



SALT LAKE COMMUNITY COLLEGE

# **PURCHASING CARD MANUAL**

UPDATED: August 2020

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# P-CARD PROGRAM

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The purpose of the SLCC Purchasing Card (P-card) program is to establish an efficient and cost-effective method of purchasing small-dollar goods and services for day to day departmental needs. The P-card is the preferred method for making appropriate small-dollar purchases.

With proper controls in place, the Purchasing Card is a secure and effective tool which allows employees to perform their jobs more efficiently. Using the P-card responsibly allows the program to flourish to the benefit of SLCC, its students, and its employees.

The P-card is a VISA credit card and is accepted anywhere VISA is accepted. Although U.S. Bank issues the cards in the name of individual employees, P-cards, corresponding transaction and audit data remain the property of SLCC. All purchases made with the P-card must comply with Federal and State laws, College policies and procedures, and all guidelines contained in this manual.

## POINTS OF CONTACT

### **Purchasing and Accounts Payable**

Mail Stop PCH  
AAB-301  
[purchasing@slcc.edu](mailto:purchasing@slcc.edu)  
801.957.4254

### **U.S. Bank**

<https://access.usbank.com>  
24/7 Customer Service: 800.344.5696  
24/7 Access Online Help Desk: 877.452.8083  
24/7 Fraud Prevention: 800.523.9078

### **P-card Specialist**

[PurchasingCard@slcc.edu](mailto:PurchasingCard@slcc.edu)  
801.957.4256

# OBTAINING & USING YOUR CARD

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## OBTAINING A CARD

The P-card is available to any SLCC full-time employee who needs to make small dollar purchases and has approval from their supervisor. P-cards are generally not issued to part-time employees but may be with Vice President approval. To request a SLCC P-card, you must complete the application, read and sign the cardholder agreement, and submit both documents via email, intercampus mail, or in person to the P-card Specialist. Once the completed application is received, a P-card will be requested from U.S. Bank on your behalf. It can take up to 10 business days for your P-card to be delivered to the P-card Specialist.

If you are new to the P-card program, you are required to attend a Purchasing Card training prior to receiving your P-card. The P-card Specialist will notify you when the card has arrived and schedule a training. If your BCM does not have his/her own P-card, it is recommended that they also attend P-card training.

## ACTIVATING A CARD

After receiving a new or replacement P-card, you should immediately sign the back of the card and call the number on the attached sticker to activate the card. Remember, although the card is issued in your name, it is the property of SLCC and you should only use the card for SLCC business purchases.

Never give out your social security number (SSN) or personal information to U.S. Bank.

If U.S. Bank asks for your phone number and zip code, you should provide your office phone number as listed on your application, along with SLCC's billing zip code: 84130.

## US BANK WEBSITE

U.S. Bank Access Online can be used to monitor P-card limits and view transactions and statements. Using the US Bank website is optional to the cardholder. Note that you do not assign Index and Account codes to transactions on the US Bank website. Index and Account codes are assigned in Chrome River. To register on US Bank Access Online, navigate to <https://access.usbank.com/>. Click on the Register Online link and follow the online prompts. The Organization Short Name is SLCC. The account number is your card number. If prompted for your address, please provide the Billing Address of the College.

## RENEWING A CARD

P-cards expire after four years. U.S. Bank will automatically send a new P-card with the same card number and a new expiration date to the P-card Specialist. These cards are sent by US Bank the first week of the month in which the card will expire. You will be notified via email to collect your renewed P-card from the Purchasing and Accounts Payable office prior to the expiration date of your current card. You will be required to attend a training and sign a new cardholder agreement before you collect your renewed P-card.

## LOST OR STOLEN CARD

The P-card should always be kept safe and secure. If a card is lost or stolen, you must immediately notify U.S. Bank by calling 800.344.5696. U.S. Bank will cancel the lost or stolen card and issue a replacement card to you through the P-card Specialist. Promptly reporting a lost or stolen P-card reduces SLCC's liability for fraudulent charges.

