PROCUREMENT SERVICES

PURCHASING CARD PROGRAM

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I. OVERVIEW

The Coastal Carolina University/State of South Carolina Purchasing Card Program utilizes a Visa purchasing card issued by the Bank of America pursuant to a contract awarded to the Bank by South Carolina Procurement Services, in cooperation with the State of South Carolina Comptroller General’s Office. The Purchasing Card Program streamlines payments by eliminating the administrative burdens and costs associated with traditional methods of payment.

The Purchasing Card is a charge card designed to enable authorized, permanent, full-time Coastal Carolina University employees to make small value purchases of supplies, materials, equipment, and services for University business use, and is the only purchasing card authorized for use by employees of the University. Use of the Purchasing Card is subject to the small purchase procedures established by the State of South Carolina Consolidated Procurement Code, the South Carolina Purchasing Card Policy and Procedures established by the South Carolina Materials Management Office, and the policies and procedures established by the University.

II. PURCHASING CARD PROGRAM BENEFITS

The Purchasing Card Program provides benefits as follows:

- University Cardholders. Cardholders are able to obtain supplies directly from vendors without the use of a Purchase Order. This streamlines the purchase process and can help improve turnaround time on receipt of orders. It significantly reduces the workload and processing costs related to the purchase and payment of supplies.

- The University. The Purchasing Card Program provides a cost-efficient, alternative method for purchasing low-dollar supplies. Built-in card features make the Purchasing Card Program easy to control and manage and reduces processing costs at all levels by reducing the number of Purchase Requisitions, Purchase Orders, invoices, and checks. The Purchasing Card Program enables all departments to focus on higher yield, value-added activities.

- Vendors. The Purchasing Card will be welcomed by vendors who accept Visa. When they accept the card for business purchases, vendors need not send invoices to the University, and they will receive payment directly from Bank of America within 48 hours.
III. DEFINITIONS

Unless otherwise clearly indicated by context, the following definitions are offered for certain terms utilized in this manual:

“Administrator” – The University’s P-Card Administrator; the central administrator located in the University’s Procurement Services office, who coordinates the Program for the University and acts as the University’s intermediary in correspondence with the Bank and the Materials Management Office.

“Agency” – Coastal Carolina University, who arranges with the Bank for the issuance of P-Cards to approved University employees and agrees to accept liability for the employee’s use of the card.

“Bank” – Bank of America, who is the current provider of the Purchasing Card Program through a contract awarded them through the procurement guidelines of the State of South Carolina.

“Budget Officer” - University official who must approve employee’s requests for a P-Card, assign the Departmental Liaison, designate default account number for purchases on the P-Card, and submit Cardholder applications to the University Purchasing Card Administrator.

“Cardholder” – an employee of the University who is approved by the respective Budget Officer to use the P-Card to execute purchase transactions on behalf of the University.

“Card Issuer” – the Bank, who issues P-Cards to University employees, bills the University for all purchases made on the cards, and collects payments from the University on behalf of the vendors.


“Liaison” – Departmental Liaison. An employee in each department responsible for proper use of the P-Card within that department. Each Cardholder will be assigned a Liaison and the Liaison will be responsible for reviewing transactions of individual Cardholders to make sure the transactions are classified as an appropriate University expense.

“P-Card” - The Coastal Carolina University (University)/State of South Carolina Purchasing Card. It is a charge card designed to enable authorized, permanent, full-time University employees to make small value purchases of supplies, materials, equipment, and services for University business use.

“Procurement Services” – Coastal Carolina University Procurement Services. The office of the University responsible for the procurement of all goods and services and the administration of the University’s Purchasing Card Program.

“Program” – the Purchasing Card Program offered through the State of South Carolina and the Bank of America.

“SCPS” – South Carolina Procurement Services – the collective name of the three State departments comprised of the Materials Management Office, the Information Technology Management Office, and the Office of the State Engineer. These departments operate under the direction of the South Carolina Budget and Control Board.

“State” – the State of South Carolina.

