

PURCHASING CARD MANUAL

Last revised: February 2022

Pursuant to Ramapo College Policy 612: Purchasing Card, procedures to ensure that proper controls on the purchasing card are in place are detailed in this Purchasing Card Manual.

The Purchasing Card Manual shall be reviewed annually by Business Services and all Purchasing Card Users shall affirm, upon issuance or renewal of a Purchasing Card that they have reviewed the Purchasing Card Manual.



PURCHASING CARD MANUAL

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PURCHASING CARD MANUAL

I. INTRODUCTION

Ramapo College Purchasing Card Policies and Procedures is established to document and define the methods and limitations of use for the College Purchasing Card, which is provided to Ramapo College employees for purchases of business-related goods and services for the College. The intent of this policy is to improve operational efficiencies for low dollar purchases, reduce employee non-travel reimbursements and lessen the administrative burdens on College Units so they can focus on their strategic initiatives.

II. PROGRAM OVERVIEW

Ramapo College, in conjunction with a licensed bank, has established a Purchasing Card Program (“Program”) in order to provide a more rapid means of acquiring low-dollar-valued goods and services, and to reduce paperwork and handling costs. The Program is administered by the Purchasing Department with online oversight available to Business Services, Budget and Internal Audit. The Purchasing Department will be responsible for most aspects of the Program including but not limited to card distribution, training of employees, maintenance and audits. .

Employees who have been issued a Purchasing Card may initiate transactions in person or by telephone, facsimile or Internet, within the limits of these procedures, and the College’s Purchasing Policies and Procedures, including but not limited to defined bidding thresholds and/or the College’s Travel Policies and Procedures. As such, the Purchasing Card should be utilized in place of submitting requisitions and blanket/standing orders to the Purchasing Department. This eliminates the additional processes such as W9’s, Vendor creations, requisitions, purchase orders, invoices, change orders and or check printing and mailing.

Transaction details for all purchases are available online at <https://payment2.works.com>. This is a secure site and Cardholders can only review their own data. It is the responsibility of the Cardholder and/or assigned Unit Administrator to verify the accuracy of the Purchasing Card charges, classify the charges appropriately in the online system and provide Accounts Payable (“A/P”), at the end of each billing cycle, with the original receipts and a copy of the monthly transaction report statement to support each purchase. AP will retain back-ups of all documents for auditing and other purposes.

All charges for purchases are billed directly to the College and do not affect an employee’s personal credit. Consolidated payment is made to the licensed bank for all transactions in the monthly billing cycle via an ACH debit withdrawal by the licensed bank on the seventh day following the end of the billing cycle. Unit charges are uploaded weekly to the allocated Banner accounting budget codes (“FOAP”). Business Services is responsible for overseeing the monthly payment and download of the transaction data into Banner. The billing cycle will be a standard calendar month.

The Purchasing Card is available only to College Administrative Staff and cannot be utilized for travel expenses incurred while traveling off campus but may be used to make pre-travel advanced payments such as conference

registrations. Each Unit is required to complete purchases within their specified budgetary limitations. Inappropriate use of the card may lead to disciplinary action including but not limited to personal liability and or termination.

III. CONTACT INFORMATION

Description	Name	Telephone	Fax	Email
Purchasing Card Program Administrator	Andrea Sappleton Purchasing Assist. Director	201.684-7792	201.684-7926	purchase@ramapo.edu
Business Services Representative	Glenn Hodgins	201.684-7176	201.684-7478	ghodgins@ramapo.edu
Card Holder Customer Service	24 hours/day, 7 days /week	U.S. Toll-free 1.888.449.2273 Collect #: 509.353.6656 - outside the U.S.		
Card Activation	24 hours/day, 7 days /week	U.S. Toll-free: 1.888.571.1000 Collect #: 509.353.6656 - outside the U.S.		
Training Link	http://training.works.com/pm30/			

IV. DEFINITIONS

Card Issuer – The Card Issuer is Bank of America (BOA). Card Issuer’s services include issuing Purchasing Cards to Ramapo College employees, providing electronic transaction authorizations, providing detailed list of purchases by cardholder for general ledger and billing Ramapo College for all purchases made on the cards.

Cardholder – The Cardholder is an employee of Ramapo College who is approved by his/her Unit Manager to use the Purchasing Card to execute purchase transactions on behalf of the College.

