

Policy No. 911**Responsible Department:** Accounts Payable**Responsible Administrator:** Accounts Payable Manager**Effective Date:** September 2003**Reviewed/Updated Date:** March 2023**Date of Scheduled Review:** June 2025**PURCHASING CARD POLICY****PURPOSE**

The purpose of the Purchasing Card Program is to improve the purchasing process by streamlining purchases and increasing operational efficiency.

SCOPE

All ACU employees using the university purchasing card for operational and business-related purchases.

PROCEDURE**Cardholder Responsibilities**

1. Ensure the proper and secure use of the p-card and respectfully use the card for business purposes only.
2. The cardholder may initiate transactions on behalf of others within their department; however, the cardholder is responsible for all use of their university credit card.
3. Any fraudulent expenses posted to a p-card must be reported to the card company within 60 days of the transaction date by contacting the card company's phone number imprinted on the back of the p-card. Fraudulent expenses are recorded in Concur Expense with the Fraudulent Expenses expense type.
4. Ensure that sufficient budget funds exist for making purchases and only use FOAP allocations that are authorized for use.
5. Review and follow instructions from the **p-card website: www.acu.edu/pcard** including all current university policies.
6. Reallocate monthly posted p-card charges in Concur Expense and provide valid business purposes per posted p-card transaction.
7. Provide the correct itemized receipts for posted p-card transactions in Concur Expense.
8. Submit **CBS p-card expense reports** monthly within the online Concur user platform by navigating to **www.acu.edu/concur** as transactions are posted in Concur Expense. Concur CBS expense reports should be reviewed and submitted by the 15th day of the month following posted monthly p-card transactions.

Supervisor Responsibilities

1. Ensure each posted p-card transaction is a legitimate ACU business expense. If the expense is related to a federal, state, or private grant project, the supervisor must ensure that the expense is allowable under the grant. The supervisor signature on the expense report shows approval of all transactions that have been made by the cardholder and that the expense is allowable for the grant project (when applicable).
2. Ensure that cardholder(s) follow the purchasing card policy as well as all other current university policies.
3. Ensure fraud does not occur by a cardholder, including a cardholder being reimbursed through other means for items purchased on their university purchasing card. Fraudulent expenses must be reported to the card company within 60 days of the transaction date and any fraudulent transactions must be recorded with the Fraudulent Expenses expense type in Concur Expense.

4. In Concur, ensure the cardholder(s) allocates their p-card transactions to appropriate FOAPs as well as provides a valid business purpose.
5. Ensure that cardholder(s) submit their completed CBS expense reports on a timely basis in Concur Expense. For expense reports that are sent back to user, supervisors are required to review and approve resubmitted Concur expense reports in a timely manner.
6. Concur CBS expense reports should be reviewed and approved by the 15th day of the month following posted monthly p-card transactions.

Recording changes to a Purchasing Cardholder's Supervisor

Please use the **P-Card Change or Close Request** form to notify Accounts Payable of a change to a cardholder's supervisor. Noting these changes is important for record keeping and reporting purposes. Please send the completed and signed form electronically to pcard@acu.edu.

Cardholder Agreement & Testing

Before a new cardholder receives their p-card, the applicant is required to sign the **Purchasing Cardholder Agreement** and pass the p-card test. The **Purchasing Cardholder Agreement** references the cardholder's responsibilities as well as any prohibited purchases which includes terms of use that must be agreed to by the cardholder prior to receiving and maintaining a university purchasing card. Each cardholder must receive at least a 75 on the p-card test that is used for training purposes. The purpose of the purchasing card test is to educate purchasing cardholders on reporting deadlines, prohibited purchases, and the p-card policy.

Purchases with a P-Card

The p-card can be used for ACU purchasing needs including operational and business related expenses. When transacting a purchase with a p-card, it is recommended that cardholders check as many sources as possible to assure optimal pricing, quality, and delivery of products or services. The purchasing card can be used in the following methods:

- In person or point of sale
- Internet (online purchases completed on secure and trusted vendor websites)
- Mail order form (only when required by a trusted merchant)

Sales & Use Taxes

ACU purchases made in Texas and for use in Texas are generally exempt from Texas sales and use taxes. It is the responsibility of the cardholder to provide proof of tax exempt status when making a purchase where sales tax is incurred. ACU's tax ID number is printed on the front of each p-card for tax exempt verification. If the vendor requires additional proof, ACU's **Texas Sales & Use Tax Exemption Certification** is available for viewing and printing on the Finance Forms webpage: www.acu.edu/finance/forms. Purchases made in other states are generally subject to outside state sales tax laws and regulation.

Prohibited Purchases

The following items should not be purchased with an ACU purchasing card:

- Travel expenses (with the exception of in town meals and fuel in a university vehicle)
- Fuel in a personal vehicle - If an individual is using their personal vehicle for ACU business, it is expected for the employee to track mileage and submit a Concur travel expense report in Concur Expense for mileage reimbursement based on available department funding. Mileage reimbursements not only cover fuel costs but also wear and tear on the vehicle as specified per IRS business travel guidelines.

