

WCU Purchasing Card (PCARD) Policies and Procedures Manual

pcard@wcu.edu

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1.0 Overview of the PCard Program:

1.1 Purpose of the card

The WCU PCard is a corporate Visa credit card in which the *liability rests with the University instead of the individual cardholder*. The PCard is issued to an employee, empowering this person to purchase goods and services on behalf of the University. This program has been established to allow rapid purchase of low dollar goods and services while simultaneously reducing paperwork and handling costs associated with the small purchase process.

Under no circumstances may this Visa card be used for personal purchases and may not be used to the personal benefit or gain of a cardholder such as the receipt of vendor rebates, coupons, or customer rewards.

1.2 Cardholder benefits, costs, and requirements

- Materials may be acquired faster.
- Complete transaction reporting is provided monthly to the cardholder electronically in the form of a downloadable/printable bank statement. Vendor information becomes easier to research and locate.
- Each PCard is tied to a WCU departmental Banner budget code (FOAP). Each transaction will default to a single FOAP but can be changed during the monthly reallocation period.

NOTE: NO Foundation purchases allowed on PCard.

- There is currently no fee associated with the program.
- The cardholder is responsible for obtaining priced, itemized receipts and/or invoices for each card transaction. The cardholder/reconciler is required to perform a monthly on-line review and reconciliation of all new purchases. Each cardholder's account is also reviewed and approved by a higher authority (normally at the department or division level).

1.3 University benefits, costs, and requirements

- The number of forms used, and data entry is reduced.
- Fewer invoices and checks are processed.
- There is an opportunity to reduce the need for reimbursements and petty cash accounts.

- The University has the ability to block specific categories of vendors (airline reservations, cash advances, liquor purchases, etc.) This provides increased security of purchases over the existing small purchase/check request process.
- Vendor relations are improved as vendors are paid quicker and we do not have to meet minimum order requirements for purchase orders imposed by some vendors.
- The University is required to provide a process to upload PCard charges into Banner on a monthly basis, around the 20th of each month.
- The University is committed to providing an on-going audit of purchases to insure a high degree of confidence in the system.

1.4 Vendor benefits, costs, and requirements

- The bank will pay the vendor two to three working days after the vendor processes the purchase.
- The vendor has a higher level of confidence in the Visa name (and the protection the vendor has when accepting the card) which encourages vendors to make sales that would not be made if a purchase order were presented.
- The PCard process eliminates vendor invoicing and the vendor's accounts receivable process.
- Every transaction made using the PCard carries a fee that the vendor must pay to the credit card network. This is what finances the credit card industry, and the process is basically the same for all credit cards.

2.0 Where to get help:

2.1 The bank

We have an agreement with Bank of America for Visa card services. To report a lost or stolen card, billing questions, or any customer service questions in general, call the PCard Administrator (Cayela Bauknecht) at 227-7203 first. If after WCU business hours, call Bank of America at 888-449-2273 where help is available 24 hours a day. If it is necessary to call Bank of America directly, such as to report a lost or stolen card, you are also required to contact the PCard Administrator (Cayela Bauknecht) at 227-7203 as soon as possible. To dispute a transaction on your statement, please refer to Section 5 of this guide.

2.2 University names and addresses

The University provides support and assistance to cardholders and departments in the distribution and processing of new card applications. We process all changes in cardholder information, schedule training, update all documentation and audit all aspects of the program. Please call whenever you have any questions.

Cayela Bauknecht
PCard Administrator
301 HF Robinson Building
828-227-7203 fax 828-227-7444
cbauknecht@wcu.edu

Tamrick Mull
Associate Director for Purchasing Systems
301 HF Robinson Building
828-227-7203 fax 828-227-7444
tmull@wcu.edu

Bruce Barker
Director of Business Operations
301 HF Robinson Building
828-227-7203 fax 828-227-7444
bbarker@wcu.edu

3.0 Cardholder Policy and Procedures:

3.1 Obtaining a card

PCards may be issued to permanent WCU faculty or staff who has been authorized by their university department head to purchase goods and services (**Exceptions can be made in some cases, please contact PCard Manager for details**). Training will be required for each Cardholder and Reconciler. The names of the University and the cardholder both appear on the card. The bank currently does not charge for the issuance of a card; however, low usage cards will be reviewed regularly. The PCard carries corporate liability and does not affect your personal liability in any way. Cardholders are required to sign a card user agreement.