College or Ramapo College - Either of these terms shall refer to Ramapo College of New Jersey.

Purchasing Card – A credit card which is provided to authorized Ramapo College employees for purchases of business-related goods and services for the College.

Purchasing Card Program Administrator – The Purchasing Card Program Administrator is a Ramapo College employee who administers the Purchasing Card Program for the College, monitors Cardholders and acts as the Ramapo College intermediary in correspondence with the Card Issuer.

Unit Manager – The Unit Manager is a Ramapo College employee who must approve an employee's request for a Purchasing Card and submits applications to the Purchasing Card Program Administrator. This approval delegates transaction authority to the Cardholder. The Unit Manager also retains responsibility over the budgeted funds.

Unit Administrator – The Unit Administrator is a Ramapo College employee designated to be responsible for reviewing transactions of individual Cardholders in the Unit and to make sure the transactions are legitimate business expenses and are classified appropriately. The Unit Administrator may also be a Cardholder.

Vendor – The Vendor is the merchant from whom a Cardholder is making a purchase.

Works – Card Issuer online application for account management and reporting.

Billing Cycle – The calendar month.

Merchant Commodity Code (“MCC”) – The Visa assigned category that best describes the merchant’s business operation.

Business Services - The College’s Accounting group that will process the uploads into Banner and handle payment.

V. ROLES AND RESPONSIBILITIES

Unit Manager Shall:

- Designate administrative staff within the Unit that qualify for a purchase card.
- Approve and forward application requests for Purchasing Card(s) to the Purchasing Card Program Administrator.
- Work with the Program Administrator to determine credit limit and category blocks for new Cardholders.
- Review transactions to ensure the appropriateness of purchases on the Purchasing Card.
- Ensure budgeted funds are available prior to incurring charges on the Purchasing Card.
- Review and sign-off on the monthly transaction report.

Cardholder Shall:

- Use the card and obtain receipts.
- Verify that the Vendor receipts agree with Cardholder electronic transaction.
- Code each electronic transaction to a valid budget code/FOAP.
- Submit the hard-copy statement along with all receipts/back-up to the Unit Administrator by the requested due date.
- Retain a copy of the order confirmation when making a purchase by telephone, facsimile or Internet.
- Submit all shipping documentation and the invoice to the Unit Administrator as requested.
- Obtain credits from Vendors and resolve any discrepancies directly with the Vendor.
- Identify transactions that incurred taxes and contact/present the Vendor with the College’s tax-exempt letter in order to obtain a credit.

Unit Administrator Shall:

- Coordinate activities for Unit with multiple cards.
- View all card transactions for the Unit.
- Extract the transaction activity for each Cardholder in the Unit, attach all receipts, obtain Unit manager sign-off and forward to Accounts Payable. The reason for the purchase should be noted/documented in the comments section.
- Establish and notify Cardholders of cut-off date for approvals and receipts.
- Select the appropriate account code for each transaction from the list of standard budget codes and or FOAP.
- Provide Cardholder receipts, statements or other documentation as requested for auditing and other purposes.

- Identify transactions that incurred taxes and contact/present the Vendor with the College's tax-exempt letter in order to obtain a credit.

Purchasing Card Program Administrator Shall:

- Receive card applications from Units and process in the Works application.
- Receive Purchasing Cards from the licensed bank and issue to Cardholder after training.
- Schedule training for each program participant including but not limited to Cardholders, Unit Managers and Unit Administrators.
- Assist in resolving issues with Vendors.
- Review, approve and update Cardholder profile as appropriate, i.e., name change, phone change, limit change or card cancellation.
- Establish cardholder MCC block profiles and modify as warranted.
- Prepare report of all purchasing card purchases for Business Services to submit electronically to the general ledger.
- Review transactions on a daily basis and inform Unit Administrators of any outstanding transactions that must be coded.
- Reconcile monthly billing statement to the electronic reporting file.
- Make periodic audits of card use and charges for appropriateness with the Works on-line application and reporting system. Areas to be monitored include, but are not limited to, compliance with Purchasing Card regulations and compliance with Purchasing Policies and Procedures. Non-use of card by Cardholders will also be monitored.

Business Services Shall:

- On a weekly basis, extract the transaction data from Works and upload the data into Banner.
- Oversee the BOA ACH debit withdrawal, making sure sufficient funds are available each billing cycle.
- Accounts Payable will maintain all statement and receipt documentation in accordance with the College document retention policy.

