Purchasing Card and Travel Card Policy

Accommodations for individuals with disabilities in accessing these policies are available upon request by emailing accessiblepolicy@wcupa.edu

Purpose and Scope

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

Policy Statement

The WCU P-card delegates limited purchasing authority directly to the cardholder. Rather than requiring a 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 mainly is to be used for the purchase of goods. The card also may be used for some small dollar services under $5,000 with the approval of the Purchasing Department. WCU reserves the right to terminate individual P-Card privileges at any time.

The WCU Travel Card allows employees on WCU business to charge travel expenses to the card rather than using personal funds. Cardholders are reminded that the card is to be used for employee expenses only incurred while traveling on behalf of WCU. The travel card may not be used to purchase goods or services and may not be used for personal purposes. WCU reserves the right to terminate individual travel card privileges at any time.

Procedures

1. GENERAL GUIDELINES

a. P-Cards and Travel Cards must be used in accordance with the Commonwealth, Pennsylvania State System of Higher Education (PASSHE) and WCU policies and procedures.
b. Qualified departmental purchases with a value of $4,999 or less may be charged to the card.

2. ELIGIBILITY

a. WCU employees with an appropriate budget (as noted in section 7, **CARD LIMITS**) are eligible to request a P-Card with the approval of the manager of the cost center to which the card transactions will be expensed.
b. If the cost center manager is the person requesting a card, then the direct supervisor must approve the request.
c. It is not necessary for every departmental employee to have a P-Card. Typically, the individual enrolling in the card program is the person making the majority of departmental purchases.
d. WCU employees are eligible to request a travel card with the approval of the direct supervisor.

3. REQUESTING A P-CARD or A TRAVEL CARD

4. RECEIVING A CARD

a. The cardholder will receive a P-Card or travel card that is linked to a specific cost center in accordance with the card enrollment form.
b. **The cardholder must sign a cardholder agreement, read the card procedures, and adhere to all guidelines.**
c. The cardholder must safeguard against use by unauthorized individuals.
d. The cardholder is responsible for all charges made to the card and may authorize departmental personnel to use the P-Card. Primary

cardholders who allow departmental employees to use P-Cards assigned to them accept full responsibility for the appropriateness of each transaction on the card.

e. The card may **NEVER** be given to a student or non-WCU employee to be used for any reason.

5. USING THE P-CARD or TRAVEL CARD

a. The Commonwealth, PASSHE and WCU Purchasing policy applies to all card purchases. Use of a Travel Card by anyone other than the person to whom the card is issued is prohibited. The Travel Card may not be used to pay for another WCU employee's travel expenses.

b. Cardholders MUST:

i. Protect public funds as if they were their own.
ii. Make only official WCU business purchases with the card.
iii. Ensure purchase costs are reasonable.
iv. Make prudent selection of shipping options.
v. Avoid prohibited purchases.
vi. Prevent personal purchases from being charged to the card, even with the intent to reimburse WCU.
vii. Remind merchants of WCU's tax exempt status
viii. Maintain records for audits and public review for a minimum of 3 years.
ix. Report inappropriate purchase activities by any card user immediately to WCU's Card System Administrator

6. TAX EXEMPT STATUS

a. WCU is exempt from Pennsylvania state sales tax. WCU's tax exempt ID number is located on the P-card and travel card.

b. It is the cardholder's responsibility to contact the merchant prior to making a purchase to ensure WCU's tax exempt status.

c. Processes to claim tax exemption may differ from merchant to merchant.
    i. The merchant may require a copy of the WCU tax exemption certificate or may ask for the WCU tax exemption ID.
    ii. Online or over the phone, the merchant may require a copy of the WCU tax exemption certificate be faxed or uploaded with the order. The merchant may ask for a WCU letterhead to certify that the purchase is being made on behalf of WCU.

7. CARD LIMITS

a. P-Card 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.
b. Travel Card limits are generally set at a maximum monthly amount of $5,000 and a single transaction limit of $2,500.
c. Limits are determined by:
    i. A monthly limit typically will not exceed 33% of the operating budget for the cost center or the total of existing P-cards assigned to the cost center and their respective credit limits, and departmental purchasing needs.
    ii. Purchasing limits may be adjusted based on the prior year transaction volume.
    iii. The cardholder may request a temporary or permanent increase to the monthly limit with business justification, budget and cost center manager approval.
    iv. Final approval will be made by the Card Systems Administrator.