Enrollment forms can be found on the Purchasing Home Page at

<https://www.wcu.edu/discover/campus-services-and-operations/purchasing-department/index.aspx>

3.2 Keeping your card secure

Always keep your PCard in a secure place. Treat it like cash. Paperwork should also be kept secure and not discarded in the trash. Cardholders should monitor their charges regularly for vendor errors and fraudulent charges. Any concerns should be reported to the PCard Administrator immediately.

3.3 Limitations of transaction amounts

A cardholder's spending level is determined by their department head/approving supervisor.

SPENDING LEVEL

	WCU 1
Single Transaction	\$10,000
Monthly Transaction	\$25,000

Cardholders are reminded that splitting transactions to remain within the established purchase limit per transaction is prohibited and doing so may result in loss of PCard privileges and/or disciplinary action up to and including termination of employment.

WCU 1 - \$10,000 single transaction limit per vendor, per month. If you split or make any transaction over the \$10,000 limit your PCard may be suspended.

Registrations over the spending limit must be approved by PCard Manager prior to purchase.

Higher spending limit must be approved by the PCard Administrator and/or AD for Purchasing, Director of Business Operations.

3.4 Limitations of Vendors

All vendors accepting VISA cards are registered with their bank under a specific Merchant Category Code (MCC) identifying the type of business they are (e.g., Airlines, music stores, medical services, florist, ABC stores, restaurants, office supplies, etc.). The University has blocked all categories deemed inappropriate for WCU use such as Travel and Entertainment categories, ABC stores, off-track betting, etc.

Your PCard cannot be used to purchase from vendors that fall under a blocked category on the MCC list. If your card is not accepted by a particular vendor, please contact the PCard Administrator (Cayela Bauknecht) at 227-7203 within 48 hours. The PCard staff will contact the bank to determine why the charge was denied and what can be done to rectify the problem.

Mobile Wallet or Cash Advances are prohibited.

Transactions are monitored daily by the PCard Administrator for possible misuse and abuse of the card or fraudulent charges.

3.5 Additional card limitations

The PCard must be used only by the named cardholder. There are no departmental cards and no sharing. All card spending must adhere to state and university purchasing guidelines. No travel charges allowed Except Registrations for staff and faculty only.

All purchases must follow State, University and PCard policies and procedures, and must strictly adhere to funding authorities. Some funds are more restrictive and may not allow certain purchases. Purchases from grant funds must adhere to all Contracts, Grants, and

other agency guidelines. It is the cardholder's responsibility to be aware of the rules and guidelines applicable to each grant fund.

3.6 Changing card limits and updating cardholder information.

To change the limits on your card, add fund, delete fund etc., complete an Account Maintenance Request form found on the Purchasing Home Page at <https://www.wcu.edu/discover/campus-services-and-operations/purchasing-department/index.aspx> and forward original to the PCard Administrator. All such requests must have either PCard Administrator approval or department head approval/approving supervisor. Funds that are added to your PCard must have accountable officer approval on the PCard account maintenance request form.

3.7 Additional purchasing guidelines

It is the cardholder's responsibility to ensure that purchases are made only from legitimate companies. The vendor may or may not appear on the WCU Vendor file.

The cardholder is responsible for purchases made that commit the University and is therefore responsible for determining the legitimacy of the purchase and the selection of the vendor.

The PCard is strictly for university business. Purchases must be for the use and benefit of the University. No personal purchases allowed. The PCard may not be used to the personal benefit or gain of a cardholder such as the receipt of vendor rebates, coupons, or customer rewards. Intentional misuse or abuse of the PCard may result in the immediate revocation of privileges and may be cause for disciplinary action up to and including termination of employment.

