PURCHASING CARD POLICY
POLICY 2.2
Volume 2, Financial Affairs
Chapter 2
Vice President’s Office, Business & Finance
Approved: March 16, 2005
Revised: August 29, 2005

POLICY STATEMENT

The University of San Francisco is responsible for paying for all business-related expenditures that foster and support the work of the University. Employees are responsible for carefully using University resources for business-related purchasing and the University provides a Purchasing Card program to allow designated employees to make business-related purchases without the need for reimbursement.

REASON FOR POLICY

The University has a responsibility to strategically use its resources to support the work of the University and must provide cost effective ways for designated employees to make business-related purchases that meet standard business practices and are in compliance with external regulations.

WHO SHOULD READ THIS POLICY

Any employee who makes business-related purchases on a University issued Purchasing Card; all Vice Presidents and Deans; and any Supervisor or Approving Budget Manager that oversees an employee who makes business-related purchases.
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## RELATED DOCUMENTS

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<td><a href="www.usfca.edu/vpbf/pcard/training">www.usfca.edu/vpbf/pcard/training</a></td>
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<td>Term</td>
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<td>-------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Account Number</strong></td>
<td>The 10-digit Financial Record System (FRS) account number where the Cardholder’s purchases will be charged.</td>
</tr>
<tr>
<td><strong>Approving Budget Manager</strong></td>
<td>A University employee, designated by the Dean or Vice President who is the budget manager for the University account(s) being used by a Cardholder. This may include the President, Vice Presidents or the Deans.</td>
</tr>
<tr>
<td><strong>Billing Cycle</strong></td>
<td>The start and end date that JP Morgan Chase uses to capture transactions for billing purposes. The end of the Purchasing Card billing cycle is the 25th of every month.</td>
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<tr>
<td><strong>Business Entertainment</strong></td>
<td>Any activity generally considered to provide entertainment, amusement, or recreation and may include meals. The expense must be ordinary and reasonable and must meet either the Directly Related or Associated Test.</td>
</tr>
<tr>
<td><strong>Business Expense</strong></td>
<td>Reasonable, ordinary and necessary charges for goods or services that support the ongoing work of the University.</td>
</tr>
<tr>
<td><strong>Business Meals</strong></td>
<td>A meal attended by staff, faculty or students, which may or may not include other individuals not employed by the University and where there is a bona fide business purpose that meets with the Directly Related Test or Associated Test, as defined in the University Travel and Entertainment Policy.</td>
</tr>
<tr>
<td><strong>Business Purpose</strong></td>
<td>The way in which the acquisition of a particular good or service supports and fosters the work of the University.</td>
</tr>
<tr>
<td><strong>Business-related</strong></td>
<td>See Business Purpose.</td>
</tr>
<tr>
<td><strong>Cardholder</strong></td>
<td>A University employee, approved by the President, Vice President, Dean, or Approving Budget Manager, who applies for and is issued a University Purchasing Card.</td>
</tr>
</tbody>
</table>
Conflict of Interest Vendors  Where an employee's loyalties or actions are divided between the University's interests and those of the vendor.

Daily Transaction Number  The number of transactions allowed for a single Cardholder in a single day. The standard is 12 transactions per day.

Department  In PaymentNet, the numeric code and name used to describe the University Division that the Cardholder is assigned to. (Note: This number is not related to the University’s general ledger)

Merchant Category Code (MCC) Restrictions  Each vendor is assigned this code based on the nature of their business, when they agree to accept credit cards. This identifier is used to allow or disallow transactions based on the code designation of a particular vendor.

Monthly Credit Limit  Maximum amount that a Cardholder may spend in a one month period. The standard is $2,500.

Object Code  The last 4 digits of the account number that identifies the type of expense.

Office  In PaymentNet, a numeric code and name to describe the University department or office that the Cardholder is assigned. (Note: This number is not related to any number or code found in the University’s general ledger)

Ordinary, Reasonable and Necessary Expense  An expense is ordinary if it is normal and customary. An expense is reasonable if a prudent person would incur the expense in a similar situation. An expense is necessary if it is essential to University business.

PaymentNet  The JP Morgan Chase on-line program that allows Cardholders to reconcile transactions and print electronic statements.
**Purchasing Card**

JP Morgan Chase issued Visa card with a standard single transaction limit of $1,000 and a monthly credit limit of $2,500. This card may be used for small dollar, University business-related purchases. Cards may be used for travel and entertainment when authorized by an Approving Budget Manager.

**Purchasing Card Administrator**

University employee designated to run the Purchasing Card Program.

**Single Transaction Limit**

The maximum dollar amount that can be charged by the Cardholder in one transaction. The standard single transaction limit is $1,000.

**Split Transaction (At the Point of Sale)**

When the total transaction amount exceeds the Cardholders single transaction limit and the vendor splits the total charge into two or more transactions so that they will clear the Cardholders single transaction limit. This procedure is not allowed.

