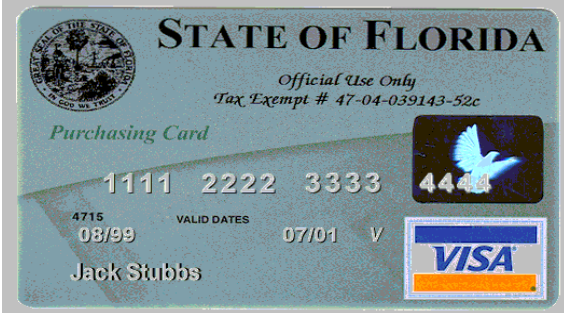


# FLORIDA A&M UNIVERSITY



## PURCHASING CARD MANUAL



Revised April 2020

# OVERVIEW OF THE PURCHASING CARD PROGRAM

Welcome to the Florida A&M University's Purchasing Card Program. The Purchasing Card (P-Card) Program was introduced to various state agencies in 1997. The idea behind the P-card is to give you the ability to purchase low cost/recurring items directly from merchants/vendors without going through the purchase order process thus saving you both valuable time and money. In 1997, the State of Florida entered into a contract with NationsBank to establish a purchasing card through the Visa Credit Card System. Since then, NationsBank has merged with Bank of America and the P-Card Program has expanded to include 37 state agencies and all 11 SUS State Universities. Florida A&M University went on-line in February 2000.

A purchasing card works just like a personal credit card or corporate card in that the card may be presented to any merchant who accepts Visa. However, a purchasing card is also different from personal or corporate cards. When you use a personal or corporate card, you are responsible for payment. With a purchasing card, all your transactions (charges and credits) are applied directly to your cost center and are paid by FAMU.

The benefits of using the purchasing card for small dollar purchases are:

## Cardholder Benefits

- Convenience of purchasing without a local field or blanket purchase order.
- Expedites the delivery of goods or services to the job site.
- Expands the list of merchants from whom purchases can be made.

## University Benefits

- Simplifies the purchasing process for the large number of low dollar purchases, freeing up time for large dollar purchases
- Lowers the overall transaction processing cost per purchase
- Allows accountability

## Merchant Benefits

- Expedites payment to the merchant
- Reduces paperwork
- Lowers risk for nonpayment

The success of the Purchasing Card Program depends on the cooperation of all personnel associated with it. Mandatory training about the card's uses is provided to each cardholder before signing the cardholder agreement and receiving the card. Although the purchasing card provides a new tool for making small dollar purchases, existing University and Florida laws governing purchasing, accounts payable, records retention, and other applicable laws must be followed.

The procedures contained in this manual apply to all university employees who have been issued a P-Card. Please review the manual carefully before signing the cardholder's agreement.

The Purchasing Card Program was established to lessen the amount of paperwork and processing time to purchases small dollar items; therefore, the P-Card charges are not encumbered. However, the same purchasing rules apply when using the P-Card as when using other methods. As a cardholder, you are expected to follow appropriate state laws and guidelines, as well as use good and reasonable judgment when making purchases. Before ordering items from vendors, ask yourself the following questions:

- Is the item available on another University, State or agency contract?
- Is the vendor a certified minority vendor?
- Is the vendor a recycled content manufacturer?

If the item is available from a vendor who falls under any of the above categories, we encourage you to purchase the item from that vendor. Contact the purchasing department at (850) 599-3203 if you need any assistance.

# GENERAL PROGRAM GUIDELINES

These general program guidelines have been prepared to provide general information and operating procedures for the Purchasing Card Program. Specifics of the program or processes will be found in other sections of these guidelines or provided in training.

## **1.1 Card Issuance and Cancellation**

President or his/her designee will determine who will be a cardholder in each program area. The FAMU Purchasing Card Program Administrator (FAMU PCPA) is responsible for the issuance and cancellation of all cards.

### **Purchasing Cards are issued following:**

- Completion of a cardholder profile (see Appendix A).
- Receive approval from the appropriate Vice President and the Vice President of Administrative and Financial Services
- Completion of FAMU Purchasing Card Program training.
- Signed Pcard Program Cardholder Agreement Form

### **Purchasing Cards are cancelled following:**

- Cardholder terminates employment with FAMU for any reason
- Cardholder's job status changes such that they no longer require a purchasing card
- Cardholder reports the loss or theft of purchasing card
- Cardholder misuse or untimely approval of transactions

A purchasing card cancelled, for any reason, must be destroyed by cutting it down the magnetic strip and immediately forwarded with written notification to the FAMU PCPA. The FAMU PCPA will be responsible for closing out the account.