VI. ELIGIBILITY FOR A PURCHASING CARD

All Units with College operating budgets are eligible for a Purchasing Card. Cards will be issued only to College Administrative Staff that have authorization to make purchases.

The Ramapo College Foundation is not participating in this program. Cards will be issued to the Institutional Advancement division to cover purchases made from College budgets.

The Unit Managers shall designate employees who are authorized to make purchases to be a Cardholder by completing the Request for Credit Card form (Attachment A). The request form establishes the Unit budget codes, the purchase limits and the Unit Administrator for each Cardholder. All card requests require the appropriate Vice President's approval. . Cards for Vice Presidents must be approved by the President. The request must be forwarded to the Purchasing Card Program Administrator for processing. The Cardholder must complete an online training program before being issued a Purchasing Card.

All approved Cardholders will be issued a copy of this procedure along with the Cardholder Agreement (Attachment C) and will be required to acknowledge in writing that the Cardholder understands and accepts the procedures.

Upon completion of the required training, the Purchasing Card will be activated by the Purchasing Card Program Administrator in the presence of the Cardholder or the Cardholder can call the specified activation number.

The Unit Manager may also request that the name embossed on the Purchasing Card be the Unit name. Unit named Purchasing Cards will be issued only in special circumstances and are dependent on special purchasing requirements of the Unit. Each unit named Purchasing Card must have an employee as the responsible person. The Purchasing Card Program Administrator shall approve and issue all Unit named Purchasing Cards.

VII. AUTHORIZED PURCHASING CARD USE

The employee who receives the card with the employee's name embossed on it is the primary person authorized to make purchases using that card (Attachment B). No other person is authorized to use the card or the account number on the card unless directed in writing by the Unit Head and/or the Purchasing Department. The Cardholder may make transactions on behalf of other employees in the Unit. The Cardholder shall follow procedures established at the Unit level regarding authorization to make a purchase.

Transaction Limitations

Each Purchasing Card transaction, regardless of the number of items ordered, will have an individual transaction dollar limit and a maximum monthly credit limit. Cardholder transaction and credit limits will be determined by the Purchasing Card Program Administrator in conjunction with the Unit Head or the Division Vice President based on the purchasing history and requirements of the Unit. The Purchasing Card Program Administrator should be contacted via email for any request pertaining to monetary limitations.

Once a year the Purchasing Card Program Administrator will provide each Division Vice President a listing of all Purchasing Cards in the division along with the corresponding spending limits for certification by the Vice President.

The following standard Purchasing Card limits are available:

<u>Single Transaction Limit</u>	<u>Monthly Credit Limit</u>
\$250	\$1,000
\$1,000	\$3,000
\$2,000	\$5,000
\$2,000	\$10,000
\$3,000	\$10,000
\$3,000	\$15,000
\$3,000	\$20,000

Note: There may be other limits that are available under certain circumstances but the above chart outlines the common Purchasing Card limits for the College. The standard and most common limits for many Cardholders is \$1,000 single transaction and \$3,000 monthly credit. Except in case of emergencies, case-by-case exceptions, and for certain individuals (President/VPs/others approved by Business Services) the single transaction maximum for the P-Card program shall be \$3,000.

Charges will be declined by the bank if a Cardholder exceeds the transaction limit and or monthly credit limit of their card.

Use of the Purchasing Card shall include but not be limited to the following conditions:

- The Cardholder will purchase items and/or services that are consistent with the Cardholder's organizational responsibilities and that are for the official use of the College.
- The cost of the proposed purchase may not exceed the transaction limit established by the Unit Manager and approved by the Purchasing Card Program Administrator.
- The Cardholder shall not split a purchase into multiple transactions to stay within the single purchase limit.
- All items purchased "over the counter" must be immediately available at time of Purchasing Card use. No back ordering of merchandise is allowed.

A Cardholder who utilizes the card for unauthorized purchases or inappropriate use of a P-card will be subjected to disciplinary action which may include card deactivation or termination of employment.