**Splitting a Transaction (In Payment Net)**

In the Payment Net system a Cardholder may divide a transaction multiple times to designate amounts to different account or object codes.
## CONTACTS

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<tr>
<th>CONTACT</th>
<th>CONTACT INFORMATION</th>
<th>REASON FOR CONTACT</th>
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<tbody>
<tr>
<td>JP Morgan Chase Customer Service</td>
<td>1-800-270-7760</td>
<td>• Report Lost/Stolen Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Activate Purchasing Card</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Dispute Transaction</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Inquiries about declined transactions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PaymentNet Technical Support</td>
</tr>
<tr>
<td>Purchasing Card Administrator</td>
<td>415-422-2024</td>
<td>• Obtain Purchasing Card Application</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pcard@usfca.edu">pcard@usfca.edu</a></td>
<td>• Obtain Purchasing Card Policy</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.usfca.edu/vpbf/pcard">www.usfca.edu/vpbf/pcard</a></td>
<td>• Sign up for Cardholder Training</td>
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<td>• Policy Clarification</td>
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<td>• Liaison between USF with JP Morgan Chase</td>
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<td>• Submits Cardholder Applications to Chase</td>
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<td></td>
<td>• Updates Cardholder information with bank</td>
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<tr>
<td></td>
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<td>• Answers inquiries about Purchasing Card or PaymentNet</td>
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<tr>
<td></td>
<td></td>
<td>• Handles reported misuse of a Purchasing Card</td>
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<td>Controller’s Office</td>
<td>415-422-6521</td>
<td>• Questions about Travel and Entertainment Policy</td>
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<td>• Questions about Check Requests</td>
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PROCEDURES

GENERAL GUIDELINES

The University of San Francisco Purchasing Card is a Visa credit card issued by JP Morgan Chase. The Purchasing Card allows approved University employees to make business-related purchases on behalf of the University without the need for reimbursement. The Purchasing Card is issued to University employees who are approved by their department Approving Budget Manager. Transactions are directly billed to and paid by the University.

A transaction charged to a University issued Purchasing Card must have a business purpose, must be documented, approved by an Approving Budget Manager, and must be in compliance with this and all other related University Policies.

Standard Limits & Prohibited Uses

The Purchasing Card may be used for small dollar, business-related purchases. Generally, Purchasing Cards may not be used for travel and entertainment-related purchases. See Appendix A for a list of restricted uses. The card is set to a monthly limit of $2,500 and a transaction limit of $1,000.

Cardholders may not allow any other individual to use their Purchasing Card. If another employee needs to make business-related purchases using a Purchasing Card he or she should apply for a card.

Note: Exceptions including higher single transaction and monthly credit limits, as well and travel and entertainment use for employees, who travel regularly on University business, may be granted with the approval of the Approving Budget Manager.

Note: Additional documentation is required for travel and entertainment use and Cardholders must review the University Travel Policy for additional requirements.
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**Note:** Additional restrictions and documentation may be required for Purchasing Cards used for Grant or Athletic related expenditures. Please contact the Grant Accounting Office or the Associate Athletic Director for additional information.

**Applying for a Purchasing Card**

Employees may apply for a Purchasing Card by submitting an approved application to the Purchasing Card Administrator in the Business and Finance Office. The application must be completed in its entirety and signed by the employee and Approving Budget Manager. Incomplete forms will be returned. See Appendix B for details on how to properly complete this form.

Copies of the Purchasing Card application may be obtained at [www.usfca.edu/vpbf/pcard](http://www.usfca.edu/vpbf/pcard) or at the Business and Finance Office.

In addition to completing an application, employees must sign up for and attend a Cardholder training session. Please visit the Purchasing Card website at [www.usfca.edu/vpbf/pcard/training](http://www.usfca.edu/vpbf/pcard/training) for the training schedule. At the conclusion of the training session, Cardholders will execute a Cardholder Agreement Form and receive their Purchasing Card.

**Activating a Purchasing Card**

Cardholders must call 1-800-270-7760 to activate their Purchasing Card. The automated activation line will prompt Cardholders for the credit card number, the last four digits of their social security number, and their date of birth.

**Canceling a Purchasing Card**

If a Cardholder is terminated, resigns, or transfers to a different department, the Approving Budget Manager should collect the card and complete a Cancellation Form and submit it to the Purchasing Card Administrator. The form may be completed at submitted online at [www.usfca.edu/vpbf/pcard/forms](http://www.usfca.edu/vpbf/pcard/forms) The Approving Budget Manager should then destroy (cut-up) the Purchasing Card immediately.

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Note: Do not send Purchasing Cards to the Purchase Card Administrator via campus mail.

Expiration

All Purchasing Cards are issued with an expiration date. JP Morgan Chase will automatically send Cardholders a new Purchasing Card prior to the expiration date. Cardholders should activate their new cards and destroy (cut up) their old cards. If a replacement card does not arrive on or after the expiration date, please contact the Purchasing Card Administrator.

