



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 the South Carolina Division of Procurement Services, in assistance 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 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 *State of South Carolina Consolidated Procurement Code*, including small purchase procedures, the *South Carolina Purchasing Card Policy and Procedures* established by the South Carolina Division of Procurement Services, 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 DPS.

“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 authorized 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.

“Code” – The South Carolina Consolidated Procurement Code.

“DPS” – The State of South Carolina Fiscal Accountability Authority Division of Procurement Services.

“Liaison” – An employee assigned to a Cardholder who is 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/State of South Carolina Purchasing Card. It is a charge card designed to enable authorized 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.

“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 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 suspended or closed if a Cardholder:

- Uses the card for unauthorized purposes;
- 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 DPS.
- 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.
- Overseeing an audit program of Cardholder monthly statements and supporting documents to ensure that each account is reviewed at least annually.
- Notifying the Bank and the S. C. Office of Inspector General immediately when fraud or card misuse occurs.
- Housing of all documentation concerning the Program which may include, but is not limited to, applications, Cardholder agreements, billing statements, reconciliation of accounting statements, Works Payment software programs, and copies of transmittals and correspondence with the Bank.

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 or designee. Additionally, audits shall be conducted at least annually by contracted outside financial auditors and periodically by University internal audit committees and DPS. 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 within three (3) business days from the event date 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;
 - Invoices/receipts and transaction logs have the required information; and

- Cardholder monthly billing statements contain the Cardholder's original signature.
- Signing the monthly billing statement signifying review and approval for payment. (Signature approval may not be delegated.)

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 fees for attending professional meetings, conferences, workshops, conventions and other related meetings within fifty (50) miles of the University).
- obtain approval of the University's Information Technology Services department when making purchases of information technology items.
- 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 business purpose explanation must be present for each transaction. 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:**
 - Check the Prohibited Use section below to make sure the item is not restricted.
 - Check the statewide or University contract list to determine if the item is available from one of those vendors.
 - 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.)
 - Obtain a receipt at the time of purchase.
 - 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.)
 - Provide all receipts to the Liaison.
- **Purchases by Telephone, Fax, or Internet:**

When making telephone, fax, 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 orders

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 orders

Procedures:

- Purchases via fax where the card number is required must only be made to a company if the company is first contacted to ensure that the fax will be received in a secure area which is not viewable by the general public.
- Follow the applicable instructions for making Purchases in Person, including shipping and delivery.
- Retain a copy of the order form and fax confirmation as documentation.

Internet orders

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 than 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 vendor does not maintain card numbers on file for future purchases and deletes numbers after each purchase.
- Full credit card numbers must never be included in any emails to a company.
- If the vendor's web page starts with only "http://", the cardholder must not provide payment over the website. The cardholder must contact the company to see if they can receive the order via the website without payment, and then the cardholder can provide the credit card payment via telephone after the order has been placed. If the company cannot do this, then one of the other ordering methods (in-person, telephone, or fax) must be followed. Web pages that start with "https://" are generally considered secure.
- 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 the credit 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 any and all quotes obtained under the following guideline:

Purchases not exceeding \$10,000 and not falling within those requiring the Purchase Requisition process¹ may be accomplished without securing competitive quotations under the following conditions:

- The prices must be considered fair and reasonable.
- Purchases must be distributed equitably among qualified suppliers.
- When practicable, a quotation must be solicited from other than the previous supplier before placing a repeat order.
- Items available through statewide contracts must be purchased from the stated vendor.
- Purchases must not be split to circumvent the \$10,000 threshold.
- While competitive quotations are not required, price comparison is strongly encouraged before purchasing.

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 other relative documentation.

Emergency Transactions

Emergency transactions over the Cardholder's single transaction limit (potentially a 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.

¹ See the Procurement Services Policies and Procedures manual for determining when a Purchase Requisition must be used.

During times of declared emergencies (such as a natural disaster), p-card profiles may be adjusted to remove restricted Merchant Category Codes (MCCs) as well as enact higher cardholder spending limits. The decision to adjust profiles will be made by the Director of Procurement Services and the Administrator under authority granted by the University Board of Trustees. Once the emergency is over, card profiles will be returned to their normal status.

Failure to Comply with Laws, Policies, and Procedures

University employees expending public monies hold a public trust; their conduct must meet the highest ethical standards. Cardholders, Liaisons, and Budget Officers who knowingly, or through willful neglect, make false statements on P-Card records or 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

- 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 responsible for more than one Cardholder.
- Exception: A Liaison may be liaison for himself/herself when the P-Card has been issued and designated for purchases from a single vendor only (e.g. utility or technology vendor). The monthly statements for these P-Cards must be signed by the Cardholder's immediate supervisor.

The Liaison's responsibilities include:

- Attending required training.
- Reviewing transactions for all assigned cardholders to determine compliance with this policy, including, but not limited to no prohibited transactions, no split transactions, purchases are made from state contract vendors when available, and no deliveries to other than the business address(s).
- Collecting pricing support documentation, vendor receipts and P-Card receipts from Cardholders; uploading and attaching documentation into the Works system; and reconciling to the Bank billing statements.
- Obtaining Cardholder and Budget Officer signatures on the Cardholder's monthly statement.
- Retaining all pricing support documentation, charge slips and receipts and attaching to monthly statements for audit. All documentation for purchases must be maintained for seven (7) 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 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 by the Cardholder 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 University and 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, and meals (with the exception of fees for attending professional meetings, conferences, workshops, conventions and other related meetings within fifty (50) miles of the University);
- 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.
- “Open” accounts maintained with vendors (p-cards can only be used to pay one transaction at a time and cannot be used to pay the accumulated balance of an account).
- State and local taxes to the S.C. Department of Revenue.

The p-card may not be used for any of the following reasons absent express prior authorization from the Administrator:

- requirements that are too complex to be conveyed verbally;
- 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 other than routine “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 inventorable items, regardless of cost;
- Purchases or the acquisition of supplies and services with a vendor-provided contract or agreement, regardless of cost;
- Purchases greater than \$10,000.00 (unless the card has received special approval for higher limits).

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 part-time or full-time employee of the University, excluding students. (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 or 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 used by 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 and Liaisons, as well as existing Cardholders and Liaison that may require retraining from time to time. Budget Officers may also receive training. These documented training sessions shall include review of:

- terms and conditions of the Cardholder Agreement, including written acknowledgement of receipt and understanding of training;
- State p-card policy;
- all forms utilized in the p-card program; and
- information contained in 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.

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
- audio/video products including, but not limited to, digital and video cameras, camcorders, microphones, projectors/projector screens, speakers, headsets and televisions/monitors.
- folding tables
- computers, printers, hardware, software, and peripherals
- auto parts
- batteries
- boats and motors
- metal and wood furniture
- janitorial supplies
- laboratory equipment and supplies, microscopes

- grounds maintenance equipment
- medical supplies
- office supplies
- pistols and ammunition

Detailed contract lists are available via the internet through either the DPS' 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 where appropriate. A list of certified MBEs/WBEs may be found at <http://osmba.sc.gov/directory.html>. Additional information regarding the South Carolina Division of Small and Minority Business Contracting and Certification may be found at <http://osmba.sc.gov/>.

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