“University” – Coastal Carolina University.

“Vendor” – the merchant from whom a Cardholder is making a purchase.
“Works” – Works Payment Manager, the software program provided by the Bank for administration of the Program.

IV. GENERAL PROCEDURES

Account Closure Conditions

A P-Card account shall be closed if a Cardholder:
- Transfers to a different University department;
- Moves to a new position in which a P-Card is not required;
- Terminates University employment;
- Uses the card for personal or unauthorized purposes;
- Uses the card to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the University;
- Allows the card to be used by another individual.

A P-Card account may be closed if a Cardholder:
- Splits a purchase to circumvent the limitations of the Code;
- Uses another Cardholder’s card to circumvent the purchase limit assigned to the Cardholder;
- Fails to provide the Liaison with required receipts;
- Fails to provide, when requested, information about any specific purchase;
- Does not adhere to all of the P-Card policies and procedures;
- Fails to complete the yearly P-Card recertification exam.

For any condition noted above, the Cardholder may also be subject to disciplinary action in accordance with University policies and procedures relating to disciplinary action and termination for cause. The University may also hold the Cardholder and/or other employees fully responsible for all unauthorized purchases and any other fees associated with those purchases.

Administrator Responsibilities

The Purchasing Card Administrator’s responsibilities include:
- Serving as the University’s liaison with the Bank, the South Carolina Office of the Comptroller General, and SCPS.
- Utilizing the administrative software (Works) program provided by the Bank.
- Reviewing and approving applications for P-Cards.
- Submitting applications to the Bank and receiving P-Cards from the Bank.
- Training of Liaisons and Cardholders.
- Ensuring all applicants execute the Cardholder agreement.
- Handling disputed charges/discrepancies not resolved by the Cardholder or Liaison.
Initiating change of P-Card default account numbers upon the request of Liaison as approved by the Budget Officer.

- Securing revoked or cancelled cards and submitting information to the Bank.
- Reviewing the Bank’s statement and submitting it to the University Controller’s office for payment.
- Monitoring overall P-Card transactions for compliance with the procurement regulations of the Code and the University.
- Notifying the Bank immediately when fraud or card misuse occurs.

Audit

Annual audits of monthly statements and supporting documentation for compliance with the guidelines of the Program and other University policies and procedures related to the use of the P-Card will be conducted by the Administrator. Additionally, periodic audits may be conducted by University internal audit committees and SCPS. The Liaison and Cardholder will be asked to provide information for these audits.

Blocked Vendors

Merchant Category Codes (MCCs) are assigned by the Bank to each merchant or vendor based on the type of goods and services that merchant or vendor typically provides. P-Card transactions with certain vendor types have been blocked at the point-of-sale level based on that vendor’s MCC; therefore, Cardholders will be unable to make purchases from those vendors. The University, in conjunction with the Bank, has established various account profiles based on perceived and historical types of spending for similar Cardholder types. Each Cardholder will be assigned to one of these profiles which then determines the vendor types that are to be blocked.

The Administrator can authorize a temporary override for a transaction that has been blocked due to a vendor’s MCC classification. Upon receiving a request for an override from a Cardholder or Liaison, the Administrator will review the request to determine if, in fact, the Cardholder’s profile can be changed temporarily for a particular purchase, ensuring that the purchase will not be in violation of any other policies or procedures. If a request is deemed authorized, the Administrator will temporarily change the Cardholder’s profile in order to allow the transaction in question to clear. Once the purchase is complete, the Cardholder’s profile will revert back to its original status. Changes to the Cardholder’s profile are captured in the file history within the Bank’s Works program, and documentation will also be maintained by the Administrator.