8. ACCOUNT REVIEWS

a. Periodically, the Card Systems Administrator will review card accounts. We reserve the right to reduce 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.

b. 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 the next steps.
c. Accounts not used in the past 18 months will be closed and the cardholder notified.

9. ALLOWABLE TRANSACTIONS

a. Except for certain prohibited transactions, the P-card may be used for most departmental purchases, within the card limits.
b. Typical uses of the P-card include office supplies, seminars, conference registrations and items required on a regular basis to ensure the continued operation of the department.
c. Gift cards are permitted at a maximum of $25 and within PASSHE guidelines. Reconciliation must include the name of recipients and the purpose. 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.
d. If the department is conducting a candidate search the faculty/staff responsible for the search may request a specific WCU P-Card, which differs from the departmental P-Card, to secure a hotel room reservation and pay for meals for the candidate. See section 30: **CANDIDATE INTERVIEW CARD**. Check with the business manager or director for additional policies regarding candidate searches.

e. Except for certain prohibited transactions, the travel card may be used for most employee purchases while traveling on WCU business. Typical uses of the card include cardholder airfare, hotel, taxi, car rental, parking, train tickets, etc.

10. PROHIBITED TRANSACTIONS

a. The card may NOT be used for:

i. Alcoholic beverages
ii. Animals or animal-related purchases that are regulated by the Institutional Animal Care and Use Committee (IACUC)
iii. Cash advances or travelers checks
iv. Gasoline (except if using a travel card for car rental fuel)
v. Services or items that require a contract
vi. Monthly passes and fees for food delivery platforms, such as DoorDash and Grubhub, are not permitted.
vii. Multiple charges or "split" purchases that enable transactions in excess of the card's single transaction limit to be processed by a single vendor
viii. Individually purchased phones, phone service, internet, cable, etc. (contact Information Services and Technology [IS&T] for info at 610-436-3350)
ix. Floral arrangements (except within PASSHE's guidelines on the Use of Public Funds)
x. Personal expenses (even with the intent to reimburse)
xi. Prescription drugs or controlled substances
xii. Radioactive or hazardous materials and chemicals
xiii. Weapons or ammunition
xiv. Theater or club charges
xv. Meeting room charges
xvi. Airline charges (for WCU employees unless using a travel card)

xvii. Auto rental charges (for WCU employees unless using a travel card)

xviii. Hotels rooms (for WCU employees unless using a travel card)

xix. Train charges (for WCU employees unless using a travel card)

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

c. 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.

d. Items prohibited from purchase via the P-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.

11. PRE-APPROVAL REQUIRED

a. Some transactions require pre-approval from specific WCU departments prior to making the purchase:

i. Subscriptions to print or electronic publication and purchase of DVDs, videos, etc. (Departments should check with WCU Library Services before purchasing subscriptions, A-V materials, etc. Library Services may be able to purchase materials at discounts and has equipment and facilities on campus to make them available and preserve them.)

ii. Hardware Requests

1. The purchase of university supported laptops (Windows/ Mac), desktops (Windows/ Mac), tablets and monitors

must be completed through the IS&T Help Desk at 610-436-3350.

2. Once the online request form is submitted and approved, the IT Help Desk will submit a 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 IS&T Help Desk will aim to expedite the request.
3. The purchase of university supported printers may be done from any vendor as long as the printer being purchased is from the university supported printer list.

iii. Peripheral Requests

1. Departments **may** purchase peripherals such as batteries, adapters, fusers, external hard drives, etc. from any vendor.
2. If purchasing accessories for Apple products, any vendor **EXCEPT** Apple.com or Apple retail locations (due to legal contracting issues) may be used. If a product is required and is only sold by Apple, complete a request through the IS&T Help Desk.

b. For advertising, official university documents, publications, or anything with the WCU logo- contact the department of Graphics and Printing at 610-436-2781. All publications bearing the seal or imprint of West Chester University must be processed through the Office of Publications, Printing, and Editorial 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.

12. TRANSACTION DECLINES (click link for detailed information)

If a transaction is declined by the vendor, please contact the Card Systems Administrator at pcardstmts@wcupa.edu.

13. TRANSACTION RETURNS

a. Merchants are responsible for establishing return and credit policies for their businesses. It is the cardholder's responsibility to understand the merchant's return policy when purchasing merchandise. The cardholder must make sure the merchandise received is accurate and in good condition.
b. Contact the merchant for all returns and according to the requirements of the merchant. The merchant must process a credit directly back to the card. A store credit or cash refund is unacceptable.

