III. UWRF P-Card Policy

UW-River Falls Purchasing Card (P-Card) Policies and Procedures

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I. Purpose

The University of Wisconsin-River Falls Purchasing Card (P-Card) Program expedites purchasing while reducing costs of processing low-dollar orders. Four roles are used to facilitate the p-card program: Cardholder, Cardholder Supervisor, Facilities Site Manager, and the campus Purchasing Card Program Administrator (PCPA). This policy defines the responsibilities of each role for complying with the University of Wisconsin System Administration Purchasing Card Policy & Procedure Manual found at [UW System Purchasing Card Policy & Procedure Manual](http://vendornet.state.wi.us/vendornet/procman/proe23.pdf) and the Purchasing Card section (PRO-E-23) of the State Procurement Manual [http://vendornet.state.wi.us/vendornet/procman/proe23.pdf](http://vendornet.state.wi.us/vendornet/procman/proe23.pdf).

II. Terms

**Billing File** - Detailed biweekly file that is received electronically by the campus from US Bank.

**Card Statement** - Detailed report of charges that is sent to the cardholder by the purchasing card vendor at the end of each biweekly billing cycle.

**Cardholder** - An authorized UWRF employee (permanent, project, or LTE) who has been issued a purchasing card by the campus.

**Cardholder Supervisor** - Individual responsible for requesting p-cards for designated staff (Cardholders) and reviewing Cardholder transactions within assigned budget areas. The Supervisor must have delegated authority to review cardholder transactions if he/she is not the Budget Manager for the department(s) where p-card charges are assessed. A written statement (email is sufficient) will be kept on file from the Budget Manager delegating signature authority to designated supervisor.

**Facilities Site Manager** - Facilities management staff appointed to manage, coordinate, and control purchasing cards within their designated area.

**May** – Permission to; at the option on or discretion of.

**Should** – A reasonable expectation.

**Must** – An obligation of or requirement to.

**Original Receipts** - Written acknowledgement that goods and/or services have been received. All receipts should include the date of purchase, vendor name, items purchased, and prices. Any exceptions must be documented in writing.

**Purchasing Card/ P-Card** - A charge card issued to an authorized UWRF employee (permanent, project, or LTE), by the campus, through the Master Agreement between the State of Wisconsin and US Bank.

**Purchasing Card Program Administrator (PCPA)** – Purchasing staff appointed to manage, coordinate, and control purchasing cards within the campus.

**Purchasing Card Record** – Optional form used by the cardholder to maintain a record of purchases, including supporting documentation and approvals.

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**Card Issuance.** The Purchasing Card Application and Use Agreement must be completed for all purchasing card requests. Purchasing cards must be requested by the department budget manager or an individual delegated by the budget manager. The delegation from the budget manager and card requests must be attached to the Purchasing Card Application and Use Agreement and sent to the PCPA. The UWRF Controller designates a campus PCPA. Only the PCPA requests cards from US Bank. Card transaction limits are normally set to $1,500.00 unless another limit is requested by a budget manager. The PCPA may approve transaction card limits up to $5,000.00. Cycle limits are based on spending history and normally don’t exceed $3000.00. Cardholders may have multiple cards to correspond to budget departments if transaction volume for each department is high. Departments are encouraged to use the online reallocation tool to reduce the number of cards needed.

**P-Card Acceptable Use.** P-Cards can be used for most purchases made for *official state use.* The following types of purchases are **NOT** allowed:

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*These are not all-inclusive, and there may be some exceptions. Contact Purchasing Services for more information at 715-425-3232.