Budget Officer Responsibilities

Budget Officers must have a thorough knowledge of the job responsibilities of the Cardholder and the Liaison under his/her supervision in order to determine if purchases are reasonable and legitimate. Budget Officers’ responsibilities include the following:

- Maintaining knowledge of this manual and other University policies and procedures related to procurement and the expenditure of funds;
• Requesting and approving p-cards for employees under his/her supervision (approval delegates transaction authority to the Cardholder);
• Notifying the Administrator when a Cardholder resigns, transfers, or is terminated from employment;
• Monitoring transactions and card activity to ensure that all purchases are for legitimate University business use;
• Reviewing all documentation to ensure;
  o Invoices/receipts and transaction logs have the required information; and
  o Cardholder monthly billing statements contain the Cardholder’s original signature.
• Signing the monthly billing statement signifying review and approval for payment.

Cardholder Liability

The P-Card is a corporate charge card and will not affect a Cardholder’s personal credit. However, the Cardholder is responsible for ensuring that the card is used within stated guidelines of the P-Card policies and procedures as well as other University policies and procedures related to the expenditure of University funds. Failure to comply with program guidelines may result in permanent revocation of the P-Card, notification of the situation to management, and disciplinary action in accordance with University policies and procedures related to disciplinary action and termination for cause. The University may also hold employees fully responsible for all unauthorized purchases and any other fees associated with these purchases.

Cardholder Responsibilities

A Cardholder will have the following responsibilities:
• attend a training session conducted by the Administrator, to include the signing of the terms and conditions of the Requirements For Use section of the Purchasing Card Application.
• ensure the P-Card is used only for legitimate University business purposes. Misuse of the P-Card will subject the Cardholder to disciplinary action in accordance with University policies and procedures relating to disciplinary action and termination for cause. The University may also hold the Cardholder fully responsible for all unauthorized purchases and any other fees associated with those purchases.
• adhere to the purchase limits and restrictions of the P-Card and ensure that the total transaction amount of any single transaction does not exceed the Cardholder’s single transaction limit (potentially a maximum of $10,000.00). Neither Cardholders, nor merchants, may split a purchase in order to accommodate for the single transaction limit. The Cardholder must also ensure that all purchases are within all other procurement, spending, and vendor guidelines established by the University.
• must not use the P-Card for travel, with the exception of airline tickets and conference registration fees not to include hotel charges.
• obtain approval of the University’s Information Technology Services department when making purchases of printers with a cost of less than $500.00 and software.
• ensure that the P-Card is used only by the approved Cardholder. The P-Card is not transferable between Cardholders and use by anyone other than the approved Cardholder is strictly prohibited.

• ensure the merchant does not charge a premium for the use of the P-Card. (If a merchant attempts to impose a premium or additional charge on the purchase, remind them that such surcharges are prohibited by VISA. If the charge is not removed, cancel the purchase and notify the Administrator immediately.)

• maintain all pricing references where required, sales slips, register receipts, and/or P-Card slips and provide them to the Liaison for reconciliation, approval, and allocation of transactions. A Cardholder must notify the Liaison if the default account number and/or expense object code should be changed on an individual transaction. After review of the monthly statement, the Cardholder shall sign where indicated.

• attempt to resolve a dispute or billing error directly with the vendor first, and notify the Bank if the dispute or billing error is not satisfactorily resolved. A Cardholder must also ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent monthly statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the P-Card account.

• call the Bank (1-888-449-2273) immediately to report a lost or stolen P-Card. The Cardholder must also notify the Administrator at the first opportunity.

• return a P-Card to the Liaison or Administrator upon transferring Departments within the University, terminating employment with the University, or upon demand by the State or the University.

Completing a Transaction

The following general guidelines are provided for making a purchase with the P-Card:

• Purchases in Person:
  o Check the Prohibited Use section below to make sure the item is not restricted.
  o Check the statewide or University contract list to determine if the item is available from one of those vendors.
  o Be certain that the total amount (including all shipping, handling, postage, freight, tax, etc.) will not exceed the Cardholder’s single transaction limit. (The University is not exempt from paying State of South Carolina sales tax; therefore, sales tax will be charged by in-state vendors for taxable items.)
  o Obtain a receipt at the time of purchase.
  o Shipping/Delivery. The goods must be shipped directly to the Cardholder’s valid University address, per guidelines provided in the Shipping/Mailing Addresses section of this manual. (If this is completed incorrectly, the goods may be returned to the vendor as undeliverable. It is recommended that all packages be addressed to the administrative person’s office as packages must be signed for.)
  o Provide all receipts to the Liaison.
Purchases by Telephone, Fax, Mail or Internet:
When making telephone, fax, mail, or internet orders, the Cardholder should instruct the vendor to:
- Not write the card number on the shipping label.
- Address the package to the Cardholder.
- Include the credit card slip and/or invoice inside the package. (Do not send these to Accounts Payable.)

