



ARIZONA WESTERN COLLEGE

PURCHASING CARD MANUAL

PROCEDURE 334.1

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1. Introduction

- 1.1.** 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.
- 1.2.** The Procurement Card Program has been established as a service to eligible persons within the College District to provide a more efficient method of purchasing and payment of 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.
- 1.3.** 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 to 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.
- 1.4.** 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.
- 1.5.** 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.
- 1.6.** 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.
- 1.7.** 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.

- 1.8.** 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.
- 1.9.** 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.
- 1.10.** 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.
- 1.11.** 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.
- 1.12.** 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

2. General Guidelines

- 2.1.** 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.

- 2.2. 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.
 - 2.2.1. Upon receipt of your Chase Bank P-Card, the P-Card Administrator can assist you with activation.
 - 2.2.2. Account Maintenance: If there is a need to change any information regarding an account please contact the P-Card Administrator.
- 2.3. 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.
- 2.4. 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.
- 2.5. 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.
- 2.6. Fiscal Year-End:** The closer to year-end closing, (June 30th), the more likely a transaction will be posted to the next fiscal year. To prevent this from happening and ensure compliance with accounting policy, notice of a cut-off date for purchases will be issued each year. Exceptions to this cut-off date must be approved by the Vice-President for Finance and Administrative Service.

3. Procedure for Using Your P-Card

- 3.1** 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.
- 3.2 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.

- 3.3** Over the Phone, or Via Fax: You may also call or fax 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 or read your fax as they could then charge items to 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.
- 3.4** Over the Internet: 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.

4. Travel

- 4.1** The P-Card does not eliminate the Travel Request and approval process. A Travel Request must be submitted with documentation attached and approved by the employee's immediate supervisor, division chair or director and the appropriate College Official before traveling on official College business.
- 4.2** For Travel purposes the P-Card is intended to assist you with, payment for conference registration fees, rental cars and fuel associated with a rental, hotels, and out-of-pocket expenses during business travel. If for some reason you do incur out-of-pocket (OOP) expenses, you will need to work with the Travel Office to arrange a reimbursement.
- 4.3** The Traveler will no longer be required to complete the Travel Expense Claim form, but rather the Travel Recap Envelope. A separate Recap Envelope will need to be completed for each Travel Request submitted. The completed Recap Envelope will need to have all receipts associated with that particular travel and will need to be passed on to the Travel Specialist

upon reconciliation of your card, for approval. If you notice that not all of your transactions (for a particular travel) show up on the current statement, submit only the receipts for which the transactions are billed in the envelope. A separate envelope will then be required for the receipts not billed on the current statement (for the balance of the travel). This envelope will need to be submitted when the transactions show up on the following statement and are reconciled.

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

5. Restricted Purchases

- 5.1** 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.

5.1.1 Alcoholic Beverages for any purpose

5.1.2 Cash Advances or Loans

5.1.3 Material prohibited by State or Federal Law

5.1.4 Narcotics & All Drugs

5.1.5 Personal Purchases

5.1.6 Professional Services procured from an individual not registered as a vendor with AWC
(Because of tax reporting and insurance requirements)

5.1.7 Purchases from AWC employees (against State law)

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

5.1.9 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.

- 5.2** The following items should NOT be purchased with a P-Card. Any exceptions to one or more of these restrictions may be made for particular departments with appropriate justification and if the appropriate V.P. and Program Administrator approves the exception in writing PRIOR to purchase, and issues a written memo of the exception. Each instance of spend requires its own memo.

5.2.1 Copiers (must be purchased/leased through contracted vendors)

5.2.2 Computer Hardware, Software, Site Downloads, Peripherals, Licenses, or any equipment or programs that require computer compatibility (Please go through IT Help Desk for these types of purchases.)

5.2.3 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.)

5.2.4 Flowers

- 5.2.5 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.
- 5.2.6 Furniture, File Cabinets, Chairs, Floor Coverings, or other Facilities-impacted purchases unless pre- authorized and allowed by Risk Management
- 5.2.7 Gas or Motor Vehicle Fuel for non-Travel purposes
- 5.2.8 Gifts, Gift Cards, Contributions, or Donations
- 5.2.9 Hazardous Materials
- 5.2.10 Legal Fees
- 5.2.11 Stamps or Postal Services, except through AWC mailroom
- 5.2.12 Outside printing of Department Letterhead Business Cards, or Envelopes (must be purchased through Print Services)

6. Limits

- 6.1** 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. All requests for changes in limitations and restrictions must be submitted by your card approver in writing (by email) to the appropriate Program Administrator. Cardholder limit restrictions will only be changed in Chase Bank after an appropriate request is accepted by the Program Administrator.
- 6.2** Dollar Amount per Transaction: This includes the purchase price, taxes, delivery fees, and any other charges. Your card will be declined 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.
- 6.3** 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).
- 6.4** 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.

