

## **Payment Card Procedures:**

Authorization is given to the Chief Procurement Officer (CPO) to develop and administer procedures that comply with the State of West Virginia and State Auditors rules and guidelines for usage of the Payment Card. The CPO is authorized to delegate and appoint the necessary individuals to carry out the procedural requirements and to avoid and determine any fraudulent activities.

All cards are issued under names of an authorized College personnel. WV Northern Community College cardholder will control all purchases made using their Purchase Card. The card usage will be audited regularly by the Business Office and can be revoked at any time. (see appendix C)

Record keeping is essential to ensure success of the program which must be maintained by each cardholder. This is not an extraordinary requirement-standard payment and reimbursement rules require retention of the receipts and other documentation. Documentation may consist of the following items: itemized cash register receipt, invoice or detailed purchasing card slip. The cardholder will review each invoice for completeness and attach the proper documentation to the transaction in OASIS. (see appendix A). If receipt for merchandise does not show product description, and clarify usage of the products, the ordering department or the ordering person must personally provide that information on the receipt. Paper copies will be maintained until the end of each billing cycle. Upon receiving the statement, the cardholder will reconcile the statement with the receipts and submit all finalized documentation to the Purchasing Card Coordinator within 5 business days.

The cardholder is required to exercise good judgment and act responsibly when using the card. The card is issued under an authorized College personnel name and is the cardholder's responsibility.

Each individual card will be assigned a credit and transaction limit, which may not be exceeded.

The user of the purchase card is to remember they are committing College funds each time the card is used. The amount of funds committed will be deducted from the department's budget. This is a responsibility that cannot be taken lightly! Make sure departments have ample budget before making a purchase.

## **Summary**

The program is designed to be simple and easy to use, providing the College with the goods the departments need to perform their job more quickly. However, we need to maintain appropriate controls to ensure the outgoing success of the program. If procedures are not adhered to, the card may be revoked.

Merchants are paid in as few as three days of submitting the transaction to the bank.

The card is intended for purchases related to College business only. Use of the card for personal purchases is strictly prohibited.

The cardholder will be responsible for the security of the cards and transactions made against the card. Unauthorized use of the card, and use not in accordance with the guidelines established for this program, may result in personal liability as well as disciplinary action up to and including dismissal in accordance with WVNCC Personnel Rules.

## **Card Administration and Control**

### **Cardholder Agreement Form**

All Cardholder Agreement are completed electronically via the Pcard Training Module. On signing the Purchasing Cardholder Agreement form, you acknowledge receipt of your card.

You understand:

- Audits will be conducted regularly
- Improper use of the card may result in disciplinary actions, up to and including termination and legal action.
- WV Northern Community College may revoke a card at anytime

You agree:

- To comply with the terms and conditions of the agreement and the rules and procedures of the College.
- To use the card to make WV Northern Community College approved purchases.
- To return the card upon terminating employment at WV Northern Community College.

## **Canceling Cards**

To cancel a card, the card must be cut in half and forwarded to the Accounts Payable Office.

## **Lost or Stolen Cards**

A cardholder must report a lost or stolen card to the accounts payable office, who will notify US Bank immediately.

Accounts Payable	304-214-8813
US Bank	1-800-344-5696

A verbal report of lost or stolen cards must be followed in writing to the Accounts Payable Office via email. A replacement card will be sent to the cardholder from the bank.

## **Card Security**

Cardholders must keep the card and card numbers in a safe, secure place and are responsible to safeguard use by unauthorized individuals.

## **Misusing the Card**

The following situations are considered “misuse” of the purchase card:

- Using the card for personal purchases
- Inappropriate control of the card
- Failure to forward receipts and documentation to the Coordinator.

- Failure to forward invoices to the Coordinator in a timely manner may result in revocation of card(s).
- Allowing someone other than cardholder to make a purchase
- Repeated violation of these may result in the cardholder(s) being cancelled

### **Consequences of Misuse**

Forfeiture of card and/or disciplinary action as outlined in WV Code 12-3-10b:

### **Fraudulent or unauthorized use of purchasing card prohibited; penalties.**

*It is unlawful for any person to use a state purchase card, issued in accordance with the provisions of section 10-A of this article, to make any purchase of goods or service in a manner which is contrary to the provisions of section 10-A of this article or the rules promulgated pursuant to that section. Any person who violates the provisions of this section is guilty of a felony, and, upon conviction thereof, shall be confined in the penitentiary not less than one nor more than five years, or fined no more than five thousand dollars, or both fined and imprisoned.*

### **Audits**

To ensure the continued success of this program, regular audits will be made of each cardholder's account to ensure that items billed to the card have been received and rules are being followed.

### **Making a Purchase**

The purpose of the purchasing procedures is to ensure that proper authorization occurs prior to purchases being made. The authorization needed will be dependent on the amount of the request. However, no matter the amount, all requisitions will be processed in the Business Office and the requester provided a Purchase Order that can be given to a vendor as guarantee of payment for goods and services rendered.