Telephone

For audit purposes, a written record should be made when placing a telephone order. This can be recorded on an order form, brochure, or other written note. Store this record in the same manner receipts are stored.

Remember, the Cardholder is the only person authorized to place the order. When necessary, another person may pick up the goods but this person should only sign shipping or receiving papers and not the credit card slip.

Procedures:
- Follow the applicable instructions for making Purchases in Person noted above, including shipping and delivery.
- In addition:
  - When calling, the Cardholder should state he/she is calling from the University and will be making a purchase with a Visa Purchasing Card.
  - For in-state orders, the vendor should be told that the University is not tax exempt. For orders outside South Carolina, sales tax is not normally paid to the vendor, but tax is paid to the State of South Carolina (see Sales and Use Tax section).
  - Record the name of the person taking the order, place the order, and give the vendor the P-Card number and expiration date.
  - Provide the vendor with the Cardholder name, department name, telephone number, and complete delivery instructions.
  - Request that a receipt and/or packing slip be forwarded with the purchase. These should be retained with the record of purchase.

Fax

Procedures:
- Follow the applicable instructions for making Purchases in Person, including shipping and delivery.
- In addition:
  - Retain a copy of the order form and fax confirmation (if available) as documentation.
If possible, do not mail the original to the vendor in order to prevent duplication. If the vendor requires that the original be forwarded, clearly mark it with “Confirmation Only – Order Placed By Fax”.

Mail

Follow the applicable instructions for making Purchases in Person, including shipping and delivery. In addition, retain a copy of the order form and the address it was mailed to, and request that a receipt be sent to you for documentation.

Internet

The P-Card may be used to purchase items through the internet. The following guidelines and reminders are provided for this method:

- Establish that the company is a bona fide company. A formerly-used vendor who now has an internet site may be a better risk that a vendor that was just “discovered” via the internet, unless it can be determined that the new vendor is a responsible supplier.
- Verify that the card number will be encrypted in an acceptable manner if supplying the number via the internet. If the number will not be encrypted or this procedure cannot be verified, many companies offer the option of placing the order via the internet and then providing the card number via telephone after the order has been placed.
- Print the internet confirmation and keep as documentation.
- As with other purchase methods, the Cardholder is ultimately responsible for purchases made with their card and is therefore responsible to determine whether an internet site is the most appropriate method to use to make a given purchase.

Credits

The vendor should issue a credit to the Cardholder’s account for any item they have agreed to accept for return and should appear on a subsequent statement. Under no circumstances should the Cardholder accept cash in lieu of a credit transaction. Credits or other such product or purchase rebates will be applied to the appropriate University budget account.

Customer Service

The Bank’s Customer Service area is available 24 hours a day, 365 days a year and may be reached by calling 1-888-449-2273.

For all other questions or issues, the Administrator should be contacted in Procurement Services at 843-349-2160.
Decline Messages

There may be certain situations when a vendor receives a decline message when processing a P-Card transaction. If there is not a valid reason for the decline, the Cardholder should contact the Bank at 1-888-449-2273 for an explanation. If the decline was in error, the Cardholder should immediately contact the Administrator for assistance. If the purchase is being made outside of normal University business hours, the Cardholder must terminate the purchase or find an alternate payment method and contact the Administrator at the earliest convenience during normal business hours.