- Gift cards, gift certificates, or store credits
- Gifts purchased over 30 days in advance without an intended business purpose. Gifts purchased in advance for gift inventory must be recorded by providing the list of who receives gifts in the future and the value of the gift received.
- Certain gifts, awards, prizes, and reception costs – please see ACU’s **Gifts, Awards, Prizes, & Receptions Policy** when making such purchases
- Cash advances
- Cash as a credit for returned items
- Alcoholic beverages or tobacco products
- Personal purchases are prohibited (this includes personal, individual memberships such as Amazon Prime memberships or Sam’s Club memberships).
 - Personal expenses posted to a p-card should be recorded with the Personal/Non-Reimbursable expense type on the transaction level in Concur Expense. Any personal purchases posted to a p-card should be returned to the cashier’s office within seven days of the posted card transaction within regular cashier office hours by cash or by check. It is important to note that personal purchases are subject to further review by the Finance Office. Misuse of the card can result in disciplinary action taken such as termination of employment or permanent card suspension.
- Personal event related spend such as purchases for an employee’s wedding, wedding shower, or baby shower. Please reference the **Employee Handbook** for information regarding employee fringe benefits.
- Personal utility bills
- Spousal or family expenses without prior department approval
- Cell phones or cell phone monthly bill payments – see the **Cell Phone Policy**
- Internal ACU purchases such as ACU Mail Services, ACU Billing, ACU Press, ACU Theater tickets, ACU Athletic tickets, ACU dinner tickets, or CopyCat are prohibited. These purchases should be allocated using a departmental FOAP transfer via a journal entry.
 - Please note that p-card purchases are allowed for purchases from third party vendors on campus including ACU Dining Services, Chartwells Catering, and The Campus Store.
- Telephone and computer hardware purchases – such items should be purchased through the Information Technology department
- Other purchases in violation of university policy – see the **Employee Handbook** for more detail

Receipts & Documentation

It is recommended that a receipt be obtained for all business-related transactions. For all meal expenses, an itemized receipt must be obtained regardless of the payment amount. For other purchases not related to meals, an itemized receipt is required for transactions exceeding \$25. If the amount of the transaction is below \$75 and documentation of the purchase cannot be obtained from the vendor, employees must complete and provide a **Missing Receipt Statement** in Concur to be attached as the receipt copy for the transaction. If the amount of the transaction is \$75 or more, vendor documentation must be provided or cardholder reimbursement will be required. If the cardholder does not provide receipts over \$75 on three occasions, their card will be suspended until proper expense documentation is provided. If an employee has been terminated and receipts are missing that cannot be obtained by the department, the supervisor will be asked to fill out a **Missing Receipt for Terminated Employees** form to be provided as the receipt copy for the expense.

A receipt can be one of the following:

- Itemized Receipt

- Invoices
- Sales receipt
- Itemized E-mailed Receipt from the Vendor
- Cash register tape
- Packing slip/ Order Form

All receipts must provide the following information:

- Vendor name
- Date of purchase
- List of items purchased
- Unit cost
- Total cost

Other required documentation includes:

- A business purpose for each charge to be provided on the expense transaction level of the expense report.
- For meals and purchases for a group or a purchase on behalf of another, include a list of attendees and their business or employment affiliations in the attendees section on the transaction level or in the comment section on the expense level.
- For fuel charges, indicate in the comment section of the expense if the fuel was purchased for a rental vehicle or ACU vehicle
 - Important note: fuel purchased for an employee's personal vehicle with university funds is a purchase against policy. Fuel in an individual's personal vehicle should not be purchased using a university p-card. Instead of purchasing fuel in a personal vehicle, mileage should be calculated in Concur Expense within the employees Concur Expense user profile when an employee's personal vehicle is used for business related travel.

Account Allocation

Each cardholder has a default FOAP on file in Concur. If a p-card transaction should be allocated to a FOAP other than the default FOAP on file, the reallocation must be completed in the Report Details, Report Header section of the expense report which will update the allocation for all expenses within a Concur expense report. Allocations can be completed in Concur per expense line when needed by selecting the transaction checkbox and selecting allocate to update the allocation per expense transaction if needed.

Changes to Default P-Card FOAPs

For any changes to a cardholder's default FOAP in Concur, please provide a completed **P-Card Change or Close Request** form sent electronically to pcard@acu.edu. Please allow 1-2 business days for changes to be applied. Changes to default FOAPs affect future monthly transactions after the change has been applied. The allocation details for current open reports, at the time that the change was applied, should be reviewed via the Report Details, Report Header information.