3.7.1 Contracts

When a State or University contract is available the contracted supplier must be used. Contracts may be reviewed by visiting NC P & C at <http://www.pandc.nc.gov/keyword.asp> or by calling the Purchasing Department at 227-7203 to speak with the appropriate purchasing agent.

3.7.2 Using the Internet (WWW)

Many companies are beginning to offer the option of making purchases via the web. The University does allow on-line purchases. However, be sure that the website you are using is secure [look for https in the URL or a closed lock at the bottom of your screen] before providing your card number and that the vendor will provide you the required priced, itemized receipt or order confirmation.

3.8 Automatic renewal of the card

A new PCard will be issued to you once you complete the PCard Canvas course training material and sign the card user agreement. Once you have the card, nothing else will require you to continue using the PCard yearly. Do not forget that each card is tied to a departmental budget

codes/funds. If the departmental fund number(s) change or fund(s) are added, fill out the PCard account maintenance form from the PCard website <https://www.wcu.edu/discover/campus-services-and-operations/purchasing-department/index.aspx> and forward to the pcard@wcu.edu listing the new fund number(s) with the department head approval. Fund changes can be made without re-issuing the card.

3.9 Termination of Employment

Your card remains the property of Western Carolina University and must be surrendered immediately upon termination of employment or upon the request of either your supervisor or the PCard staff.

3.10 Extended Leave of Absence

A cardholder who will be taking an extended leave of absence (6 weeks or more) must contact the PCard Administrator prior to leaving. Card will be suspended until employee returns to work.

3.11 Transfer to another department

If the cardholder transfers to another department, the old card must be closed out immediately and returned to the PCard Administrator. If a cardholder needs a card after transferring departments, a new card reflecting the new department's Banner budget code must be issued. A new PCard application form approved by the new department head is required. You will not be required to attend another PCard training session. It is the cardholder's and reconciler's responsibility to inform the PCard staff when a cardholder or reconciler has changed departments.

3.12 Inactive Accounts (Cards)

To protect the security of the program, any PCard that has not been used for twelve (12) months is subject to cancellation. The cardholder will be contacted to ensure they still possesses the card and to see if any exceptions may be made based on appeal by the cardholder.

4.0 How to use the PCard

Purchasing with the card does not change the rules and regulations required by the University or by your internal departmental procedures. The card is merely another means of payment. You must obtain an itemized receipt with pricing for every purchase made.

Please remember that the cardholder is the only person authorized to make purchases using the card. Giving your card or card number to another person or using someone else's card may result in disciplinary action including but not limited to revocation of PCard privileges and/or termination of employment.

4.1 Making your purchase

- Before making any purchase, the cardholder should determine if the item is available on State Term Contract, and if not, is your pricing the best you can obtain.

Ask yourself, am I purchasing the best value item through the most economical source reasonably available?

- PCards can be used for state contract orders; just make sure you are purchasing through the contract source.
- It is the cardholder's responsibility to inform the vendor at the time of purchase that **WCU is tax exempt**. WCU's tax exempt number is printed on each PCard. If a cardholder is charged tax, it is the cardholder's responsibility to contact the vendor and request a credit for tax to be applied back against their card. We have no other recourse for recovering taxes paid. Any tax will be deducted from the departmental budget.
- Please be sure to check that no personal mailing addresses have auto-filled during the check-out process when making online purchases.

4.2 Purchases in person

- a. You should follow the proper internal procedures set up specific to your department for determining that a purchase is required and authorized.
- b. Determine whether the PCard is the most appropriate tool to use for the purchase (restricted item, over the card's single transaction limit, etc.).
- c. Determine that the total amount of the purchase including shipping, handling, postage, freight, insurance, etc., does not exceed either the card's single transaction limit or the daily/monthly limits listed above. If a limit is exceeded, the bank will automatically refuse the transaction and the vendor will reject the purchase. Contact the PCard staff within 24 hours if you are not sure why your card is rejected or if you have an emergency need.
- d. Obtain a priced, itemized receipt at the time of purchase or pickup. If an item is shipped the packing slip must be kept.