## DAMAGED CARD

If your card is damaged, please contact U.S. Bank at 800.344.5696 to request a replacement card. Do not report your card as lost or stolen if you only need a replacement card. Doing so will result in the bank issuing you a new card number.

## CLOSING YOUR CARD

If you need to close your P-card for any reason, including terminating employment with the College, please inform the P-card Specialist via email. The P-card Specialist will instruct you on the procedure for closing your card.

## TRANSFERRING DEPARTMENTS

If you transfer to another department at SLCC you must notify the P-Card specialist. If the new department head would like you to continue using the P-card, an e-mail must be sent to the P-card Specialist approving the continued use of the P-card. If the new department head would not like you to continue using the P-card, an e-mail must be sent to the P-card specialist requesting the card be closed.

## BILLING AND SHIPPING ADDRESSES

When making online or phone purchases with your P-card, use the addresses listed below. The billing address listed below is on file with U.S. Bank and using it will ensure your transaction is not declined due to a verification error. All items purchased using a P-card that are shipped must be sent to SLCC Central Receiving. Include your name, the word “P-card” and your mail stop.

Billing Address	Shipping Address
Salt Lake Community College	Salt Lake Community College
Attn: {cardholder name}	Central Receiving
4600 South Redwood Rd	P-card – {cardholder name}
PO Box 30808	2675 S 900 W
Salt Lake City, UT 84130-0808	Salt Lake City, UT 84119

Cardholders are strictly prohibited from having SLCC purchases shipped to their home address or other non-SLCC addresses.

## SLCCBUY

The P-card can be used in SLCCBuy with the following select Punch-Out Vendors: Amazon, Office Depot, Staples, and B&H Photo. Other Punch-Out vendors may be added in the future. Items from these vendors should be purchased through the Punch-out in SLCCBuy. Cardholders should not setup or use their own business or personal accounts to make purchases from these vendors. Your P-card should not be used on SLCCBuy for non-catalog items. If a vendor is not available on SLCCBuy, Cardholders may make purchases directly on the vendor’s website.

## DISPUTING A TRANSACTION

You are responsible for all transactions identified on your bank statements. If a transaction on a statement from U.S. Bank does not correlate with purchases that have been made by you, first contact the vendor involved to try to resolve the error. If you are unable to resolve the issue with the vendor, contact U.S. Bank Customer Service within 60 days of the date of the purchase at 800.344.5696 and dispute the transaction. You may only dispute a transaction within 60 days of the transaction date. Be sure to review all transaction in your eWallet in Chrome River when creating your expense reports and look for any unfamiliar transactions.

## TRANSACTION DECLINES

There are five common reasons why a transaction will decline:

1. Incorrect billing address used – billing zip code is 84130.
2. Exceeding the monthly cycle limit - monthly cycle limits reset the 26<sup>th</sup> of each month.
3. Exceeding the single transaction limit - single transactions are limited to \$1500.
4. Transaction category restriction – high-risk categories are blocked by default on the P-card.
5. Purchase flagged by US Bank as possible fraud - some transactions, such as transactions made on some websites or overseas, may be flagged as fraudulent by US Bank's system. To remove this flag, you will need to call US Bank to confirm the transaction is legitimate.

If you are still unclear as to why your card is declining, please contact the P-card Specialist. You may also contact U.S. Bank for the decline reason.

## SALES TAX

You should not pay State of Utah sales tax when making purchases with your P-card. This includes both in-person and online purchases. The College, as a state entity, is exempt from Utah state sales tax. The SLCC State of Utah tax-exempt number is embossed on the bottom of each P-card. This number can also be located on the tax-exempt certificate listed on the Purchasing Card website. You should inform vendors prior to any transaction that the purchase is not subject to Utah state sales tax. If Utah state sales tax is charged at the point of sale, including online purchases, it is your responsibility to have the vendor refund the sales tax. For online vendors, you will need to contact their customer service team to have the tax refunded. You will need to provide them with your online order number. If the vendor is not able to remove or refund the tax, the cardholder **must** provide an explanation when submitting their expense report. When making purchases outside of the State of Utah, you do not need to request sales tax exemption. The College is only exempt from paying State of Utah Sales Tax.

