

CARDHOLDER RESPONSIBILITIES

The Cardholder must only use the Procurement Card for legitimate Coastal Carolina University business purposes. The Procurement Card may not be used for travel (except airline), entertainment, cash and other categories as included in the Blocked Vendor list included in the policies and procedures manual. Misuse of the card will subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

The Cardholder must:

- Adhere to purchase limits/ restrictions of Procurement Card not to exceed \$2,500 per transaction.
- Obtain all sales slips, register receipts, and/or Procurement Card slips and provide to Departmental Liaison with signed Bank of America statement for allocation of transactions.
- Timely notify Departmental Liaison of the account number and/or expense object code, which should be charged on individual transactions
- Attempt to resolve disputes or billing errors directly with the vendor and notify Bank of America if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for reported disputed item(s) or billing error appears on a subsequent Cardholder Monthly Statement
- Not accept cash in lieu of a credit to the Procurement Card account.
- Return the Purchasing Card to Departmental Liaison upon terminating employment with the University or transferring Departments within the University.

CREDITS & REBATES

Vendors will issue all credits to the individual Procurement Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should a Cardholder accept cash in lieu of a credit to the Procurement Card Account.

Rebates for University purchase items must be deposited back to the appropriate University Account.

Allowable Charges

Office Supplies / Lab Supplies / Airline & Train Tickets / FedEx and UPS / Professional Membership Dues / Subscriptions / Computer Software / Repairs / Printing / Postage / Hardware / Books

CHARGES NOT ALLOWED

Employee Travel: Includes Hotel charges, reservations, Conference registration fee, Meals, Rentals (Cars, Vans, etc), Shuttle Service or Taxi. Purchases over \$2500, Personal Charges, Alcohol, Gifts, Gift Cards / Gift Certificates, Cash Advances – Employee functions, firearms, computers, Printers- where unit cost exceeds \$500.

Bank of America
Commercial Card Services
Customer Service 800-352-4027
24 hr # 888-449-2273
Fax # 888-678-6046

LOST/MISPLACED/STOLEN PROCUREMENT CARDS

Cardholders are required to immediately report any lost or stolen Procurement Card to Bank of America toll-free at **1-888-449-2273** (24 hours a day, 365 days a year). The Cardholder must also immediately notify his/her Department Liaison and/or the University Procurement Card Coordinator about the lost or stolen card at the first opportunity during normal Coastal Carolina University business hours.

BLOCKED VENDORS

(See Cardholder Manual)



COASTAL CAROLINA UNIVERSITY

Procurement Card



Pocket Guide



Bank of America

Updated 3/18/08

Procurement Card Coordinator

Caren Riedinger

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Web Information:

<http://www.coastal.edu/procurement>

WHAT IS THE PROCUREMENT CARD?

The Procurement Card is a VISA credit card issued by Bank of America in the name of a permanent Coastal Carolina University employee. The Procurement Card provides for an efficient and effective method of payment for eligible items purchased under \$2,500. Purchases must follow the State and University purchasing regulations.

The card is to be used only for official University purchases.

The VISA Procurement Card will enable you to purchase non-restricted commodities, by telephone or in person, directly from vendors. Some of the items that can be charged on the Procurement Card are office supplies, membership dues, subscriptions, repairs, Federal Express, UPS, and airline tickets.

It will eliminate the need to issue Direct Expense Vouchers for payment, reducing administrative costs. Charges to your University accounts will be made on a monthly basis through the banks software application. The VISA Procurement Card will be issued in the employee's name with the Coastal Carolina University Emblem, the wording "For Official Use Only" and Coastal Carolina University will clearly be indicated on the face of the card.

All contact with Bank of America for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the University Procurement Card Coordinator who is located in the Procurement Office

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/Departmental Liaison should:

- Contact Bank of America at 1-800-300-3084 directly for assistance.
- Fax Bank of America at 1-888-678-6046, assigned "Dispute Form" to document the reason for the dispute if form is requested by Bank of America.
- Contact the University Purchasing Card Coordinator for assistance if an acceptable resolution is not obtained.

The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when the credit appears on the Bank of America billing.

DOCUMENTATION

The Departmental Liaison assigned to each Procurement Card will maintain the Cardholder's vendor receipts/packing slips/charge slips.

The University Purchasing Card Coordinator will maintain all other documents concerning the Purchasing Card program. This documentation includes, but is not limited to, applications, Cardholder agreements, agency billing statements, reconciliation of accounting statements, credit card software, and copies of transmittals and correspondence with Bank of America.

LIAISON RESPONSIBILITIES

Each Department Head must designate one or more Department Liaisons for his/her department. The Department Head will assign a Departmental Liaison for each Procurement Card application approved for his/her employees. A Departmental Liaison may process accounting activity for transactions for his/her own card with the understanding that the department head review and sign the statement.

Responsibilities include:

- Collecting vendor receipts and procurement card receipts from Cardholders and reconciling to Bank of America billing statements.
- Retaining all charge slips and receipts for audit by internal and external auditors.
- Processing and/or updating the account number and expense object code via of Banks web software of individual Cardholder account in advance of the monthly default cut-off date of the 12th for processing established by the University Procurement Card Coordinator.
- Identifying transactions , which require the submission of use tax to the South Carolina Department of Revenue.
- Notifying University Procurement Card Coordinator in 3 to 5 days of any unresolved disputes, noting the reason for dispute.
- Requesting the University Procurement Card Coordinator to change default account for individual cards as needed and approved by Department Head.
- Notifying University Procurement Card Coordinator of lost or stolen cards.
- Requesting University Procurement Card Coordinator to cancel a Cardholder's card e.g. (terminated employees, transferring departments, loss of procurement card privileges) as approved by Department Head.
- Collecting canceled cards from Cardholders and forwarding to University Procurement Card Coordinator.