




March 18, 2013

MEMORANDUM

TO: District Board of Trustees
FROM: Jim Murdaugh, President 
SUBJECT: Purchasing Card Policy and Procedures

Item Description

To provide the District Board of Trustees a copy of the current Purchasing and Bidding Procedures, Policy #09-05, a copy of the Purchasing Card Manual and Procedures and the Cardholder Agreement.

Overview and Background

The purpose of this agenda item is to provide the Board with information regarding the policy and procedures that the college deploys in efforts to remain compliant in the management of purchasing cards. The college began utilizing purchasing cards in February 2011 with Board approval and has recently completed a review of the activity to determine if the current policy and procedures are adequate. College personnel found both the policy and the procedures to be adequate in ascertaining compliance but had some issues with the type and purpose of procurements that were being made with the purchasing card. In addition there were instances where proper receipting was questionable. In cases where the card holder could not provide evidence of programmatic benefit or proper receipting, restitution was sought from those card holders and their purchasing cards were deactivated. The internal procedures have been altered to include the monthly oversight of purchases by the Vice President for Administrative Services office as well as an additional review by the Purchasing Department. As part of the Auditor General's 2013 Operational Audit, which is currently underway, purchasing card transactions for the past two years will undergo an additional review and any issues they may find will be reported to management to address.

Past Actions by the Board

There have been no previous actions by the Board.

Funding/Financial Implications

No funding required.

Staff Resource

Teresa Smith

Recommended Action

This agenda item is provided for Information only.

**TALLAHASSEE COMMUNITY COLLEGE
DISTRICT BOARD OF TRUSTEES
POLICY**

TITLE: Purchasing and Bidding Procedures	NUMBER: 09-05
AUTHORITY: Florida Statute: 112.313; 287.017; 1001.64; 1010.02 Florida Administrative Code: 6A-14.0247; 6A-14.073; 6A-14.0734	SEE ALSO: 09-18
DATE ADOPTED: 05/21/2007; Revised 11/16/2009; 05/17/10	

The President or designee is responsible for the purchase of materials, equipment, and services for the College in compliance with law and State Board of Education Rules. This includes the signing of contracts for the normal operation of the College.

A. Code of Ethics and Conduct

The provisions of Section 112.313, FS, "Standards of Conduct for Public Officers and Employees of Agencies," obligate every purchasing official to an impeccable standard of ethics and conduct. All College employees involved in the purchasing process are expected to be familiar with and adhere to the provisions of the statute.

B. Purchase Order and Purchase Card

A purchase order is the standard means for the College to purchase commodities and services. A purchase card may be used as an alternative to a purchase order when its use is more cost effective and efficient.

C. Expenditures before Approval of Budget

In the event that the College's budget is not approved prior to July 1 of any fiscal year, during the period from July 1 to the date the budget becomes official, ordinary expenses may be paid at the same rate the expenditures were budgeted for the preceding year. Expenditures shall be made according to 6A-14.0716, FAC, and shall be limited to the amount budgeted or amended as prescribed by law for each category of expenditure.

D. Procurement

The College shall take such steps as are necessary to obtain the lowest prices for materials and services best adapted to its needs. In complying with the procedures set forth in Section 6A-14.0734, FAC, the College has established the following policies to be observed in incurring liabilities against College funds.

1. The President or designee shall be authorized to approve or reject the purchase of services or commodities not exceeding the amount specified in Section 287.017, FS, for Category Five, which are to be used in the normal operation of the institution. Purchases of any item exceeding the amount specified in Section 287.017, FS, for Category Five must be authorized by the Board in accordance with Section 6A-14.0734(1) and (2), FAC.
2. Before making any purchase or before recommending any purchase to the Board, the President or designee shall propose standards and specifications insofar as practicable which are to be prescribed for materials to be purchased. The President or designee shall see that all materials thus purchased conform to those standards and specifications and shall take such other steps as are necessary to see that the maximum value is received for any money expended.
3. Institutional memberships in professional organizations and in associations may be paid from College funds.

E. Bids and Waivers of Bids

The College shall solicit the submittal of competitive offers from at least three sources when purchasing services or commodities exceeding the amount specified in Section 287.017, FS, for Category Three. The College may accept a bid even if two or fewer bids or proposals are received. When only one responsive offer is submitted, the College may purchase such products or service under the best terms that it can negotiate.

When accepting bids or proposals, the College shall accept the lowest or best bid proposal. If other than the lowest bid or best proposal meeting specifications is accepted, the College shall maintain a public record of the justification.