## PERSONAL PURCHASES

Utah State law prohibits the use of public funds for a personal expenditure. If you intentionally use your P-card for a personal purchase, your card privileges will be revoked. A personal purchase is defined as a purchase made for the personal benefit, use, or enjoyment of an employee, student, or other party and has no SLCC business purpose. Any employee found to have made a personal purchase will be responsible for reimbursement to the College and may be subject to additional discipline.

If you accidentally use your P-card to make a personal purchase, you can either have the vendor reverse the transaction or reimburse the charge to SLCC through the Cashier's Office. You will need to provide Cashier's with the correct Index and Account code. Be sure to submit the corrected documentation in Chrome River.

## TRAVEL

It is recommended that cardholders use their P-card to pay for travel expenses, except for per diem meals. The P-card cannot be used to pay for personal meals while traveling. The P-card may be used for hosted meals.

## SMALL DOLLAR/MICRO PURCHASES USING FEDERAL GRANT FUNDS

When using grant funds, departments, to the extent practicable, must distribute small dollar purchases equitably among qualified suppliers. Small dollar purchases may be used without soliciting competitive quotations (up to \$1,500) if the department considers the price to be reasonable and allowable.

Allowability of cost/purchases is determined by Cost Principles (§2 CFR 200 Subpart E) under the Uniform Guidance as promulgated by The Federal Office of Management and Budget. General unallowable costs include

but are not limited to food, alumni activities, entertainment expenses activities, selling and marketing costs, employee parking passes, etc. For questions regarding allowability of costs using grant funds contact the Grant Accountants Office. All transactions using a grant index will be approved by a Grant Accountant in Chrome River.

## **SPENDING LIMITS**

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All P-cards have the following standard monetary limits:

\$1,500 single transaction limit

\$5,000 billing cycle limit

Any transactions exceeding either limit will automatically decline. These limits may be adjusted if necessary.

### **SINGLE TRANSACTION LIMIT**

Purchases over the single transaction limit should be submitted on a requisition (non-catalog item) via SLCCBuy. Single transaction limits may be increased for conference registrations, memberships, and hotels. The single transaction limit may be increased in other special circumstances. Purchasing decisions and plans should not rely on receiving a limit increase. To inquire about a temporary increase to the single transaction limit for memberships and conference registrations, email the P-card Specialist regarding the items that need to be purchased and copy the BCM.

### **BILLING CYCLE LIMIT**

The billing cycle limit is the total dollar amount that you can spend during the bank's monthly billing cycle. New billing cycles begin the 26<sup>th</sup> of each month. If the 26<sup>th</sup> falls on a weekend or holiday, the cycle will begin the following business day. Once a new billing cycle begins, billing cycle limits are refreshed.

Billing cycle limit increases must be approved by the BCM for the default index associated with the card and the P-card Specialist.

Permanent increases to limits are done on a limited basis. Any questions about permanent increase to limits should be directed to the P-card Specialist.

### **SPLIT TRANSACTIONS**

The State of Utah Procurement Code prohibits order splitting to avoid established thresholds, including the single transaction limit and the billing cycle limit. State law includes penalties for intentionally splitting a transaction, including criminal penalties and loss of employment.

Before placing an order or otherwise committing College funds, you must consider the total transaction cost. It is imperative that the total transaction amount is under the single transaction limit. If the transaction amount might go over the single transaction limit, you should not place the order. For any questionable transactions, please either submit a requisition or contact the P-card Specialist.

### **DEPOSITS**

A P-card can be used to pay for a deposit. However, the department must consider the entire cost of the procurement (deposit + installment payments + final payment) when determining whether they are authorized to make the deposit. If the total cost of the procurement exceeds the small dollar purchase limit, the department must have authorization from the Purchasing Office prior to making the deposit. To obtain authorization, email the Purchasing Office.