## **1.2 Allowable and Disallowable Purchases**

Allowable commodity purchases are small dollar purchases for commodities, services and travel needed for FAMU business. If you are in doubt about a potential purchase, contact your department fiscal staff, the FAMU PCard Administrator, or your Purchasing Agent.

PCards cannot be used to purchase capital equipment (OCO) items. Exceptions will be reviewed by the FAMU Director of Procurement for determination of what is in the best interest of FAMU.

- ✓ Talk with your Purchasing Agent on a regular basis for updates on FAMU contracts for potential items you may need. Check University and /or State of Florida contracts for prices and potential vendors. Consider buying the least expensive product that meets your needs.
- ✓ Check for minority vendors as potential suppliers.
- ✓ Ensure the total cost of your purchase does not exceed your single transaction limit and your monthly limit.
- ✓ Have the FAMU tax exempt number available. This number is available from the Office of University Controller.

**Disallowable** items listed include:

The Purchasing Card shall not be used to make purchases in the following circumstances:

- Personal Expenses: Personal expenses are purchases that are not made on behalf of the University or for use by the University.
- Hazardous Materials.
- Cash advances or cash.
- Cash or returned merchandise.
- Gift.
- Gift Cards.
- A cardholder shall not split the cost of one single item (whether goods, supplies or services) into multiple payments in order to circumvent the dollar threshold.
- Other Uses as determined by the Vice President of Administrative and Financial Services
- Food\*
- Re-occurring charges
- Clothing

*\*Allowed for University funding sources that allow for these purchases*

### **1.3 Limits and Restrictions Spending Limits**

The President or his/her designee authorizes specific spending limits for each Departmental program area. Each purchasing card has been tailored to meet the needs of the cardholder. The card limit controls are as follows:

- Credit (Cycle or Monthly) Limit – how much a cardholder can spend in a billing cycle
- Single Transaction Limit – how much a cardholder can spend on a single transaction or single items
- Daily Limit – how much a cardholder can spend per day
- Merchant Type – what types of merchants a cardholder can purchase from

Cardholders will need to check with their Reconciler, supervisor or Purchasing Card Administrator to find out their specific limits.

#### Single Transaction Limit

Predetermined dollar amounts for any single transaction has been established. All PCard limits, including those for single transactions greater than \$1,000 are established at the time of approval by the PCard Administrator and the Vice President of Administrative and Financial Services. Employees who require additional spending limits should contact their Vice President or Purchasing Card Administrator (PCA) to discuss their need. Upon approval by the employee's Vice President, a memo outlining the additional limits with proper justification should be forwarded to the FAMU PCPA for approval. The FAMU PCPA will notify the Purchasing Card holder and Reconciler of the approval/disapproval. **Cardholders are prohibited from splitting transactions to stay within their single transaction limits.**

#### Merchant Category Codes (MCC)

The MCC are assigned by VISA to a merchant. It identifies the primary type of goods or services they provide. The MCC are designed to offer every combination possible and are coded to the cardholder's file that precludes purchases from designated types of merchants. The restrictions are imposed at the point of sale. If a blocked merchant requests authorization for the transaction, it will be declined.

## Card Classes

The FAMU has established three card classes to allow program areas the flexibility of restricting the types of purchases made by their cardholders. Cards can be issued in one of these three classes:

- Class "B" (**FAMUBLOCK**) allows the cardholder to make **commodity type purchases only**, restricting all other charges.
- Class "C" (**FAMBLOCK**) allows cardholders to make **both travel and commodity** related charges. Additional restrictions may be added by individual cardholder(s) or by grouping.

