

## **PURCHASING POLICY**

**TITLE:** P-Card Policy

**EFFECTIVE DATE:** January 2024

Roger Williams University provides Purchasing cards (P-cards) to employees who travel and/or are authorized to make purchases of approved commodities for their department. This Policy provides all details pertaining to obtaining a card, appropriate use of the card, cardholder responsibilities, and the responsibilities of managers who have staff with P-cards.

**All P-card holders and Approval Managers are responsible for abiding by this policy. Cardholders and Approval Managers who do not comply risk disciplinary procedures. The right to possess an RWU P-card could be suspended or revoked permanently. Restitution may be required in cases of improper documentation and/or authorization. Based upon the severity of misuse, disciplinary measures may include termination.**

### **1. PROGRAM OVERVIEW**

- a. Who can acquire a P-card?

## PURCHASING POLICY

### d. How to acquire a P-card

A **P-card Request Form** should be completed by the prospective cardholder. The P-card Request Form can be found [HERE](#) and is also available on the Purchasing page of [rwu.edu](http://rwu.edu). The Requestor's manager must forward the completed form to the Purchasing Department. That serves as the Manager's approval to issue the card as well as their approval of the spending limits and Unit numbers. The Excel spreadsheet must be provided to Purchasing, **not** a PDF of the spreadsheet.

Once Purchasing receives the spreadsheet they will process the request through US Bank. The Purchasing Department will also send a copy of the P-card Policy to the requestor. The requestor must acknowledge that they have read and understand the Policy before the card will be issued.

US Bank sends all P-cards to the Purchasing Department. Requestors will be contacted by Purchasing when their card is available. Please allow 1-2 weeks from the time Purchasing receives your completed request to receive your card.

### e. P-card approvers

All P-card holders are assigned an Approval Manger to review and approve their P-card transactions in the US Bank Access Online web portal. The Approval Manger must be the employee's immediate manger or a more senior manager in their department. Peers or Administrative Assistants may **not** be Approval Managers for cardholders.

### f. P-card limits

All P-cards have both a single transaction limit and a monthly credit limit. The default single transaction limit is \$2,500 and the default monthly spending limit is \$7,500.

## PURCHASING POLICY

### h. Reallocation & approval of transactions

The **primary** responsibility of the Cardholder is to identify the GL number to which each transaction should be charged, to provide the business purpose of each transaction, and to provide an itemized receipt for purchases exceeding \$25. This is done within the cardholder's US Bank Access Online account. These steps can be taken as soon as a transaction is posted to the cardholder's account. The **deadline** for completing these tasks is 10 calendar days after the close of the billing cycle. Cardholders may delegate the allocation of their transactions. Further details are below under **Cardholder Responsibilities**.

The **primary** responsibility of Approval Managers is to review and approve the transactions. Further details are below under **Approval Manger Responsibilities**.

### i. P-card charges & department budgets

At the close of each month the Finance Department downloads the P-card transactions from Access Online and uploads them to the General Ledger in Colleague. Managers that have access to budget reports will see the P-card charges that have been posted to their budget.

### j. Employee transfers

Cardholders that transfer to a different department must notify the Purchasing Department as soon as they know they will be transferring. The employee's new manager will need to approve the employee's continued use of the P-card in addition to their unit numbers and approval limits. The employee's department name and phone number will also need to be updated in Access Online.

### k. Employee termination & card cancellation

Upon termination of employment, whether for retirement, voluntary separation, resignation or dismissal, P-cards will be inactivated. Cardholders are responsible for managing all transactions prior to their last day. P-cards should be destroyed and discarded. They do not need to be returned to the Purchasing Department.

Cardholders are responsible for cancelling any recurring charges, subscriptions, memberships, etc. and if necessary, transferring them to another cardholder in their department. P-cards will not be kept open after an employee leaves the organization.



## **PURCHASING POLICY**

or email. If you receive a printed receipt, be sure to keep it so you can upload a copy into Access Online.

When you make an online purchase, immediately download a copy of the receipt. It is



## PURCHASING POLICY

The date on the receipt must match the transaction date.

Receipts must be legible.

Receipts for meals must include the name of each person present for the meal.

### iii. Approve Transactions

Transactions must be "Approved" by the **Cardholder** in Access Online in order for them to be routed to their Approval Manager for "Final Approval".

Cardholder "Approval" indicates that the transaction has been fully allocated and the receipt has been attached (if necessary.f 1 (s)1 m 0 Tw 12.42 egf .1 (ro)-2 (v)3 (al")-1 (

## PURCHASING POLICY

The next step is to report this information to the Purchasing Department as soon as possible. The Purchasing Department will receive your new P-card and notify you when it has arrived.