# P-CARD RESTRICTIONS

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## RESTRICTED PURCHASES ON THE P-CARD

All transactions must be in compliance with Federal and State laws, College policies and procedures, and the guidelines contained in this manual. Because of this, some types of purchases are restricted or limited on P-cards. The following table is intended to be a reference for cardholders to use when determining what is allowed to be purchased using a P-card. Please refer to the Small Dollar Guidelines for guidance on making purchases.

Examples of when the P-card may NOT be used:

- Any purchase exceeding \$1,500 (total, inclusive of shipping and handling)
  - Capital Equipment
  - Computers (i.e. laptops, desktops, etc.)
  - Furniture and space heaters (must be coordinated through Facilities)
  - Gas or oil for vehicles, except for rental cars (There is a separate Gas Card for Motor Pool vehicles. Reimbursement for miles on a personal vehicle is done using the Mileage Reimbursement Form in SLCCBuy.)
  - Services that would be considered either Payroll (salary) or Independent Contractor Payments (Payment Request)
  - Charitable Donations
  - Alcoholic Beverages
  - Cell Phones, accessories, and plans (see Personal Communication Plan Guidelines)
  - Cash Advances
- Contact the P-card Specialist at ext. 4256 for consideration of special needs.

## GIFT CARDS

To ensure that all gift card purchases are in accordance with SLCC policy, each gift card must be logged in the Gift Card Log available on the P-card website. The purpose of the gift cards must be provided with the expense report. Once the gift cards have been distributed, the completed Gift Card Log must be submitted to Accounts Payable. For more information, see the Small Dollar Purchase Guidelines.

## SOFTWARE

All software, including software subscriptions, must be approved by IT before it can be purchased. To receive authorization to purchase software using a P-card, you must submit the P-card Purchase of Software form found on the Help Desk website. The approval must be attached to the transaction and all future transactions for renewals and/or reoccurring charges.



# TRANSACTION DOCUMENTATION

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## ITEMIZED RECEIPT

You must always obtain documentation, such as a receipt, from each vendor detailing each transaction. State law requires documentation for transactions. Documentation should always include the following information:

- Vendor name
- Date
- Item description(s)
- Unit price
- No Utah sales tax
- Total Transaction amount (must match amount in Chrome River)

It is your responsibility to proactively ask vendors for transaction documentation at the time of the purchase. Vendors may not be able to do so after the purchase. It is much easier to obtain and keep a receipt at the time of purchase than to track down documentation months after a purchase. You are responsible for properly storing any documentation provided by the vendor.

## ACCEPTABLE DOCUMENTATION

Acceptable transaction documentation includes but is not limited to:

- Itemized invoice / receipt
- Email confirmation
- Web confirmation page

Credit card receipts that are not itemized are not considered acceptable documentation.

Vendors should be able to provide itemized transaction documentation. In the rare instance where a vendor cannot provide an itemized receipt, it is your responsibility to provide a list of items purchased with their unit prices. Please utilize the Missing Receipt Form.

## MISSING RECEIPTS

If a receipt is lost, the cardholder should contact the vendor to obtain a copy. If a copy cannot be obtained, please use the Missing Receipt Form to document the purchase. This form must be uploaded to Chrome River as the receipt. Cardholders should not use the Missing Receipt Form to avoid obtaining a receipt from the vendor.

## BUSINESS PURPOSE

Purchases must always be appropriate for the activity, be at a reasonable cost to the College and include a clearly documented business purpose. An appropriate business purpose answers the question: How does this purchase benefit SLCC? Business purposes should be written in such a way that an individual, unfamiliar with your position or department, can understand how the purchase benefits the College. Please try to refrain from using uncommon acronyms, generalized categories of purchases, etc. Below are some examples:

<b>Expense Type</b>	<b>Appropriate Business Purpose</b>	<b>Insufficient Business Purpose</b>
Business meal	Lunch for employees for quarterly IDC meeting held during lunch due to scheduling needs	Staff Meeting or Lunch
Food for event	Food for students for Back to School Night on 08/20/2020	Snacks