### **1.4 Merchant Sign-up**

It is important to the success of the Purchasing Card Program that merchants interested in doing business with the University via the purchasing card receive assistance in doing so. If merchants currently accept VISA credit cards, they are already equipped to accept the purchasing card. A merchant who is not currently accepting VISA credit cards should contact:

- Bank of America's merchant service provider at 1-800-732-9195
- Their own financial institution
- Other merchant service provider

### **1.5 Reports**

Monthly reports will be generated and a detailed transaction listing will be available in the payment center at BOA. Reconciliation reports should be generated and emailed to [pcardcompliance@famuedu](mailto:pcardcompliance@famuedu). This information can be used by:

- Cardholder to validate transactions for charges or credits
- Supervisor or approver to monitor and/or approve purchases being made
- FAMU PCard to track daily activity

## **2.0 Purchasing Card Program Administrator**

In order to implement the Purchasing Card Program, it was necessary for FAMU to designate a university PCA and backup PCA to establish and manage the Purchasing Card Program. The FAMU PCA is a liaison between cardholders and Bank of America in resolving issues that may arise regarding transactions or Purchasing Card Program particulars.

### **2.1 FAMU PCARD ADMINISTRATOR**

The FAMU PCA coordinates, monitors, and oversees the university's Purchasing Card Program, ensuring that key controls are in place and are operating as designed. The following are the primary responsibilities of a PCA or backup:

- Administers the Purchasing Card Program and establish, set-up, and maintain university's and cardholder profiles, accounting hierarchy, and approval groups.
- Issues and cancels purchasing cards.
- Assist cardholders, approvers and reconcilers with daily purchasing card issues.
- Assists in determining restrictions and limits for each cardholder.
- Reviews reports to ensure that transactions are reviewed and approved timely.
- Reviews reports for inappropriate activity.
- Conducts audits of the Purchasing Card reconciliations to ensure that policies and procedures are being followed.
- Coordinates training and confirms cardholder understands the Purchasing Card Program.
- Monitors the progress of the university's goals for purchasing card usage.
- Develops the University Plan and Departmental Guidelines.

## CARDHOLDER GUIDELINES

The success of the FAMU Purchasing Card Program relies on the cooperation and professionalism of all personnel associated with this initiative. The most important participant is the cardholder. They are the key element in making this program successful.

### 3.1 Training

Cardholder training is critical. It ensures that the cardholder knows which purchases are allowed and prohibited, purchasing requirements and applicable state laws, reasonable precautions to prevent theft or fraudulent use, the importance of receipts and how to file a dispute. All cardholders must complete training before they are issued a card. Training for each program area will be coordinated by the FAMU PCPA and may include the following components:

- Overview of the Program
- Benefits
- Key Contacts
- Program Guidelines
- Purchasing Rules
- Bank of America Customer Service

Once training is complete, the cardholder must understand and sign the cardholder agreement. The cardholder agreement validates that the cardholder has received training and a copy of the University Purchasing Card Guidelines. It confirms that the cardholder understands the program and is aware of potential disciplinary action due to abuse or misuse of the purchasing card.

### 3.2 Cardholder's Role and Responsibilities

- a. The cardholder is an employee who has been approved to obtain a Pcard by their Vice President and the Vice President of Finances Administration granted the privilege to spend funds for University related expenses. The privilege requires the employee to
  - Obtain PCard Training
  - Sign an application and agreement
  - To be committed and responsible to comply with the terms and conditions stated in the PCard University Policy, Manual, Agreement and basic training.
- b. Every Cardholder must have an assigned Reconciler, Verifier and Supervisor before a card can be issued to that Cardholder. The Reconciler, Reviewer and Supervisor cannot be the same person. A Cardholder cannot reconcile their charges as Reconciler.
- c. Never "split" the cost of one Single item (goods or services) into multiple charges in order to circumvent the per Single transaction limit.
- d. During the purchase:
  - Inform the vendor that the purchase is exempt from sales tax
  - Ensure that the vendor does not charge the PCard until items have shipped or services have been rendered



- Ensure the vendor has the correct name and ship to address which includes the building and room number, do not use Post Office Box. Without this information on the package, it will be undeliverable and returned to the vendor.
  - Instruct the merchant to send the sales receipt directly to the cardholder and not to send an invoice to the Office of the University Controller.
  - Instruct the merchant that any shipping or delivery fees, if applicable, must be charged to the PCard.
  - Keep shipping boxes until the merchandise is determined to be correct and usable.
- e. Immediately after the purchase, and no later than 7 days after purchase or 7 days after return from travel, to provide Reconcilers time to appropriately review charges prior to the deadline payment date:
- Submit documents including receipts to support the **business purpose of each purchase** to the Reconciler directly after the purchase;
  - Provide additional documentation to support when an item/service may appear that it may be used for personal use; or the business purpose would not be clear to an auditor
- f. Responsible for handling disputes, reporting fraud, or a lost or stolen PCard.