F. Exceptions to the three-bid requirement are the following:

1. Educational tests, textbooks, printed instructional materials and equipment, films, filmstrips, video tapes, disc or tape recordings or similar audio-visual materials, and graphic or computer-based instructional software
2. Library books, reference books, periodicals, and other library materials and supplies
3. Purchases at the unit or contract prices established through competitive solicitations by any unit of government established by law or non-profit buying cooperatives

4. Food
5. Services or commodities available only from a single or sole source
6. Professional services, including, but not limited to, artistic services, instructional services, health services, academic program reviews, lectures by individuals, attorneys, legal services, auditors, and management consultants
7. Information technology resources as defined in Section 6A-14.0734(2), FAC
8. Single source procurements for purposes of economy or efficiency in standardization of materials or equipment
9. Items for resale

The President or designee, with the concurrence of the Board Chair or Vice Chair, may waive solicitation requirements in emergencies when there is an imminent threat to students, employees, or public safety or in cases when necessary to prevent damage to the facilities caused by an unexpected circumstance.

P-Card (Purchasing Card) Manual

Procedures



This Manual was developed to familiarize departments with the rules, regulations and instructions for processing Purchasing Card (P-Card) purchases - an alternate method of purchasing goods and materials. Any questions pertaining to P-Card Purchases may be directed to the following TCC purchasing staff members:

Bobby Hinson	General Services Director	850-201-6071	hinsonb@tcc.fl.edu
Jenny Shuler	Staff Assistant I	850-201-6069	shulerj@tcc.fl.edu

Please use this link to see all P-Card related forms and manuals.

<https://www.tcc.fl.edu/FacultyStaff/AdministrativeServices/Purchasing/Pages/Employee-Forms-and-Training-Information.aspx>

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DEFINITIONS

The following terms in this manual have the meaning as defined below.

Budget Manager	Oversees budget development and expenditure for one or more accounts.
Cardholder -	A full-time College employee who has been authorized and approved to use the Card and ensure that billing statements are reconciled and submitted for payment as per assigned schedule. Authorized individuals are referred to in this manual as the Cardholder .
Card Provider -	The financial institution that issues P-Cards used by the College is the Bank of America and they are referred to in this manual as the Provider
Department Head -	Oversees a unit of the College acting in the capacity as a Chief, Dean, Executive Director, Director or Manager and is on file with the Administrator. These individuals are referred to in this manual as Department Head .
Designee -	A College employee designated to act on behalf of another College employee to execute the responsibilities associated with a Cardholder, Budget Manager, Department Head, or Executive.
Executive -	Oversees Department Heads acting in the capacity of a Vice President or an Assistant Vice President. These individuals are referred to in this manual as Executive .
May/Can -	Is the possibility of occurrence.
P-Card Administrator -	The Purchasing Manager will be charge with the responsibility and given the authority to oversee and regulate the P-Card program. This individual is referred to in this manual as the P-Card Administrator or Administrator .
Promptly -	Requires the act to be initiated or completed within 2 working days .
Purchasing Card -	A commercial credit card with restricted dollar amount limitations and with restricted MCC (Merchant Category Code) assignments. Referred to in this manual as the P-Card or Card
Shall/Will/Must -	Is a mandatory requirement.
Transaction -	A purchase made by means of the P-Card.
Transaction Records -	Original sales or charge ticket/slip, sales invoice, credit memo/slip, delivery or receiving ticket/slip, cash register receipt, order form, etc.

MCC Codes - Merchant Category Codes (MCC) determine whether a purchase will be allowed from specific companies or categories of businesses.

OVERVIEW

What is the Tallahassee Community College (TCC) Purchasing Card Program?

TCC has implemented a **Purchasing Card Program** to serve as an alternate and more efficient method for purchasing goods of a low dollar amount. A Purchasing Card (P-Card) will allow departments to make a single transaction **that cannot exceed a card's preset limits**, without having to submit a purchase requisition for the issuance of a purchase order or a payment disbursement request. **Note:** The purchase amount includes the total cost of the transaction and any associated shipping and handling costs.

BENEFITS: The P-Card reduces the need for petty cash funds and the inherent risks of the money being mishandled or stolen. It also reduces the number of direct pay requests. This method allows a department to purchase what it needs the same day or next without having to wait for a requisition to be submitted and approved in the EagleNet system. Vendors will receive payment for such purchases within 2-3 days instead of the usual 2 to 3 weeks required for the College to process a check to a vendor. This method will result in a significant reduction of checks issued by the accounts payable staff, including all other associated costs (i.e. cost of checks, envelopes and postage), while providing improved management reports on expenditures.

Each card issued will have its own specified dollar amount limits (i.e. per transaction, per day, per month, etc.) and specified restrictions (i.e. various categories of purchases not allowed). Each card can be tailored to fit a department's unique or specific needs.

IMPORTANT: Although the card is issued in an individual's name, it remains the property of the Provider and the College. **It cannot be transferred to, assigned to, nor used by anyone else other than the designated Cardholder.** All communication with the Provider shall be conducted by the P-Card Administrator, the Controller or their designees.