Permissible categories for authorized Purchasing Card use

Acceptable purchases by the Cardholder may include but are not limited to the following goods and commodities (i.e., services are not to be charged on the p-card):

- Purchases of small monetary value
- Office supplies from the College's office supply provider
- Dues and Memberships
- Subscriptions
- Licenses and permits (allowed for Facilities and Capital Planning only)Books
- Promotional materials
- MRO supplies (allowed for Facilities and Capital Planning only)
- Janitorial supplies (allowed for Facilities only)
- Limited travel expenses such as prepayments for administrative staff travel such as conference registrations and other registration fees (prepayments must be preceded by an approved travel request) and travel expenses related to student trips or events. All travel related expenses must be made in accordance with the College's Travel Policy.
- Educational Supplies
- Items from special contracts established by the College's Purchasing Office

VII. UNAUTHORIZED PURCHASING CARD USE

Cardholders may not use the Purchasing Card for the following purchases:

- Any services including contracted services
- Personal purchase or identification
- Charges to be paid by the Foundation
- Cash Advances
- Fixed Assets (i.e., purchases of equipment, furniture, and computers) equal to or greater than \$5,000
- Computer Hardware & Software (including licensing) and Electronic Devices (except when purchased by the College's ITS department)
- Gasoline (Except when purchased by the College's Facilities department)
- Food and Entertainment expenses (unless purchased for student or prospective student events/activities)
- Travel expenses, except for prepayment items and travel expenses related to student related trips or events (in accordance with Travel policy)
- Purchases from Club Stores
- Purchases at Club Stores and Drug Stores (unless purchased for student events/activities)
- Liquor
- Doctor's Offices
- Flowers
- Donations
- Ramapo Flex Dollars/Gift Certificates/Gift Cards
- Items that require installation
- Hazardous materials
- Any substance, material, or service that violates any policy, law, or regulation

Dependent upon the Unit's requirements, the restricted use list may be amended by the Purchasing Card Program Administrator based on the purchase history of the Unit. Profiles are established using MCC blocks based on authorized/unauthorized purchases identified by the operational needs of the individuals. This is inclusive of the Standard Student, International Education, Facilities, and Executive Profiles. Transaction Limit Dollar Amount and Monthly Credit Limits are still determined based on needs.

The use of the Purchasing Card to procure goods and services for other than the official use of Ramapo College is considered fraudulent use. Fraudulent use may also include the procurement of goods and services to benefit a family member or individual with whom the Cardholder is associated with or a business/organization with which the Cardholder is associated. An employee found guilty of fraudulent use will be subject to dismissal for detrimental personal conduct and may be subject to legal action.

IX. VENDOR BLOCKING

Ramapo College reserves the right to block transactions at the point-of-sale level for certain Vendor categories. As such, there are electronic blocks or Merchant Commodity Code (MCC) in each card profile so the card will not complete transactional charges at venues that are prohibited by the College. The Unit Manager may contact the Purchasing Card Program Administrator to amend the MCC in their profile.

X. MAKING A PURCHASE

Using the Purchasing Card

Purchasing Cards may be used for purposes in which a requisition would be created and converted into a purchase order. The Purchasing Card can be utilized with any Vendor that accepts the Visa Card. Purchases can be made via telephone, facsimile, online or in person. Whenever making a Purchasing Card purchase, the best judgment of the Cardholder will be used to obtain a superior quality product at the most advantageous price for the College. In addition, Cardholder must always consider the Unit's budget guidelines when making purchasing decisions. Many items are available through current College or State contracts. The Cardholder may contact the Purchasing Department for special pricing contracts.

The Cardholder at time of purchase shall inform the Vendor that the purchase is for Ramapo College and as such is exempt from New Jersey State sales tax. A copy of the College's Tax Exempt letter is available on the Purchasing Website. If taxes are charged the Cardholder must work with the Vendor to ensure credit is issued.

For purchases made via telephone, facsimile or online, the Cardholder shall provide the Vendor with the name and account number embossed on the card, the expiration date and perhaps the Card Security Code (the three or four digit value printed on the back of the card but not embossed). Prior to completing a purchase the Cardholder shall ensure the Vendor identifies and lists all charges related to the transaction that will be charged prior to signing a charge slip or authorizing the purchase by telephone, facsimile or online. Any charges for shipping and handling must be separately identified from the price of the item being purchased prior to signing the purchase slip or authorizing the transaction.

For online (Internet) purchases, the Cardholder shall ensure the website is encrypted in an acceptable manner for security purposes. If the Cardholder is not comfortable entering the card number on the Internet, some companies provide the option of following up the order with a credit card number via telephone.

