



ARIZONA WESTERN COLLEGE

PURCHASING CARD MANUAL

PROCEDURE 334.1

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Introduction

All cardholders must read and familiarize themselves with all guidelines, rules, and regulations contained within this document and the AWC Purchasing Manual prior to the procurement and utilization of a Purchasing Card.

The Procurement Card Program was established to provide eligible College District staff with a more efficient method for purchasing and paying for small-dollar goods and services. While any purchase or payment meeting the criteria for the procurement card is permitted, all usage of the card must be in accordance with established College District purchasing policies, requirements and procedures, authorized expenditures, and any other applicable College District policies and procedures. Deliberate misuse or fraudulent use of the card will be reported to the appropriate authorities.

Cardholder knowledge of these requirements is necessary and expected in order to properly and appropriately utilize the College District procurement card. The College District requires that all employees preserve resources entrusted to them and use those resources in a prudent manner and for their designated purposes, as prescribed by law, regulation or policy. College District employees shall protect and conserve public property, including monetary funds or resources and shall not use it for purposes other than authorized activities.

Arizona Western College (AWC) requires its employees to procure goods and services in the most efficient and cost-effective method possible. This program provides a simple and easy method of procuring small-dollar goods and services without incurring the expense of the normal administrative processes required for purchasing and payment.

Each cardholder is responsible for the safekeeping and security of the assigned procurement card and is ultimately responsible for every transaction on his or her card. Controls are incorporated into the program through the use of College District approved Merchant Category Codes.

Supervisors within each area along with their respective department heads are critical to the proper administration of the College District Procurement Card Program and are expected to adhere to these requirements and procedures. Each Supervisor, Division Chair, Dean, or Director must review all card activity within each division of their responsibility each card cycle, as appropriate.

*Only the authorized cardholder may use his or her card. Delegation of authority is **not** permitted, by anyone. Merchants may require that the signature on the card match the signature on the receipt. No one other than the signatory is authorized to use any College District procurement card assigned to an individual. If the individual assigned to the card leaves the College's employment, the card is to be turned in to the purchasing department immediately, and is not to be used by any other person. To do so is considered fraud.*

Card usage is restricted to official College District business transactions only and all cards are the property of AWC. Accidental use of the card for personal use must be recompensed to the AWC cashier immediately upon discovery and a copy of the receipt uploaded with the P-Card transaction.

The program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and travel expense reimbursements. The goal of the program is to:

- Reduce the cost of processing small dollar purchases
- Receive faster delivery of required merchandise
- Simplify the payment process
- Provide cardholders with empowerment to choose
- Simplify travel

The P-Card does not eliminate the Purchase Order system and the normal requisitioning process must be used when P-Card use is prohibited, (see 'Restricted Purchases' section) impractical or above transaction dollar limit.

This reference guide will provide you with the particulars of the program, including general guidelines, reconciliation and record keeping procedures, and customer service information. It is important to read the following information carefully, as you will be responsible for adhering to the college-established policy and procedures.

The AWC Procurement Card Program is administered by the Director of Purchasing under the Business Services Umbrella. All purchases are to be made in a manner consistent with the AWC policies and procedures governing procurement of both services and supplies as well as travel.

If you have any additional questions, please contact your supervisor or your card program administrator:

Points of Contact

Director of Purchasing, 928-314-9515
Purchasing Card & Asset Management Specialist, 928-317-6289
Buyer II, 928-317-6189
Buyer, 928-314-9518
Buyer, 928-314-9517
Mail Room /Receiving Supervisor, 928-344-7511
Accounts Payable Department, 928-344-7513
Travel Specialist, 928-344-7616

1. General Guidelines

Types of Cards

There are three types of P-Cards issued by AWC: Purchasing cards, Club cards and Travel cards. Purchasing cards are only to be used for the procurement of goods or services within AWC's purchasing guidelines. Travel Cards are only to be used for approved travel purposes within AWC's travel guidelines. You may not use a Purchasing card for Travel expenses or vice versa, except by special exception of Department V.P. Club cards are available for AWC clubs to utilize and are governed by AWC's purchasing and club guidelines. Clubs

must have an active Charter on file with the Business Office, and have adequate funds encumbered for use. Loss of Charter will terminate the card.