Lost/Stolen Cards

If a Purchasing Card is lost or stolen, the Cardholder must immediately contact JP Morgan Chase at 1-800-270-7760. A JP Morgan Chase customer service representative will deactivate the account and a new card will be issued. The Cardholder should then notify his or her Approving Budget Manager and the Purchasing Card Administrator via email that the card was lost or stolen.

Note: If the Cardholder has any automatic payments billed to his or her Purchasing Card it is the responsibility of the Cardholder to contact and supply the vendor with the new Purchasing Card account number.
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USING THE PURCHASING CARD

The Purchasing Card is used like a regular credit card. Present the card at the time of purchase and sign the receipt. The Purchasing Card must only be used to purchase business-related items. Please see Appendix A for a list of restricted uses.

Purchasing Cards must be used for small dollar business-related purchases whenever possible. Such items include conference registrations, subscriptions, department cell phone bills and other similar purchases. Use of a Purchasing Card is mandatory for all small-dollar purchase under $200 unless a Purchasing Card is not an acceptable form of payment or an employee does not have a Purchasing Card. In these circumstances please complete a Check Request Form. See the University Check Request Policy.

Note: The Purchasing Card is the preferred method of payment at the University Bookstore and with the Kinko’s duplicating program.

Splitting a Transaction (Prohibited)

Cardholders cannot “split” the dollar amount of a transaction with the vendor into multiple transactions to avoid the single transaction dollar limit. If the Cardholder has a legitimate reason for making purchases that exceed the transaction dollar limit, his or her Approving Budget Manager must complete a Purchasing Card Change Request and submit it to the Purchasing Card Administrator.

Declines

If a Cardholder encounters problems using his or her Purchasing Card or the Purchasing Card is declined please contact JP Morgan Chase Customer Service at 1-800-270-7760 to determine the reason for the decline. Representatives are available 24 hours a day to assist Cardholders. Cardholders that need changes made to the restrictions on their Purchasing Card should have their Approving Budget Manager complete a Purchasing Card Change Request and submit it to the Purchasing Card Administrator.
RECONCILIATION PROCEDURES

Billing Cycle
The Purchasing Card billing cycle ends on the 25th of each month. Transactions will post to the PaymentNet system within 72-96 hours of the transaction date. Cardholders are responsible for reconciling all transactions posted to their account on or before the 25th of each month.

Cardholder Responsibilities

Reviewing, Editing, and Saving Transactions
Cardholders are REQUIRED to review, reconcile and secure approval for their charges in the PaymentNet system. PaymentNet is the on-line review and approval mechanism for the Purchasing Card Program. See The USF PaymentNet Training Manual for step by step instruction on how to use PaymentNet.

Each week that transactions are posted to a Cardholder’s account, the Cardholder and their Approving Budget Manager will receive an email alerting them that there are transactions in PaymentNet that need to be reviewed.

Cardholders must review and edit every transaction posted to their account for the billing cycle by the 28th of the month. Failure to review and save your transactions by the 28th of the month will result in immediate loss of Purchasing Card privileges.

Note: Cardholders are encouraged to review and edit their transactions periodically throughout the month.
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The Cardholder must complete the following steps for each transaction **on or before the 28th of each month**. (Please see Appendix D for step by step instructions on how to complete the following):

1. Review charge for accuracy of the amount;  
   2. Ensure that the proper account and object code is designated for the transaction;  
   3. The Cardholder must fill in the Transaction Detail with:  
      a. A description and quantity of the item(s) purchased (if the item is business meal or business entertainment the names of the people in attendance must be listed);  
      4. Cardholders must click the reviewed box and save their changes.

Each transaction posted to PaymentNet is assigned a default six-digit university account and a 4 digit object code. When a Cardholder completes the Purchasing Card Application, his or her Approving Budget Manager should assign the six-digit university account number that the Cardholder is most likely to use. For Cardholders who make purchases for several University accounts, those accounts should be listed on the Purchasing Card Application and will be available for the Cardholder to use. The object code is designated based on the Merchant Category Code of the vendor. See Appendix D for details on how to designate account numbers and object codes for a transaction.

In the event a transaction needs to be posted to an account that the Cardholder does not have access to in PaymentNet, the Cardholder should notify his or her Approving Budget Manager. The Approving Budget Manager should send an email to the Purchasing Card
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Administrator with: the Cardholders name, visa account number, the university account number that should be charged, and the approval of the individual who oversees the university account. The Purchasing Card Administrator will make the change in PaymentNet and will notify the Cardholder when the change is made.

In the event the charge is not reconciled by the time it is uploaded to the accounting system, the following steps should be completed. If the charge needs to be allocated to a different account or object code, please process a manual journal with the Controller’s Office. Nothing needs to be done in PaymentNet.