1. Complete a purchase requisition
  - a. The form is located in the Business Office Forms repository.
2. Attach supporting quote(s)
  - a. One quote for items under \$2,500
  - b. Three comparable quotes for items greater than \$2,500
    - i. Special circumstances:
      1. Sole source vendor - A letter of justification required for a sole source vendor on the vendor's letterhead.
      2. State/Government Contract - The state contract number must be recorded on the requisition.
      3. If there is a demonstrated need or benefit to having a specific vendor, the requirement for three quotes may be waived by the CFO.
3. Attach specialty documentation
  - a. Contractual & Professional Services must be approved by the CFO or President and include a valid contract with:

- i. WV-96 Agreement Addendum **if** the vendor has specific terms and conditions listed in their contract. (Software License must include a WV-96A, Agreement Addendum)  
OR
    - ii. A WV-48 can be completed for contractual services provided by an individual in place of a vendor contract. Note: this form is required for State employees providing services outside of the normal work day.
  - b. Hospitality must be related to official College business and:
    - i. include a completed Hospitality Form with
    - ii. a list of attendees and
    - iii. the signature of the event coordinator.
  - c. Association Dues & Professional Memberships must include:
    - i. WV AB-AR14 (WV OASIS Dues & Memberships submitted annually) and
    - ii. A completed Purchase or Acquisition of Materials Form, if the item was not pre-approved.
  - d. Blanket Purchase Orders must be authorized by the CFO and include a memo:
    - i. Stating the justification, amount, and duration of the purchase order.
    - ii. Outlining any other requirements such as bidding
- 4. Acquire appropriate authorization

Greater or Equal	Less Than	Required Approval
\$ 0	\$ 100	No requisition / No signature
\$ 100	\$ 2,500	Budget Manager Signature
\$ 2,500	\$ 10,000	Cabinet Member Signature
\$ 10,000	\$ 75,000	CFO Signature
\$75,000	\$ 100,000	President Signature
\$100,00		BOG Approval
All signature requirements are cumulative – that is multiple signature needed for any purchase over \$2,500.		

- 5. The Purchasing Agent will:
  - a. Review vendor status
    - i. New vendors require the acquisition of an original W-9.
  - b. Review the accounting string
  - c. Approve or Deny the purchase request.
  - d. Return the Purchase Order to the requestor.
- 6. Place the order / make the purchase
  - a. The requester arranges with the vendor the purchase, providing the approved PO as guarantee of payment from WVNCC.
  - b. Non P-Cardholders may coordinate with the Purchasing Agent to place the order.
- 7. Emergencies
  - a. Emergency repairs that require immediate service

- i. The Purchasing Agent should be notified no later than the next business day and a requisition & purchase order completed retroactively.
  - b. An immediate need after all other avenues to resolve a matter had been exhausted.
    - i. The Purchasing Dept. should be notified no later than the next business day and a requisition & purchase order completed retroactively.
    - ii. All non-travel employee reimbursements must be submitted on the Employee Reimbursement Form with
      - 1. Completed Receiving Report, if goods were purchased.
      - 2. Itemized receipt matching the Receiving Report.
  - c. Exceptions to the Purchasing Process
    - i. Books and supplies purchased by students as part of the voucher program.
    - ii. Paper, printing and binding supplies for the College Copy Center.
    - iii. Personnel services and benefits-contact the Payroll Office
    - iv. Utilities
- 8. Prohibited Purchases
  - a. Alcoholic Beverages
  - b. Weapons
  - c. Legal Services
  - d. Gift Certificates (unless pre-authorized through P-Card Coordinator)
  - e. Certain taxes (consult Purchasing Agent / Director)
  - f. Travel related food (Reimbursed through the Travel Procedure)

**Institutional guidelines and procedures for receiving, inventorying and distributing materials, supplies, equipment, services and printing (AKA inventory controls)**

Inventory controls are to ensure the receipt of purchased goods & services and the proper distribution when necessary. In addition, inventory controls establish tracking of capital assets where required.

1. Shipment of goods
  - a. All goods should be shipped to a campus location:
    1. New Martinsville – Service Center
    2. Weirton – Service Center
    3. Wheeling – Applied Technology Center
    4. Wheeling – B&O Business Office
    5. Wheeling – Education Center
    6. Wheeling – Facilities Garage
    7. Wheeling – Industrial Technology Center
    8. Wheeling – Student Union
2. Confirm receipt of the goods
  - a. The receiver of goods should collect the shipping documentation (i.e. Packing Slip) or
  - b. In the absence of shipping documentation, the College form 'Receiving Report' must be completed for goods
  - c. Documentation is included in reconciliation of P-Card or sent to Accounts Payable for check payment.
3. Payment Options for the purchase of goods and services
  - a. P-Card with supporting documentation (Preferred)
    - i. Invoice

- ii. Purchase Order
  - iii. Shipping Documentation
- b. Company invoice
  - i. Invoice should reference PO number
- c. Note – No payment is to be made until goods have been received or services rendered.