Card Issuance

As a cardholder, you will be asked to complete a Cardholder User Agreement form, which will then be signed by you. By signing the Cardholder User Agreement form, you have agreed to adhere to the guidelines established in this manual. Most importantly, you are the only person entitled to use the card and the card is not to be used for personal use. As each card is linked to a specific cost center and individual employee, the card cannot be transferred from one employee to another.

Upon receipt of your Chase Bank P-Card, the Cardholder must follow instructions on the newly received P-Card sticker to activate. The P-Card must be activated before purchases can be made. Upon receipt the Cardholder should sign the back of the P-Card.

Card Renewal

P-Cards will be automatically renewed before their expiration date. The Cardholders will be contacted by a P-Card Administrator for pickup or delivery arrangements.

Account Maintenance

If there is a need to change any information regarding an account, please contact the P-Card Administrator.

Card Usage

The *Chase Bank* P-Card can be used at any merchant that accepts MasterCard except for those types of transactions that are listed in the 'Restricted Purchases' section. It may be used for in-store purchases as well as online, phone, or mail orders. Never send a card # or associated information like expiration or CVV in an e-mail or fax. There is no special terminal or equipment needed by the MasterCard merchant to process a card transaction.

Lost or Stolen Cards

Issued individuals are responsible for the security of the card and any purchases made on the account. If you believe you have lost your card or that it has been stolen, *immediately* report this information to Chase Bank at 800-316-6056. After reporting to Chase, you must inform your Program Administrator. **It is extremely important to act promptly in the event of a lost or stolen card to avoid college liability for fraudulent transactions.**

As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card should be issued within 3-5 days of notice to Chase.

Budget

All P-Card transactions are taken out of your budget approximately 2 to 3 weeks after the end of the billing cycle, which generally falls on the last day of each month. You must monitor your budget and have funds available to cover all transactions. If a budget transfer is necessary, the transfer must be completed prior to the purchase. Failure to comply with this requirement may be grounds for revoking your P-Card.

Fiscal Year-End

As the fiscal year-end closing date (June 30th) approaches, the likelihood increases that transactions will be posted to the next fiscal year. To prevent this and ensure compliance with accounting policy, a cut-off date for purchases will be issued annually. Users must adhere to this deadline; any requests for exceptions will be considered only if submitted in accordance with the year-end notice requirements.

Employee Termination/Canceling a P-Card

The P-Card must be returned immediately to the Purchasing Department upon a cardholder's department transfer or termination. Additionally, the cardholder is responsible for submitting their most recent P-Card reconciliation to their supervisor prior to their last day of employment with AWC. Any subscriptions linked to the P-Card are required to be canceled by the user as Chase nor P-Card Administrator will have authority to cancel after card is closed. Please note that the P-Card may also be cancelled due to improper use.

2. Procedure for Using Your P-Card

Regardless of what methodology is utilized to pay for authorized transactions, an itemized receipt showing amount paid, items or services purchased, shipping, handling or freight, and any taxes charged must be provided.

- 2.1 **In Person:** Take the card to the supplier and verify that the supplier accepts a MasterCard. Select your order, carefully ensuring that none of the items are things that you cannot buy with a P-Card and that the total cost of the purchase (including tax) does not exceed the specific single transaction limit on your card. Take your order to the supplier's cash register and present your P-Card for payment. The supplier will either swipe your card through a card reader or call the college for an authorization. The supplier will then ask you to sign a card authorization slip. The supplier will give you a copy of the card authorization slip and a cash register tape or paid invoice. If you are not given a cash register tape or paid invoice, please ask for one as these documents contain a list of the items you purchased. Keep all the documents you receive, as you will need to keep them as proof of what you purchased.
- 2.2 **Over the Phone:** You may also call your order to the supplier. The supplier will need your P-Card number and expiration date. Please ensure that other people do not overhear this information as they can then charge items for your card. Give the supplier your name, department, and the College's address so that Receiving knows where to deliver the order. Ask the supplier to include an itemized cash register tape, paid invoice, or delivery slip with your order. Keep all the documents you receive, as you will need them as proof of what you purchased. You are encouraged to keep a record of your phone or fax orders so that you can be sure your order is received, and so that you know how much of your budget has been spent.
- 2.3 **Online Orders:** For Purchasing you may use your P-Card to place an order to a supplier over the Internet. Please use Web based ordering only with suppliers who encrypt data transmission for security. You will normally see a prompt that tells you that you are going to a secure Web site, and the Web address will start with https rather than http. Include your name and department with the College's address. Ask the supplier to include an itemized cash register tape, paid invoice, or delivery slip with your order. Keep all the documents you receive, as you will need