There are two restrictions on vendors - mandatory contracts and ineligible vendors. The mandatory state contract vendor must be used if available. Other state contract vendors must be used when appropriate. Current contracts and vendors are always listed on the Purchasing Services website: [http://www.uwrf.edu/Purchasing/Index.cfm](http://www.uwrf.edu/Purchasing/Index.cfm). The PCPA will notify departments that are required to use a mandatory vendor for specific types of purchases. A list of ineligible sales & use tax vendors is available at [http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf](http://vendornet.state.wi.us/vendornet/wocc/CertList.pdf). Ineligible contract compliance vendor list is available through VendorNet. Information on using VendorNet is available at [http://vendornet.state.wi.us/vendornet/caps/Ineligiblevendorsearch.htm](http://vendornet.state.wi.us/vendornet/caps/Ineligiblevendorsearch.htm)

P-Cards cannot be used for personal purchases. Any error in the use of the p-card for personal transactions should be corrected immediately via personal payment accompanying a departmental

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deposit form submitted to the Accounts Receivable Office. The Accounts Receivable deposit slip and receipt should be attached to the card statement along with an explanation.

**Travel Expenses.** Employees traveling on University Business may use a US Bank Corporate Travel Card for expenses including flights, lodging, and rental cars. The travel card may also be used for registration/conference fees, parking, ground transportation and **business** communications (phone and internet). Use of a p-card for employee travel expenses is prohibited and may result in card suspension, loss of card privileges, reimbursement being required and/or disciplinary action being taken. Any exceptions to this policy must be accompanied by advanced written authorization from the Chancellor or his delegate.

**Recordkeeping and Retention.** Original receipts must accompany each purchase shown on the card statement. A general description of the item(s) purchased and a business purpose may be written on the statement or purchasing record. Any purchase that is non-routine in nature, quantity or dollar amount must include a business purpose. Records are retained by the PCPA or Facilities Site Manager for six (6) fiscal years plus the current fiscal year.

**Non-Compliance.** Cardholder and cardholder supervisors must comply with the recordkeeping and acceptable use policies above or the card may be suspended. Statements and receipts should be sent to the PCPA or Site Manager by the end of the third week following the statement date. Cardholders will be notified if statements with complete records are not received by the third week following the statement date. Misuse or non-adherence to the purchasing card policies and procedures may result in card suspension, loss of card privileges, reimbursement being required and/or disciplinary action being taken.

**Personal Gain/Conflict of Interest.** No University employee may use his or her University position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family. Rebates, free merchandise or future benefits based on purchases made with University funds (including Purchasing Card purchases) must be signed over to the University.

### IV. Cardholder Responsibilities

**Understand UWRF Procard Policies and Procedures**
- Acknowledge, by signing the Purchasing Card Application and Use Agreement, that you are responsible for following p-card policies and procedures.
- Complete a Procurement Card Training Course prior to receiving your p-card.
- Complete the recertification every four years within the timeline provided by the PCPA.

**Protect Your P-Card**
- Sign to acknowledge responsibility for your p-card.
- Activate the card by calling US Bank at the 1-800 number printed on the back of the card.
- Prevent others from using your card for any purchase, including phone or internet orders.

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• Store it in a physically secure place. You are directly responsible for the physical security of your card and account information.

Make Purchases that are Compliant with UWRF Policies
• Verify purchase has an appropriate business purpose for your department and meets the p-card acceptable use policy.
• Request shipment of orders directly to a campus address.
  o Request an itemized receipt when placing orders.
  o Verify quantity and condition of goods when received.
• Sales tax is not paid.
  o Advise vendors that the UW System is exempt from Wisconsin sales and use taxes.
    Provide a copy of the Certificate of Exempt Status [http://www.uwrf.edu/Purchasing/upload/WI-TaxExempt-2.pdf](http://www.uwrf.edu/Purchasing/upload/WI-TaxExempt-2.pdf)
• Correct card is used for the purchase if you have multiple p-cards.
• Purchases are not split to avoid the single purchase transaction limit
• State mandated vendor is used for office supplies
• Other state contracts are used as notified by Purchasing Services.
• Software - You must first consult with a DoTS staff member before ordering any software not already covered by a university site-license