### 3.3 Cardholder Misuse

Each cardholder will be responsible for the purchases they make and will be required to adhere to applicable University purchasing laws, rules and regulations, as well as, the policies and procedures set forth in these guidelines. Cardholders are expected to use good and reasonable judgment when making purchases.

***Use of the card is a privilege based on trust.*** A cardholder is trained and understands the penalties for abuse of the purchasing card. The purchasing card is for official business use only. **The purchase of personal or disallowable goods or services is absolutely prohibited.** Misuse of the purchasing card may result in disciplinary action up to and including termination of employment and prosecution to the extent permitted by law. Employees may refer to FAMU rule 6C3-10, F.A.C., Standard Disciplinary Actions for further information.

**Please note failure to comply with the University Pcard Policy and/ or its procedures three times within a fiscal year will result in termination of your Pcard.**

Cardholders **will** be required to reimburse the University, including sales tax, for any purchases that are found improper or not for official business use.

### 3.4 Security

***The security of each card is the cardholder's responsibility.*** Every precaution should be used to protect the account number, receipts and any other paperwork that contains the account number. The account number should never be left in a conspicuous place. **The cardholder should redact the first eight digits of the account number from receipts and other documentation before submitting to the approver.**

**Use of the Purchasing Card is restricted to the authorized cardholder whose name appears on the face of the purchasing card and may not be loaned to any other person.** The account

number that appears on the purchasing card must not be given to any individual other than the merchant from whom the cardholder is making a purchase.

### 3.5 **Lost or Stolen Cards**

If the purchasing card is lost or stolen, the cardholder must immediately notify the FAMU PCA and **Bank of America Commercial Card Customer Services at 1-888-449-2273**. Lost or stolen cards reported by telephone are blocked immediately.

The cardholder should be prepared to provide the following information to the FAMU PCA and Bank of America representative:

- Purchasing Card 16 digits account number
- Mother's maiden name as the code word
- A brief summary of events

**A cardholder should never order a replacement card from Bank of America.** Instead, the FAMU PCA should be immediately notified. The FAMU PCA will order the replacement card through the PeopleSoft module.

### 3.6 **Termination**

A cardholder should discontinue use and return the PCard to the PCA immediately upon notification of termination. This will allow sufficient time for receipts to be submitted and for outstanding purchases to be processed before leaving employment. Failure to do so may result in charges not being reconciled and the possibility of unapproved charges being deducted from the cardholder's exit paycheck.

### 3.7 **Financial Disclosure**

Cardholders who are authorized to make purchases over \$35,000 may be required to comply with financial disclosure requirements set forth by Section 112.3145 Florida statutes. Also, cardholders who expend federal funds will need to meet the requirements set forth by the federal grantor.

### 3.8 **Purchasing Rules**

The same purchasing rules apply when using the purchasing card as when using a purchase order.

- **University Contracts**  
Unless specifically approved by the FAMU Procurement office, it is required that University or State contract merchants/vendors be used when making purchases of commodities that are available from University or State term or other university contracts.

### 3.9 **Tax Exemption**

Purchases made in Florida and for use in Florida, are exempt from Florida sales and use taxes. Cardholders are given a tax-exemption Certificate card to use if additional documentation is need. Purchases made in other states are subject to that state's sales tax. The cardholder must review all charges made on the University card, as well as those charges of taxes, and must be diligent when dealing with the merchant regarding taxes. The Cardholder will be unable to dispute taxes charged since Bank of

America cannot process a charge back to the merchant for taxes. If the merchant cannot deduct the sales tax, usually because of pre-set controls within their computer systems, or will not honor the exemption without additional paperwork, the cardholder may continue with the purchase but must note the refusal on the receipt.

### 3.10 **Credits**

If a cardholder returns any merchandise, a credit should be issued to the cardholder's purchasing card account and a credit receipt obtained. **Under no circumstances should a cardholder receive cash.** Charges on the bill to ensure credits appear and, if not, file the appropriate paperwork for disputed items. Cardholders should avoid merchants with restrictive merchandise return policies, when possible.