them as proof of what you purchased. You are encouraged to keep a record of your Web orders so that you can be sure your order is received, and so that you know how much of your budget has been spent.

3. Travel

The Travel P-Card does not replace the Travel Request and approval process. A Travel Request must still be submitted with supporting documentation and approved by the employee's immediate supervisor, Director, and Dean prior to traveling on official College business.

For Travel purposes the Travel PCard is intended to assist you with, payment for conference registration fees, rental cars and fuel associated with a rental and hotels. For out-of-pocket expenses refer to the Travel Manual for claim reimbursement.

The Traveler is required to complete the Travel Expense Claim form.

The Travel P-Card, must be used in accordance with the already established Arizona Western College Travel Manual.

4. Restricted Purchases

4.1 The following charges are unauthorized and you shall NOT use your P-Card for them. There is no exception to this restriction in regards to these items. Any violation in regards to these purchases will result in the removal and/or suspension of privileges.

4.1.1 Alcoholic Beverages for any purpose

4.1.2 Cash Advances or Loans

4.1.3 Material prohibited by State or Federal Law

4.1.4 Narcotics & All Drugs

4.1.5 Personal Purchases

4.1.6 Professional or labor-intensive services procured from an individual who is not registered as a vendor with AWC (due to tax reporting and insurance requirements).

4.1.7 Purchases from AWC employees (against State law)

4.1.8 Purchases in which an AWC employee has a Conflict of Interest (against State law)

4.1.9 Fraudulently Split Purchases: Split transactions like these are cases in which a cardholder and/or vendor circumvents the single transaction limit by splitting the transaction into two or more separate amounts and processing them individually. Deliberate splitting may result in card cancellation.

4.2 The following items shall not be purchased using a P-Card. Exceptions to these restrictions may be granted for specific departments, provided that a written justification is submitted, and prior written approval is obtained from the appropriate Vice President or their designated representative. A memorandum documenting the approved exception must be issued in advance of the purchase. A separate memorandum is required for each individual instance of expenditure, unless a blanket approval has been submitted and formally approved in advance.

- 4.2.1 Copiers (must be purchased/leased through contracted vendors)
- 4.2.2 Computer Hardware, Software, Site Downloads, Peripherals, Licenses, and any equipment or programs that require computer compatibility (Please go through IT Help Desk for these types of purchases.)
- 4.2.3 Card Use Fees, Fines, Penalties, and Late Fees (or Cross Border Fees that might be charged in association with purchases made outside the U.S. Please use the same budget code for these as you use for the item purchased.)
- 4.2.4 Flowers
- 4.2.5 Food/beverage for non-Travel or non-instructional purposes unless booking through Conference and Events and with PRIOR V.P. approval and explanation of how this expenditure of public funds supports and benefits the public.
- 4.2.6 Furniture, File Cabinets, Chairs, Floor Coverings, or other Facilities-impacted purchases unless pre-authorized and allowed by Risk Management
- 4.2.7 Gas or Motor Vehicle Fuel for non-Travel purposes
- 4.2.8 Gifts, Gift Cards, Contributions, or Donations
- 4.2.9 Hazardous Materials
- 4.2.10 Legal Fees
- 4.2.11 Stamps or Postal Services, except through AWC mailroom
- 4.2.12 Outside printing of Department Letterhead Business Cards, or Envelopes (must be purchased through Print Services)
- 4.2.13 Employee apparel purchases are not allowed, except for approved student groups (e.g., ambassadors, RAs) or when required for safety. Uniforms for Facilities Management, Campus Police, and similar roles are exempt.