Disputes and Billing Errors

The Cardholder should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the account. If an agreement cannot be reached with the vendor, the Cardholder should contact the Bank at 1-888-449-2273. The Bank may request a signed “Commercial Card Claims Statement of Disputed Item” form, and ask that this form be mailed or faxed to 1-888-678-6046. Most issues can be resolved in this fashion. However, if a resolution cannot be obtained, the Cardholder or Liaison must contact the Administrator for assistance. In this case, the total amount billed by the Bank will be charged to the departmental accounts and subsequent credits for disputed transactions will be posted to the departmental accounts when the credit appears on the Bank billing.

Documentation Requirement and Storage

Cardholders shall be required to secure any and all pertinent ordering instructions, receipts and other documentation related to the purchase. This necessary documentation shall include quotes from other sources based on the following guidelines:

- Purchases up to and including $5,000.00
  
Purchases may be made without securing competitive bids if the prices are considered to be fair and reasonable. In determining that the price is fair and reasonable, the purchaser may use prior experience (e.g., comparison with prices paid previously for the same or similar items, familiarity with the product/service based on frequent purchasing) and does not have to do any further evaluation or analysis. However, if the purchaser has some indication that the price may not be reasonable or if the product or service is such that comparable pricing is not readily available, the purchaser should seek pricing information and attach this documentation to the quote or invoice (see acceptable pricing references in the following section). When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order.
• Purchases from $5,000.01 up to and including $10,000.00 (or up to Cardholder’s limit)

Purchases within this dollar range will require a minimum of two (2) price references in addition to the quote under consideration. These references do not necessarily have to be written quotes from a prospective vendor, but may be in the form of Internet pricing, email responses, vendor catalog pricing, or telephone quotes. For those situations where it is not possible to obtain pricing information, an approval for the purchase must be obtained from Procurement Services with an appropriate justification. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order. The reference information should be included with the supporting documentation that is attached to monthly p-card statements.

The Liaison assigned to each P-Card will maintain the Cardholder’s file which shall include, at a minimum, vendor receipts/packing slips/charge slips and any quote documentation as noted above.

All other documentation concerning the Program will be maintained by the Administrator located in Procurement Services. This documentation shall include, but is not limited to, applications, Cardholder agreements, agency billing statements, reconciliation of accounting statements, Works Payment software programs, and copies of transmittals and correspondence with the Bank.

Emergency Transactions

Emergency transactions over the Cardholder’s single transaction limit (maximum of $10,000.00) cannot be handled with the P-Card due to Code regulations. For any transaction which does not fall within the spending controls assigned to the P-Card, the Cardholder must contact Procurement Services.

Failure to Comply with Laws, Policies, and Procedures

Cardholders, Liaisons, and Budget Officers who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of card privileges or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law:

• The policies and procedures governing the P-Card outlined in this manual;
• University policies and procedures related to procurement and expenditures.

Liaison Responsibilities

General

• A Liaison may be liaison for him/herself. However, if the Liaison is also a Cardholder, it will be the responsibility of the Liaison to have the monthly charges incurred on the Liaison’s P-Card reviewed and signed by the respective Budget Officer.
• Each Budget Officer will designate one or more Liaisons for his/her department. The Liaison must receive training on the use of the P-Card prior to be appointed as a Liaison and prior to anyone in the department receiving a P-Card.
• A Liaison may be auditor for more than one Cardholder.

The Liaison’s responsibilities include:
• Collecting pricing references where required, vendor receipts and P-Card receipts from Cardholders and reconciling to the Bank billing statements.
• Obtaining Cardholder and Budget Officer signatures on the Cardholder’s monthly statement.
• Retaining all pricing references where required, charge slips and receipts and attaching to monthly statements for audit. Documentation for purchases made from Federal funds must be maintained for seven (7) years and all other receipts for three (3) years beyond the current year.
• Approving and/or updating default account number, expense object code and cost-sharing information on the individual Cardholder account in the Bank’s web-based software (Works) in advance of the monthly default cut-off date for approvals established by the Administrator.
• Identifying transactions that require the submission of use tax to the South Carolina Department of Revenue.
• Attempting to resolve any disputes with the vendor and/or Bank not resolved by the Cardholder.
• Notifying the Administrator within five (5) days of any unresolved disputes, noting the reason for dispute.
• Requesting the Administrator to change default account for individual cards as needed and as approved by the Budget Officer.
• Notifying the Administrator of lost or stolen cards.
• Requesting the Administrator to cancel a Cardholder’s card, as approved by the Budget Officer, for those Cardholders who are terminated, transferred, or lose P-Card privileges.
• Collecting cancelled cards from Cardholders and forwarding them to the Administrator.