4.3 Purchases by phone, fax, or mail

Remember - the cardholder is the only person authorized to place an order. You may, when necessary, have someone else pick up the items; however, this person is not authorized to sign the credit card sales slip.

Always give the supplier your name, department, phone number, and complete delivery instructions (**must be shipped to a WCU address**). It is required that purchases be shipped directly to your campus address. If the Facilities Management Warehouse must be used as the delivery point, please use the following address:

Western Carolina University Facilities Management Warehouse 3660 Old Cullowhee Rd. Cullowhee, NC 28723	
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You must notify the Facilities Management Warehouse at 227-7298 before having a delivery made to this address.

Phone:

- a. When you call, state that you are calling from Western Carolina University and that you will be making your purchase on a Visa purchasing (credit) card.
- b. Be sure to tell vendor we are tax exempt!
- c. Give the supplier your name, delivery address, phone number, and complete delivery instructions.
- d. Make sure you give the BILL TO address: 301 H.F. Robinson Building
Cullowhee, NC 28723
- e. Request that an itemized receipt and/or packing slip that shows Dollar Amounts be sent with the purchase.

Fax: Follow any applicable steps from the above instructions. Retain a copy of the fax, and the fax confirmation, for your records. Do not mail a copy of the order to the vendor because this increases the chance that the order will be duplicated. If the company requires the original be sure too clearly mark it "Confirmation of fax order, do not duplicate."

Mail: Follow any applicable steps from the above instructions. Retain a copy of the order for your records, and request that an itemized, priced receipt be sent to you for your records.

4.4 Other forms to complete

When using the PCard there is usually no need to submit any additional paperwork to a vendor. If, however, a duplicate shipment is mistakenly made, it is the responsibility of the cardholder to resolve the issue with the vendor.

4.5 Returns, damaged goods, credits

Items purchased with the PCard will periodically need to be returned for one reason or another. A few tips to make the process easier:

- a. Always retain boxes, containers, special packaging, packing slips, etc., until you are certain that you are going to keep the items. Some items, such as software or fragile pieces, cannot be returned without the original packing materials.
- b. Read all enclosed instructions carefully. Often a critical phone number and other instructions are included on the packing slip and/or receipt.
- c. In some cases, there may be a restocking fee. The PCard may be used to pay this fee if it does not exceed any of the card limits.

d. The PCard can be used for outbound shipping such as UPS or FedEx. The University Bookstore should be used for routine UPS shipments. When it is necessary to drop shipments off at the local UPS center, the PCard may be used. You may contact FedEx directly to ship and pay with the PCard.

Do not accept cash or cash equivalents (e.g., gift cards) for any returns. If you used your PCard to make the purchase, be sure to have a credit for any return applied to your card. You will need a copy of the credit memo for your records and documentation.

4.6 Food Purchases

No Restaurants (casual/fine dining) food/beverage.

Example: Wal-Mart/Ingles, for student groups/workshops etc. Cannot feed staff or faculty. No food purchases from state funds allowed.

4.7 Third Party Purchases

A third-party purchase is when payment to a vendor is processed via an on-line credit processing company such as PAYPAL, Verisign, Authorizenet, Paymybill.com, etc. Cardholders are not restricted from using third party services but are responsible for making sure the business is legitimate and that any internet sites are secure. Cardholders are required to submit the confirmation of payment from the third-party vendor, such as PAYPAL, but must also submit documentation about the order from the original vendor. The order information from the original vendor must match the payment information from the third-party vendor. Any questions should be directed to the PCard staff.

5.0 Disputed Transactions:

5.1 Dispute of statement items

Purchases appearing on the monthly statement from the bank may be disputed up to thirty days from the date of the statement.

If a charge is not recognized by the cardholder or some other problem arises, the first step is to contact the vendor for information regarding the charge. Contacting the vendor saves time and usually solves most issues.

If you are not satisfied with the outcome from the vendor, contact the PCard Administrator (Cayela Bauknecht) at 227-7203 to begin the dispute process. You will be asked to complete the **Customer statement of disputed items with Bank of America**. They will research the discrepancy and credit will be issued if, in fact, the charge is not valid. Research by the bank usually takes 3-4 weeks. If a credit is issued, it will not occur until the investigation is completed. You will need to notify the PCard Manager if any update to the situation has occurred.