5. Limits

The following are a description of the general limits that have been imposed on your P-Card. Adjustments to these limits may be made if justified and by completing the P-Card Limit Increase request form. All requests must be submitted through the designated application, completed in full, and signed by the P-Card Approver, the Cardholder's Supervisor, and the respective Vice President. A copy of the supporting quote must also be included. Cardholder limit restrictions will only be changed in Chase Bank after an appropriate request is accepted by the Program Administrator.

- 5.1 Dollar Amount per Transaction: This includes the purchase price, taxes, delivery fees, and any other charges. Your card will decline if you attempt to purchase more than this set amount at one

time. Do not split a purchase to avoid the single transaction limit, and do not allow the vendor to do so either. This is a direct violation of the Policies and Procedures.

- 5.2 Monthly Limit: A monthly limit will be established on an individual basis, based on the needs of the department. The billing cycle ends on the last day of each month (with the exception of weekends and holidays).
- 5.3 Merchant Category Code Restriction. Merchant Category Codes are codes assigned to a supplier by their merchant bank. The College has restricted certain merchant types for P-Card use. These may vary depending on whether your card is for Purchasing or Travel purposes. If your card is refused at a merchant where you believe it should have been accepted, you should call your Program Administrator. He/she is empowered to modify the restrictions on your use of the card.

6. Misuse of the P-Card

- 6.1 Intentional or repetitive misuse and failure to comply with College Purchasing and Travel policies may result in disciplinary action, cancellation of your card privileges, termination of employment and possible criminal charges. A card can be suspended from misuse up to 90 – 120 days. Restoration of privileges will require VP Recommendation and Approval. After suspension for misuse, Purchasing will require User to complete Purchasing Training/Education on Purchasing Card Policy.
- 6.2 If you accidentally charge personal items to the P-Card, you must report this to your supervisor immediately. Your supervisor will in turn notify the Program Administrator in writing with an explanation of the mistake. When your monthly statement is reconciled, you will mark the transaction as personal and include a receipt from the AWC Cashier's showing you repaid the college.

7. Sales and Use Tax

- 7.1 The College is not sales tax-exempt. Merchants are required by tax authorities to include any applicable sales tax at the time of purchase. The amount of tax is dependent on a variety of factors including the county and city where the goods are purchased. All Arizona merchants should charge tax for merchandise and include it in your P-Card transaction total. In addition, some out-of-state vendors have licenses to collect Arizona sales taxes. These taxes will also be included in your P-Card transactions.
- 7.2 Use tax is a tax we pay to the State of Arizona when we do business with an out-of-State supplier who does not collect Arizona sales taxes. In general, goods are taxed, in most cases services/labor are not. The sales tax use rate is 5.6% (or as amended). At the end of each monthly billing cycle, Accounts Payable will issue a check to the State of Arizona for taxes owed and your budget will be directly debited. Be sure to factor in this amount when calculating your budget balance.

8. Reconciliation and Payment

8.1 Unlike personal credit cards, the Chase Bank Commercial P-Card is handled as corporate liability. Your personal credit history has not been considered when a card has been issued in your name. The Accounts Payable Department is responsible for paying the Program invoice(s) each month. You are not responsible for payment to the bank under your account.

At the end of a statement period, you will be notified via email that it is time to review your card statement. Cardholders will be given five (5) days after the last day of the month to review their statement. You will access SmartData via the Internet to review your card's financial activity. The list will reflect the transaction date, posting date, supplier/merchant name and the total amount of the purchase. *You have the ability to reconcile your account at any time after the charge has posted. You do not have to wait until the cycle closes to upload receipts, input expense descriptions or assign budget codes.*

You are responsible for the following:

- 8.1.1 Obtaining **itemized** receipts and invoices for all items or services purchased under the program.
- 8.1.2 Ensuring all transactions posted are legitimate purchases made by you on behalf of the college.
- 8.1.3 Travel: for each transaction you will be required to enter your Travel Request number in the description box. This should be typed first and then add any pertinent description for your transaction.

