Lewis & Clark College
Purchasing Card Program Handbook

Welcome to the Lewis & Clark College Purchasing Card Program. Whether you are a cardholder, the designated proxy for a cardholder, or the manager of a cardholder, you will have certain responsibilities that are outlined in this handbook. Please read this information carefully, as you will be expected to understand and follow the policies and procedures described.

Overview

The Purchasing Card (P-card or Visa) program is designed to facilitate and simplify the process of purchasing goods and services, pay invoices, improve administrative efficiencies, and provide more consistent administration of purchasing policies and procedures.

The P-card is a corporate charge card which will not affect the cardholder's personal credit. Liability rests with the College. However, cardholders and managers are responsible for appropriate use of the card and reporting in accordance with the terms and conditions of the Cardholder Agreement and this Handbook.

Requesting a Card

To request a purchasing card, complete the Purchase Card Application Form and Purchasing Card Holder Agreement; both documents can be found on the Purchase Card Program website. Return the completed forms, with appropriate signatures, to the Business Office. Once your request is received and approved by the College Controller, the card will be ordered and should arrive in your campus mailbox within 7-10 business days. Note that the card will be issued in your name, but Lewis & Clark College is responsible for making all payments on your account.

Card Activation & Training

You will receive your card and activation instructions from Bank of America directly in your campus mail box. Simply call Bank of America at the phone number indicated and enter your campus phone number to activate your card. Please contact one of your P-card program administrators to schedule a brief training session regarding your Cardholder responsibilities, and for any help you may need with activating your card. Training materials and further information about the card program can be found at http://www.lclark.edu/offices/business/accounts_payable/purchase_card/

Making a Purchase

Once your card has been activated and training has been completed, you are ready to make a purchase. Use the card as you would any other credit card for authorized business purchases only. Retain the original itemized receipt for each purchase. Original receipts over $25 must be submitted to the Business Office with your billing statement at the close of each monthly billing cycle (see Cardholder Responsibilities below).

IMPORTANT: When making a purchase by mail, fax, or internet, please instruct the vendor to send an itemized receipt only, and no other additional receipt. This will help avoid the possibility of duplicate payment by the College.

Nearly all business purchases can be made with a P-card, but some vendors do not accept credit cards. In this case payment should be made by check request. Other vendors may charge an additional fee to cover the cost of their Visa merchant processing. This is not generally acceptable under Visa rules, but rather than debate the point with a vendor, you should request payment by check and notify the Business Office.

Card Usage

The card is to be used for authorized business purchases only. The P-card is a simple and cost-effective way to procure goods and services. Using the card whenever possible to pay for authorized business expenses is both helpful and encouraged. Spending limits are determined by the approving manager and the College Controller, and are based on the budget and estimated purchasing needs of the department.

Examples of typical items that can be charged to a P-card include:

- Dues for professional or academic associations
- Books, magazines and other subscriptions
- Professional and academic conference registrations and fees
- Travel expenses including airlines, hotels, rental cars, taxis and restaurants
- Office and laboratory supplies
- Maintenance hardware and small tools
- Fuel for University-owned or rental vehicles
- Purchased services
- Invoice Payments

Prohibited Use

Using the P-card for personal purchases of any kind is strictly prohibited. Personal purchases are considered a misappropriation of institutional funds, and the College will seek immediate reimbursement for such items.

The issuance of a purchasing card does not, in itself, authorize the cardholder to make any purchases. Cardholders are subject to the same purchasing limitations that are in-force with any other means of payment (checks, etc.). Any purchases which are not properly authorized, or which are specifically prohibited, may be considered a "personal" purchase of the card-holder. The College may request reimbursement and take other corrective actions as deemed appropriate, up to and including termination of employment.

The following items are generally prohibited uses of the P-card:

- Personal cell phone charges (see Cell Phone Policy)
- Fuel or other personal vehicle expenses (the College pays a mileage rate that includes fuel)
- Any item for personal use or which does not have a bona fide business purpose

Cardholder Responsibilities

Accounting

Cardholders (or their designated proxy) must provide an accounting of their purchases through the Bank of America *Works* online application <https://payment2.works.com/works/>. Your responsibilities include:

- Proper expense account coding
- Retention of original itemized receipt for each purchase in excess of $25.00
- Description of business purpose (including names of attendees for meals and entertainment)
- Sign-off for all purchases
- Reconcile purchases to monthly billing statement (available on the 3rd of each month)
- Cardholders are expected to complete their reconciliation and sign-off for all purchases, turn in original receipts attached to the billing statement, and obtain their manager's approval in Works by

the 10th of each month.

Card Security

Cardholders are responsible for the safe-keeping of your card at all times. If your card is lost or stolen you should report it **immediately** by calling both Bank of America at 1-888-449-2273 and the Business Office at (503) 768-7798. You should also promptly notify the Business Office of any unauthorized use of the card, or any potentially fraudulent or disputed charges.

