

Procedure 6.3.9.1 Business Services: Payment Card Procedures

TRI-COUNTY
COMMUNITY COLLEGE

BUSINESS SERVICES
PAYMENT CARD PROCEDURES

PROCEDURE
6.3.9.1

I. Introduction

The purchasing card, or “P-Card”, is in essence a Tri-County Community College credit card issued to each permanent full-time employee of TCCC, and certain temporary full-time employees. It acts just like a credit card in that each card is tied to a credit limit and the entire P-Card program, as a whole, is tied to a credit limit. This program is an attempt to alleviate the burden on employees who are using their own personal funds or personal credit cards for travel or other expenses such as hotel charges, company vehicle fuel, or other approved charges, and then having to wait for reimbursement from the business office. The P-Card is a privilege for employees, not a right, and has certain responsibilities and expectations attached to their usage.

The P-Cards are kept by the Business Office in the safe at all times when not checked out by the employee. Each employee is expected to keep their card in a secure place when it is in their possession and to notify someone in the business office IMMEDIATELY if their card has been lost or stolen. If the business office is closed, contact Bank of America directly at 1-800-449-2273 (if the card number is not known, dial -0- at the prompt to speak with a customer service specialist). If your charge has been declined, your card may have a fraud watch attached to it. Call Bank of America at 1-866-500-8262 to speak with a fraud services representative or contact Julia Hall at 4285 or Judy Owenby at 4212 for assistance.

Charges must be coded and signed off within ONE week of purchase. To sign off on your charges, go to <https://payment2.works.com/works/> (the “Works” program) and login using your TCCC email address as your username and the password you set up with the Welcome Email. If you cannot remember your password or if your G/L account number is invalid when you sign off on your charges, contact Julia Hall (ext. 4285) or Judy (ext. 4212) for assistance.

I. Process

Every employee to whom a P-Card is assigned is expected to understand and abide by the following P-Card internal control procedures:

1. **Check out** your P-Card at the Business Office with appropriate authorization,
2. **Use** your P-Card for authorized purchases,
3. **Return** your P-Card to the Business Office (or to your campus P-Card Coordinator),
4. **Sign off within ONE week of purchase** on your P-Card expenses in the Works program OR turn in your receipts to your proxy reconciler (faculty may turn in their receipts to Shannon Bryant).

The details of the instructions for the above steps depend on whether you are using your P-Card for travel expenses or for expenses other than travel. Each situation is discussed below.

II. Travel Expenses

1. CHECK OUT YOUR P-CARD

Your supervisor must authorize your travel using a travel authorization form. This form is found on the shared drive under the “Travel forms” folder. Give a copy of the properly signed form to the Business Office (or your campus coordinator) when you check out your P-Card. You will be required to sign a P-Card check out log and provide an estimated P-Card return date. By signing the check-out log, you are affirming that you will abide by these P-Card policies and procedures.

2. USE YOUR P-CARD FOR AUTHORIZED PURCHASES

- You **MUST NOT** use your P-Card for meals or fuel for a *personal* vehicle. You are reimbursed for meals using a per diem rate set by the state and for fuel for your personal vehicle at a set mileage rate.
- You **SHOULD** use your P-Card for fuel if you are using one of the *College’s* vehicles.
- You **MAY** use your P-Card for approved travel expenses such as conference registration fees, hotel expenses, parking fees, tolls, etc.
- You **MUST NOT** use the P-Card for hotel incidental expenses, such as room service or in-room movies. Most hotels allow you to provide your personal credit card for incidentals when you check in. Note that you will be required to reimburse the College for incidental expenses charged to your P-Card, and habitual charging of high incidental expenses to your P-Card may be considered a violation of your P-Card trust.

3. RETURN YOUR P-CARD

Return your card to the Business Office on or before the estimated return date. When you log your P-Card back in, you should indicate if you are turning in your receipt to a proxy reconciler or if you are signing off on your own purchases. If you do not have a receipt, you will need to complete the Missing Receipt Affidavit, which is found on the Shared drive in the “P-Card” folder (your supervisor must sign the Missing Receipt Affidavit).

4. SIGN OFF ON YOUR EXPENSES

If you have a proxy reconciler, turn in your receipts to your proxy reconciler (faculty may turn in their receipts to Shannon Bryant). If you sign off on your own expenses, follow the instructions for Works sign off to code your purchases. You must have all of your purchases signed off within **ONE** week from date of purchase. If you have any questions about signing off your purchases on the Works program, please contact Julia Hall (ext. 4285) or Judy (ext. 4272).