8.2 Reconciliation of Transactions

It is your responsibility immediately upon receipt of your review notice to check it to ensure all the transactions posted are legitimate transactions made by yourself, mark transactions for which receipts will be attached, add descriptions for all transactions, attach line item detailed point of sale receipts or delivery invoices, and upload the receipts to SmartData. Other functions such as splitting transactions by budget, adding out-of-pocket expenses, marking transactions as personal, and reclassifying expenses can be performed using SmartData. All of the available functions will be part of your initial training and can be referenced in the Cardholder Quick Reference Guide. If everything is in order, you will mark the statement as reviewed. Once your statement has been marked as reviewed, your supervisor will proceed with their approval. If you miss the allowed window for reconciliation, your approver will have to do the reconciliation when they do their approval process.

8.3 Receipt Retention and Forwarding

- 8.3.1 It is a requirement of the program that you keep all receipts for goods and services purchased. You **must** provide an **itemized** receipt for every transaction (except for travel mileage expense and per diem for meals that were not purchased, but are owed the traveler). For orders placed via phone, fax or mail, or online, you must request that a receipt, detailing vendor name and address, merchandise price, sales/use tax, freight, etc., be included with the goods mailed/shipped. (Note: a merchant should not reject this request, as it is a Mastercard policy). It is extremely important to request and retain purchase receipts,

as this is the only original documentation that shows whether sales tax has been paid. *The “missing receipt travel affidavit form” is not permissible with any P-Card related transactions.*

- 8.3.2 Follow department policy for collection of receipts until the end of the billing period when the monthly statement becomes available. After the cardholder has reconciled his/her statement, he/she must forward a copy of the statement, receipts, and invoices to his/her assigned approver. (In the case of Travel cards, this will be the Program Administrator/Travel Specialist) When the approver has reviewed and approved the statement in SmartData, signed the statement and reviewed receipts, purchasing card receipt packets are to be forwarded to the P-Card Administrator in Purchasing. The following methodologies shall be used to provide completed packets for audit to the P-Card Administrator. Primary methodology shall be a scan and upload of receipts and signed statements to the Purchase and Travel Card Administration Microsoft Teams site. Secondary acceptable methodology is receipts and statements forwarded via Zoom Messaging Service.
- 8.3.3 Please retain copies for your records. As card records will be audited by the College and State Auditor, it is essential to adhere to the above record keeping guidelines. If a cardholder does not provide an itemized receipt, he/she may be held liable for the expense. Such transactions may be marked as personal and require the cardholder to pay out of pocket.

8.4 Disputed or Fraudulent Charges

- 8.4.1 If there is a discrepancy in your transaction receipts and your statement, it is imperative that the issue is addressed as soon as it is discovered. Depending on the type of discrepancy, you will need to contact the merchant, then contact Chase to resolve the disputed transaction. Please note that it is not necessary or advisable to wait for the end of the billing cycle in which the discrepancy occurs. In many cases it is a vendor error, and they will correct it as soon as it is brought to their attention. If not, you will need to contact Chase. They will ask you when and if you contacted the vendor (date, time, contacted person), and what was the outcome of the call.
- 8.4.2 If you believe the merchant has charged you incorrectly or there are outstanding quality, quantity or service issues, you must first contact the merchant and try to resolve the error or problem. If you are able to resolve the matter directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested and will appear on your next statement. Credits should be coded with the same budget number that the original expense.
- 8.4.3 If the merchant disagrees that an adjustment is necessary, you will need to note this in the description of the line in which the original charge was made.
- 8.4.4 Chase Bank must receive any charge dispute within 30 days of the transaction date. While pending resolution, Chase Bank will credit the college’s account for the amount of the disputed transaction. Although Chase Bank acts as the arbitrator in any dispute, you should never assume that a dispute will be resolved in your favor.
- 8.4.5 If the dispute is not resolved to your satisfaction, and you believe the merchant has unfairly treated you, please notify your Program Administrator with the relevant details.
- 8.4.6 Any fraudulent charge (i.e., a charge appearing which was not authorized by you) must be

reported immediately to your Program Administrator. Prompt reporting of any such charge will help to prevent the college from being held responsible.