Cardholders should not share their cards with other employees or individuals not associated with Lewis & Clark College unless specifically authorized to do so by your manager and the College Controller.

Reconciling your Month-end Statement

To reconcile and account for your purchases, you will need your itemized receipts and access to the internet. The Bank of America *Works* program tracks all or your purchases and allows you to provide a description for each purchase (including business purpose and names of attendees for any meals or entertainment expenses), indicate whether or not you have appropriate receipts, and assign the appropriate general ledger expense account code.

Instruction regarding the *Works* card management program can be found in the Training Materials available at Purchase Card Program website. There are also instructional videos available in the *Works* system training menu page.

You will need a user ID and password to access the system. Your user ID and temporary password will be given to you in a "**Welcome to Works Applications"** when your card request is entered into the system. When you first log into the *Works* system you will be prompted to change your password. The new password must be 8 – 14 alphanumeric characters.

All purchases will be charged to a default account in your home department. As part of your training, you will be shown how to change the general ledger number for a transaction if necessary. You and your manager will be responsible for accurately assigning the appropriate general ledger number(s) for each of your purchases. Each purchase should be assigned to the account that will best define the natural classification of the expense. For a description of how to assign general ledger codes in the *Works* system, see this document for step-by-step instructions Purchase Card / Visa Transaction Sign Off, or for further guidance, contact the Business Office. If a purchase needs to be charged to an account that is not in your available list of approved accounts, or if an incorrect account number was assigned, please contact one of your P-card program administrators.

A link to your online account statement will be sent to you via email and will also become available in the *Works* system on the third day of the month following the end of each calendar month. Once you have fully documented each purchase, use the option to download and print the statement, and attach your receipts to the statement. You must then obtain your managers approval (see below) and forward your account statement with receipts attached to the Business Office no later than the tenth of the month following the billing cycle.

IMPORTANT: If you are missing a receipt for over $25, you must complete a written memo of explanation, have the memo signed by your approver, and attach it to your account statement submitted to the Business Office.

Purchases will typically be posted to your *Works* account within two business days after the transaction is processed by the vendor. You may add appropriate documentation and sign-off for your purchases at any time during the month after the transaction is posted. Note that *Works* is a web-based system and is accessible anywhere the internet is available.

Proxy Cardholder

You may, with your manager's approval, appoint another individual to act as your proxy to sign off for transactions and reconcile to the monthly statement on your behalf. Responsibility for receipt retention, however, remains with the cardholder.

Manager Review and Approval

Once you (or your designated Proxy) have reconciled to your account statement, your department manager/approver ensures that:

- All transactions are appropriate and properly documented (including names of all attendees for meals and entertainment).
- Receipts or missing receipt memos are provided for all transactions.
- Transactions are charged to an appropriate departmental general ledger number

If all is in order, the approver must sign-off to approve your transactions by the 10th of the following month. If there are any questions or issues to resolve these should be reviewed with the cardholder and remedied before approval. The manager/approver will notify the Business Office of any serious or recurring violations of policy.

The cardholder's manager is usually the primary approver on the account. Alternate approvers may be designated. Responsibility for approval, however, remains with the manager.

Cardholder Audits

The Business Office will conduct random audits to ensure that purchases were made only for authorized business purposes consistent with Lewis & Clark policies, that all necessary documentation and receipts were provided, approvals were made, and appropriate general ledger numbers were assigned. Minor deficiencies in any of these areas will be reported to you. Serious or continuing deficiencies will be reported to the Cardholder's manager, and further action will be taken by P-card program administrators as deemed appropriate.

Account Maintenance

Contact a P-card Program Administrator to request a change to any information or limits associated with your account, if you are experiencing a problem in using your card, or to close your card account.

Schedule

- Billing Cycle closes on the last day of each month
- Account Billing Statement (Report Download) is available in the *Works* queue on the 3rd day of the following month
- Cardholder reconciliation and sign-off process must be completed before the 3rd of the following month, in order for the report to reflect the receipt and GL coding done before signoff
- Both the Cardholder and Manager approval process must be completed by the 10th of the following month.

- Account Statement and receipts are due to the Business Office by the 10th of the following month.

Contacts

Steve Kirkwood
Purchasing Card Administrator
Phone (503) 768-7798
E-mail: kirkwood@lclark.edu

Moira Domann
Purchasing Card Administrator
Phone (503) 768-7878
E-mail: domann@lclark.edu

Lost or Stolen Cards – Contact Bank of America at 1-888-449-2273

Disputed or Fraudulent Charges- Contact vendor first to request credit to your account. If unable to resolve, contact Bank of America at 1-888-449-2273