The following information must be used to properly track the credit transaction.

- Date of the original transaction
- Date of the credit transaction
- Description of the item
- Dollar amount

### 3.11 **Disputes and Erroneous Charges**

If there is a problem with a purchase or transaction resulting from the use of the purchasing card, the cardholder must first attempt to reach a resolution directly with the merchant that provided the item or service. In most cases, disputes can be resolved directly between the cardholder and the merchant. The cardholder should document all attempts to resolve any problem. In most instances, the merchant will issue the cardholder a credit.

If the item involves a reservation or order that has been cancelled, the cardholder is responsible for ensuring that a cancellation number is obtained at the time of cancellation. If a credit does not appear, the appropriate dispute paperwork, including cancellation number, should be filed if efforts to resolve the problem with the merchant are not successful.

A dispute can be filed with Bank of America within 60 days of the transaction date. The Bank of America dispute form (Appendix C) must be used and requires the cardholder's signature. The form must be submitted to the FAMU PCA for submission to Bank of America.

Reasons for disputes include, but are not limited to the following:

- Unauthorized Charge – The cardholder did not make the purchase; the merchandise or services were not ordered or received.
- Alteration of Charge Amount – The electronic transaction amount on the bank statement is different than the amount on the sales receipt.
- Merchandise or Services Not Received – Although the transaction is valid, the items or services were not received and the cardholder is unable to resolve with the merchant.
- Disputed Transaction – The transaction took place, but there is an issue with the transaction and the cardholder is unable to resolve the issue with the merchant.
- Defective or Wrong Merchandise – The merchandise ordered was different from that received or the merchandise was defective/damaged.

- Credit Not Received – The cardholder received a credit slip from a merchant, but the credit has not appeared on the statement within 30 calendar days from the date the credit was issued.

3.12

## Purchase

### Denied at Point of Sale

On occasion, a cardholder may attempt to purchase items from a merchant and the purchase is declined. The information regarding the reason for the decline is usually available the same day as the attempted purchase. **The information is only available for 3 days after the attempted purchase.**

Common reasons for declines are:

- The cardholder has attempted to make a purchase from a merchant whose MCC is not authorized under the cardholder's personal profile.
- The purchase is greater than the cardholder's single transaction limit.
- The cardholder is over the authorized daily or monthly limit.

### 3.13 Travel Purchases

PCard use is intended for FAMU travelers for FAMU official business. Before using the PCard for travel you must have an approved travel authorization . Allowable travel purchases include airfare, hotel room (single occupancy), car rental, transportation, and registration fees. **Parking is only allowable for official FAMU business away from FAMU.**

Using the PCard for travel doesn't change any of the existing FAMU policies, procedures, regulations and state statutes which govern travel. If you are not familiar with these, check with the individual who processes your travel reimbursements or contact the FAMU Travel Unit in the Controller's Office for additional information.

When you make your hotel reservations AND when you check in, it is important to tell the hotel to separate hotel room charges from personal charges. Your PCard can ONLY be used for official business charges. **Any personal charges such as meals, phone calls, in room movies etc.....MUST be charged to your personal credit card.**

A gasoline purchase is an allowable PCard expense for a rental car or a FAMU owned vehicle only. If the purchase is for a FAMU vehicle, record the vehicle tag number on the transaction receipt.

The following are **not** an allowable PCard Travel Expense:

- Gasoline for personal vehicles
- Hotel gift shop or beauty shop
- Meals (excluding receptions or banquets ON AN APPROVED CONTRACT/AGREEMENT); Receptions or banquets must show the business purpose.
- Hotel/Motel Movies
- Personal phone calls
- Room Service

### 3.14 **Receipts**

- It is the cardholder's responsibility to obtain an itemized merchant sales receipts and any other pertinent backup documentation. Other documentation may include shipping documents and bills of lading. This information will be used for the agency to validate charges and reconcile.
- **Cardholders must forward their signed and dated receipts within (7) seven business days (from the date of purchase or return from travel) to their reconciler for processing.**
- The Replacement Receipt Form may be used when a cardholder has exhausted all attempts to obtain a receipt from the merchant (Appendix A) (Permitted once) (may be used for gas and tolls in an amount of \$25 or less.
- Although credits can be processed without a receipt, an explanation of the credit must be attached to the reconciliation.
- The amount on the receipt and the amount of the charge must match. Any discrepancies in amounts should be resolved with the merchant and an explanation regarding the resolution should be made on the receipt or other backup documentation. It is not sufficient to change the amount on the receipt only.