5.2 Dispute with supplier

If you have a supplier dispute and are unable to obtain satisfaction from the vendor, please notify Bank of America at 888-449-2273 within thirty (30) days of the statement date. You will be required to describe the problem and all the efforts you have made in attempting to resolve it.

Bank of America will assist you in every way possible. If you are unsatisfied with the outcome, please contact the PCard Administrator.

6.0 Reconciliation Procedures:

Reconciliation of purchases by the cardholder/reconciler is the final step in the PCard process. It is also one of the most important steps because this is where the cardholder verifies the legitimacy of the purchase and provides itemization and pricing of all items purchased. The billing cycle ends on the tenth (10th) of each month. Cardholders must upload a receipt for each transaction and signoff by the 18th of each month. Cardholders/reconcilers must have made all changes to the fund and account numbers before this date, or the charges will be made against the default fund and account.

6.1 Documentation provided by the bank

Each month the bank provides documentation on card activity. Bank of America provides an electronic feed monthly, which transmits all transactions posted for the previous monthly cycle from the 11th thru the 10th.

6.2 Information in the WCU database

The electronic feed from the bank is used for a couple of purposes. Successful receipt of the feed is critical to the continuation of the PCard program.

- a. First, the financial data is used to build files that reconcile the overall charges to the University. These charges are checked for accuracy monthly. At the end of each billing cycle, the individual Banner budget codes applied to the transactions are debited for the billed amount. Remittance is made to the bank based on these charges.
- b. Second, the reconciliation procedure, which the cardholders and reconcilers use to verify all card purchases, is updated on Bank of America 24-48 hours after purchase has been made. The PCard program allows cardholders and/or reconcilers to modify funds, and account codes monthly.

6.3 On-line reconciliation via the Web (Works System)

Cardholders are required to review and validate purchases monthly. Reconcilers are required to approve all purchases on-line. Continued failure to reconcile transactions on-line may result in revocation of PCard privileges.

Specific instructions for navigating through the reconciliation process on the web are provided in a separate document and are available from the PCard website, PCard training

guide. The primary responsibility for insuring integrity of the PCard program rests with the cardholder and departmental reconciler.

6.4 Documentation and Review

Original, priced, itemized invoices/receipts are required for each PCard transaction and must be uploaded to the transaction in Works before you allocate. These receipts are used to describe what was purchased, to verify transaction amounts, and to document the business purpose served by the purchase.

Itemized invoices/receipts must provide the following details:

- Vendor
- Description of item(s) and quantity
- Unit price
- Extended price
- Tax, shipping, or freight
- Total transaction amount

Note: Packing slips are accepted only if priced. Order confirmations for on-line orders are acceptable if all the information referenced above is presented.

Failure to provide a receipt as required may result in this amount being deducted from the cardholder's payroll check.

If a vendor's invoice/receipt only lists a part number, the cardholder is responsible for including descriptive information and/or writing a brief description beside the part number so that anyone reviewing the documentation will know what it was the cardholder purchased.

Receipts for food items must be itemized and documented with the business purpose and funding source. This may be written on the receipt or attached to the receipt. Event details such as an agenda or flyer and attendee list must be provided in addition to your itemized receipt.

Documentation for registrations should include a registration form, pamphlet, brochure, or printed materials from the internet that describes who is attending, what the conference is, where/location, dates of conference.

6.5 Cardholder responsibilities

Transaction data will be available to review, upload receipts/invoices and approve on-line in Works. Fund and account code changes can be made once the transaction posts to the Works System but **must** be made by the 18th. Cardholders must communicate with their departmental reconcilers by the 18th if changes need to be made.

The cardholder should contact the vendor to resolve any discrepancies when possible. Any fraudulent charges should be reported immediately to the PCard Manager to begin the dispute process.

The cardholder must do the following

- View transaction(s) on-line in Works
- Upload receipts electronically to the Works system
- There should be an itemized receipt for every transaction
- Allocate/edit and sign off on transaction
- Add comments for all transactions (what are the items used for?)

