policy.

If you need to cancel a hotel **or** dinner reservation be sure to contact the merchant directly and according to the requirements of the merchant. Note the cancellation number in your records in case of a dispute in the future. If the merchant charged your WCU travel card, the merchant should process a credit directly to your card for the purchase.

TRANSACTION REVIEW

Cardholders are encouraged to review transactions on a regular basis (e.g. weekly basis). This is in addition to the monthly requirement. A more frequent review may help identify unauthorized purchases that sometimes occur.

To access and review the charges the cardholder must go to <https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fcentre%2f>. This website provides cardholders the ability to monitor card activity, review available spending limits, and access the detail of certain purchases, dispute unauthorized charges and print the monthly statement. If additional training is needed please contact the Card Systems Administrator at 610-436-2924.

MONTHLY RECONCILIATION

Each month, cardholders that had transactions will receive an email from the card processor notifying them that a statement is available for download. The statement will reflect all charges for that billing cycle by the cardholder.

Cardholders are required to go online to <https://www.centresuite.com/Centre/Public/Logon/Index?ReturnUrl=%2fcentre%2f> to download the statement and reconcile it to the receipts each month using the following procedures:

- Each purchase listed on the statement must be supported by the applicable receipts to ensure all charges are appropriate.
- The receipts must be attached in order as they appear on the statement.

The monthly statement and receipts must be submitted to the cost center manager or direct supervisor for review and approval. The reconcilements must be submitted to the Card Systems Administrator by the 10th business day of each month.

Transaction Documentation

Transaction documentation should include the:

- Position description
- Name of the Candidate
- Agenda

In addition, receipts and any other supplemental documentation that supports the following:

- Vendor name
- Date of the transaction
- Price paid per night
- Pick up/Drop off location
- Check in/out date
- Itemized receipts/bill
- Name of attendees

Transaction Disputes

If there are transactions that you are unable to resolve directly with the merchant contact the Card Systems Administrator.

- Describe the nature of the issue
- Provide the date and amount of the transaction
- Note on the monthly reconciliation that an item is in dispute

The Card Systems Administrator will work with card processor and the merchant, as necessary, to attempt to resolve the dispute.

Fraud

If there is a transaction or authorization on your account that you do not recognize please contact the Card Systems Administrator at (610) 436-2924.

Any documents that contain a credit card number should be kept in a secure location to prevent unauthorized personnel from acquiring the number.

- Review receipts before you sign them
- When your card is returned to you be sure it is your card
- Report missing cards immediately

Note: Neither MasterCard nor our card provider will ever call or write cardholders for personal account information.

Cancelling a Candidate Interview Account

Unless an exception has been made, all Candidate Interview cards will be closed by June 30.

Lost or Stolen Cards

Lost or stolen cards must be reported immediately to the Card Systems Administrator at (610) 436-2924. WCU may be liable for transactions until a card is reported lost or stolen.

STUDENT TRIP CARD POLICIES

The WCU Student Trip card is a purchasing card with supplemental functionality to support student travel expenses. With this card, WCU employees may charge pre-approved student travel expenses such as transportation, hotel reservations and meals. Those issued the card and therefore authorized to use these card are expected to follow all policies and guidelines noted in the PASSHE Board of Governors Travel Policy Purchasing and WCU Purchasing Card policies.

This added capability is available for a limited amount of time which is typically the expected duration of the trip in which WCU is responsible for paying student expenses. Upon expiration of the trip timeframe the card will return to traditional purchasing card functionality.

ELIGIBILITY

Any WCU employee with cost center manager approval, appropriate budget available in a WCU cost center and traveling with a student may enroll in the program. Please note that if the cost center manager is the employee enrolling in the Student Trip purchasing card program his/her direct supervisor must approve the request.

REQUESTING A NEW PURCHASING CARD FOR STUDENT TRIP PURPOSES

The Student Trip purchasing card is an institutional program, approval is not contingent on, nor will it impact, the individual's personal credit history.

Enrolling in the Program

To obtain a card, a WCU employee must:

- Log on to SharePoint at <https://sharepoint.wcupa.edu/vp/afa/finance/forms/default.aspx>
- Navigate to the Administration & Finance link
- Click on "Forms"
- Select the "Card Systems Enrollment" form
- Click "Take me to the Form"
- A Card Systems Enrollment form will be displayed

Fill in the Enrollment Form with the required information and press submit. A copy of the request will be sent to the Card System Administrator and the requester's direct supervisor for approval.