8.5 Approvers

- 8.5.1 An approver is assigned for each P-Card. For Travel cards, this will be the Program Administrator/Travel Specialist. For Purchasing cards, the approver is generally the cardholder's immediate supervisor. Approvers have five (5) days after the cardholder's statement-review period to review, modify, and approve the statement online.
- 8.5.2 Approvers are responsible for confirming the following items.
 - 8.5.2.1 Transactions are legitimate purchases made on behalf of the College.
 - 8.5.2.2 Descriptions are entered for each transaction.
 - 8.5.2.3 Itemized receipts are provided for all transactions.
 - 8.5.2.4 Transactions are coded properly and adequate funds are available in that budget code.
 - 8.5.2.5 If an approver will be absent during the statement approval period, it is his/her responsibility to notify the Program Administrator *at least 14 days* in advance so that an alternate approver can be assigned.
 - 8.5.2.6 Additional information and training can be found at:
<https://www.azwestern.edu/administrative-services/purchasing>

8.6 Refunds

- 7.3.1 If a transaction is refunded for whatever reason, the funds need to be issued back on the card used for the original transaction. The GL code used for the original transaction must be used during the reconciliation process to return the funds to their original location. If a merchant only issues a cash refund, you will need to make a deposit to the original GL code at the Cashiers and use the receipt from the Cashiers during the reconciliation process as your supporting document. No gift cards or any other form of payment will be accepted.

9. Gifts and Gratuities

- 9.1 College personnel will not accept personal gifts or gratuities from any past, current or potential supplier of goods or services to the College. This includes, but is not limited to, meals and free merchandise with orders. Free or bonus goods received with orders are to be turned in to Human Resources.
- 9.2 Meals and giveaways that are offered to all attendees at trainings and seminars are acceptable. All donations to the college must go through the AWC Foundation to be accepted.
- 9.3 Any gift or award to an employee by the college, with a value of \$25 or more, is taxable as income. All cash or cash equivalent is taxable as income regardless of value (i.e. gift cards).
- 9.4 Any gifts or free merchandise received with an order or just sent to the college, is the property of the college and cannot be kept by an employee. All such items received are to be turned in to the Human Resources Department promptly, upon receipt.

10. Common Questions and Concerns

10.1 How will I know if I have exceeded my monthly limit?

You need to be aware of what your limit is and track your monthly expenditure. You may call the Program Administrator to have it looked up if needed.

10.2 What should I do if a supplier does not accept the Chase Commercial Card?

Please contact your Program Administrator and provide him/her with the supplier's name, address and phone number, so a follow-up call can be made to the supplier to determine their alternate methods of payment.

10.3 How will I know if the College is getting billed correctly for the purchases I have made?

You will be able to check all transactions online at any time after posting. You will also review your statements at the end of each period. This statement is for your review only and allows you to reconcile your purchases. You must review the statement in a timely manner, as any disputed or fraudulent transactions must be reported to Chase as soon as you are aware of them.

10.4 How will my monthly commercial card bills be paid?

You are not responsible for the payment of your commercial card bills. The monthly statement you receive is for your review and reconciliation only. Accounts Payable will make one monthly payment to Chase Bank covering expenses for all College employees using the cards. If personal or inappropriate purchases were made, you would be required to pay back the college directly.

10.5 What should I do if I have a problem associated with something I bought with my Chase Commercial Card?

Please refer to the "Disputed or Fraudulent Charges" section of this guide for complete details. It is extremely important that you address these items immediately.

10.6 What if the item(s) I ordered doesn't show up?

Our Central Receiving Department does their best to deliver every package to the person who ordered it quickly and accurately. Unfortunately, some suppliers are not very careful about properly addressing packages with your name and department. Sometimes we even receive packages addressed only as "AWC." To prevent these "mystery" packages, please instruct vendors to address your package as shown below. In the event that your package does not arrive when you expect it, please call receiving at 344-7511.