6.6 Reconciler responsibilities

- Must review and approve each transaction on cardholder's account on-line in Works by the 16th of the month. Recommend doing this on a routine basis during the month to reduce workload at end of monthly cycle
- Make sure a receipt/invoices are uploaded to each transaction
- Complete all fund or account reallocations by the 18th of the month or when notified by email
- Review the cardholder's receipts to ensure they follow PCard policies and procedures.
- Make copies to be maintained by the department according to record retention guidelines, recommended saving on the share drive (H:)
- Report any unusual cardholder spending or discrepancies to the PCard Manager to investigate.

6.7 PCard Administrator responsibilities

The WCU PCard staff, in Purchasing, is responsible to:

- Enforce PCard policies and procedures and provide PCard participants updates as needed.
- Review transactions and receipts for compliance with State Purchasing and WCU PCard rules and regulations.
- Audit for completeness and adequacy of receipts documentation.
- Prepare and process the WCU bank statement for audit monthly.

- Provide system support and assistance and act as bank liaison for cardholders and reconcilers; for example, when a transaction is declined.
- Cancel cards or suspend cards to enforce policy.
- Process new and replacement cards and updates works system with changes.
- Download and verify the Banner feed report with WCU bank statement monthly.
- Maintain access privileges for the PCard System.
- Provide PCard training and assures training material is complete and up to date.
- Maintains a thorough knowledge of the Works system and any updates to the system by Bank of America.
- Communicate policy and/or procedure changes to accountholders, reconcilers, and accountable officers.

7.0 Records retention notice

- Original receipts are to be kept within the department for future auditing purposes, recommended saving those on the share drive (H:) for a period of 3 years.
- Uploaded receipts/invoices will be maintained within the Works system for a period of 5 years.
- All discarded PCard documentation must be destroyed by shredding to protect sensitive information.

8.0 Compliance

The delegation of authority to purchase goods using the PCard is a privilege that automatically ceases upon separation from the University or upon reassignment to another department. WCU Purchasing reserves the right to revoke and cancel any PCard(s) for failure to comply with the policies and procedures of the program. WCU Purchasing further reserves the right to evaluate the seriousness of any violation and may allow the department to provide an explanation, which may be used as the determining factor to whether card privileges continue or not. WCU Purchasing has the right to exercise appropriate action as deemed necessary.

8.1 Cause for employee suspension/termination

Fraudulent or willful misuse of the card, including willful use of the card to make personal purchases even if you intend to reimburse the University, may result in disciplinary action, up to and including termination of employment.

8.2 Cause to suspend or cancel PCard

PCard may be suspended or cancelled if any of the following occur:

- a. Fraud or personal use
- b. A pattern of violation of WCU Purchasing and PCard policies is documented, such as:
 - Splitting orders to avoid dollar limitations
 - Noncompliance with State contracts and/or Purchasing policies and procedures
 - Misuse of funds
 - Unauthorized expenses or use of card
 - Travel violations
- c. A card is determined to be of no use to the cardholder
 - A quarterly report is used to identify cards having no activity for a 12 month term
 - The PCard Office will contact the cardholder to make sure he/she still has the card and to justify keeping the card account open
- d. Consistently missing the monthly deadline for submitting documentation and signing off on transactions.

Cardholders and Reconcilers will be required to attend PCard training upon accumulation of three (3) or more violations from any of the categories listed above during a six-month period. The card may be placed on a hold status until attendance at a class is documented.

Willful misuse of the card or inappropriate expenditures may be cause for immediate cancellation of your card privileges and/or disciplinary action.

Using someone else's card, allowing others to use your card, and failing to secure your card are not allowed and may be cause for card cancellation and/or disciplinary action.

Recurring abuse of the card is reason to place the card account on hold until a review can be conducted. Card abuse may be reason to cancel cards at the discretion of the WCU Purchasing Department. Notice of card cancellation for any reason will be prepared by the PCard Administrator and sent to the Director of Purchasing who makes the final determination and sends the cancellation notice to the cardholder, reconciler, and department head.