Expense Reports & Supervisor Approval

If the cardholder has any purchasing transactions within the month, including credited transactions, a CBS expense report must be submitted in Concur for the p-card transaction allocations to post in Banner Finance. Posted p-card transactions will auto-populate in Concur Expense within a CBS monthly expense report. Do not delete posted p-card transactions from a Concur CBS expense report. The monthly CBS p-

card expense report should be submitted by the cardholder and approved by the cardholder's supervisor during the month following posted card transactions. The dates of the expense report include p-card transaction posting dates from the 1st day of the month through the last day of the month.

- If the report is submitted in error without all p-card transactions for the full dates of the month, the cardholder will be asked to add the missing p-card transactions to a new CBS report and review and submit any additional transactions. All p-card transactions are intended to be allocated and submitted in one monthly CBS expense report correctly per card number to avoid additional reporting cost and delays in expense allocations.

It is the cardholder's and supervisor's responsibility to ensure the expense report includes the correct receipts, business purposes for every transaction, additional information required per transaction type, and other documentation as referenced on the p-card website: www.acu.edu/pcard. The expense report should be completed and electronically submitted in Concur by the 15th day of the month following the month in which transactions posted. If the 15th day of the month falls on a weekend or observed holiday, the expense report is due on the following business day.

Billing Discrepancies & Returns

The cardholder is responsible for resolving discrepancies directly with the vendor and requesting that any credit or additional charges be posted to the p-card. If the cardholder is unable to resolve a discrepancy, the cardholder must fully document the situation and process the dispute form with the card company by contacting JP Morgan Chase directly via the phone number imprinted on the back of the p-card. Transaction disputes must be submitted to JP Morgan Chase within 60 days of the original transaction date. When a cardholder has returned an item, they are responsible for assuring that a credit is posted to the card account.

Credit Limit Changes

To change the credit limit of a purchasing card, the **Purchasing Card Credit Increase Request** is completed and proper signatures must be provided on the form prior to the limit change being processed by Accounts Payable. Temporary or emergency credit limit changes should be noted accordingly on the signed form. On the form, employees must provide an explanation/business purpose for the limit change. Completed and signed p-card forms are sent electronically to pcard@acu.edu for review.

P-Card Closure & Employee Termination

To request the closure of a purchasing card, complete the **P-Card Change or Close Request** form and send the form electronically to pcard@acu.edu. If a card is closed due to employee termination, please shred or return the purchasing card to Accounts Payable as well as completing and providing a signed **P-Card Change or Close Request form**. Any outstanding p-card expense reports and supporting receipts must be submitted and approved in Concur Expense regardless of the cardholder's employment status. If an employee has been terminated and receipts are missing that cannot be obtained by the department, the supervisor will be asked to fill out a **Missing Receipt for Terminated Employees** form to be provided as the receipt copy on the transaction level of the monthly CBS expense report. Receipt copies can be uploaded in Concur on the expense transaction level or copies of missing p-card receipts can be emailed to pcard@acu.edu if needed.

Compliance

The Accounts Payable department is responsible for monitoring p-card transactions for compliance with ACU policies and IRS guidelines. CBS p-card expense reports and their related documentation are audited on a monthly basis, reviewed, and approved in Concur by Accounts Payable.

If a cardholder does not submit their p-card expense report by the deadline or if a report is received in Accounts Payable that contains transactions that are in violation of the purchasing card policy, the

cardholder and supervisor will receive an email notification from Concur and or the P-Card Team. If a report is sent back to a user for missing information or documentation, the report must be reviewed and resubmitted in Concur Expense by the cardholder with the missing items within seven days of the CBS expense report being returned to the employee for further review. *Please contact pcard@acu.edu if there are issues gathering receipts or information for a returned CBS expense report.* The cardholder will receive three email notices that are autogenerated from Concur before the cardholder's p-card is suspended.

Please note that the Finance department reserves the right to suspend a university credit card if a purchasing card report has not been received within 90 days of the reporting due date regardless of the notices received by the cardholder. Upon review by the Accounts Payable department, card suspension is lifted after the proper documentation is received. *Beginning December 1, 2012, if a cardholder has been suspended three times over a three-year period, the cardholder will be permanently suspended from receiving an ACU purchasing card.*

University purchasing card(s) are issued to faculty and staff who purchase on behalf of the university for business. It is important that university purchasing cards utilized and managed in a responsible and appropriate manner by ACU employees. Student employees are **not** eligible to receive a purchasing card. Fraudulent misuse of the card or policy disobedience can result in any of the following circumstances, at any time as determined appropriate by the Finance office:

- Temporary card suspension
- Permanent card suspension
- Card closure
- Financial restitution
- Employment termination
- Other disciplinary actions as set forth under university policy

If a supervisor is not meeting their supervisor responsibilities, penalties may include:

- The suspension of all cards for employees who report to the supervisor
- Employment termination
- Other disciplinary actions as set forth under university policy

Office Contact Information:

Accounts Payable P-Card Office

pcard@acu.edu
(325)674-6167
(325)674-2785

Research and Sponsored Programs Office

orsp@acu.edu
(325)674-2885