7. Misuse of the P-Card

- 7.1** 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.

7.2 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

8. Sales and Use Tax

8.1 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.

8.2 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, services 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.

9. Reconciliation and Payment

9.1 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.

9.2 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.

9.3 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.

9.4 You are responsible for the following:

9.4.1 Obtaining itemized receipts and invoices for all items or services purchased under the program.

9.4.2 Ensuring all transactions posted are legitimate purchases made by you on behalf of the college.

9.4.3 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.

9.5 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.

9.6 Receipt Retention and Forwarding

9.6.1 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.

9.6.2 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.

9.6.3 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.

9.7 Disputed or Fraudulent Charges

9.7.1 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.

- 9.7.2 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.
- 9.7.3 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.
- 9.7.4 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.
- 9.7.5 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.
- 9.7.6 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.

9.8 Approvers

- 9.8.1 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.
- 9.8.2 Approvers are responsible for confirming the following items
 - 9.8.2.1 Transactions are legitimate purchases made on behalf of the College.
 - 9.8.2.2 Descriptions are entered for each transaction.
 - 9.8.2.3 Itemized receipts are provided for all transactions.
 - 9.8.2.4 Transactions are coded properly and adequate funds are available in that budget code.
 - 9.8.2.5 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.
 - 9.8.2.6 Additional information and training can be found at:
<https://www.azwestern.edu/administrative-services/purchasing>

9.9 Refunds

9.9.1 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 to 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.

10. Gifts and Gratuities

10.1 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.

10.2 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.

10.3 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).

10.4 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.

11. Common Questions and Concerns

11.1 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 expenditures. You may call the Program Administrator to have it looked up if needed.

11.2 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.

11.3 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.

11.4 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.

11.5 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.

11.6 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

11.7 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.

11.8 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.

11.9 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.

11.10 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.

11.11 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.

11.12 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.

11.13 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.

12. 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.

12.1 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.

12.2 Grant Purchases: Please be aware that Grants require additional approvals for purchases, over and above what is normally required of other expenditures. If, for expediency, a grant purchase needs to be done via a P-Card, a requisition must first be processed to obtain all appropriate approvals. Put a statement on the requisition that the PO is being created as an approval tool only, and is not to be sent to the Vendor. Be sure Purchasing is made aware of the situation and intended use of the PO. After the requisition has been approved and the PO created, please make a note of the PO # on the charge line of the item on your P-Card when it is reconciled, as a reference for the auditors that the appropriate approvals were obtained.

12.3 A Purchasing Card may be obtained for a grant with permission of the Controller and the Vice President of Business Services, if the need is warranted.

12.4 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.

12.5 Food Purchases: Food cannot be purchased on your AWC P-Card. Consumable products like candy, gum, etc. cannot be charged to P- Cards with the exception that agency/club funds can use their club cards for food purchases that are related to the agency/club activities. Small exceptions may be made for special circumstances if a food waiver from Conferences and Events is on file as well as a memo of exception from the department V.P. Exception letter(s) must state the exact purpose of the exception, the person(s) to whom it grants the exception, and a Not-to-Exceed cost per month or event. All current procedures are to be followed including, but not limited to, obtaining a food waiver. All the proper documentation must accompany the P-Card statement.

12.6 Office Supplies: Office supplies should continue to be purchased from Office Depot. The cardholder is responsible for contacting the Buyer or Specialist in Purchasing to provide their P-Card number and expiration date. The user's account profile is updated to "Credit Card" and all charges will automatically default to the user's P-Card. When reconciling your P-Card statement please login to Office Depot and under "Recent Orders" please print the final copy of the "Order Detail" pertaining to your transaction.

12.7 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/Off line Periodicals/Subscriptions 5432 – Organizational/Membership Dues

5311 – Operational Equipment (an individual item \$1,000 - \$4,999) * 5394 –

Promotional/Recruiting Supplies

5440 – Awards and Rewards

Please note: If object code 5210 – Operational Services is used and a vendor/contractor provides a service on any campus, a Certificate of Liability Insurance which names AWC as Additional Insured under the policy will need to be obtained. Please contact Risk Manager, or Director of Purchasing regarding insurance requirements, prior to services being received.

12.8 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. 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 IT Purchasing Specialist prior to making any purchases in this category.

12.9 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), grant 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.

- 12.10** 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>

- 12.11** The dates to remember for Purchasing and Club cards are as follows

On the last day of the month, the statement closes, and cardholders will receive an e-mail notice of availability.

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. Also, holidays, end of year and winter break may shorten the time available to process statements. These will be announced via Business Email.