REQUEST FOR CARD ISSUANCE

All requests for card issuance must be submitted via the **Purchasing Card Application and Cardholder Agreement Form**, which must have final approval of the P-Card Administrator. The requesting department head must request the dollar limitations for the P-Card and any special restrictions to be added to the College restrictions automatically imposed.

REQUEST FOR CARD CHANGES

All requests for changes (i.e. additions, deletions, cancellations, etc.) to card limits/restrictions must be submitted with the **Purchasing Card Application – Add or Change Data Form** and must be authorized by the department head and approved by the P-Card Administrator. The completed form will be kept on file in the Purchasing Department.

REQUEST FOR CARD CANCELLATION/REPLACEMENT

All requests for P-Card cancellation or replacement must be handled with the P-Card Administrator. This request must be authorized by the respective department head. A written memorandum from the department head must accompany any request for a replacement of a P-Card (that was lost, stolen or damaged) explaining what happened that resulted in the request for replacement.

EMPLOYEE AGREEMENT

Any College employee authorized and approved to use a P-Card shall be required to sign and date the **Purchasing Card Application Form and Cardholder Agreement Form** plus attend mandatory training prior to being issued the Card. This agreement serves to duly inform the employee of cardholder responsibilities in the use and safeguarding of the card, including the consequences. Serious or repeated misuse or abuse of the card will result in the revocation of the card as well as disciplinary actions up to and including termination of employment, and prosecution to the extent permitted by law as outlined in Policy Number 6Hx27:04-06.

P-CARD ADMINISTRATOR RESPONSIBILITIES

The P-Card Administrator is responsible for administering the College's P-Card program that includes issuing cards, maintaining records associated with card issuance, assuring adherence to policy and procedures, assisting colleagues issued a card, and revoking cards. The Administrator is responsible for adhering to the following practices.

- ◆ Implementing the purchasing card program with the assistance of the Business Office.
- ◆ Maintaining a list of all Cardholders, their card account numbers, and their sample signatures.
- ◆ Setting-up training schedules for Cardholders.
- ◆ Ensuring that the P-Card program is operated according to the established College policies and procedures outlined in this manual.
- ◆ Establishing and maintaining internal controls with the assistance of the Business Office.
- ◆ Periodically reviewing all policies and procedures, forms, and data-processing programs to determine if any need to be revised, enhanced and/or updated.
- ◆ Approving the issuance and replacement of all cards requested by a Department Head.
- ◆ Approving requested card dollar limitations and restrictions of Department Heads.
- ◆ Approving any necessary card dollar limitations or restrictions overrides to the Card Provider as a result of an emergency situation occurring.
- ◆ Requesting the issuance of all cards from the Card Provider and canceling any cards with the Card Provider.
- ◆ Canceling or overriding MCC codes if needed.
- ◆ Approving all requested changes to cards and requesting said changes be made by the Card Provider.
- ◆ Maintaining a record of any failures by a Cardholder or a department to comply with the College's policies and procedures of the program. Determining non-compliance and the seriousness of each noncompliance, and whether the severity should result in the surrender of a Card(s).
- ◆ Serving as a liaison between card-using departments and the Card Provider when certain needs or problems arise.
- ◆ Monitoring to ensure that no card(s) is (are) reassigned or transferred to another individual or department.
- ◆ Requesting and coordinating any needed data processing changes between the Business Office and the Card Provider.

- ◆ Assisting Cardholders and Budget Managers if requested in a billing discrepancy or billing dispute. Handle any sales tax exemption misunderstanding by vendors.
- ◆ Notifying Card Provider of any person who assumes the P-Card Administrator's responsibilities due to the incumbent no longer acting in this capacity, or who may act in the behalf of the P-Card Administrator during his/her absence.

CARDHOLDER RESPONSIBILITIES

The Cardholder is responsible for processing P-Card transactions via EagleNet. Training in processing transactions is mandatory for all Cardholders and will be provided by the Purchasing Department. The following identifies the transactions that are required to be processed on EagleNet by the Cardholder.