Employees must email the Card Systems Administrator with details of the trip such as:

- Name of Trip
- Purpose of trip
- Dates of trip
- List of Students traveling
- Why WCU is responsible for paying for the student expenses

In some cases, the Card Systems Administrator will suggest a meeting be convened with Purchasing and Accounts Payable managers in order to determine if additional payment methods could/should be explored.

Receiving the Card

- Upon receipt of the card from the card processor, the Card Systems Administrator will conduct training with the cardholder and provide the card. *Note:* No card will be distributed without required training.
- The person responsible for the card and subsequent monthly reconciliations must sign a cardholder agreement form, read these procedures and adhere to all guidelines herein.
- The cardholder must safeguard against use by unauthorized individuals.
- The cardholder is responsible for all charges made to the card but for convenience, may authorize persons within the department to use this card.
 - Primary cardholders who allow other search team employees to use cards assigned to them accept full responsibility for the transactions on the card.

Closing the Card

Because this is a specialized use of the WCU Purchasing Card and was only requested to pay for student expenses on a specific trip, the account will be closed within 30 business day after the conclusion of the trip.

UTILIZING AN EXISTING PURCHASING CARD FOR STUDENT TRIPS

Adding Travel functionality to an existing Card

In order to add the capability to an existing purchasing card for student travel expenses the requestor must email the Card Systems Administrator. Information that must be provided includes:

- Name of Trip
- Purpose of trip
- Dates of trip
- List of Students traveling
- Why WCU is responsible for paying for the student expenses

In some cases, the Card Systems Administrator will suggest a meeting be convened with Purchasing and Accounts Payable managers in order to determine if additional payment methods should be explored.

Once approved the travel functionality will be added to the existing purchasing card for a limited time. Typically the timeframe is for the duration of the trip plus 30 business days. Upon expiration of the pre-established timeframe the card will be returned to traditional purchasing card functionality.

USING THE CARD

The Commonwealth, PASSHE and WCU procurement policy applies to all card purchases as does the PASSHE Board of Governors Travel Policy. For more information on these policies you can visit the following web site

<http://www.wcupa.edu/INFORMATION/AFA/FBS/PROC/PO/PurchPolicy.aspx>.

Cardholders are reminded that, under these provisions, it is their responsibility to:

- Make purchases related to the Candidate Search **only**
- Make official WCU business purchases only
- Protect public funds as if they were their own
- Avoid prohibited purchases
- Ensure purchase costs are reasonable
- Maintain records for audits and public review for a minimum of 3 years
- Report inappropriate sales or purchase activities by any card user immediately to WCU's Card Systems Administrator.

Card Limits

Limits are generally set at a maximum single transaction amount of \$4,999. The monthly limit will be determined based on budget and expected trip expenses.

Allowable Transactions

The Student Trip card may be used for most purchases that are required for a successful student trip experience:

- Hotel room reservations for the student(s) **ONLY**
- Meals for the student(s) **ONLY**
- Transportation for the student(s) **ONLY**
- Cultural events for the student(s) **ONLY**

Prohibited Transactions

The card program excludes some MCCs which are systematically blocked and purchases declined if a sale is attempted. In general, the card may **not** be used for the following purchases:

- WCU employee expenses (even when traveling with the students)
- Alcoholic beverages
- Hotel ancillary charges (i.e. snack bar, gym, room service, etc.)
- Cash advances / travelers checks
- Personal expenses (even with the intent to reimburse)

Cancellations

If you need to cancel a hotel or dinner reservation be sure to contact the merchant directly and according to the requirements of the merchant. Note the cancellation number in your records in case of a dispute in the future. If the merchant charged your WCU travel card, the merchant should process a credit directly to your card for the purchase.

A merchant is responsible for establishing a cancellation policy. As the person making a reservation it is your responsibility to understand the cancellation policy.

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Transaction Documentation

Transaction documentation must include the names of all student travelers and the trip itinerary along with itemized receipts and any other supplemental documentation that supports the following:

Hotel Reservations	Meal Expenses	Transportation Expenses
Vendor name	Vendor name	Vendor name
Check in / out date	Date of transaction	Date of the transaction
Credit card receipt	Credit card receipt	Credit card receipt
Price paid per night	Itemized receipt	Itemized receipt
Itemized receipt for each room	List of attendees at the meal	Name of traveler
Rooming list for each room		

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