



#### **IV. Delivery of Cards**

Bank of America will send PCard directly to cardholder's home address. Cardholder must provide current home address on the Purchasing Card application and notify CSU PCard administrator of any address changes. CSU Campus addresses will not be accepted as cardholder address.

#### **V. Expiration and Reissue of Cards**

Cards expire on the last day of the month embossed on the front of the card (expiration date). Cards are automatically reissued within 1 to 6 weeks prior to the expiration date. The cards are sent via regular mail to the cardholder's home address.

#### **VI. Changing Information on a Card, or Canceling a Card**

To cancel a card, destroy the card and send an e-mail message to the Purchasing Card Administrator, indicating department name, cardholder name, cardholder account number, and the reason for canceling the account. The Application for Purchasing Card may be used to make changes to home address, default general ledger chartfields or supervisor/approver.

#### **VII. Forms & Manuals**

CSU forms and cardholder guidelines and procedures are available on Purchasing Services web site. Bank of America training guides and videos can be accessed on the Works website.

#### **VIII. Receipts**

Cardholders should always obtain an itemized receipt for each transaction. A description of the transaction should be provided; for meals, this should include the names of those in attendance and the business purpose (in accordance with the CSU Guidelines on Refreshments).

The monthly statement must be downloaded from the Bank of America Global Access website each month. The monthly statement, with receipts attached, must be signed (electronically or non-electronic) by the cardholder and the supervisor and retained in the departmental files per State record retention guidelines. An electronic copy of the statement and receipts must be sent to [AP@csuohio.edu](mailto:AP@csuohio.edu) by the 15<sup>th</sup> of the following month.

## **IX. Approving Transactions**

All transactions must be approved by the cardholder on the Works website. Access to the system website is available to all cardholders and their designees. Transactions must be reviewed, receipts uploaded and transactions approved promptly, no later than the last day of the month.

## **X. Allocation of Transactions**

Transactions will initially be allocated to the default account number

### **C. Approval methods**

Approval is accomplished by requiring the supervisor to sign off on monthly statements, after receipts have been attached.

## **XIII. Audits**

All purchases, documents and departmental procedures are subject to audit by the Department of Audits at any time. In addition, the University's external auditors will audit PCard transactions during the annual audit.

## **Cardholder Responsibilities**

### **XIV. Everyday Use**

#### **A. Rules and procedures:**

1. The card is for business expenses only.
2. The card is not transferable. It may be used by the cardholder only.
3. Itemized receipts must be obtained for all PCard transactions.
4. The PCard may be used for internet purchases.
5. Pyramiding is not permitted – i.e., dividing one purchase into two or more, in order to stay within your transaction limit.
6. Cardholders may not receive cash advances of any form nor may they purchase gift cards using the PCard.
7. Cardholders may not receive cash back for any refunds or exchanges. Such amounts must be credited to the PCard account.
8. Cardholders should not pay Ohio sales tax. The cardholder must tell in-state suppliers the University is exempt from Ohio sales tax. The University's tax exempt number is printed on the face of the PCard. A copy of the University's tax exempt certificate is available on Purchasing Services web site.

## B. Preventing Fraud

The cardholder should use basic security measures, as outlined below, to guard against fraud:

### DO

1. **Sign your card** as soon as it arrives.
2. **Keep the card in a secure location**; guard the card number carefully.
3. **Save receipts and statements in a secure area** (they may contain your card number).
4. **Keep an eye on the card during the transaction**, and retrieve it as soon as possible.
6. **Always know where your card is.** If you cannot find your card, **assume the worst.** Call or email Purchasing at x3600 or AP@csuohio.edu to cancel your card.
7. **Be aware of what you are signing:** Your signature can copy through to other slips deliberately placed underneath.
8. **Audit your monthly statement closely.** Make sure all charges shown are legitimate charges.
9. **Visit reputable, familiar merchants** whenever possible.
10. **Report possible fraud immediately** to Purchasing Card Administration at x3600 and Bank of America at 866-500-8262.

### DON'T

1. **Discard credit card slips.** Thieves can acquire your card number from receipts, slips and statements.
2. **Lend your card to anyone.**
3. **Give your card number to anyone over the phone** unless you know you are dealing with a reputable vendor.

### **C. Unauthorized Purchases**

The PCard may NOT be used to purchase unauthorized items, such as:

1. Personal items
2. Live animals
3. Controlled substances requiring a DEA license
- 4.

5. **The travel/entertainment expenses of other University employees** are allowable on the PCard for the following items ONLY:
  - . Airline tickets
  - . Conference registrations
  - . Hotel reservations (one night deposit if required)
6. **Conflict of Interest (purchases from a business in which you or a relative have a financial interest):** Cardholders may not make purchases that violate University policy restricting business transactions that may be perceived as a conflict of interest.

## **XV. Problems with card use**

- A. **If the PCard is rejected by a supplier:** The cardholder should contact the Purchasing Card Administrator

3. The toll free number is open 24 hours a day. If reporting during evenings or weekends, you may notify department administrators and Purchasing Card Administration the next business day.

**E. Damaged cards:** If the card is damaged or demagnetized, or requires a correction in the cardholder name or department name, replacement card





**XIX. Designating default account codes for all departmental cardholders**

Grant project numbers can only be used with the approval of SPRS due to federal and state audit and reporting requirements. Gift and other class numbers are not allowed to be used as PCard default codes or in Works. Gift or cost share charges must be moved via journal entry after the transaction appears in the GL.

**XX. Retrieving cards from employees wepngees**

2. Ensure that itemized receipts are obtained, uploaded to Works, attached to monthly card statements and emailed to Accounts Payable.

## **CARDHOLDER LIMITS**

### **XXIV. Credit Limit**

Credit cards have a daily limit and a monthly limit, which you may not exceed without prior written approval or your card will be declined. Departments also set budget limits which determine the amount of spending that is authorized. It is the responsibility of the cardholder to determine whether their department authorizes a purchase. Furthermore, the cardholder must ensure the purchase does not violate any departmental or University policies or guidelines.

To increase your credit limit, a written authorization request must be emailed to the Purchasing Card Administrator by your Department Head or fiscal officer. Documentation must state cardholder's first and last name, last four digits of the card number, amount of increase, and whether the increase is permanent or temporary. A temporary increase must list the merchant name and explanation of purchase.