III. Expenses Other Than Travel

1. CHECK OUT YOUR P-CARD

Your supervisor must authorize the use of your P-Card for expenses other than travel, such as instructional supplies or office supplies, by using the P-Card Authorization Form. This form

is found on the shared drive under the “P-Cards” folder. Give a copy of the properly signed form to the Business Office (or your campus coordinator) when you check out your P-Card. You will be required to sign a P-Card check out log and provide an estimated P-Card return date. By signing the check-out log, you are affirming that you will abide by these P-Card policies and procedures.

2. USE YOUR P-CARD FOR AUTHORIZED PURCHASES

You MUST NOT use your P-Card for any expenditure other than for which it was authorized. In addition, you MUST NOT allow anyone else to use your P-Card. Doing any of these prohibited actions will jeopardize your P-Card privileges and may put the College in a precarious situation with the State. In addition, you will be required to reimburse the College for any unauthorized purchases.

3. RETURN YOUR P-CARD

Return your card to the Business Office on or before the estimated return date. When you log your P-Card back in, you should indicate if you are turning in your receipt to a proxy reconciler or if you are signing off on your own purchases. If you do not have a receipt, you will need to complete the *Missing Receipt Affidavit*, which is found on the Shared drive in the “P-Card” folder (your supervisor must sign the Missing Receipt Affidavit).

4. SIGN OFF ON YOUR EXPENSES

If you have a proxy reconciler, turn in your receipts to your proxy reconciler (faculty may turn in their receipts to Shannon Bryant). If you sign off on your own expenses, follow the instructions for Works sign off to code your purchases. You must have all of your purchases signed off within ONE week from date of purchase. If you have any questions about signing off your purchases on the Works program, please contact Julia Hall (ext. 4285) or Judy (ext. 4272).

IV. Other Procedures

P-Cards are now issued as “chip and PIN” cards. Many establishments now require PINs when you purchase items with a credit card. When you are issued a new card, you will be given your PIN from the Business Office. The Business Office DOES NOT keep a record of everyone’s PIN. If you have lost or forgotten your PIN, there is an online method to retrieve it. The instructions for retrieving your PIN are found on the shared drive in the P-Card folder.

New employees must now sign an affidavit stating that they have received a copy of these P-Card procedures before they are allowed to use their P-Card. The Business Office will provide all new employees to whom a P-Card is assigned with a copy of these procedures and will ask the employee to sign an affidavit the first time they check out their P-Card. If there are any questions about these procedures, please email or call Julia Hall at jhall@tricitycc.edu or extension 4285 (828-835-4285).

V. Why We Have These Procedures

The budget is not merely a guide, it is the LAW. The internal control procedures placed in service are mandated by the state and ensure that we follow the law. The authorization forms prove the “why” of the purchase, and protect those responsible for adhering to their budget by

keeping them informed about what expenditures will be charged against their budget. The receipts prove that we have been good stewards of state, local, and institutional funds by proving what was purchased and at what cost.

If internal audit procedures reveal that P-Card usage is habitually abused through violations of this trust, including not adhering to the one week sign off deadline as outlined in these procedures, the P-Card privilege for that employee will be suspended or terminated.

In short, the P-Card is a significant privilege and sanctioning the authority to use it shows substantial trust from the College's leadership. TCCC thanks each employee, in advance, for taking that trust very seriously.

VI. Appendix A: Common Forms or Documents Used With the P-Card

FORM OR DOCUMENT	PURPOSE	LOCATION OF FORM
Travel Authorization Form	A signed copy is turned into the Business Office or P-Card Campus Coordinator when checking out your P-Card for travel expenses.	S://P-Cards/P-Card Forms
P-Card Authorization Form	A signed copy is turned into the Business Office or P-Card Campus Coordinator when checking out your P-Card for expenses other than travel.	S://P-Cards/P-Card Forms
Missing Receipt Affidavit	A signed copy is used in place of a receipt in the event a receipt is lost or no receipt was generated.	S://P-Cards/P-Card Forms
Works Instruction Summary	Summarized instructions on how to sign off your expenses on Works.	S://P-Cards/Works Instructions
Online PIN Check Instructions	Instructions on how to retrieve a PIN online.	S://P-Cards/Works Instructions
P-Card Policies and Procedures	Explains the internal control procedures with regard to the P-Card program.	S://P-Cards/P-Card Procedures

VII. Appendix B: Key Personnel Associated With the P-Card Program

NAME	ROLE	EMAIL AND EXTENTION
Bill Vespasian	Program Lead Administrator	bvespasian@tricitycc.edu ext. 4211
Judy Owenby	Program Administrator	jowenby@tricitycc.edu ext. 4212
Julia Hall	Program Administrator	jhall@tricitycc.edu ext. 4285
Larry Rogers	P-Card Reconciler	lrogers@tricitycc.edu ext. 4272
Shannon Bryant	Faculty Proxy Reconciler	sbryant@tricitycc.edu ext. 4206