Please Note: The Vendor must ship ordered items prior to billing the College under the assigned card and billings for partial or back orders are not permitted. Furthermore, an additional invoice should not be forwarded to Accounts Payable.

Cardholders are encouraged to purchase from vendors already doing business with the College, vendors under contract with the College, vendors with State of New Jersey contracts or from small businesses, and Women, and Minority Business Enterprises (WMBE).

Purchase documentation

The Cardholder shall maintain adequate documentation for all transactions on the Purchasing Card. The documentation should include an original receipt and any other supplemental documentation that supports the following:

- The quantity and description of goods or services purchased
- The supplier name, address and contact information
- The date of the transaction
- The price
- Delivery address of the College for merchandise being shipped

Receipt of Goods

The delivery of goods must be addressed to the College. Cardholders shall provide the Vendor with detailed information for delivery. Information should include but not be limited to the employee's name, Unit and College address. The Cardholder should also instruct the Vendor to include a packing list. Unless the transaction occurs over the counter (Vendor's location), all shipping costs (UPS, FedEx, etc.) must be prepaid. The Vendor should identify any shipping and handling costs to be added to the transaction amount. The Cardholder shall retain receipts and other documentation for record-keeping and reconciliation purposes.

The Cardholder is responsible for following up with the Vendor regarding any customer service issues, including but not limited to credits, damaged and/or returned goods. For example, if an item is damaged or defective and needs to be returned, the Cardholder shall contact the Vendor, explain the problem and work with the Vendor to resolve. The Cardholders must prepare and ship all returns/exchanges of merchandise purchased using the Purchasing Card. Cardholder shall follow the Vendor's instructions for returning the item. If the Vendor provides a return authorization number, that number should be documented on the return per the Vendor's instructions. For returns in which the Vendor has not erred, a restocking fee may be charged to the Cardholder's card.

If an order is not received, the Cardholder should contact the Vendor and confirm when the product was shipped, the name of the carrier and any tracking information. If there is no record of the delivery, the Cardholder shall request a proof of delivery from the Vendor. In the event the Vendor cannot provide proof of delivery, the Vendor should acknowledge that no product was actually delivered and either ship or credit the account. If a resolution cannot be reached with the Vendor, the Cardholder must complete and submit a Dispute Resolution Form (Attachment D).

Sales Tax Discrepancies

In the event a Vendor charges sales taxes, the Cardholder shall:

- Contact the Vendor and make them aware of the College's exempt status;
- Provide documentation of the College exempt status
- Request that a credit is processed for the amounts changed for taxes.

If the Vendor refuses to issue a tax credit or does not issue the credit within a specified time frame, the Cardholder should notify the Purchasing Card Program Administrator of the dispute.

XI. RECORD KEEPING

The Cardholder is responsible for obtaining and retaining documentation as proof of purchase for all Purchasing Card purchases. Such documentation will be used to verify the purchases listed on the Cardholder's transaction statement in the Works application:

- When Cardholder makes a purchase over the counter, the Cardholder shall retain the invoice and the “customer copy” of the charge receipt. The Cardholder is responsible to check that the Vendor lists the correct quantity, fully describes the item(s), does not include sales tax and does not make arithmetic errors prior to the Cardholder signing the charge slip.
- When making a purchase by telephone, facsimile or Internet, the Cardholder must retain a copy of the order form or the order confirmation number. When Cardholder receives the goods after placing the order, retain all shipping documentation and the invoice.
- The Cardholder shall forward all original proof of purchase to the Unit Administrator.
- At the end of each billing cycle the Unit Administrator will print out the month ending transaction report, attach all receipts and have the Unit Manager sign-off on the report. The Unit Administrator forwards the original signed report and the receipts to Accounts Payable on or before the 10th of the month.

ESCALATION PROCEDURES

The following procedures will be adhered to when the Cardholder statement is not received by the College’s Accounts Payable representative by the 10th day of each month:

- Accounts Payable will notify the Purchasing Department of the defect.
- Purchasing Department will send email(s) to the Cardholder and/or Program Administrator informing them that their statement is overdue and should be forwarded to Accounts Payable within two (2) business days.
- Purchasing Department will follow up with Accounts Payable within three (3) to five (5) business days and if Cardholder in question is still not compliant, then the issue is escalated to their department head.
- Unit Manager to determine if the Cardholder purchasing-card privileges should be terminated.
- Purchasing Department will retain all email communication with the Cardholder and Unit Manager.