Document Your Purchases
• Verify all purchases on your bi-weekly billing statement are your transactions and were received.
  o Contact the PCPA immediately if fraudulent activity is suspected.
  o Try to resolve other disputes with the vendor first.
  o Contact UWRF Central Stores if the problem is non-receipt.
  o Contact Card Member Service at (800) 344-5696 if unable to resolve dispute with vendor or item is not found at Central Stores.
  o Complete a dispute form for Card Member Service within 60 days of the statement date. [http://www.uwrf.edu/Purchasing/upload/CardmemberDisputeFormAppendixE.pdf](http://www.uwrf.edu/Purchasing/upload/CardmemberDisputeFormAppendixE.pdf) Submit a copy of the dispute form with the billing statement.
    ▪ Check subsequent statements for credit.
    ▪ Follow up with the vendor if credit is not received.
    ▪ Notify PCPA if credit is not received within four billing statements.
  o Contact the PCPA if unable to resolve the dispute with Card Member Services.
• Attach original receipts for each purchase to the statement. Request receipts from vendors and/or document why original receipts are missing. Cardholders may be required to reimburse the university for purchases that are not supported by a detailed receipt. Excessive missing receipts may result in loss of p-card privileges.
• Record the business purpose for all purchases that are non-routine in nature, quantity or dollar amount. The business purpose should be sufficient that an outside person could clearly understand the reason for the purchase.
• Foreign receipts should be fully translated and detailed listing all charges.

Submit Card Statements
• Sign and route the statement along with all original receipts and documentation to your supervisor and submit to the PCPA by the end of third week following the statement date.
  o Include an explanation if original receipts are not included.
  o Review statements online and mail receipts to your supervisor within this same time period if using your p-card while off campus.
Notify Your Supervisor and/or PCPA of Inadvertent Personal Use

- Do not make personal purchases with your p-card.
- Inadvertent personal purchases should be reimbursed:
  - Document the situation to submit with statement.
  - Pay for the item, at the Accounts Receivable Office, 215 North Hall.
    - Submit a departmental deposit form along with your personal payment.
    - Obtain a signed deposit form and receipt and attach to your card statement.

Return P-Card to Supervisor if No Longer Needed, Job Change, or Termination

- Ensure current transactions are properly documented and authorized.
- Verify all card statement reconciliations are completed.
- Cut the card in half and return it to your supervisor Notify PCPA so the account will be properly cancelled.

V. Cardholder Supervisor Responsibilities

Understand UWRF P-Card Policies and Procedures

- By signing the Purchasing Card Application and Use Agreement, Cardholder supervisors are acknowledging that they are responsible for following p-card policies and procedures.
- Complete the recertification every four years within the timeline provided by the PCPA.

Request Cards

- Authorize cardholders for departments under your budget authority. Note: Cardholders cannot approve their own statements. Make arrangements for an approving official if the budget manager or delegated approver needs a p-card.
  - Receive written delegation from the budget manager if you are not the department budget manager as shown in WISDM.
  - Complete a Purchasing Card Application and Use Agreement (and route to the PCPA for processing).

Verify Cardholder Statements

- Ensure statements are received from each cardholder within three weeks following the statement date. Notify cardholders that cards may be suspended if documentation is not received on time.
- Verify purchases comply with appropriate rules and regulations:
  - Purchase is appropriate for department.
  - Sales tax is not paid.
  - Correct department is charged for the purchase.
  - Receipts are attached to statements and match the statement amount and date.
  - Goods were shipped directly to a campus address.
  - Business purpose for any purchase that is non-routine in nature, quantity or dollar amount is understood and appropriate.
  - Purchases are not split to avoid the single purchase transaction limit.
  - Only the cardholder has used his/her card.
  - Statements are reconciled with receipts and corresponding documentation.
  - Cardholder has signed statement prior to supervisor review.
  - State mandated vendor is used for office supplies
  - Other state contracts are used as notified by Purchasing Services.
  - Purchases were not made from ineligible vendors.
• Determine if any personal, prohibited, or unauthorized charges occurred on the card. If personal, prohibited or unauthorized charges have occurred:
  o Remind the cardholder that using a p-card for personal or other unallowable purchases may result in the revocation of the purchasing card.
  o Monitor for repeated violations of personal or unauthorized use. Collect the card and forward to Purchasing Services for cancellation if the card has been used in a manner that the cardholder has previously been notified as being incorrect.
  o Contact Purchasing Services immediately if fraudulent activity is suspected.
• Verify incorrect charges are disputed and credit is received.
• Watch for repeated non-compliance with p-card policies, late or missing statements, and frequent claims of vendor disputes or pending credits by a cardholder. These are “red flags” of purchasing card fraud. Cancel the p-card of any employee with numerous “red flag” indicators.