- ◆ The Cardholder or their designee is to reconcile the Purchasing Card Transaction Listing on EagleNet to internally process each transaction made on their card. The Purchasing Office will notify each Cardholder on the 1st day of each month that the P-Card Transaction Listing is available on EagleNet. Should the 1st of a month occur on a weekend or holiday, the Cardholder shall reconcile their P-Card Transaction Listing beginning the Monday following the weekend or the end of the first workday after a holiday.
- ◆ The transaction process begins by the Cardholder identifying their transactions they are to review having the Card Status of "Active". When the Cardholder identifies their Card Number and opens their transactions, they process each transaction on the P-Card Transaction List by entering the appropriate description, account / GL code numbers and travel request number when appropriate. The Cardholder also reconciles each transaction to the record identified on the Transaction Records (e.g. sales or charge ticket/slip, sales invoice, etc.).
- ◆ Should a billing discrepancy arise when reconciling a transaction, the Cardholder shall follow the actions identified in the "Billing Discrepancy Practice" section (below). Should a billing dispute arise when reconciling a transaction, the Cardholder shall follow the actions identified in the "Billing Dispute Practice" section (below).
- ◆ If no discrepancy or dispute arises when working a transaction, the Cardholder updates the transaction and then forwards the transaction for approval to their Budget Manager. When the Budget Manager/Business Office approves a transaction its status changes to "completed" (CM).
- ◆ The Budget Manager is to promptly discuss with the Cardholder any transactions they do not approve. The Budget Manager and Cardholder will coordinate their actions pertaining to billing discrepancies as identified in the "Billing Discrepancy Practice" section (below), and will coordinate their actions pertaining to billing disputes as identified in the "Billing Dispute Practice" section (below).
- ◆ After all transactions appearing on the P-Card Transaction List have been approved by the Budget Manager, the Cardholder completes the reconciliation process in EagleNet by entering the appropriate start and end date range, and then submitting and printing the Purchasing Card

Reconciliation Report. The Cardholder, after printing, signing and dating this report, forwards it along with the original Transaction Receipts, to the Purchasing Office. The Cardholder must keep a copy of all documents in their office for auditing purposes.

- ◆ A Cardholder must process every transaction, sign and date the P-Card Reconciliation Report and forward all documents (i.e. the report, original Transaction Records i.e. receipts, invoices, charge slips, etc.), to the Purchasing Office by the end of the business day on the 7th day of each month. Should the 7th day of a month occur on a weekend or holiday, the Cardholder shall complete their P-Card Reconciliation Report and forward it along with all documents to the Purchasing Office by the end of the business day on the Monday following the weekend, or by the end of the first workday after a holiday. Whenever the 7th day of a month occurs on a weekend or holiday, **no situation should arise** to prohibit the Purchasing Office from receiving the Cardholders signed and dated P-Card Reconciliation Report, along with all original documents, by end of the business day on the Monday following the weekend or by the end of the first workday after a holiday. **NOTE:** Failure of a Cardholder to process their transactions within this timeframe may result in suspension of their P-Card.

General P-Card Practices

The Cardholder is responsible for adhering to the following general P-Card practices.

- ◆ Checking to ensure adequate budget appropriations exist before incurring any Card charges.
- ◆ Ensuring that the cardholder is the sole user of the Card.
- ◆ Designating a “delegate” to process P-Card Transactions when the Cardholder is not available.
- ◆ Using the Card strictly according to College policies and procedures set forth in this manual.
- ◆ Restricting purchases to only those authorized for College-related purposes.
- ◆ Keeping all Transaction Records (i.e. charge tickets, credit slips, invoices, delivery tickets, etc.) and submitting and reconciling them as required to the Purchasing Office. **Transactions not supported by the proper records are the responsibility of the Cardholder.**
- ◆ Reconciling the P-Card Transaction Listing to the Transaction Records (sales or charge ticket/slip, sales invoice, cash receipt, etc.) by verifying each transaction.
- ◆ Signing and dating the P-Card Reconciliation Report, attaching all original Transaction Records (receipts, invoices, charge slips, etc.) to the report, and then forwarding all documents to the Purchasing Office by the 7th of each month. Should the 7th day of a month occur on a weekend or holiday, the Cardholder shall complete, sign and date the P-Card Transaction Report and forward it along with all documents (i.e. Transaction Records i.e. receipts, invoices, sales slips, etc.) to the Purchasing Office by the end of the business day on the Monday following the weekend, or by the end of the first workday after a holiday. **NOTE:** Failure of a Cardholder to process their transactions within this timeframe is considered non-compliance and may result in suspension of their P-Card.

- ◆ Ensuring that the vendor provides a Transaction Record whenever the transaction is conducted by phone, mail, fax or internet.
- ◆ Accepting **only** a credit slip whenever an item has to be returned to a vendor. However if the vendor cannot issue a credit slip, notify the P-Card Administrator before proceeding further with the vendor.
- ◆ Submitting all charge slips or receipts, including any credit slips to the “delegate” or forwarding them to the Purchasing Office prior to absence from work that would prohibit the timely reconciling of transaction..
- ◆ Notifying the P-Card Administrator of any problems (i.e. Card denial, sales tax exemption, etc.) experienced when using the P-Card.
- ◆ Safeguarding the Card at all times while in the Cardholder’s possession.
- ◆ Notifying the Department Head and P-Card Administrator promptly when the card has been lost or stolen.
- ◆ Notifying the Department Head, P-Card Administrator and Business Office promptly of any purchase mistake made contrary to this manual.
- ◆ Surrendering the P-Card upon the request or order of the respective Department Head, or P-Card Administrator.