Lost, Misplaced or Stolen P-Cards

Lost, misplaced or stolen P-Cards should be immediately reported to the Bank at 1-888-449-2273. The Liaison and Administrator should also be notified at the first opportunity during normal business hours.

Misuse or Fraudulent Use

When it has been determined that a p-card has been misused or used fraudulently, the Liaison and Budget Officer shall provide the following to the Administrator:
• documentation of the transaction (e.g. copies of receipts, invoices);
• evidence of who conducted the transaction, who approved the transaction, and when and how the misuse or fraud was discovered;
• documentation of personnel actions taken (e.g. Cardholder was terminated); and
• notification to the Administrator immediately so as to meet the Bank’s guidelines regarding Bank reimbursement of transactions related to card misuse or fraud.

Prohibited Use

The following types of purchases are strictly prohibited by State policy:
• Personal purchases of any kind (personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official University business);
• Cash advances including use of the p-card or p-card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.;
• Gift cards, stored value cards, calling cards, pre-paid cards or similar products;
• Employee travel expenses, including lodging, transportation (except airline tickets), and meals;
• Entertainment, including in-room movies;
• Alcoholic beverages;
• Tobacco products;
• Fuel, repairs, and maintenance of University-owned or rental vehicles (many of these purchases may be made with the State Fuel Credit Card, an alternate program);
• Professional services;
• Food for consumption by University employees.

The p-card may not be used for any of the following reasons absent express prior authorization from the Administrator:
• requirements that necessitate other than routine terms and conditions;
• requirements that are too complex to be conveyed verbally;
• requirements listed as “not authorized” to purchase with the p-card;
• situations in which the Cardholder believes the University’s best interest will be served by purchasing via other University procurement methods;
• purchase of electronic applications (e.g. those for iPhones, iPads);
• purchases that require the Cardholder to agree to “Terms and Conditions” (such as with software purchases).

In addition, the following types of purchases are to be obtained using the University’s purchase requisition system and not the p-card:
• Purchase of inventoriable items, regardless of cost;
• Purchases or the acquisition of supplies and services with a vendor-provided contract or agreement, regardless of cost;
• Purchases of $10,000.01 and above.
Reconciliation, Approval and Allocation of Billing

Receipt and Payment of Bank Billing

- The Bank will bill the University within 7 days after the close of the billing cycle which is the 27th of each month.
- The monthly default cut-off date for approval sign-offs by Liaisons is the 6th day of the month following the Bank statement date. If the 6th day of the month falls on a weekend, the default date becomes the preceding Friday.
- The Administrator will review the billing for any obvious errors and submit it to the University Controller’s office for payment.
- The University Controller’s office will prepare a payment voucher against a prepay object code for payment to be issued to the Bank. The voucher process and payment will be completed in a timely manner in order for payment to reach the Bank no later than 25 calendar days after the close of the billing cycle of the previous month.
- Payment shall be transmitted in accordance with the Bank’s instructions.