## **4.0 Supervisors, Reconciler and Other Roles**

Supervisors, Reconcilers and Verifiers serve as liaisons between cardholders and the FAMU PCA in resolving issues that may arise regarding charges or Purchasing Card Program particulars. Supervisors, reconcilers and reviewers should be knowledgeable of the Purchasing Card Program in order to assist cardholders and communicate effectively with all parties

### 4.1 **Responsibility of Supervisors**

- Determine employee's need for a purchasing card.
- Determine class of card to be issued (Class B, or Class C).
- Ensure that the FAMU PCA is notified of employee transfers or termination from state employment.
- Monitor cardholder activity for appropriateness (business purpose for transaction) and take any necessary disciplinary action for misuse of the purchasing card.
- Review the purchase methods, if necessary, to ensure appropriate purchasing practices are followed.
- Ensure that the cardholder, reconciler or reviewer reviews purchasing card transactions in a timely manner.
- Ensure that cardholder received goods or services before payment.

- Notify the FAMU PCA of any changes to a cardholder's default accounting information.
- Review and approve the employee's Pcard reconciliation

#### 4.2 Reconciler

Each program area will assign at least one reconciler to review purchasing card transactions. Reconcilers add required information to PCard transactions to the reconciliation report.

The Office of the Procurement Services will review and process transactions before forwarding the spreadsheet of transactions to the Office of the Controller. The Controller Office will make electronic payment to Bank of America.

Any suspicious or abnormal card usage found should be reported to the program area supervisor as well as to the FAMU PCA. All receipts should be forwarded to the Reconciler within the 7 business days of purchase or return from travel as specified. **All documents and records must be maintained in accordance with Florida record retention and disposal requirements for financial records. The current retention period is 5 years, after audit.**

Reconcilers are responsible for the following:

- Maintain two separate folders (unpaid and paid) for each individual cardholder where purchase receipts are retained until they are accounted for in the department ledger.
- Monitor PCard transactions to insure all charges are authorized and within the program requirements, agree with the receipts, and cardholder has received the items.
- Enter a description of items purchased, and accurate account code is used, and verify the budget information for each charge.
- Enter transactions on reconciliation form within **seven (7) business days of purchase or return from travel.**
- If charge is to be formally disputed, it must be filed with Bank of America.
- Track any disputed purchasing card charges awaiting credits. Notify cardholder if expected credit is not received on the next monthly report.
- Research all transactions that may be questions by the Office of Procurement Services or that may have a budget error and provide corrected information immediately. If budget errors are not corrected by the department Reconciler, the Controller's Office will find a department ID and Fund that has sufficient funds for the department to payment.
- Collect FULL reimbursement, from the cardholder for unauthorized purchases, and submit immediately upon receipt to the Controller.
- Submit all receipts to the Office of Procurement no later than fifteen (15) calendar days after the statement date.

- Responsible for record retention of all receipts and reports
- Ensure compliance with this manual.

#### 4.3 **Office of the Controller**

- Submit PCard payment to the BOA.

#### 4.4 **Office of Procurement Services**

The Office of the Procurement Services will function as the reviewer. All reconciliation reports must be forwarded to the OPS 15 calendar days after the statement date. The Office OPS will be responsible for reviewing approved transactions and validating them for payment.

- Review all PCard transactions coded for payment in order to process the payment in the time allotted per the program. Ensure the coding is correct and coordinate any errors that may occur. If questions arise or when contacted by departments regarding questionable charges, work with department to resolve those issues.
- Notify the PCard Program Administrator if unusual or restricted transactions are noted or have potentially split transactions.
- Coordinate remission of sales and use tax and deposit of reimbursement for unauthorized purchases.
- Ensure compliance with this manual.

#### Definitions

Administrator - An employee who is responsible for a university's purchasing card program

Business Expense – Expenses incurred as a result or to conduct University business and substantiated by

detailed receipts.