Conference	2020 AMA Conference – New York – John Smith	Conference
Supply	Board fabrication – MARS project	Electrical components
Office Supply	Mouse for John Smith	Mouse
Membership	2020 Annual Institutional Membership to National College Association (NCA)	Membership
Office Supply	Paper goods for break room	Breakroom supply or Office Supply
Project Expense	Parts for Chiller at AAB	Work Order 12345
Water	Rental for Water Cooler in AAB123	Office Supply or Water
Books	Reference book for department library	Books

# TRANSACTION RECONCILIATION

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## CHROME RIVER

The Purchasing Card reconciliation process must be done through Chrome River. The Chrome River platform allows you to upload digital copies of your receipts for each transaction and electronically submit an Expense Report for further review and approval. You are required to submit your Expense Report every month for all transactions that occurred during the previous calendar month. An Expense Report is considered overdue if it is not submitted by the 10<sup>th</sup> of the following month and approved by the 15<sup>th</sup>. Chrome River will send you a reminder email at the end of the month inviting you to reconcile your transactions, as well as multiple reminders if your report is past due.

Cardholders that fail to submit an Expense Report within 30 days from the close of a specific cycle may receive a strike and face possible suspension of their card until the overdue report is submitted.

## CARDHOLDER REVIEW

You must review and reconcile all transactions monthly. For every transaction you must do the following:

- Attach receipt and all appropriate documentation
- Provide the business purpose
- Verify no Utah state sales tax has been paid or explanation is provided if tax is paid (see Sales Tax above)
- Allocate to the correct Index and Account

Following your reconciliation and review of all transactions for the month, submit the Expense Report. Chrome River will send the transactions to the appropriate BCM for review. Cardholders should keep all documentation until the Expense Report has been fully reviewed and approved.

## BCM REVIEW

Following the cardholder Review, transactions will be forwarded to the appropriate BCM over the Index selected. The BCM must certify the following:

- Each transaction was authorized.
- Each transaction has a valid business purpose.
- Proper documentation, is attached for each transaction.
- All transactions are in compliance with SLCC and departmental policy and procedures.
- All transactions have been allocated to the correct Index and Account.

If a transaction is missing any of the items listed above, they should return the transaction to the Cardholder and request the missing information. Once all transactions are reviewed, the BCM should approve the Expense Report. The Expense Report will then be forwarded to the P-card Specialist for review.

## AUTHORIZING DELEGATES

Cardholders can assign a delegate in Chrome River to help them compile their expense reports. Expense reports that are submitted by a delegate will be forwarded to the cardholder for approval before proceeding to the BCM for approval. The submission of expense reports is the responsibility of the cardholder, even if the cardholder has assigned a delegate.

## **PURCHASING REVIEW**

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All transactions are reviewed by the P-card Specialist to ensure the following:

- Each transaction was authorized.
- Each transaction has a valid business purpose.
- Proper documentation, is attached for each transaction.
- All transactions are in compliance with SLCC and departmental policy and procedures.

If any additional information is needed to ensure the transaction is in compliance with College policies and guidelines, the P-card Specialist will return the transaction to the Cardholder. The Cardholder should provide the necessary information and resubmit it for review.

### **STRIKES**

When College policies and/or guidelines, including those outlined in this manual, are not followed, a strike will be added to the cardholder's account. Strikes may be issued for the following:

- Shipping items to a non-SLCC address
- Missing receipts
- Not following College policy
- Late submission of expense report

Strikes may be applied per transaction or, if multiple transactions have the same violation, per expense report at the discretion of the Purchasing Office. Blatant disregard of any of the College policies and guidelines, including those outlined in this manual, will result in revocation of P-card privileges.

If a cardholder receives three (3) strikes, their card will be suspended and they will be required to attend a purchasing card training before privileges are returned. If the cardholder receives a strike following training, their privileges will be revoked.

If a cardholder goes for six (6) months without receiving a strike, all prior strikes will be removed from their account.