Submit Cardholder Statements
• Sign and date statements after review and verification.
• Forward statements and required documentation to the PCPA or Facilities Site Administrator within three weeks of the statement date.
  o Designate a backup to review and forward statements to the PCPA or Facilities Site Administrator if you are unavailable for an extended period of time.

Collect Cards No Longer Needed: Inactive or Responsibility Change/Termination
• Review inactivity report provided by Purchasing on a quarterly basis to identify cards no longer needed. If the card is no longer needed due to low use or inactivity:
  o Collect the card from the employee.
  o Ensure any current transactions are properly documented and authorized.
  o Verify all card statement reconciliations are completed.
  o Return the card to Purchasing Services. Include receipts/documentation and authorization for outstanding charges.
• Termination or Change in Job Responsibilities
  o Collect the card from the employee.
  o Ensure current transactions are properly documented and authorized.
  o Verify all card statement reconciliations are completed.
  o Return the card to Purchasing Services within one week of collecting the card. Include receipts and authorization for outstanding charges.

Monitor Procard General Ledger Entries
• Review all procard transactions in WISDM on a periodic basis, at least quarterly, to ensure that purchases are charged to the correct department.
• Verify p-card reallocations are charged to the correct department.
• It is the budget manager’s responsibility to review department accounts for proper expenses including reallocated p-card charges.
  o Check the reference field in WISDM for the cardholder name to determine if it is a reallocation.
  o Contact the cardholder if additional information is needed on the reallocation.
VI. Facilities Site Manager Responsibilities

Understand UWRF P-Card Policies and Procedures
- Complete the recertification every four years within timeline provided by the PCPA.
- Comply with the University of Wisconsin System Administration Purchasing Card Policy & Procedure Manual found at UW System Purchasing Card Policy & Procedure Manual
- Comply with the Purchasing Card section (PRO-E-23) of the State Procurement Manual http://vendornet.state.wi.us/vendornet/procman/proe23.pdf

Assist with Cardholder Issues
- Liaison with UW System or US Bank as needed.
- Provide assistance with vendors.
- Respond to inquiries regarding internal policies and procedures, billing information, missing statements, damaged, lost, or stolen purchasing cards.

Verify Cardholder Statements
- Ensure statements are received from each cardholder within three (3) weeks following the statement date. Notify cardholders that cards may be suspended if documentation is not received on time.
- Verify purchases comply with appropriate rules and regulations:
  - Purchase is appropriate for department.
  - Sales tax is not paid.
  - Correct department is charged for the purchase.
  - Receipts are attached to statements.
  - Goods were shipped directly to a campus address.
  - Business purpose for any purchase that is non-routine in nature, quantity or dollar amount is stated.
  - Purchases are not split to avoid the single purchase transaction limit.
  - Only the cardholder has used his/her card.
  - Statements are reconciled.
  - Cardholder has signed statement prior to supervisor review.
  - State mandated vendor is used for office supplies
  - Other state contracts are used as notified by Purchasing Services.
  - Purchases were not made from ineligible vendors.