### h. Fraudulent charges

If a cardholder sees a charge on their card that they are certain they did not make, it should be reported as fraud. US Bank should be contacted immediately at 800-344-5696. (Outside the USA, please call 1-701-461-5696.) The Purchasing department should also be notified that the card was closed due to fraud. The new card will be sent to Purchasing and the cardholder will be contacted when it comes in. The dispute process should **not** be used for charges that are totally unknown to the cardholder.

US Bank also has algorithms that identify possible fraudulent activity, usually before the cardholder is aware of it. When that happens, a temporary hold is put on the card and Purchasing is notified via email. Purchasing will forward the email to the cardholder and the cardholder must contact US Bank as soon as possible to determine whether the charges are legitimate.

If the charges are fraudulent, US Bank will close the card immediately and send a new card. The card will be sent to Purchasing and they will notify the cardholder when it has arrived.

In many cases the charges on the card are legitimate. When that happens, the hold is immediately removed from the card and there is no further action required.

### i. Transaction disputes

**Transaction disputes must be initiated within 60 days of making the transaction.** The transaction dispute process is utilized when a cardholder legitimately made a purchase with a vendor, but there is an issue with the charge or credit. Examples include double charges, incorrect charges, failure to receive goods, defective merchandise, failure to apply credit from a return, etc. The dispute process should **not** be used when there is a charge that is totally unknown to the cardholder. Unknown charges should be reported as fraud.

The cardholder is responsible for contacting the vendor to resolve the issue. Most issues can be resolved this way. If the cardholder is unable to reach agreement with the supplier, the next step is to dispute the transaction through Access Online. US Bank will ask for supporting information and documentation, including communications that the cardholder had with the vendor. Please note that the law does not allow suppliers to bill your card for purchases until the items are shipped.



## PURCHASING POLICY

### j. Travel and entertainment expenses

When using the P-card for travel and entertainment, please follow all current RWU policies and procedures. A copy of the current Travel and Entertainment policy can be obtained from the Policies & Procedures - Purchasing page of [rwu.edu](http://rwu.edu), POL070.

Please note that RWU has a "per diem" policy for meals and incidental expenses. These expenses cannot be paid with the RWU P-Card.

Using an RWU P-card for spousal or companion travel is **strictly prohibited**. These arrangements require the use of personal credit cards or other payment methods, not in conjunction with the RWU P-card.

Entertainment expenses charged to RWU must be in the interest of RWU.

Federal law requires that anyone entertaining a guest on behalf of the University identify the people being entertained and the reason they are being entertained.

Entertainment includes but is not limited to expenses incurred for lunches and dinners. Credit card users must list all participants and the purpose on the credit card receipt. The receipt **MUST** include details of all items / beverages consumed. RWU has a strict Alcoholic Beverages Policy. Please review this policy before purchasing alcohol using your P-card. This policy can be found on the RWU website on the Office of General Counsel's page. The approval form **must** be completed prior to purchase of alcohol with a P-card. This approval form can be found [HERE](#)

It should be noted that policy dictates that travel and entertainment expenses must be prudent in nature. For example, first class airfare would be inappropriate.

### k. Gift cards/gift certificates

## PURCHASING POLICY

P-card holders may **NOT** purchase physical gift cards on their P-card. If a physical card is required, contact the Purchasing Department. The Purchasing Department will purchase the physical cards on behalf of the department. The department must obtain acknowledgements from all gift card recipients and provide them to Purchasing along with the proper GL number to which the cards should be charged.

If an electronic gift card is required, the gift card should be purchased through an RWU Amazon Business Prime account. (See below for details regarding Amazon Business Prime.) The email address of the recipient of the e-gift card is stored in the RWU Amazon account. Gift card purchases will be routed to the Purchasing Department for approval.

### i. Amazon purchases

RWU has an Amazon Business Prime account for employees who need to make **business** purchases from Amazon.

RWU P-cards should **never** be added to a personal Amazon account as a payment method. Personal Amazon accounts may **not** be used for business purchases.

RWU Amazon Business Prime accounts may **only** be used for business purchases. Personal purchases should **never** be made from RWU Amazon accounts. Personal credit cards/debit cards should **never** be added to an RWU Amazon account as a payment method.

Cardholders who need to purchase from Amazon should contact the Purchasing department to obtain the complete Amazon Business Prime Policy and have an account created for them.

### m. Returns

Items should be returned in a timely manner directly to the supplier by whichever means the supplier requires. The cardholder is responsible to see that proper credit is posted for a returned item. As noted above, the credit that is posted to the cardholder's account should be allocated to the same GL number as the original charge.