XII. ERRONEOUS DECLINES

If a Vendor erroneously declines the Purchasing Card, the Cardholder should immediately contact the Purchasing Card Program Administrator for assistance. If the purchase is being made outside of normal College business hours, the Cardholder must find an alternate payment method or cancel the purchase and contact the Purchasing Card Program Administrator during normal hours.

XIII. EMERGENCY TRANSACTIONS

Emergency transactions over the Cardholder’s transaction limit may not be handled with the Purchasing Card. For any transaction that does not meet the spending controls assigned to the Purchasing Card, the Cardholder must contact their Unit Manager. The Unit Manager, in turn, should contact the Purchasing Card Program Administrator if further assistance is needed.

XIV. CREDITS

Vendors will issue all credits to the individual Purchasing Card account for any item they have agreed to accept for return. This credit may appear on a subsequent statement. It is the Cardholder's responsibility to confirm credits to the Purchasing Card account. Pending credits will not have an effect on the Cardholder's credit limit. Under no circumstances may a Cardholder accept cash instead of a credit to the Purchasing Card account.

XV. UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the Vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the Vendor, the Cardholder should do any or all of the following:

- Complete the Card Issuer Dispute Form online line (<https://payment2.works.com>) within the Works application. The form is automatically submitted to the College's customer service team. Cardholder shall also email a copy of the form to the Purchasing Card Program Administrator at purchase@ramapo.edu
- Fax to Card Issuer at 1 (888) 678-6046 a signed "Card Issuer Dispute Form" (Attachment D) to document the reason for the dispute. Also, fax this form to the Purchasing Card Program Administrator at (201) 684-7926.
- Contact Card Issuer, BOA, at 1 (888) 449-2273 directly to advise them of the dispute.

The total amount billed by Card Issuer will be charged to the Cardholder Unit accounts, and credits for disputed transactions will be posted to the Units accounts when the credit appears on the Card Issuer billing.

XVI. CARD SECURITY

It is the Cardholder's responsibility to safeguard the Purchasing Card and account number. Also, the Cardholder is required to keep the Purchasing Card in a secured place. The Purchasing Card shall not be placed on the Cardholder's desk or in a location where it is openly visible or accessible to unauthorized individuals.

XVII. LOST, MISPLACED OR STOLEN PURCHASING CARDS

Cardholders are required to immediately report any lost or stolen Purchasing Card to Card Issuer toll-free at 1 (888) 449-2273 (24 hours a day, 365 days a year). The Cardholder must also immediately notify the Unit Manager and the Purchasing Card Program Administrator about the lost or stolen card at the first opportunity during normal business hours. The notification should include the date the Cardholder first discovered the card missing and the circumstances of the theft, loss or misappropriation. In the event the Cardholder has not notified the Card Issuer, the Purchasing Card Program Administrator shall terminate the card immediately.

The Cardholder will not be liable for the unauthorized use of a stolen card by a third party as long as the card is reported stolen as soon as the loss is detected.

Employees are required to sign an updated Procurement Card Cardholder Agreement at the time they are issued a new card.

XVIII. CARDHOLDER TRANSFER/SEPARATION

Before transferring to another Unit or upon separation from Ramapo College, the Cardholder shall surrender the Purchasing Card to the Cardholder's Unit Manager. The Unit Manager shall advise the Purchasing Card Program Administrator by telephone immediately and in addition, shall return the Purchasing Card to the Purchasing Card Program Administrator. The Purchasing Card Program Administrator will deactivate the card via the Works application and appropriately destroy the card.

The Purchasing Card Program Administrator shall also monitor Human Resources email notices and immediately deactivate cards for terminated employees.

If a Cardholder transfers to another Unit, a new card may be requested from the Cardholder's new Unit Manager.

XIX. CARD CHANGES

If a Cardholder needs to make changes to their name, telephone number, or transaction limit, an e-mail requesting the change should be forwarded to the Purchasing Card Program Administrator.

XX. ACCOUNTING FOR PURCHASES

Allocation of Purchasing Card Charges to College Units

Each Wednesday, Business Services shall upload the prior week's transaction in an electronic reporting file to the College's Banner Financial system. This data will be used to charge all Cardholder transactions to the appropriate Unit budget. As such, it is imperative that Cardholders and Unit Administrators code their transactions on a regular (daily/weekly) so that their budget information will be up to date.