- Determine if any personal, prohibited, or unauthorized charges occurred on the card. If personal, prohibited or unauthorized charges have occurred:
  - Request that the cardholder return the item purchased or verify that an Accounts Receivable Office receipt exists for the repayment. Documentation needs to be included if a return was not possible and not reimbursed by employee.
  - Remind the cardholder that using a p-card for personal or other unallowed purchases may result in the revocation of the purchasing card.
  - Monitor for repeated violations of personal or unauthorized use. Collect the card and forward to Purchasing Services for cancellation if the card has been used in a manner that the cardholder has previously been notified as being incorrect.
  - Contact Purchasing Services immediately if fraudulent activity is suspected.

Collect Cards No Longer Needed: Inactive or Responsibility Change/Termination
- Review card activity on a periodic basis, no less than annually, to identify cards no longer needed. If the card is no longer needed due to low use or inactivity:
VII. Purchasing Card Program Administrator Responsibilities

Understand UW-System Procurement Card Policies and Procedures
- Review the UW System Administration Purchasing Card Policy & Procedure Manual
- Comply with the University of Wisconsin System Administration Purchasing Card Policies and Procedures found at [UW System Purchasing Card Policy & Procedure Manual](http://vendornet.state.wi.us/vendornet/procman/proe23.pdf)
- Comply with the Purchasing Card section (PRO-E-23) of the State Procurement Manual

Maintain UWRF Procurement Card Policies and Procedures
- Review p-card policies and procedures annually, update as needed.
- Notify cardholders, cardholder managers and site managers of policy and procedure changes.

Request Cards
- Obtain, process, and retain a completed Purchasing Card Application from the cardholder supervisor.
  - Verify that the supervisor is the budget manager or has delegated authority to authorize p-card transactions for the department requesting the p-card.
  - Verify the accounting information for the cardholder with the accounting office or in WISDM.

Red Flags
- Watch for repeated non-compliance with p-card policies, late or missing statements, and frequent claims of vendor disputes or pending credits by a cardholder. These are “red flags” of purchasing card fraud.
  - Contact the cardholder supervisor if numerous “red flag” indicators are detected.
  - Cancel the p-card if necessary after consulting with the cardholder supervisor.

Record Retention
- Purchasing card records, including supporting documentation and Dispute Forms are to be retained for six (6) years plus the current year, in a site designated central storage area.
  - **Note:** Record disposition may not take place if there is an open records request, or if there is pending litigation or an audit involving the records.

o Collect the card from the employee.
o Ensure any current transactions are properly documented and authorized.
o Verify all card statement reconciliations are completed.
o Return the card to Purchasing Services. Include receipts and authorization for outstanding charges.

- Termination or Change in Job Responsibilities
  - Collect the card from the employee.
  - Ensure current transactions are properly documented and authorized.
  - Verify all card statement reconciliations are completed.
  - Return the card to Purchasing Services within one week of collecting the card. Include receipts and authorization for outstanding charges.
  - Whenever possible, complete the application forms to obtain a card for the new employee or an interim replacement cardholder prior to the current cardholder’s departure date.
• Order cards from US Bank.
• Enroll first time cardholders in P-Card Training course.

Account Maintenance
• Process Card limit changes authorized by supervisors
  o Requests over $5,000 - Submit a request to the State Bureau of Procurement’s Enterprise Cards Program Manager (CC to the PCPM) explaining the need for an increased limit, the duration of the need, and steps to be taken to ensure controls will be maintained. Before authorizing cardholders to make purchases over $5,000, insure the use of authorized state contracts.
• Process other information changes such as name change, address, and phone as requested by the appropriate departmental authorized person.
• Monitor card expiration dates and work with the US Bank Account Coordinator on reissues.
  o Review the previous year’s card usage and, if necessary, make cancellation recommendations to cardholder supervisors. Additional records regarding usage can be found using Access Online reporting tools; see the Access Online Cardholder Reference Guide.

Cardholder Training and Notifications
• Train new cardholders on UWRF Procurement Card Policies.
• Maintain the online recertification program to renew existing cards.
• Ensure all cardholders complete the online D2L testing as required for all new cardholders, as well as every four years as recertification.
• Obtain and retain a Purchasing Card Application and Use Agreement form signed by both cardholder and supervisor.
• Deliver p-cards after online training is complete.
• Notify specific departments of mandatory state contracts for products/services routinely used by that department.