Cardholder - A person issued a purchasing card to make purchases within preset limits, on behalf of the agency

Merchant - A vendor who accepts the VISA credit card

Bank of America - Contractor

Point of Sale - When a cardholder presents his card and is given a receipt

Reconciler - An employee who review and approve purchasing card transactions.

Reviewer - An employee of the OPS who reviews cardholder transactions to assure the appropriateness of activity and timely processing payments

Transaction - A charge, credit, correction or other activity associated with any cardholder or agency account

University – Florida A&M University



# APPENDIX A

## Forms

**FLORIDA A&M UNIVERSITY  
PURCHASING CARD PROGRAM  
CARDHOLDER AGREEMENT**

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I AGREE TO THE FOLLOWING REGARDING THE USE OF THE FLORIDA PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL STATE BUSINESS ONLY.

- 1) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the Florida A&M University and will strive to obtain the best value for the University.
- 2) I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for others or for myself. Willful intent to use the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
- 3) I will follow University & Florida Law, purchasing policies of my employing university, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
- 4) I have been provided a copy of the Purchasing Card Guidelines \_\_\_\_\_ and understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
- 5) I agree to review and reconcile transactions timely and, will maintain all applicable information and receipts.
- 6) I agree to forward my original receipts/invoices to the Reconciler in 7 days of the purchase.
- 7) I agree that, should I violate the terms of the Agreement, I will be subject to disciplinary action up to an including termination of employment and that I will reimburse Florida A&M University for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the University may be deducted from any money which would otherwise be due and owing me, including salary or wages, in accordance with the University Regulations.

\_\_\_\_\_  
***Cardholder's Name***

\_\_\_\_\_  
***Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***Supervisor Signature***

\_\_\_\_\_  
***Date***

\_\_\_\_\_  
***VP & CFO Signature***

\_\_\_\_\_  
***Date***

***This form is signed by the Cardholder upon receiving their Purchasing Card.***

**FLORIDA A&M UNIVERSITY**  
**PURCHASING CARD PROGRAM**  
**RECEIPT REPLACEMENT FORM**

CARDHOLDER NAME: \_\_\_\_\_

ORDER DATE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

PURCHASE AMOUNT: \_\_\_\_\_

DESCRIPTION OF PURCHASE: \_\_\_\_\_

QUANTITY ORDERED: \_\_\_\_\_

PRICE PER UNIT: \_\_\_\_\_

SHIPPING AND HANDLING CHARGES, IF ANY: \_\_\_\_\_

INSTALLATION CHARGES, IF ANY: \_\_\_\_\_

DATE GOODS RECEIVED: \_\_\_\_\_

RECEIPT WAS (check one) \_\_\_\_\_ LOST \_\_\_\_\_ NOT OBTAINABLE

I do certify that the above purchase was made for official state business.

\_\_\_\_\_  
CARDHOLDER SIGNATURE

\_\_\_\_\_  
Supervisor Name and Title

\_\_\_\_\_  
DATE

**New Cardholder Set up Form**

**C a r d h o l d e r I n f o r m a t i o n**

Company Number (7 digits):					
Company Name:	FLORIDA A&M UNIVERSITY				
ertificate Number	85801268664C9				
Name Line 1:					
Name Line 2:					
Address Line 1:					
Address Line 2:					
City, State, Zip:	Tallahassee, FL 32307				
Work Phone:					
Employee ID( <i>required</i> ):					
Hierarchy Name:					
Hierarchy Number:					
Internal Accounting Code:( Dept ID, Fund, Project ID, etc)					
Cardholder's Email Address:					

**P a r a m e t e r ' s**

Credit Limit:					
Single Purchase Limit:					
Daily Purchase limit:					
Cycle Purchase limit:					
Cash Advance Capability		NO		NO	
Add Visa Rewards to this account?		Yes		No	
Add Travel Rewards to this account?		Yes		No	
Bypass Corporate Default SPL:					
DEFAULT MCC PROFILES ( <i>choose groups 1-6</i> ):					
CUSTOM MCCG NAME 1: <b>Class A (TRAVEL ONLY)</b>		CycleAmt\$		SPL\$	
CUSTOM MCCG NAME 2: <b>Class B (COMMODITY ONLY)</b>		CycleAmt\$		SPL\$	
CUSTOM MCCG NAME 3: <b>Class C (TRAVEL &amp; COMMODITY)</b>	Class C	CycleAmt\$		SPL\$	
CUSTOM MCCG NAME 4:		CycleAmt\$		SPL\$	
CUSTOM MCCG NAME 5:		CycleAmt\$		SPL\$	
CUSTOM MCCG NAME 6:		CycleAmt\$		SPL\$	