14. TRANSACTION REVIEW

a. Cardholders need to review transactions on a regular basis. Cardholders should set up alerts in Global Card Access for notifications of transactions and for fraud prevention.
b. To access and review the charges, the cardholder must go to US Bank Access Online. This website provides cardholders with 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 pcardstmts@wcupa.edu.

15. MONTHLY P-CARD RECONCILIATION (click link for detailed information)

16. RECEIPTS

a. Transaction receipts should include documentation that supports the following for each item on the statement:
    i. Description
    ii. vendor name
    iii. date of transaction
    iv. price
    v. quantity
b. Payment of conference or seminar registrations requires the name of attendees, agenda and completed registration.
c. Food purchases require itemized receipts, agenda, purpose, start and end time of meeting and names of attendees.
d. Some merchants may not provide itemized details (descriptions, quantities, unit prices) on sales receipts. In such cases, the cardholder must obtain documentation of this detail through order forms or packing slips. This itemized documentation should include descriptions, quantities and, if possible, unit prices.

17. MISSING RECEIPT FORM (click link for form)

a. Complete documentation must be included with the reconciliation. Occasionally, if original documentation is not available, cardholders may complete a Missing Receipt Form.
b. The form must be signed by the cardholder and cost center manager or supervisor.

18. TRANSACTION DISPUTES

a. Cardholders should resolve disputes directly with the merchant.
b. If the merchant does not comply, contact the Card Systems Administrator with the following info:
    i. Describe the issue.

ii. Provide date and amount of transaction.

iii. Note on the reconciliation that an item is in dispute.

19. CHIP CARD

a. The P-Card has an embedded chip that provides greater security when making purchases at chip-enabled terminals. Chip cards are more secure with a unique process used to determine if the card is authentic which makes the card more difficult to counterfeit.

b. To use a chip card, insert it face-up into a chip-enabled terminal and follow the directions on the screen. Cardholders should create and remember a pin which is often required by merchants.

c. The pin can be changed on US Bank Access Online.

20. FRAUD

a. If a transaction is not recognizable, please immediately contact US Bank's Fraud Dept: 877-887-9260 and the Card Systems Administrator at pcardstmts@wcupa.edu or 610-436-2924.

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

c. How to help prevent fraud on your account

d. Types of Fraud

21. COST CENTER MANAGER & SUPERVISOR RESPONSIBILITIES

a. Although the cardholder has been delegated limited purchasing authority on the assigned cost center, the cost center manager and the cost center manager's supervisor maintain responsibility and accountability over the budgeted funds.

b. The cost center manager or 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:

i. Ensure that all transactions are appropriate and allowable for the department and university.
ii. Confirm all relevant supporting documentation is included.
iii. Sign and Email the P-Card PDF reconciliation to pcardstmts@wcupa.edu by the 10th of each month.
iv. Keep original receipts for 3 fiscal years (or longer, if required by federal grant or contract).

22. EMPLOYEE CHANGE OF STATUS

a. 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.
b. If the cardholder is leaving WCU, the supervisor must:
    i. Notify the Card Systems Administrator
    ii. Obtain the P-Card
    iii. Obtain the receipts and past reconciliations from the employee to ensure proper record retention.

23. RESTRICTED/GRANTS/GIFT COST CENTERS (click link for detailed information)

24. CANCELLING AN ACCOUNT

Contact the Card Systems Administrator at pcardstmts@wcupa.edu to cancel the account.

25. LOST OR STOLEN CARDS

Report lost or stolen cards immediately to contact US BANK at 800-344-5696 and contact the Card Systems Administrator at pcardstmts@wcupa.edu. WCU may be liable for transactions until a card is reported lost or stolen.

26. COMPLIANCE REVIEWS

a. Audits of the P-Card program, travel card program, and candidate interview card program are conducted regularly by both the Card Systems Administrator and outside audit firms.
b. 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.