Allocation of P-Card Charges to University Departments

- A default University account number and object code will be assigned to each P-Card issued. The Bank will charge transactions to the default account number on a monthly basis unless adjustments are made as follows:
- Liaisons will change default account numbers and/or object codes if necessary.
- Liaisons will add analytical information for cost sharing, if necessary.
- Liaisons will identify transactions requiring payment of use tax.
- Liaisons will sign off on transactions in the Bank’s Works Payment Software in advance of the monthly default cut-off date for approvals established by the Administrator.
- Liaisons will obtain Cardholder and Budget Officer signatures on the Cardholder’s monthly statement. Signatures made with rubber stamps are prohibited. Budget Officers will be responsible to assure P-Card charges are accurate on the monthly management/budget reports.
- Liaisons will assemble and retain Cardholder statements, charge slips, and receipts for audit purposes. Documentation for purchases made with Federal funds must be maintained for 7 years and all other documentation for 3 years beyond the current view.
- The total amount billed by the Bank will be charged to the department accounts and credits for disputed transactions will be posted to the department accounts when credit appears on the Bank’s billing.
- The University Controller’s office will reconcile the detailed billing statement to the amount paid to the Bank.
Requirements for Receiving a P-Card

General:
- A P-Card applicant must be a permanent, full-time employee of the University, excluding students. (University employees classified as temporary, time-limited, or part-time and those employees of foundations associated with the University are not eligible to apply.
- P-Cards will only be issued in the name of the applicant (no Departmental cards).
- An individual may have only one P-Card issued in their name.
- P-Cards are not transferable between individuals or University Departments.

Steps:
1. Applicant completes a P-Card application and submits it to his/her Budget Officer for completion and approval.
2. Budget Officer completes the application by providing the name of the Liaison and a default account number to be assigned to the card.
3. The Budget Officer signs the application, thereby approving the application and delegating transaction authority to the Cardholder.
4. The approved application is sent to the Administrator.
5. The Administrator reviews the application for completeness and submits the application to the Bank.
6. The Cardholder completes an on-line exam, achieving a minimum score of 85%. Completion also requires an affirmative response to the Cardholder Acknowledgment portion of the exam.
7. Upon receipt of the P-Card from the Bank, the Administrator will conduct a training session with the Cardholder.
8. The Cardholder signs the Cardholder Agreement and receives his/her P-Card. The signing of the Cardholder Agreement indicates that the Cardholder understands the intent of the Program, and will comply with all the policies and procedures of the Program.

Returns and Damaged Goods

If goods purchased with a P-Card need to be returned to the vendor, the Cardholder must work directly with the vendor. The following guidelines are provided:
- Always retain boxes, containers, special packaging, packing slips, etc. until it is certain the goods are going to be kept. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
- Read all enclosed instructions carefully. Often a telephone number and other instructions are included on the packing slip and/or receipt.
- Many vendors require that a “Return Authorization Number” be obtained before a return will be accepted. Failure to obtain this number may cause the package to be refused and the non-issuance of a credit on the account.
- For an item being returned due to a vendor error or problem, the vendor should pay any fees involved in the return. For cases where vendor error is not present, there may be a
restocking fee. The P-Card may be used for this restocking fee as long as the card limits are not exceeded.

- Depending on the circumstances, either the department or the vendor will be responsible for the cost of returning shipments.
  - If the department is responsible for the cost of the return, the item(s) can be returned via UPS, FedEx, or the US Postal Service through the University Mail Services area. Shipments should be accompanied by a properly completed Postal Authorization form. Mail Services should be contacted for additional information or specific questions. If the return is to be via commercial truck, contact University Central Receiving who will arrange for a carrier. The carrier will be instructed to bill the department for freight charges. Please be reminded that post office box numbers are not sufficient addresses for any carrier other than the US Postal Service.
  - If the vendor is responsible for the cost of the return, they may choose to provide a “call tag” which is essentially a shipping label with billing information to charge the vendor’s account with the carrier. If “call tag” is utilized, the vendor may contact the carrier directly to pick up the item or may instruct the department to contact the carrier. In case of the later, the department can deliver the package to University Mail Services to be consolidated with other outbound shipments. A vendor might also direct a customer to return material “freight collect” which can also be completed through Mail Services. Some local companies may pick up returned items.
- Ensure the charge for the returned items never appears on the monthly statement and is properly credited.

For information on other possible return scenarios, contact the Administrator.