**M a i l i n g I n s t r u c t i o n ' s**

Issue Plastic:					
Delivery Method:					
Send Cards To:	Administrator				
Name:	Mattie Hood				
Address:	2380 Wahnish Way, Suite 214				
City, State, Zip:	Tallahassee, FL 32307				
Phone Number:	850 599-3203				
Cardholder's Signature ( <i>if applicable</i> ):					
Vice President ( <i>required</i> )	<b>19</b>				
V P & CFO ( <i>required</i> )		Date:			
Authorized By ( <i>required</i> ):					

**FLORIDA A & M UNIVERSITY**

**PURCHASING CARD REPORT**

**THIS DOCUMENT MUST BE COMPLETED AND INCLUDE THE RECEIPTS FOR EACH P-CARD PURCHASE.**

**THE COMPLETED DOCUMENT AND RECEIPTS MUST BE FORWARDED TO THE PURCHASING DEPARTMENT IMMEDIATELY AFTER THE PURCHASE FOR COMPLIANCE REVIEW WITH UNIVERSITY REGULATIONS AND PROCEDURES. AFTER COMPLIANCE REVIEW BY THE PURCHASING DEPARTMENT, THIS REPORT WILL BE FORWARDED TO ACCOUNTS PAYABLE FOR PAYMENT PROCESSING.**

PURCHASING CARD NUMBER: \_\_\_\_\_

CARD HOLDER'S NAME (PRINT): \_\_\_\_\_

DATE OF PURCHASE: \_\_\_\_\_

DEPARTMENT NAME: \_\_\_\_\_

DEPARTMENT NUMBER: \_\_\_\_\_

ACCOUNT CODE (OBJECT CODE): \_\_\_\_\_

PROJECT CODE: \_\_\_\_\_

FUND NUMBER: \_\_\_\_\_

PROGRAM CODE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

VENDOR CONTACT NAME: \_\_\_\_\_

VENDOR CONTACT PHONE NUMBER: \_\_\_\_\_

**RECEIPTS FOR ITEM(S) PURCHASED MUST BE ATTACHED**

AS THE REQUESTER TO USE PCARD \_\_\_\_\_ DATE: \_\_\_\_\_

SPONSORED PROGRAM APPROVER \_\_\_\_\_ DATE: \_\_\_\_\_

AS THE PURCHASING CARD HOLDER, I CERTIFY THE ABOVE INFORMATION IS TRUE:

\_\_\_\_\_ DATE: \_\_\_\_\_

# Reconciliation Report

Florida A& M University										
Procurement Services - Pcard Compliance Section										
PCard Reconciliation Period (dates):										
Date of Purchase	Travel Authorization (Paper TAR or Comp)	Vendor Name (as listed on bank statement)	Detailed Description	Payment Amount Debit or - Credit	Fund#	DEP TID#	PC #	Project#	Account Code	Benefit to State/Business Purpose
<b>TOTAL</b>				0.00						
Reconciler's Printed Name:			Reconciler's Signature:					Date:		Phone#:
Cardholder's Printed Name:			Cardholder's Signature:					Date:		Phone#:
Supervisor's Printed Name:			Cardholder's Supervisor Signature:					Date:		Phone#:
<p>All receipts with explanation and item description of purchase are due to the Reconciler within <i>seven (7) business days of the transaction or return from travel.</i></p> <p>Your scanned Reconciliation Package is due to <a href="mailto:Pcardcompliancedocs@famu.edu">Pcardcompliancedocs@famu.edu</a> <i>within 15 calendar days of the statement close date - by the 25th.</i></p>										
rev Apr 2020										Page _____ of _____

**Cardholder Manual**  
Purchasing Card Program

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Mattie Hood, Procurement Director  
FAMU Purchasing Card Administrator  
Phone (850) 599-3203 • Fax (850) 561- 2160

Bank of America Customer Services  
24 hours help desk- **1-800-538-8788**