Telephone Order/Internet Order P-Card Practices
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The Cardholder is responsible for adhering to the following P-Card practices when placing phone or internet orders.

- ◆ Instruct the vendor to include the reference number on the sales slip and, if credit card terminal allows it, in the electronic transaction detail.
- ◆ Provide the vendor with the exact shipping instructions including name, street address, and any other pertinent internal location information. The only information the Receiving Department will have concerning where to deliver your goods will be on the suppliers’ packing slips.
- ◆ Instruct the vendor to clearly label all records resulting from a Purchasing Card transaction as such.
- ◆ Instruct the vendor to send any sales receipt directly to Cardholder rather than the Accounts Payable Department. This will avoid the possibility of having the same charges paid twice.
- ◆ Obtain the total cost of the order from the supplier (including shipping if applicable) before placing the order. After order has been placed, be sure to obtain a receipt for your records. If a receipt is not obtained or lost, the Card Holder shall include a written summary of the transaction (identifying the item, merchant’s name, date of purchase, and dollar amount.) in place of receipt, and submit it

along with the P-Card Reconciliation Report, and all Transaction Records (e.g. receipts, invoices, sales slips, etc.) to the Purchasing Office.

- ◆ Inform the vendor that charges are not to be billed until the item(s) have been received. Florida law prohibits payment to a merchant prior to receipt of goods or services.
- ◆ Record the name and telephone number of the person who processed your order for future reference.

Billing Discrepancy Practices

A billing discrepancy represents a situation where a Transaction Record (e.g. sales/charge ticket; invoice credit memo/slip, et. al.) or a phone / internet quote obtained from a vendor does not match the transaction as identified on the EagleNet "Purchasing Card Transaction Listing" being processed by a Cardholder. The Cardholder is responsible for adhering to the following practices.

- ◆ If the amount on the Transaction Record (e.g. sales/charge ticket; invoice credit memo/slip, et. al.), or quote by a vendor (i.e. merchant) for phone or internet order differs from the Purchasing Card Transaction Listing (in EagleNet), the Cardholder is to promptly contact the merchant to resolve. The Transaction Record will be the Cardholders proof of purchase. If it is determined that the amount on the P-Card Transaction Listing is incorrect, the Cardholder will promptly request the merchant credit their card on the next statement.
- ◆ The Cardholder is ultimately responsible for resolving discrepancies, clearing erroneous charges and settling any outstanding issue. Most billing problems can be resolved expeditiously by contacting the merchant. The Cardholder should document all attempts to resolve any discrepancy with the merchant. If the Cardholder cannot promptly resolve a discrepancy, they are to notify their Budget Manager to assist in its resolution.

NOTE: The Cardholder is not to delay processing any or all transactions because of a discrepancy. Promptly contact the merchant, and if necessary your Budget Manager to assist in a resolution. If the discrepancy cannot be resolved, either process the transaction and notify the P-Card Administrator (201-8520) for assistance or elevate the discrepancy to the level of a dispute (refer to Billing Dispute Practices in the section below)

Billing Dispute Practices

A billing dispute may occur when a discrepancy is not resolved after contacting a vendor, or when a transaction appearing on the Purchasing Card Transaction List (in EagleNet) is not valid (e.g. cardholder did not make the purchase). The Cardholder is responsible for adhering to the following practices.

- ◆ Should a billing dispute arise during the Purchasing Card Transaction process (in EagleNet), the Cardholder will change the transaction status to “disputed” (DP on EagleNet).
- ◆ Because disputed transactions suspended payment, the Cardholder shall promptly notify the Bank of America representative of any disputed transaction. The Cardholder is to coordinate with the Bank of America representative to resolve the dispute in a timely manner. When the dispute is resolved, the transaction status will either be changed to a valid transaction (to be paid by the College during the current billing cycle), or will be removed from the P-Card Transaction process and would not be paid by the College.
- ◆ The Cardholder is ultimately responsible for resolving billing disputes. Most billing disputes can be resolved expeditiously by working with the vendor (merchant) and Bank of America representative. The Cardholder should document all attempts to resolve any dispute with Bank of America. If the Cardholder cannot resolve a dispute, they are to notify their Budget Manager to assist in its resolution.

NOTE: The Cardholder is not to delay processing any or all transactions because of a dispute. By designating a transaction as disputed in EagleNet, the Cardholder can complete the transaction process, forward all of their transactions to the Budget Manager for approval, and promptly contact the Bank of America representative. When Bank of America is notified of a disputed transaction they will suspend payment of that transaction by the College until the dispute is resolved. If additional assistance is needed then contact the P-Card Administrator (201-8520).