After each transaction posting, the Works application will automatically e-mail each Cardholder and/or Unit Administrator informing them there are transactions that require sign-off. The Cardholder must:

- a. Log onto the Works application and verify that the Vendor receipts agree with the Cardholder transaction data and that all merchandise has been received.
- b. Reconcile their transaction to their verification documents, code each transaction to the appropriate Unit budget codes (FOAP), and sign off each transaction for payment.
- c. Forward the original receipts and or documentation to Accounts Payable.

Additional credit will not be added to the card until transactions have been allocated and signed off in the Works Application.

In addition to the automatic emails, the Purchasing Card Program Administrator will review transactions on a daily basis and inform the Unit Administrator and or Cardholder of any outstanding transactions that must be coded. If a response is not received with three (3) business days, the charges will be automatically coded to the College's Purchasing Card default account. The onus to reconcile will be the responsibility of the Cardholder or Unit Administrator.

The purchase amount billed by the Card Issuer will be charged to the individual Unit accounts. Credits for disputed transactions will be posted to Unit's accounts when credit appears on the Card Issuer billing.

Accounts Payable will retain Cardholders statements, charge slips and receipts for audit by internal and external auditors. Receipts for purchases must be maintained for seven (7) years.

Invoicing and Payment

Month end consolidated payment will be made to BOA via an ACH debit withdrawal from an account established and monitored by Business Services. The payment will be made on the seventh (7th) day following the close of the billing period. The billing period will be the standard calendar month. The payment will be the net amount of charges made by all of the College's cardholders during the billing period and credits issued during the billing period. BOA will provide a paper invoice to Business Services each month.

Purchasing Audit

To ensure compliance with the Purchasing Card Policies and Procedures, all transactions will be reviewed and monitored daily by the Purchasing Department. For questionable transactions or transactions that lack adequate support, the Purchasing Card Program Administrator shall contact the Cardholder to obtain an explanation, supporting documentation and or reimbursement. If serious irregularities are detected, the Purchasing Card Program Administrator shall inform the Unit Manager and Internal Audit.

Improper use of the Purchasing Card may result in disciplinary action up to and including termination of employment. In the event of improper charges to the Purchasing Card, the College will seek restitution from the Cardholder. Cardholders may be required to reimburse the College for any amounts spent, which violate the provisions of the Purchasing Card Policies and Procedures.

All Cardholder activity is subjected to audit review by the Purchasing Card Administrator, the College's internal and external auditors, or, in the event of an IRS audit, an IRS field agent. It is therefore essential that all College policies and procedures are adhered to by each Cardholder.

ATTACHMENTS

Attachment A “Request for Credit Card”

Attachment B “Authorization for Credit Card Use”

Attachment C “Cardholder Agreement”

Attachment D “Cardholder Statement of Disputed Item” (online)

Attachment A

REQUEST FOR PROCUREMENT PURCHASING CARD and/or WORKS ACCESS

(Complete and return to the Ramapo College Purchasing Dept.)

Procurement Card with Works Access _____ or Works Access Only _____
 (Check for card request or check for Works access only.)

EMPLOYEE NAME: Name must be identical to the College's telephone directory.	
TITLE:	
EMPLOYEE E-MAIL ADDRESS:	
TELEPHONE NUMBER:	
UNIT:	
DEFAULT BUDGET CODE (FOP): All card transactions will default to this FOP.	
OTHER BUDGET CODES (FOPs): Other FOPs that the transaction may be reallocated to.	
REQUESTED SINGLE TRANSACTION LIMIT: Standard limit is \$1,000.	\$
REQUESTED MONTHLY LIMIT: Standard limit is \$3,000.	\$
NAME OF UNIT ADMINISTRATOR: Person who will process transactions in Works and submit receipts with end of month statement.	

EMPLOYEE:

Print Name _____

Signature _____

Date _____

SUPERVISOR: (Unit Head or higher) **Print Name** _____

Signature _____

Date _____

COMMENTS: _____

Attachment B



AUTHORIZATION FOR PURCHASING CARD USE

TO: _____

FROM: _____, Purchasing Card Program Administrator

SUBJECT: COMPANY Credit Card Purchasing Program – Authorization for Purchasing Credit Card Use

You are hereby authorized to purchase goods and services using the College Purchasing Card issued by the Card Issuer. Your purchases may not exceed \$_____ in value for a single transaction for purchases and \$_____ total in any billing cycle.