If the transaction notes need to be changed or completed, go into PaymentNet and proceed to your transaction screen. You will need to process a query to pull the transactions you need to update. This will include transactions already posted to the University’s accounting system. See the Appendix E for details on how to process this type of query. Then complete the transaction detail and click save.

**Note:** This method is only a backup method and every effort should be made to meet the deadlines described earlier. Failure to meet the deadlines will result in loss of your purchasing card privileges.

Cardholders may pull transactions already posted to the university’s accounting system to add transaction notes and details only. Cardholders may not make changes to account and object codes.

**Disputing a Transaction**

Cardholders that find a transaction that is unfamiliar or incorrect should first attempt to resolve the matter directly with the vendor. If attempts to resolve the dispute with the vendor are unsuccessful, the Cardholder should dispute the transaction by completing the required information in PaymentNet for disputing a transaction. See Appendix F for step by step instructions on disputing a transaction.

**Note:** Disputed transactions are the responsibility of the Cardholder and Approving Budget Manager.
Monthly Statements

In addition to reviewing, editing and saving their transactions, Cardholders are required to print their online monthly statement. Cardholders are encouraged to print their statements as soon as their transactions are reviewed and approved. Please review Appendix G for step by step instructions on printing Electronic Statements in PaymentNet.

Each month, after the close of business on the 26th, Cardholders must:

1. Go into Electronic Statement and Payment (current statement should be the defaulted statement)
2. Review charges one last time for accuracy;  
   and
3. Print their statement;  
   and
4. Attach original receipts and documentation to the statement in the order of the charges.  
   and
5. Complete the Purchasing Card Monthly Statement Envelope and place their monthly statement and original receipts inside.

All Cardholders must forward the Purchasing Card Monthly Statement Envelope to the Purchasing Card Administrator. All Envelopes must be received by the Purchasing Card Administrator on or before the 15th of the month. (Statements for August must be received on or before September 15)

Note: A Cardholder with no transactions for a month does not need to print their monthly statement.
Approving Budget Manager’s Responsibilities

After a transaction is reviewed and saved by the Cardholder, the Approving Budget Manager should review and approve the transaction. The Approving Budget Manager is alerted weekly that transactions need Cardholder review. Approving Budget Managers are encouraged to check that their Cardholders are reviewing and saving their transactions periodically throughout the month.

Approving a Transaction

Approving Budget Managers must approve all charges for their Cardholders no later than the 2nd of the month after the close of the billing cycle. An email will be sent reminding them that transactions are waiting for approval. (Example: If the billing cycle ends on October 25, the Approving Budget Managers must approve all charges by the close of business on November 2. If the second of the month falls on a weekend, the transactions must be approved no later than the close of business the following Monday.)

Approving Budget Managers must review charges for:

1. Proper account and object code designations; and
2. Sufficient budgetary funds; and
3. Properly completed Transaction Detail including the business purpose.

Approving Budget Managers should review Appendix H for step by step instructions on how to approve charges in PaymentNet.

Approving Managers who will be out of town and cannot access the internet should require their Cardholders to review transactions prior their departure so they can complete the approval process. If there are transactions that require approval during the Approving Budget Manager’s absence, the Approving Budget Manager may delegate the approval task to another individual or request that the Purchasing Card Administrator approve those transactions. The designee cannot approve his or her own transactions.
**DOCUMENTATION**

Cardholders are responsible for providing sufficient documentary evidence to support the business purpose of all expenses and to substantiate all business-expenses with proper documentation.

Receipts may vary in type but should include the date of the purchase, vendor name, description of item(s), quantity, unit price, sales tax (if applicable) and total cost. A shipping receipt detailing this information is considered an original receipt. If this basic information is not provided, Cardholders must document the information and attach it to the receipt.

If a Cardholder uses a vendor who will only supply a fax or copy of the original receipt, the fax or copy will be accepted. Cardholders are discouraged from regularly using such a vendor since original documentation is preferred.

In some circumstances, Cardholders may use their Purchasing Card to purchase an item by phone or via the internet. Cardholders should obtain a copy of the receipt by mail, fax or print it from their web browser.

If an original receipt is lost, and every effort has been made to obtain a copy of the receipt, Cardholders must complete a Missing Receipt Form, available [www.usfca.edu/vpbf/pcard/forms](http://www.usfca.edu/vpbf/pcard/forms). This document, once completed, will serve as a receipt and must be attached the Purchasing Card Monthly Statement.

Cardholders who are authorized to make travel and entertainment-related purchases on their Purchasing Card should attach original itineraries, folios and receipts as outlined in Appendix C and in the University Travel and Entertainment Policy.
MISUSE

As a Cardholder you assume the responsibility of protecting and using your Purchasing Card in compliance with this and other University policies. If an employee suspects misuse, please contact the Purchasing Card Administrator immediately.