Returning Merchandise Practices
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The Cardholder is responsible for adhering to the following P-Card practices with regard to returning merchandise.

- ◆ The Cardholder is responsible for promptly returning merchandise and communicating with the vendor to request credit for returned merchandise.
- ◆ When a vendor issues a credit to the College for a returned item, the Cardholder is responsible for ensuring that proper credit is given on subsequent monthly P-Card Transaction Listing from the Business Office.
- ◆ Most refunds can be resolved expeditiously in this manner. If this cannot be achieved, notify your Budget Manager, and if necessary, the P-Card Administrator.

Personal Expenses Charged In Error

The Cardholder is responsible for all purchases and understanding that the College’s P-Card is to be used solely for authorized College purchases. Personal usage is not allowed with the Card. The Cardholder is responsible for adhering to the following practices.

- ◆ If the Card is inadvertently used to make a personal purchase, the Cardholder is to notify the department head and P-Card Administrator before the end of the next workday. The Cardholder must promptly reimburse the College by making a personal check or money order payable to TCC. The Cardholder will Note “personal charge” next to the transaction on the monthly Purchasing Card Reconciliation Report they forward to the Purchasing Office. In addition, the following will be accomplished by the department head:
 - ◆ 1st Occurrence Written reminder to Cardholder
 - ◆ 2nd Occurrence Written warning and suspension of card privileges for 30 days (minimum)
 - ◆ 3rd Occurrence P-Card privileges will be revoked

IMPORTANT: Should it be determined that personal purchases were intentionally made, the purchasing card will be immediately cancelled and appropriate action taken against the Cardholder.

NOTE: The Purchasing Department and Business Office will perform random monthly audits to determine if all participants are adhering to the policies and procedures outlined in this manual.

BUDGET MANAGER RESPONSIBILITIES

A Budget Manager is involved in the P-Card transaction process including reviewing and approving individual transactions in consideration of budget intention and availability of funds. Specific responsibilities are identified as follow.

- ◆ Informing Cardholders what constitutes an authorized departmental-related purchase.
- ◆ Reviewing each P-Card transaction submitted online via EagleNet by the Cardholder, in consideration of budget intention and availability of funding, and either approve or reject.
- ◆ Forwarding approved transactions via EagleNet to the accounts administrator in the Business Office.
- ◆ Instructing the Cardholders to promptly notify him/her if any unusual transactions appear on the monthly P-Card Transaction Listing.
- ◆ Rejecting transactions and discussing their rejection with the Cardholder to resolve a purchase issue. Rejecting a transaction may be the result of a billing discrepancy (refer to the Billing Discrepancy Practices section), a billing dispute (refer to the Billing Dispute Practices section), returning of merchandise (refer to the Returning Merchandise Section) or personal expenses charged on the P-card (refer to the Personal Expenses Charged in Error section).
- ◆ Assisting a Cardholder if requested in a billing discrepancy or billing dispute.
- ◆ Coordinating with Cardholder and accounts administrator in the Business Office all communications through resolution of **disputed transactions** with the Bank of America.
- ◆ Contacting the P-Card Administrator if necessary to assist in a billing discrepancy or billing dispute.

- ◆ Ensuring that all charges made during a current fiscal year are paid from same year funds;
- ◆ Notifying Cardholders to cease purchasing whenever the P-Card Administrator sets the cut-off dates for each fiscal year.

NOTE: A Budget Manager issued a P-Card will perform the P-Card transaction processes identified in this manual as both the Cardholder and the Budget Manager.

DEPARTMENT HEAD RESPONSIBILITIES

The Department Head is responsible for designating staff to be issued a P-Card, determining card restrictions and limitations, requiring adherence to policies and procedures, and administering disciplinary actions as necessary. Specific responsibilities are identified as follow.

- ◆ Authorizing an employee to be issued a Card and ensuring that the employee is personally informed of all the terms and conditions imposed with the privilege of using a Card, including the dollar limitations and restrictions placed on his/her Card.
- ◆ Requesting the dollar amount limitations and any special restrictions imposed on any Card authorized for issuance to an employee;
- ◆ Assuming the overall responsibility for any employee's use of a P-Card.
- ◆ Administering disciplinary action to a Cardholder found having intentionally misused his/her P-Card and reporting same to the P-Card Administrator.
- ◆ Requiring Cardholders attend training, and are fully knowledgeable of, and adhere to, all program policies and procedures required of the P-Card program.
- ◆ Providing written authorization for any person to act as his/her behalf to the P-Card Administrator.
- ◆ Surrendering any Card promptly as requested or ordered by the P-Card Administrator;
- ◆ A Department Head issued a P-Card may authorize another person to act as delegate to process transactions in their absence.
- ◆ A Department Head issued a P-Card who is also a Budget Manager will perform the P-Card transaction processes identified in this manual as both the Cardholder and the Budget Manager.