Instructions:

1. Please read and sign the Cardholder's Agreement to acknowledge your understanding of the Purchasing Card Program Policy and Procedures and your receipt of the Purchasing Card.
2. Return this form to the Purchasing Card Program Administrator listed above.

Attachment C

Ramapo College Purchasing Card Agreement

Ramapo College is pleased to present you with a Bank of America Purchasing Card. It represents trust in you and your empowerment as a responsible party to safeguard and protect company assets.

I, _____, hereby acknowledge receipt of a **Ramapo College** Purchasing Card. The card account number is _____. As a cardholder, I agree to comply with the terms and conditions of this Agreement and the Purchasing Card Policies & Procedures which I acknowledge receiving.

I agree to only use this card for approved College related purchases and agree not to charge personal items. I understand that **Ramapo College** will audit the use of this card, ensure compliance with applicable procedures and report any discrepancies. I expressly agree not to share my card or card number with anyone to make purchases unless expressly authorized by the Unit Manager and the Purchasing Department. I further understand that improper use of this card may result in disciplinary action, up to and including termination of employment and card revocation or deactivation.

Should I fail to use this card properly, I authorize **Ramapo College** to deduct from my salary an amount equal to the total of the discrepancy. I also agree to allow **Ramapo College** to collect any amounts owed by me even if **Ramapo College** no longer employs me.

I understand that **Ramapo College** may terminate my right to use this card at any time for any reason. I agree to return the card to **Ramapo College** immediately upon request or upon termination of employment, including retirement. If the card is lost or stolen, I agree to notify the Card Issuer, my Unit Manager and the Purchasing Card Administrator.

I acknowledge receipt of said Agreement and confirm that I have read and understand the above terms and conditions. I understand that **Ramapo College** is liable to Bank of America and the Card Issuer (Visa) for all charges.

Cardholder:

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Ramapo College Approval:

Signature: _____ Date: _____

Print Name: _____ Phone: _____

Attachment D

Authorized By: _____
Cardholder Signature

TO: BANK OF AMERICA Phone _____, Fax _____ Attn.: Commercial Card Services

Cardholder Statement of Disputed Item

Company Name: _____
Cardholder Name: _____
Cardholder Account Number: _____

Statement Date	Transaction Date	Merchant Name/Description
Amount	Posting Date	Reference Number

Check the description most appropriate to your dispute. If you have any questions, contact the Card Issuer.

- _____ 1. **Alteration of Amount:**
The amount of the sales draft has been altered from \$ _____ to \$ _____.
(Please include copy of sales draft)
- _____ 2. **Unauthorized Mail or Phone Order:**
I certify the charge listed above was not authorized by me or any person authorized by me to use this account. I have not ordered merchandise by phone or mail, or received goods and services as represented above.
- _____ 3. **Cardholder Dispute:**
I did participate in the above transaction, however, I dispute the entire charge, or a portion, in the amount of \$ _____ Because: _____
- _____ 4. **Credit Not Received:**
The merchant has issued me a credit slip for the transaction listed above, however, the credit has not posted to my account. The date on the voucher is between 30 and 90 days old. (Please include a copy of the credit voucher.)
- _____ 5. **Imprinting of Multiple Slips:**
The above transaction represents multiple billing to my account. I only authorized one charge from this merchant for \$ _____. I am still in possession of my card.
- _____ 6. **Merchandise Not Received:**
My account has been charged for the above transaction, but I have not received this Merchandise. I have contacted the merchant.
- _____ 7. **Merchandise Not Received:**
My account has been charged for the above transaction, but I have since contacted this merchant and canceled the order. I will refuse delivery should the merchandise still be sent.
- _____ 8. **Merchandise Returned:**
My account has been charged for the transaction listed above, but the merchandise has been returned. Provide a description of the circumstances. (Please include postal receipt if applicable.)
- _____ 9. **Inadequate Description/Unrecognized Charge:**
I do not recognize this charge. Please supply a copy of the sales draft for my review.
- _____ 10. **I am no longer disputing this charge.**

Facsimile: (888) 678-6046