Misuse includes but is not limited to:

- Purchasing items for the sole benefit of the employee (No business purpose for the purchase; see Appendix A for a list of prohibited transactions)
- Allowing another individual to use your Purchasing Card
- Lack of proper and timely reconciliation or documentation for charges

Depending on the severity of the misuse, disciplinary action, and/or legal action may be taken by the University. Additionally, any violation of this and/or any other related University policy may result in disciplinary action and/or appropriate legal action.
RESPONSIBILITIES

Cardholders

- Uses the Purchasing Card for legitimate business purposes in compliance with this and other University Policies.
- Secures their Purchasing Card and ensures the he or she is the only person who uses their Purchasing Card.
- Obtains receipts and other documents to support all purchases.
- Reconciles all transactions in PaymentNet prior to the 28th of each month.
- Prints a copy of their monthly statement, attaches all receipts and documentation to their statement and sends it to the Purchasing Card Administrator before the 15th of the following month.
- Reports their Purchasing Card lost or stolen to JP Morgan Chase, their Approving Budget Manager and the Purchasing Card Administrator.
- Disputes any unauthorized purchases made on their Purchasing Card.

Approving Budget Managers and Supervisors

- Reviews, completes and approves the Purchasing Card Application for their employees. They designate all accounts Cardholder should have access to in PaymentNet.
- Authorizes Cardholders to have higher credit limits, higher transaction limits, or allows Cardholders to use their Purchasing Cards for travel and entertainment-related purchases.
- Reviews all transactions in PaymentNet for Cardholders that they are designated to approve before the 2nd of the month after the billing cycle close.
- Ensures that the Cardholders they oversee are using their Purchasing Cards for legitimate business-related purchases.
- Ensures that their Cardholders are reviewing their transactions in PaymentNet in a timely fashion.
- Notifies the Purchasing Card Administrator when a Cardholder is terminated or leaves that department.
- Collects and destroys the Purchasing Card of Cardholder’s who are terminated or leave the department.
- Monitors account activity and ensures that sufficient budget funds are available to cover purchases.
- Ensures that each Cardholder is complying with University Policy.
President, Deans and Vice Presidents

- If a Cardholder and or an Approving Budget Manager all of the above.
- May delegate the duties of on-line reconciliation and approval to another employee as long as that individual does not approve his or her own charges.
  Note: The individual delegating the responsibility is ultimately responsible that all procedures in this and other university policies are being followed. The Dean or Vice President will be held accountable for ensuring proper reconciliation and approval.

Purchasing Card Administrator

- Conducts Cardholder Training Sessions.
- Processes applications for new Purchasing Cards.
- Cancels Purchasing Cards.
- Processes requests for increased transaction limits.
- Available to assist Cardholders and Approving Budget Managers with questions regarding the Purchasing Program or PaymentNet.
- Reviews charges randomly to ensure compliance with the Purchasing Card and other related University Policies.
- Collects Purchasing Card Statements and receipts from all Cardholders and retains them for seven years.
- Conducts annual audits of each Cardholder to ensure compliance with University Policy.
- Obtains monthly transaction file to upload to FRS.
# Purchasing Card Policy

## Policy 2.2

### FORMS

<table>
<thead>
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<th>FORM</th>
<th>USE</th>
<th>WHERE TO GET THE FORM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cardholder Agreement Form</strong></td>
<td>Signed by the Cardholder acknowledging the terms and conditions of the USF Purchasing Card Program.</td>
<td>Will be provided during cardholder training.</td>
</tr>
<tr>
<td><strong>Cardholder Monthly Statement and Receipts Envelope</strong></td>
<td>Completed by the Cardholder and used for collection of a single Purchasing Card Statement and corresponding receipts.</td>
<td>Business &amp; Finance Office Campion C-3</td>
</tr>
<tr>
<td><strong>Check Request Form</strong></td>
<td>Used to secure payment for business-related items when a Purchasing Card cannot be used.</td>
<td>Accounts Payable Campion C-3</td>
</tr>
<tr>
<td><strong>Purchasing Card Application</strong></td>
<td>Completed by a University employee and Approving Budget Manager that provides the Purchasing Card Administrator and issuing bank with necessary information for issuance of a Purchasing Card.</td>
<td><a href="http://www.usfca.edu/vpbf/pcard/forms">www.usfca.edu/vpbf/pcard/forms</a> Business &amp; Finance Office Campion C-3</td>
</tr>
<tr>
<td><strong>Purchasing Card Cancellation Form</strong></td>
<td>Completed by the Approving Budget Manager, to cancel a Cardholder’s Purchasing Card Account.</td>
<td><a href="http://www.usfca.edu/vpbf/pcard/forms">www.usfca.edu/vpbf/pcard/forms</a> Business &amp; Finance Office Campion C-3</td>
</tr>
<tr>
<td><strong>Purchasing Card Change Request</strong></td>
<td>Completed by the Approving Budget Manager, to change the use, credit limit or single transaction limit on a Cardholder’s Purchasing Card. May also be used to change Cardholder’s personal information.</td>
<td><a href="http://www.usfca.edu/vpbf/pcard/forms">www.usfca.edu/vpbf/pcard/forms</a> Business &amp; Finance Office Campion C-3</td>
</tr>
<tr>
<td><strong>Missing Receipt Form</strong></td>
<td>Used by Cardholder when a receipt is lost for a purchase made on their Purchasing Card.</td>
<td><a href="http://www.usfca.edu/vpbf/pcard/forms">www.usfca.edu/vpbf/pcard/forms</a> Business &amp; Finance Office Campion C-3</td>
</tr>
</tbody>
</table>
APPENDIX