8.0.1 Personal use

The PCard is not to be used for personal purchases under any circumstances, even if you intend to pay the University back. ***Intentional abuse of the card is cause for immediate cancellation of card privileges and may be cause for termination of employment.*** Unintentional use as determined by the PCard Administrator will be handled on a case-by-case basis. A repeated offense, unintentional or otherwise, is cause for card cancellation and/or disciplinary action.

8.0.2 Splitting transactions to circumvent transaction limits

This is based on the total order to a single vendor. The order cannot be “split” or divided into multiple smaller dollar orders. This includes having several cardholders within a department pay for a portion of an order.

Cardholders are reminded that splitting transactions to remain within the established purchase limit per transaction is prohibited and doing so may result in loss of PCard privileges and/or disciplinary action up to and including termination of employment. This includes having several cardholders within a department pay for a portion of an order.

WCU 1 - \$10,000 single transaction limit per vendor, per month. If you split or make any transaction over the \$10,000 limit your PCard may be suspended.

8.0.3 Noncompliance with State contracts or Purchasing policies

All State of NC purchasing rules and regulations apply. Contract items must be purchased through the contract vendor.

8.0.4 Misuse of funds or use of invalid account codes

State, Grant (currently not allowed without approval) and some Special funds are allowed for PCard purchases. The PCard does not change what you can buy, but how you pay for it. It is the cardholder’s responsibility to be aware of the rules and guidelines applicable to each account.

8.0.5 Authorized/Unauthorized expense

Below are examples of authorized and unauthorized PCard transactions, which are reviewed during training classes. The PCard cannot be used for items listed on the unauthorized transactions list.

Authorized Transactions

- Memberships and Organization dues
- Subscriptions - To a business address / Annual Only
- Registrations (All WCU Travel policies apply)
- Publications
- Postage (small quantities)
- Express shipment charges
- Advertising
- Certifications
- Licenses such as nurses, doctors, etc.
- Educational supplies
- International purchases. *Will incur a 1% international transaction fee. Original receipt should be used during the monthly sign off process.

Unauthorized Transactions

- **No computers, printers, software, hardware, or IT related items (all orders must go through IT)**
- **No gifts, contributions, flowers, gift certificates, prizes, gift cards, or awards**
- **No individual student registrations**
- **No food for staff or faculty**
- **No purchases to WCU (including Bookstore, Continuing Education, Print Shop, etc.) Must be done by Interdepartmental transfers**
- **No split ticket purchases to circumvent the single purchase limit**
- **No weapons and ammunition**
- **No purchases from pawn shops**
- **No controlled substances (drugs, alcohol, fireworks)**
- **No radioactive materials**
- **No payment to individuals, consultants, or employees [vendor must provide a FEIN versus a SSN]**
- **No purchases for personal use**
- **No travel (lodging, gas, food, meals, car rentals)-contact tcard@wcu.edu**
- **No entertainment**
- **No cash advances**

8.0.6 Travel violations

The PCard can be used to pay registration fees. The PCard cannot be used for meals (including registration “add-ons”), lodging, car rental, or gas or any travel.

All WCU Travel policies and procedures apply. The WCU Travel policies and procedures may be accessed at

<https://www.wcu.edu/discover/campus-services-and-operations/controllers-office/for-faculty-and-staff/travel.aspx>

9.0 Card reinstatement policy:

Before consideration can be given to reinstate a PCard that has been cancelled due to any compliance issues, the following objectives must be met:

1. Cancellation period is a minimum of one-two billing cycles.
2. The cardholder will be required to re-apply by submitting a new PCard application that has been approved by his/her Department Head. The application must be accompanied by a memo from the Department Head explaining the steps that have been taken to prevent this situation from happening in the future.
3. The WCU Purchasing Department, the cardholder, or the Department Head may request a meeting if it is necessary.
4. Cardholder and reconciler will be required to attend another PCard training class.

If after reinstatement and retraining the cardholder continues with repetitive violations, the account will be closed for a minimum of one (1) year as deemed appropriate by WCU Purchasing.