27. NON-COMPLIANCE SITUATION NOT RESOLVED

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

28. DELINQUENT PAYMENTS OF THE TRAVEL CARD (click link for detailed information)

29. BENEFITS OF THE TRAVEL CARD (click link for detailed information)

30. CANDIDATE INTERVIEW CARD

a. The WCU Candidate Interview card is a unique P-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 and Travel Card Policy.

b. **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.
c. **Requesting a Candidate Interview Card-** To request the Candidate Interview Card, please refer to the same procedure outlined in section, "REQUESTING A PURCHASING CARD or A TRAVEL CARD" and "RECEIVING A CARD."
d. **End Date of Card-** Because the Candidate Interview Card 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.
e. **Using the Card-** The Commonwealth, PASSHE and WCU purchasing policy applies to all card purchases. Cardholders MUST:
    i. Make purchases related to the Candidate Search only.
    ii. Make official WCU business purchases only.
    iii. Protect public funds as if they were their own.
    iv. Avoid prohibited purchases.
    v. Ensure purchase costs are reasonable.
    vi. Maintain records for audits and public review for a minimum of 3 years.
    vii. Report inappropriate sales or purchase activities by any card user immediately to WCU's Card Systems Administrator.

f. **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:
    i. The number of candidate searches during any given month
    ii. Coordination between the College Business Manager or Director and the Card Systems Administrator
        1. The cardholder may request a temporary or permanent increase to the monthly limit with business justification, budget and cost center manager approval.
        2. Final approval will be made by the Card Systems Administrator.

g. **Allowable Transactions-** The Candidate Interview card may be used for most purchases that are required for a successful candidate search such as:
    i. Hotel room reservations for the candidate ONLY
    ii. Conference room reservations
    iii. Meal expenses with the Candidate (within the guidelines of the PASSHE Use of Public Funds Policy)
    iv. Parking
    v. Ads and ad placement

h. **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:
    i. Alcoholic beverages
    ii. Transportation (including airline, car rentals, bus and train transportation) to the area.
    iii. Transportation in the immediate area of West Chester University is considered an acceptable expense (i.e., taxi, bus, etc.)
    iv. Hotel ancillary charges (snack bar, gym, room service, etc.)

v. Office supplies
vi. Cash advances/travelers checks
vii. Gasoline
viii. Services
ix. Multiple charges or "split" purchases that enable transactions in excess of the cardholders' single transaction limit to be processed by a single vendor
x. Personal expenses (even with the intent to reimburse)
xi. Monthly passes and fees for food delivery platforms, such as DoorDash and Grubhub, are not permitted.

i. **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.

j. **Transaction Documentation MUST include:**
   i. Position description
   ii. Candidate name
   iii. Agenda
   iv. Vendor name
   v. Date of transaction
   vi. Price paid per night
   vii. Pick up/Drop off location
   viii. Check in/out date
   ix. Itemized receipts/bill
   x. Name of attendees

k. **Transaction Review**- please see section 14

l. **Monthly Reconciliation**- please see section 15

Definitions

- Account Statement – the listing of all transactions by the cardholder in a given month.
- Pre-Approval Required Items – for the purpose of the P-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 P-Cards based on enrollment forms approved by WCU. This institution fulfills the contractual obligations of the P-Card programs in accordance with WCU and the Pennsylvania State System of Higher Education (PASSHE).
- Candidate Interview Card – a WCU P-Card that is restricted to pay 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 P-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 budgetary 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 primarily for the purchase of goods. The card also may be used for some small dollar services under $5,000 with the approval of the Purchasing Department.
- Purchasing 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 University Operations Procedure/Standard Number 2021-52 Purchasing Card Guiding Principles, PASSHE Use of Public Funds Policy, WCU Public Funds- WCU Supplemental, 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; or certain services under $5,000 which may be purchased with a

P-card with the approval of the Purchasing Department. Services include but are not limited to services provided by speakers, conference/workshop site providers, repairs to equipment, etc. If a service is not eligible to be purchased via a P-card, 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.

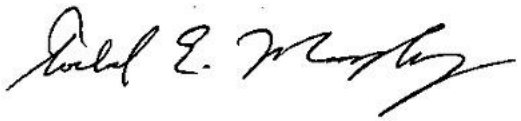
References

- Act 57 – the (Pennsylvania) Commonwealth Procurement Code, all provisions of which are incorporated herein by reference.
- WCU Purchasing Policy
- PASSHE Procedure/Standard Number 2011-07, Expenditures of Public Funds
- Public Funds- WCU Supplemental
- PASSHE University Operations Procedure/Standard Number 2021-52 Purchasing Card Guiding Principles,

Reviewed by: Sr. Associate VP for Finance & Business Services, Accounts Payable and Card Systems Manager, Card Systems Administrator, Director of Business Services, Executive Assistant for Finance & Business Services,

Policy Owner: Nicole Bobbert, Accounts Payable & Card Systems Manager

Approved by:



Todd E. Murphy

Vice President for Finance and Administration

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History of Travel Card Policy:

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