APPENDIX A

RESTRICTED PURCHASING CARD MERCHANTS AND TRANSACTIONS

- Cash Advances/Travelers Checks/Loans
- Contributions
- Computer Equipment (contact Purchasing Services at 422-6636)
- Conflict of Interest Vendors
- Construction and Renovation Services (contact Purchasing Services at 422-6636)
- Copier and Fax Machines (contact Purchasing Services at 422-6636)
- Fines and Penalties
- Furniture (contact Purchasing Services at 422-6636)
- Independent Contractors (Contact Accounts Payable at 422-6731)
- Legal Services (contact the Office of the General Counsel at 422-6822)
- Medical Services
- Narcotics and all other drugs
- Office Equipment (contact Purchasing Services at 422-6636)
- Personal Purchases of any kind
- Radioactive Material
- Split Transactions
- Temporary Help (contact Human Resources at 422-6707)
- Travel and Entertainment-related purchases (unless pre-approved by an Approving Budget Manager)
**APPENDIX B**

**Purchasing Card Application**

**EMPLOYEE INFORMATION**

1. First Name          Middle Initial          Last Name
2. Business Address     Department

<table>
<thead>
<tr>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Home or Cell Phone     Business Phone

5. Date of Birth (mm/yyyy)     Last 4 digits of Social Security Number

6. Email Address          USF Connect ID (username not password)

9. Monthly Transaction Limit (Default is $2500)    Single Transaction Limit (Default is $1000)

11. Account Default (6 digit account) / Other Accounts that cardholder will charge against (attach additional sheet if necessary)

12. Type of Card (Purchasing, Travel & Entertainment, or Combination)     Will this person approve other Cardholders

**APPROVER INFORMATION**

14. Approver Name

15. Email Address          USF Connect ID (username not password)

**EMPLOYEE / APPROVER SIGNATURES**

17. Signature of Applicant / Date

18. Signature of Approver/ Date

**Return Application to:**
Natalie Calleja
Business & Finance Office
2130 Fulton St., Campion C-3
San Francisco, CA 94117

**FOR BUSINESS AND FINANCE USE ONLY**

Hierarchy Level          ID
Department#               Office #
Account #                 PN Code
APPENDIX B

1. The Employee’s Full Name
2. Complete USF address for Employee, include department name and location (ex. 2130 Fulton Street, Business and Finance Office, San Francisco, CA 94117)
3. Home or Cell phone number of Cardholder (used to contact you if there is suspected fraudulent use on your p-card)
4. Complete USF Business Phone Number of Employee
5. Date of Birth (month and year)
6. Employee’s last four digits of their Social Security Number (used by JP Morgan Chase for security purposes)
7. Employee’s email should be their USF email
8. Employee’s USF connect ID name (not password) This is the Employee’s login for PaymentNet.
9. Monthly Transaction Limit – Completed by Approving Budget Manager. This is the standard monthly limit for the Purchasing Card. Standard limit is $2500.
10. Single Transaction Limit – Completed by Approving Budget Manager. This is the standard dollar limit for a single transaction on the Purchasing Card. Standard limit is $1000.
11. Account Number – Completed by Approving Budget Manager. This is the USF account number the Employee will likely use to make business-related purchases. First number is the default account number. If the Employee will make purchases for more than one USF account, all accounts should be listed here.
12. Type of Card – Completed by Approving Budget Manager who will designate if this card can be used for “Purchasing” type transactions which are small dollar business related purchases, “Travel and Entertainment” type transactions, or both.
13. Indicate “Yes’ if this person will approve transactions in PaymentNet for other Cardholders, “No” if they should have access to only their transactions in PaymentNet.
14. Approving Budget Manager’s complete name
15. Approving Budget Manager’s USF email
16. Approving Budget Manager’s USF Connect ID (not password) This is their login to the PaymentNet system.
17. Signature of Cardholder and date
18. Signature of Approving Budget Manager and date
# APPENDIX C
## DOCUMENTATION GUIDELINES