Assist with Cardholder Issues
• Liaison with UW System or US Bank as needed.
• Provide assistance with vendors.
• Respond to inquiries regarding internal policies and procedures, billing information, missing statements, damaged, lost, or stolen purchasing cards.

Review Cardholder Statements
• Ensure all cardholder statements are received from each cardholder supervisor within three weeks following the statement date. Notify cardholder and cardholder supervisors that cards may be suspended if documentation is not received on time.
• Verify cardholder supervisors have signed each statement.
• Review all purchases from each cardholder and cardholder supervisor to ensure they are complying with appropriate policies and procedures
  o Purchase is appropriate for department.
  o Sales tax is not paid.
  o Receipts are attached to statements.
  o Goods were shipped directly to a campus address.
  o Business purpose for any purchase that is non-routine in nature, quantity or dollar amount is stated.
  o Purchases are not split to avoid the single purchase transaction limit.
  o Statements are reconciled with receipts and documentation
• Cardholder has signed statement prior to supervisor’s review and signature
• State mandated vendor is used for office supply orders.
• Other state contracts are used as notified by Purchasing Services.
• Purchases were not made from ineligible vendors.
• Request documentation from cardholders if statements or receipts are missing.
  o Suspend card accounts if documentation is not received within specified deadline

Track personal, prohibited or unauthorized charges
• Determine if any personal, prohibited, or unauthorized charges occurred on the card from:
  o US Bank Access Online Program Management Tool Reports.
  o Questionable purchases found in sample of transactions on the cardholder statements.
• Request documentation from the cardholder supervisor for questionable charges.
  o Follow up if documentation is not received within one week.
  o Suspend card accounts if documentation is not received within two weeks.
• Track violations by cardholder.
• Monitor every six months for repeated violations of personal or unauthorized use. If detected:
  ▪ Collect the card and cancel if the card has been used in a manner that the cardholder has previously been notified as being incorrect.
• Cancel cards if fraudulent activity is found.
  o Notify Controller.
  o Follow UW System’s Breach of Fiscal Integrity (F16) policy.

Red Flags
• Watch for repeated non-compliance with p-card policies, late or missing statements, and frequent claims of vendor disputes or pending credits by a cardholder. These are “red flags” of purchasing card fraud.
  o Contact the cardholder supervisor if numerous “red flag” indicators are detected.
  o Cancel the p-card if necessary after consulting with the cardholder supervisor.

Card Cancellation
• Cancel the card immediately when notified of termination of employment, transfer to another department or upon request for any reason by an authorized person (such as the cardholder’s supervisor or HR personnel). This is an integral part of maintaining the integrity of the program.
• Cancel the card immediately if fraud is detected by cardholder, supervisor, or during PCAP review.
  ▪ Notify Controller.
  ▪ Follow UW System’s Breach of Fiscal Integrity (F16) policy.

Record Retention
• Purchasing card records, including supporting documentation and Dispute Forms are to be retained for six (6) years plus the current year.
  o Note: Record disposition may not take place if there is an open records request, or if there is pending litigation or an audit involving the records.

Review Facilities Site Manager Processes and Procedures
• Maintain a log of departments authorized to maintain supporting documentation within their department.
• Send annual agreement of responsibilities and requirements to individuals with responsibility for retaining departmental p-card documentation.
• Schedule biannual review of department supporting documentation.

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- Sample transactions to verify:
  - Receipts are retained.
  - Supervisor approvals exist.
  - Purchases follow applicable procurement policies and procedures.
  - Sales tax is not paid.

VIII. Procedures

Refer to the On-Line Tutorial under Procurement Card Information on the Purchasing Website for step by step procedures and forms needed.

http://www.uwrf.edu/Purchasing/ProcurementCardInformation/Index.cfm