P-Card: Your Name
Arizona Western College
2020 S. Ave 8E
Yuma, AZ 85365

10.7 What if a transaction is charged but the items I ordered are not received?

If you have not received all items ordered by the time your statement is available for reconciliation, please contact the vendor and request a written verification of shipping. If the

vendor cannot send this to you, please dispute the charge. Notify P-Card Specialist for assistance if **needed**.

10.8 Once I receive the card, can I begin using it immediately?

Once you receive your card, and it has been activated, it may be used.

10.9 Can another employee utilize my card for purchases?

Each individualized Chase Commercial Card will be embossed with the employee's name. The employee is responsible for the proper use of his/her card. At no time should another individual utilize the card.

10.10 Can the Chase Commercial Card be used outside the United States?

Yes, the Chase Commercial Card is accepted worldwide. Purchases can be made anywhere that accepts MasterCard. It can be made in any currency and billed in U.S. Dollars.

10.11 What should I do if I need to change my monthly or single purchase limits?

A request for a change in limits may be submitted by your supervisor in writing (or email) to the department V.P. That V.P. may then forward their approval to the V.P. of Finance and Administrative Services. The V.P. of Finance and Administrative Services will make the determination if a limit change is warranted, and forward their approval to the P-Card Administrator for action.

10.12 Can Capital Assets be purchased on a P-Card?

Capital Assets (any purchase for an item with a cost of \$5000 or above) may **NOT** be purchase via P-Card unless a special waiver is granted prior to the purchase. If you have a vendor who will not accept a PO for a large purchase, please contact the Purchasing Director for assistance.

10.13 Can I accept free merchandise or gifts received with orders placed on my card?

No, cardholders cannot accept any gifts. Reference the gratuities and gifts section of this manual.

11. Quick Reference Guide

The following information pertains to the AWC P-Card. Some questions have come up as we transition to utilizing the P-Card more frequently, so we address those in this correspondence.

11.1 Limits:

Each new card is set up with a single purchase limit and a cycle limit. The basic limit for each purchasing card is \$1,000 per transaction, \$5,000 per cycle. Travel and Club cards are different. Cardholder's can request limit increases to "per transaction" limits based on their approver's purchasing level outlined in the Purchasing manual. If a limit increase is requested, process the approvals according to your authorization levels and then forward to the P-Card Administrator for processing. Please be aware that any purchase involving Federal Grant funds have special limits and approval processes. Anything over those limits may require quotes be done, and user must follow all applicable CFR Guidelines.

11.2 Grant Purchases:

All purchases using Federal grant funds must include the Omni Circular certification statement in the transaction record (e.g., within the Chase system). This statement confirms that the expense meets the purpose and objectives of the Federal award and acknowledges the legal penalties for misuse. For convenience, a template of the Omni Circular statement is provided. Attach this template to the purchase receipt to ensure the required certification accompanies each grant-funded transaction: [Federal Omni Circular Clause Template](#)

By signing/approving this expenditure, I certify to the best of my knowledge and belief that the expenditures, disbursements and any related cash receipts are for the purpose and objectives set forth in the terms and conditions of the Federal award and the costs are reasonable and consistent with the requirements of AWC. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 10001 and Title 31, Sections 3729-3730)and 3801-3812).

11.3 Statement periods without Transactions:

In a given month some cardholders may not have any transactions which need to be reconciled. You are still expected to log in to your card account on a monthly basis. First, this helps to ensure that no unusual activity has occurred on the card. Second, if unusual activity has occurred, this allows you to dispute the transactions with Chase right away. Third, if you don't log in often enough, the system will lock you out. The Statement does not need to be printed nor forwarded.

11.4 Food Purchases:

Food purchases are not permitted on AWC P-Cards. Consumable items such as candy, gum, and similar products are also prohibited, with the exception of agency/club cards used for activities directly related to approved agency or club functions. Limited exceptions may be granted for special circumstances only if a food waiver from Conferences and Events is on file and a written exception memo is provided by the department Vice President or their designee. This memo must clearly state the purpose of the exception, the individual(s) covered, and a not-to-exceed amount per event or month. All applicable procedures, including the food waiver process, must be followed. Supporting documentation must accompany the P-Card statement.