<table>
<thead>
<tr>
<th>TYPE OF EXPENSE</th>
<th>DOCUMENTATION THAT NEEDS TO BE ATTACHED TO PURCHASING CARD STATEMENT</th>
<th>INFORMATION REQUIRED FOR PAYMENTNET</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Purchasing Card Transactions</td>
<td>Original itemized receipt</td>
<td>(1) Business purpose for purchase</td>
</tr>
<tr>
<td>Cell Phone Bills</td>
<td>Original Phone Bill with itemized detail</td>
<td>(1) Name of person phone charges are being paid for</td>
</tr>
<tr>
<td>Supplies</td>
<td>Original itemized receipt</td>
<td>(1) Date of Purchase</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Business Reason for Purchase</td>
</tr>
<tr>
<td>Coach Air Travel</td>
<td>Original itinerary and receipt</td>
<td>(1) Date of travel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Business Purpose</td>
</tr>
<tr>
<td>Rail Travel</td>
<td>Original itinerary and receipt</td>
<td>(1) Dates of travel</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Business Purpose</td>
</tr>
<tr>
<td>Rental Car</td>
<td>Original rental contract and receipt</td>
<td>(1) Dates of rental</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Business purpose of rental</td>
</tr>
<tr>
<td>Hotel Room</td>
<td>Original detailed folio itemizing all charges to the room</td>
<td>(1) Dates of Stay</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Business Purpose</td>
</tr>
<tr>
<td>Personal Meals</td>
<td>Original itemized receipt (not just charge slip with signature)</td>
<td>(1) Date of expense</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Business Purpose</td>
</tr>
<tr>
<td>Business Meal</td>
<td>Original itemized receipt</td>
<td>(1) Date of meal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Attendees at the meal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Business purpose for the meal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(either Directly Related Test of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Associated Test elements)</td>
</tr>
<tr>
<td>Business Entertainment</td>
<td>Original Itemized receipt</td>
<td>(1) Date of event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(2) Attendees at event</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Description or type of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>entertainment</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(3) Business purpose of the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>entertainment (either Directly</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Related Test of Associated Test</td>
</tr>
<tr>
<td></td>
<td></td>
<td>elements)</td>
</tr>
</tbody>
</table>
APPENDIX D

CARDHOLDER RECONCILIATION GUIDELINES
REVIEWING AND EDITING YOUR TRANSACTIONS

To review and edit your transactions click “PaymentNet”.

https://www3.paymentnet.com/default.asp
REVIEWING AND EDITING YOUR TRANSACTIONS

This is the main transaction screen.

To review a transaction in detail, make edits and save the transaction for manager review click on the transaction.
REVIEWING AND EDITING YOUR TRANSACTIONS

Your Department and Office Designations are defaulted and cannot be changed. They are chosen when you complete your Purchasing Card Application.

To successfully review and edit your transactions:

1. Cardholders must review the transaction total for accuracy.
2. Review the account number. Each Cardholder has a default account that is designated on their Purchasing Card Application. If another account should be used, pull down the menu to view and choose the account number.
3. Next, review the object code to make sure it is accurate. Each transaction will default to an object code based on the merchant.

If another object code should be used pull down the menu and select the appropriate object code.
4. Next, the Cardholder must provide the goods purchased and the business reason for the purchase.
If business entertainment, including business meals, include the date of service, business purpose, and the names of the people in attendance.
4. Once the Cardholder has edited their transaction they should click the "Reviewed" box.

5. Then click "Save" in the upper left hand corner to save your edits.

6. If this is travel or entertainment related print this screen to file with your electronic statement.

7. Click "Return to Transaction List" to return to your transaction listing.
REVIEWING AND EDITING YOUR TRANSACTIONS

The Cardholder should review this screen to make sure information is correct.

Other vendors such as hotels, rental car agencies and office supply companies will often provide this detail although it is optional and not all vendors will provide this information.
Some vendors provide more detailed information about the transaction. If the detail is available a “View Transaction Detail” will appear in the upper right hand corner.

Click on the link to view additional information.
SPLITTING A TRANSACTION

A transaction may need to be split between different object codes or account numbers.

1. To do so click “Split” in the upper left hand corner.
SPLITTING A TRANSACTION

2. Next designate the number of times you want to split the transaction.
3. To edit the split click “Edit Row”. 
4. Next designate the account or object code and the percentage or dollar amount of the transaction. This should be done for each line.

5. Click “Save Split” in the upper left hand corner when you are finished.
APPENDIX E

CREATING A QUERY
Cardholders and Approving Budget Managers may create a query. A Query will allow you to analyze transactions based on specific criteria.

In your transaction screen click “Create Query”
CREATING A QUERY

This screen allows you to define your query based on different criteria.

This button allows you to search for either “all” the data defined or “any” of the data defined.

The addition button allows you to narrow your search even more.

This screen allows you to define your query based on different criteria.
CREATING A QUERY

When you have set your criteria click on “Process Query”.
CREATING A QUERY

The results will be displayed. If you want to save the query click “Save Query”.

Name the query and it will be available in the “select a view” drop down menu for future use.
APPENDIX F

DISPUTING TRANSACTIONS
DISPUTING A TRANSACTION

If a Cardholder does not recognize a charge or feels there is an error they may dispute the transaction.