NOTE: A Department Head issued a P-Card who is also a Budget Manager is to adhere to the responsibilities identified in this manual associated with a Cardholder and a Budget Manager. Administering disciplinary action to a Department Head issued a P-Card is the responsibility of their Vice President.

EXECUTIVE RESPONSIBILITIES

An Executive has the authority to regulate P-Card use by all staff under their functional component of the College. An Executive Issued a P-Card who is also a Budget Manager is to adhere to the responsibilities identified in this manual that are associated with a Cardholder and a Budget Manager. An Executive, when acting as a Department Head, is also to adhere to the responsibilities identified in this manual associated with a Department Head. Administering disciplinary action to an Executive issued a P-Card is the responsibility of the President.

BUSINESS & PURCHASING OFFICE RESPONSIBILITIES

The Business Office is responsible for uploading the monthly Purchasing Card Transaction Listing and processing the monthly disbursement to the Provider. The following identifies the responsibilities of this office.

- ◆ On the 1st working day of every month Purchasing Office staff will download WORKS data, create the necessary files, and submit job FIA240J1 to load the Purchasing Card Transaction Listing in EagleNet.
- ◆ After the listing is loaded in EagleNet an automatic e-mail is sent to Cardholders informing them that the prior months P-Card transactions are available for review/approval/rejection.
- ◆ If the Purchasing Office does not receive the proper documents (i.e. P-Card Reconciliation Report and all original Transaction Records) from a Cardholder by the deadline identified in this manual, the Purchasing Office will e-mail the Cardholder and their Budget Manager to remind them of the deadline. **NOTE:** Because the failure of a Cardholder to process their transactions within this timeframe is considered non-compliance, this may result in suspension of their P-Card. The Purchasing Office will inform the P-Card Administrator whenever a Cardholder is more than one day late in submitting the documentation.
- ◆ All P-card liabilities are downloaded to the control account linked to the relevant account within the applicable fund that is being charged. The current liability GLC that will be used is 22804.
- ◆ The Business Office will prepare a Disbursement Request Transmittal to provide payment to the Provider on or before the 14th of each month for the total amount due.

SALES TAX

The College is exempt from paying local, county and state sales taxes. The certificate from the Florida Tax Commission should be provided to the vendor whenever a transaction is made. Even though the Card has wording declaring that the College is tax exempt, if a vendor is reluctant to accept the College's tax exempt status, the tax may be applied to the transaction document. **However**, the Cardholder must require the vendor list the tax as a **separate line item** on the Transaction Record. The P-Card Administrator must be promptly notified of such occurrence.

ALLOWABLE AND RESTRICTED PURCHASES

The following list of purchases serves **only as a general guideline** and is not intended to cover every conceivable purchase possible. P-Cards can have more restrictions placed on them than has been enumerated on the following list. All purchases must be in compliance with College policies.

ALLOWABLE PURCHASES	RESTRICTED PURCHASES
Office supplies	Personal purchases of any sort
Computer accessories and supplies	Entertainment of any sort
Magazine subscriptions	Alcoholic Beverages or Cigarettes
Office materials and supplies	Insurance of any type
Building/maintenance/repair supplies	Gasoline/diesel fuels (personal vehicles)
Automotive parts	Oil & lubrication vehicle services (personal vehicles)
Paint/lumber/hardware	Cash advances or cash credits
Hand tools/accessories	Decorations for offices
Lawn equipment/parts/supplies	Departmental social function supplies
Janitorial supplies	Fixed asset purchases (no fixed asset may be purchased)
Horticulture supplies	Meals while traveling
Pesticides	Items costing more than your daily transaction limit (no splitting of orders)
Repair & rental Services	
Kitchen equipment	
Membership dues (as permitted by College)	
Hotel and travel arrangements (excluding food)	
Airline tickets	

IMPORTANT: If there is any doubt as to what can and cannot be purchased, the Cardholder must contact the P-Card Administrator for clarification prior to purchase. If an emergency situation exists, the current emergency purchase procedures should be followed.

PROGRAM NONCOMPLIANCE

Noncompliance with College policies and procedures or employee agreements may result in the P-Card Administrator: **(a)** canceling the Card of a Cardholder; **(b)** canceling a department's participation in the program; and **(c)** recommending disciplinary action, which may include dismissal from College employment or even criminal charges being filed against the cardholding employee with the local State Attorney's Office.