Sales and Use Tax

For purchases from vendors located in South Carolina, the vendor is responsible for collecting sales tax at the point of sale. The amount of sales tax should be indicated on the receipt provided by the vendor.

For purchases from vendors located outside South Carolina, a use tax credit is allowed for the University; therefore, no South Carolina sales tax is due. The individual receipt provided by the vendor should indicate whether any out-of-state sales tax has been collected at the point of sale.

Security

Cardholders should always treat the P-Card with at least the same level of care as one does their own personal credit or debit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card is not to be loaned to another person for any reason.
Shipping/Mailing Addresses

- For US Postal Service (USPS)
  Coastal Carolina University
  Cardholder’s Name
  PO Box 261954
  Conway, SC 29528-6054

- For United Parcel Service (UPS)
  Coastal Carolina University
  Cardholder’s Name
  Cardholder’s Building Street Address
  Building Name and Room Number
  Conway, SC 29526

- For Federal Express (FedEx)
  Cardholder’s Name
  Coastal Carolina University
  Cardholder’s Building Street Address
  Building Name and Room Number
  Conway, SC 29526

- For Freight Trucks
  Coastal Carolina University
  Cardholder’s Name
  642 Century Circle
  Conway, SC 29526

Training

The Administrator shall conduct training sessions with all new Cardholders, Liaisons, and others that may require retraining from time to time. These training sessions shall include review of:

- terms and conditions of the Cardholder Agreement;
- State p-card policy;
- all forms utilized in the p-card program; and
- this manual.

Usage

The P-Card works the same as a personal credit card, except that all charges are paid in full by the University. Spending parameters for each P-Card issued are set at a single transaction limit of $2,500.00 up to a maximum of $10,000.00, and with an appropriate monthly limit. Single and monthly limits can be adjusted as determined by demonstrated need and as approved by the appropriate Budget Officer and Administrator.
The P-Card is to be used only for the purchase of supplies, dues, subscriptions, repairs, FedEx/UPS, and services. Airline tickets and conference registration fees not including hotel charges can be purchased with the understanding that the travel documentation has been processed through the University travel office prior to the purchase.

When a statewide or University contract is in place for specific commodities, the Cardholder must purchase these goods from the contract supplier. Some of the most frequently used contracts are for:

- appliances
- media recording products including but not limited to audio/video tape, DVDs, CDs, zip disks/drives, flash drives, digital and video cameras, camcorders, and microphones projectors/projector screens
- speakers
- surge protectors
- folding tables
- televisions and stands
- cassette, VHS, DVD, and DVR recorders/players
- computers, printers and software
- auto parts
- batteries
- boats and motors
- metal and wood furniture
- janitorial supplies
- laboratory equipment and supplies, microscopes
- lawn equipment
- medical supplies
- photographic film and supplies
- pistols and ammunition

Detailed contract lists are available via the internet through either the South Carolina Procurement Services site or the University’s Procurement Services’ site.

**Utilization of Minority-Owned (MBE) and Woman-Owned Business Enterprises (WBE)**

The Code and the University encourage use of certified MBEs and WBEs in all state and University procurements. The University has established the goal of purchasing at least ten percent (10%) of its total annual requirements from small business concerns owned and controlled by socially and economically disadvantaged individuals. In order to effectively maximize the sharing of business opportunities with certified MBEs and WBEs, purchases from these vendors using the P-card are highly encouraged. A list of certified MBEs/WBEs may be found at [http://www.govoepp.state.sc.us/osmba/directory.htm](http://www.govoepp.state.sc.us/osmba/directory.htm). Additional information regarding the Governor’s Office of Small and Minority Business Assistance may be found at [http://www.govoepp.state.sc.us/osmba/](http://www.govoepp.state.sc.us/osmba/).
Vendor Participation/Set Up

If a frequently used vendor does not accept the Visa card, the University can assist in recruiting the vendor to take the necessary steps to begin acceptance of the card. Cardholders should contact the Liaison or Administrator when encountering vendors who do not accept the P-Card.

END OF DOCUMENT: PURCHASING CARD PROGRAM