1. Click “Dispute” in the upper left hand corner.
2. Make sure your email address is correct and fill in the Merchant State box. This information is located on the previous screen.
DISPUTING A TRANSACTION

3. Next the Cardholder should pull down the “Dispute Reason” menu and select the reason for the dispute.

4. Below this menu is a box for any additional information or notes.

5. Once complete, click “Submit” in the upper left hand corner.

If you chose not to dispute the item click cancel.
APPENDIX G

CARDHOLDER MONTHLY STATEMENT GUIDELINES
At the end of the month click Electronic Statement and Payment to print your monthly statement.
1. Type your account number and hit the green arrow.
PRINTING YOUR MONTHLY ELECTRONIC STATEMENT

2. Review the charges to make sure they are accurate.
3. Make sure the billing date is correct.
4. Click "Print without Detail" to print statement.
5. You will be prompted to download your statement in PDF. Click the green button.

6. Once your statement is downloaded, print your statement.

7. Staple supporting document to statement and file.
PRINTING YOUR MONTHLY ELECTRONIC STATEMENT
APPENDIX H

APPROVING TRANSACTIONS
Managers/Approvers must review and approve their Cardholders transactions online.

1. Log into PaymentNet and proceed to the PaymentNet screen.
2. Click the dropdown menu at the top of the screen.
3. Select “Transaction List”.
The following screen will appear with all transactions for all Cardholders.

The Approving Budget Manager may review each transaction individually by clicking on the transaction. Once reviewed the manager should click “Approved”.

If the information on this screen is sufficient managers may review this list and click the check box under approved. This will mark all pending transactions “Approved”.

---

The following table displays the transactions:

<table>
<thead>
<tr>
<th>Row</th>
<th>Trans ID</th>
<th>Reviewed</th>
<th>Approved Employee List</th>
<th>Employee First Name</th>
<th>Employee Last Name</th>
<th>Transaction Date</th>
<th>Transaction Amount</th>
<th>Account ID</th>
<th>Balance Adjustment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>20</td>
<td></td>
<td>CROSS</td>
<td>CHARLES</td>
<td></td>
<td>10/18/2004</td>
<td>1065.47</td>
<td>2-16690</td>
<td>3700</td>
</tr>
<tr>
<td>2</td>
<td>19</td>
<td></td>
<td></td>
<td>CHARLES</td>
<td></td>
<td>10/18/2004</td>
<td>599.97</td>
<td>2-16690</td>
<td>2010</td>
</tr>
<tr>
<td>3</td>
<td>18</td>
<td></td>
<td></td>
<td>CHARLES</td>
<td></td>
<td>10/18/2004</td>
<td>592.00</td>
<td>2-16690</td>
<td>2170</td>
</tr>
<tr>
<td>4</td>
<td>17</td>
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<td></td>
<td>CHARLES</td>
<td></td>
<td>10/18/2004</td>
<td>254.00</td>
<td>2-16690</td>
<td>2010</td>
</tr>
<tr>
<td>5</td>
<td>16</td>
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<td></td>
<td>CHARLES</td>
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<td>10/18/2004</td>
<td>865.00</td>
<td>2-16690</td>
<td>3700</td>
</tr>
<tr>
<td>6</td>
<td>15</td>
<td></td>
<td></td>
<td>CARRIEA</td>
<td>NATALIE</td>
<td>10/18/2004</td>
<td>1000.00</td>
<td>2-16690</td>
<td>2010</td>
</tr>
<tr>
<td>7</td>
<td>14</td>
<td></td>
<td></td>
<td>CARRIEA</td>
<td>NATALIE</td>
<td>10/18/2004</td>
<td>1000.00</td>
<td>2-16690</td>
<td>2170</td>
</tr>
<tr>
<td>8</td>
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<td></td>
<td></td>
<td>CARRIEA</td>
<td>NATALIE</td>
<td>10/18/2004</td>
<td>1000.00</td>
<td>2-16690</td>
<td>2010</td>
</tr>
<tr>
<td>9</td>
<td>12</td>
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<td></td>
<td>CARRIEA</td>
<td>NATALIE</td>
<td>10/18/2004</td>
<td>1000.00</td>
<td>2-16690</td>
<td>2010</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
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<td>CARRIEA</td>
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<td>10/18/2004</td>
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<td>2010</td>
</tr>
<tr>
<td>11</td>
<td>10</td>
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<td>CARRIEA</td>
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<tr>
<td>12</td>
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<td>NATALIE</td>
<td>10/18/2004</td>
<td>1000.00</td>
<td>2-16690</td>
<td>2010</td>
</tr>
</tbody>
</table>

The table includes columns for Transaction ID, Reviewed, Approved Employee List, Employee First Name, Employee Last Name, Transaction Date, Transaction Amount, Account ID, and Balance Adjustment.