LOST/STOLEN CARDS

On discovery that a Card has been lost or stolen, the Cardholder is responsible to immediately notify the respective Department Head and the P-Card Administrator at 201-8520 of the circumstances. The Department Head will be required to send a memorandum to the P-Card Administrator with an explanation as to what happened, along with a **Purchasing Card Application – Add or Change Data** form requesting a card cancellation and replacement. If this should occur during the weekend or holiday, the Cardholder must call the card Provider at 1-888-449-2273.

MISUSE OF CARDS

The following addresses consequences associated with the misuse of P-Cards.

- ◆ When misuse of a card occurs the Department Head shall promptly look into the matter and determine if any disciplinary action is warranted. The Department Head shall send a memorandum to the P-Card Administrator explaining what happened and if any disciplinary action was taken.
- ◆ Any Cardholder, who purchases any merchandise deemed by the Department Head or P-Card Administrator as inappropriate or unnecessary, will be required to pay for said purchase.
- ◆ If a department is found to have **(a)** not reported a misuse, **(b)** one or more misuses occur within a 12 month period of time, or **(c)** failed to submit its Purchasing Card Transaction Report to the Accounts Payable section as required by the deadline identified in this manual, the P-Card Administrator has the authority to suspend the use of all Cards issued to employees of that department.
- ◆ Any Cardholder found to have intentionally misused a Card may be subject to **(a)** disciplinary action by the respective Department Head; **(b)** dismissal from College employment; or **(c)** the College filing criminal charges against the employee with the local State Attorney's Office.

GOOD PURCHASING AND PAYMENT PRACTICES

The following summarizes good purchasing and payment practices of College employees.

- ◆ Provision for payment must be made according to law and appropriation. (**Note:** A department must have adequate budget appropriations available before making a purchase).
- ◆ The Cardholder is required to process P-Card Transactions Listing and submit the signed and dated P-Card Reconciliation Report to the Purchasing Office within the timeframe identified in this manual.
- ◆ The Cardholder is accountable to ensure that all appropriate original Transaction Records (receipts, invoices, credit slips, etc.) and other supporting documentation are submitted along with the P-Card Reconciliation Report to the Purchasing Office.
- ◆ The Cardholder is accountable to ensure that the charges have the proper account numbers, general ledger coding and approvals.
- ◆ In the event there are returns, the Cardholder must check the subsequent P-Card Transaction Listing for the credit and attach the credit slip, or other supporting documentation, to the P-Card Reconciliation Report when processing for payment.
- ◆ In the event there is a disputed transaction that cannot be resolved with a vendor, the Cardholder and/or Budget Manager should promptly contact the P-Card Administrator.
- ◆ A Cardholder should not request nor accept a cash refund on a purchase when it was paid for with a card.

EMERGENCY OVERRIDES

The Administrator can call the Provider to request a temporary lift of any dollar limitation or restriction or MCC code, whenever a Cardholder has to make a purchase(s), which will exceed his/her Card limits or restrictions or has a particular MCC code block in effect.

FORMS

Refer to the following attached forms to be utilized for the purchasing card program. Additional forms can be requested from the Print shop.

- * TCC Purchasing Card Application-Add or Change Data
- * TCC Cardholder Agreement
- * Lost Receipt Affidavit



Tallahassee Community College
Purchasing Card Program
Cardholder Agreement

Company # 6620551

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE TALLAHASSEE COMMUNITY COLLEGE PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL STATE BUSINESS ONLY:

- 1) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of the College and will strive to obtain the best value for the College.
- 2) I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or others. Using the Purchasing Card for personal gain or unauthorized use may result in disciplinary actions up to and including termination of employment and prosecution to the extent permitted by law.
- 3) I will follow Florida Law, purchasing policies of TCC, and the established guidelines for using the Purchasing Card. Failure to do so may result in either revocation of my card privileges or other disciplinary action.
- 4) I have been provided a copy of the Purchasing Card Guidelines and attended training on _____ and understand the Purchasing Card Program. I have been given an opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
- 5) I agree to review and reconcile transactions timely, and will maintain all applicable information and receipts.
- 6) I agree that, should I violate the terms of my Agreement, I will reimburse the College for all incurred charges and any costs related to the collection of such charges. Additionally, any such charges that I owe the College may be deducted from any money which would otherwise be due and owing me, including salary or wages.
- 7) I agree to immediately surrender the Purchasing Card issued to me upon termination of employment with the College.

Cardholder Name (Print)

Cardholder Signature

Date _____

I CONFIRM THAT THE INDIVIDUAL NAMED ABOVE RECEIVED A COPY OF THE PURCHASING CARD GUIDELINES AND ATTENDED PURCHASING CARD TRAINING ON _____.

TCC Purchasing Card Administrator (Print)

TCC Purchasing Card Administrator (Sign)

Date

Distribution: Original – TCC Purchasing Card Administrator
Copies – Cardholder; Personnel File