11.5 Office Supplies:

Office supplies should continue to be purchased through the AWC Amazon Business Account and Office Depot. Cardholders are responsible for contacting the Buyer or Purchasing Card Administrator to request access to either account. When doing so, please provide your P-Card number and expiration date. Once access is granted, your user profile will be updated to "Credit Card," and all purchases will automatically default to your P-Card. When reconciling your P-Card statement, please log in to Amazon Business or Office Depot, navigate to "Recent Orders," and print the final copy of the "Order Detail" for each transaction.

11.6 Use of Other Object Codes:

The AWC P-Card should be used for all transactions that would be charged to a 5210 or 5310 account that fall within your limit. In addition, the AWC P-card can be used for many other purchases including, but not limited to:

- 5294 – Media Advertising
- 5298 – Staff Development
- 5413 – Rental – Equipment
- 5414 – Rental – Facilities
- 5430 – On/Offline Periodicals/Subscriptions
- 5432 – Organizational/Membership Dues
- 5311 – Operational Equipment (an individual item \$1,000 - \$4,999) *
- 5394 – Promotional/Recruiting Supplies
- 5440 – Awards and Rewards

11.7 Technology Purchases:

ALL computer and technology related purchases must go through the AWC Technology Purchasing and an individual's P-Card must NOT be used unless a written exception has been given by the CIO or Tech Purchases. Examples of this include cameras, printers, toner, printer supplies, keyboards, thumb-drives, SD Cards, mouse, and software (license & support and renewals). This list is not all inclusive. Please check with the Tech Purchases prior to making any purchases in this category.

11.8 Requisitions:

Requisitions should continue to be used for any order exceeding the limit on the card, and for item(s) not permissible on the card (but which are otherwise acceptable), Capital and Grant Micro purchases (except as otherwise approved), vendors that do not accept the card, vendors who charge service fees for using the card food (except for travel or with permission by way of a written waiver from the department V.P.), and large furniture purchases (small items may be purchased with prior approval from purchasing). Addressing/Shipping: All orders placed on the P-Card should be given the following address for the destination of the package:

Cardholder Name
Arizona Western College / Central Receiving
2020 S Ave 8E
Yuma, AZ 85365

The AWC PO Box should not be used when placing orders. The address on file for the P-Card is the physical address. It is also very important to make sure that the Vendor marks the package and/or the packing slip clearly with "P-Card [Cardholder's Name]". This will expedite delivery of the package. Any packages that are not clearly marked will cause delays in the Mailroom, and could possibly result in the package being returned to the Vendor. The cardholder will need to ensure that their order is fulfilled correctly and report any issues or discrepancies to the vendor. Obtaining proper documentation is the responsibility of the cardholder and this includes invoices, receipts, packing slips, approval (when needed), and any credit memos or return authorization forms.

11.9 Reconciliation:

Each cardholder should receive an email notification from Chase when the reconciliation/review period is open. If you do not receive this email, please notify an Administrator.

There is a [P-Card Transaction Log in MS Excel](#) available from the P-Card Administrator that can be provided as a way to assist cardholders with their monthly reconciliation. If you have 10 or more transactions in a cycle, please use the log sheet. There are several other helpful links on the following URL page in regards to your P-Card. Please take a look and be sure you are following the guidelines appropriately:

<https://www.azwestern.edu/administrative-services/purchasing>

11.10 The dates to remember for Purchasing and Club cards are as follows:

Statements close on the last day of each month. Cardholders will receive an email notification indicating that their monthly statement is available in SmartData.

On the 5th of the month, all items on the Cardholder's statement in SmartData need to have been reviewed and check marked as accepted with uploaded receipts for each charge. All statements need to be turned in with itemized receipts to the Approvers.

On the 10th day of the month all approvals need to be completed in SmartData.

By the end of the business day on the 10th (or next business day if on a weekend), all statements and itemized receipts must be turned in to the P-Card Administrator for audit.

Keep in mind that holidays and weekends may change these dates. Holidays, end of year, school closure, and winter breaks, may shorten the time available to process statements. These will be announced via Business Email.