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

- Used as a tool & asset
- Needed to be successful in day-to-day management
- Easy to use
- Reduces administrative time
- Used as a tool & asset
## Purchasing Card vs. Travel Card

### The differences

<table>
<thead>
<tr>
<th>Purchasing Card</th>
<th>Travel Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance paid by WCU</td>
<td>Balance paid by <strong>cardholder</strong></td>
</tr>
<tr>
<td>Cardholder &amp; designates may make purchases on same account</td>
<td>Cardholder must request reimbursement via Travel Expense Voucher</td>
</tr>
<tr>
<td>Monthly reconciliation must be sent to the Card Systems Administrator @ <a href="mailto:cbobbert@wcupa.edu">cbobbert@wcupa.edu</a></td>
<td>ONLY cardholder is authorized to use the account</td>
</tr>
<tr>
<td></td>
<td>No reconciliation due to Card Systems Administrator</td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th></th>
<th>Cardholder</th>
<th>WCU</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Single transaction amount</strong></td>
<td>Max $4,999</td>
<td>Requests</td>
</tr>
<tr>
<td><strong>Monthly limits</strong></td>
<td>$5,000+</td>
<td>Requests</td>
</tr>
<tr>
<td><strong>Reconciles account</strong></td>
<td>By 10\textsuperscript{th} business day of the month</td>
<td>X</td>
</tr>
<tr>
<td><strong>Makes payments</strong></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td><strong>Keeps copies</strong></td>
<td></td>
<td>3 Years</td>
</tr>
</tbody>
</table>
## Purchasing Card
### Cardholder Responsibilities

<table>
<thead>
<tr>
<th>Cardholder</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Protect public funds</td>
<td>X</td>
</tr>
<tr>
<td>Follow all current Purchasing Policies</td>
<td>X</td>
</tr>
<tr>
<td>Follow ethical standards of the Commonwealth</td>
<td>X</td>
</tr>
<tr>
<td>Avoid prohibited purchases</td>
<td>X</td>
</tr>
<tr>
<td>Ensure tax exempt status honored</td>
<td>X</td>
</tr>
<tr>
<td>Ensure reasonable costs</td>
<td></td>
</tr>
<tr>
<td>Make prudent selections in shipping options</td>
<td>X</td>
</tr>
<tr>
<td>Safeguard card &amp; card number</td>
<td>X</td>
</tr>
<tr>
<td>Dispute items</td>
<td>X</td>
</tr>
<tr>
<td>Report missing, lost or stolen cards</td>
<td>X</td>
</tr>
</tbody>
</table>
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 your 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. 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 http\S://
- Don’t send your card number in an email or text message
After the 1st of the month...

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

Print the statement & attach receipts for each transaction.
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

Keep originals for 3 years
Missing a Receipt?
• 1st 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

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