### **Special Procedures**

This card may be used to purchase gift cards to be distributed to the students of WVNCC as prizes or incentives. The cardholder must request special permission through the coordinator at least two weeks in advance. No gift cards may be purchased until the State of WV Auditor's Office has released authorization. The receiving student must verify receipt of the card by signing a receiving slip indicating what type of card was received, the amount, the receipt date, the students name, the student ID number and current contact information, including phone number.

### **Tips for Placing an Order**

The card may be used to purchase items in person at the supplier site, over the phone, or by fax. When placing an order by phone you should supply the following information:

- Identify yourself as a WVNCC employee
- Cardholder name
- Card Number
- Expiration date of the card
- Tax exempt status and tax-exempt number
- Delivery address
- Inform Vendor to include sales receipt in the package with the shipment
- Items being ordered and any other necessary information

When placing an order by fax/mail you should supply the following information:

- Purchase Order with items ordering list
- Cardholder Number
- Expiration date of the card
- Tax exempt status and tax-exempt number
- Delivery address

The ordering department will upon receipt of their order, check the order against the receipt, packing slip, etc and make sure all is received and in good condition in accordance with Packing Slip and Receiving Report Procedure for Payment Card Purchases.

The reconciled statements are to be forwarded to the Accounts Payable Office within five business days of receipt of monthly statement. The College will pay US Bank directly. **Do not personally pay US Bank.** Use of the card will in no way affect or change your personal credit history.

### **Tax Exemption**

WV Northern Community College is a tax-exempt organization. (WV Code 11-15-9) The tax-exempt number appears on each card. This number must be given to all suppliers by the cardholder at the time of the transaction to exempt payment of State of WV sales tax. If sales tax is billed incorrectly to the cardholder's account, it should be disputed as outline in the section "Disputed Charges." If the vendor requires a hard copy sales tax exemption certificate, one may be submitted by cardholder.

## **Returns/Disputed Charges**

The ordering department is responsible for notifying the Accounts Payable Office in writing of any erroneous charges, disputed items or returns, which may appear on their receipt, packing slip, etc. and is responsible for resolving the dispute.

A disputed billing could be a failure to receive goods, fraud, misuse, altered charges, defective merchandise, incorrect sales amounts, duplicate charges, unprocessed credits and sales tax charges and unauthorized charges.

Items should be returned directly to the supplier by whichever means the supplier requires. The ordering department must maintain proof of returned goods.

The cardholder will see that proper credit is posted for any returned item(s).

The following is the procedure for returns/exchanges or disputed items, etc.:

1. Cardholder will contact vendor and if the problem cannot be resolved with the vendor, the Cardholder will contact US Bank within ten days. Once the bank is contacted the item(s) will be placed in dispute status.
2. The Cardholder will complete the required forms from US Bank and forward a copy to the Coordinator.
3. Documentation must be kept explaining each credit received for returns and exchanges.

Please note that, by law, suppliers are not allowed to bill your card for purchases until the items have been shipped.

## Reconciliation

The cardholder will be responsible for reviewing and reconciling the monthly statement. **The Cardholder must forward all receipts and documentation to the Purchasing Card Coordinator within five business days. (unless otherwise designated by the coordinator)**

### Reconciliation Procedures

All documentation must be attached to the corresponding transaction in OASIS no later than 5 days after the statement becomes available.

Scan the paid invoice, approved purchase order and all required documents (if applicable) and save it as a pdf. Use a name that will make it easily identifiable.

Example: Staples purchase for \$7.80

1. Create a folder named P-Card Receipts
2. Create a folder for each month and year inside (Oct 14)
3. Save the pdf in the Oct 14 folder as Staples 7.80

*(Detailed steps for attaching and reconciling in appendix A)*

Attached the pdf to the corresponding transaction in OASIS Finance. Mark the transaction valid (unless it is disputed). Update the receiving information. Maintain a file of the paper copy of the documentation. Print your statement from the US Bank website at the end of the billing cycle each month. Verify all transactions are valid and have been reviewed. Forward your monthly statement and paper documentation to the PCard Coordinator in Room 102B.

All disputes will be resolved on subsequent billings.

WVNCC is required to keep all payment documentation and statements for the Legislative Auditor, State Auditor and Federal officials for audit purposes.



## **Steps for Processing US Bank Statements in OASIS**

All cardholders must log on to the US Bank account at:

<https://www.access.usbank.com/cpsApp1/AxolPreAuthServlet/logout.do?requestCmdId=logoutSuccess>

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Organization Short Name: 98100

The cardholder is required to view and print the monthly statement. The receipts should be attached to the statement in the order in which they appear on the statement when the final documents are submitted to the coordinator.

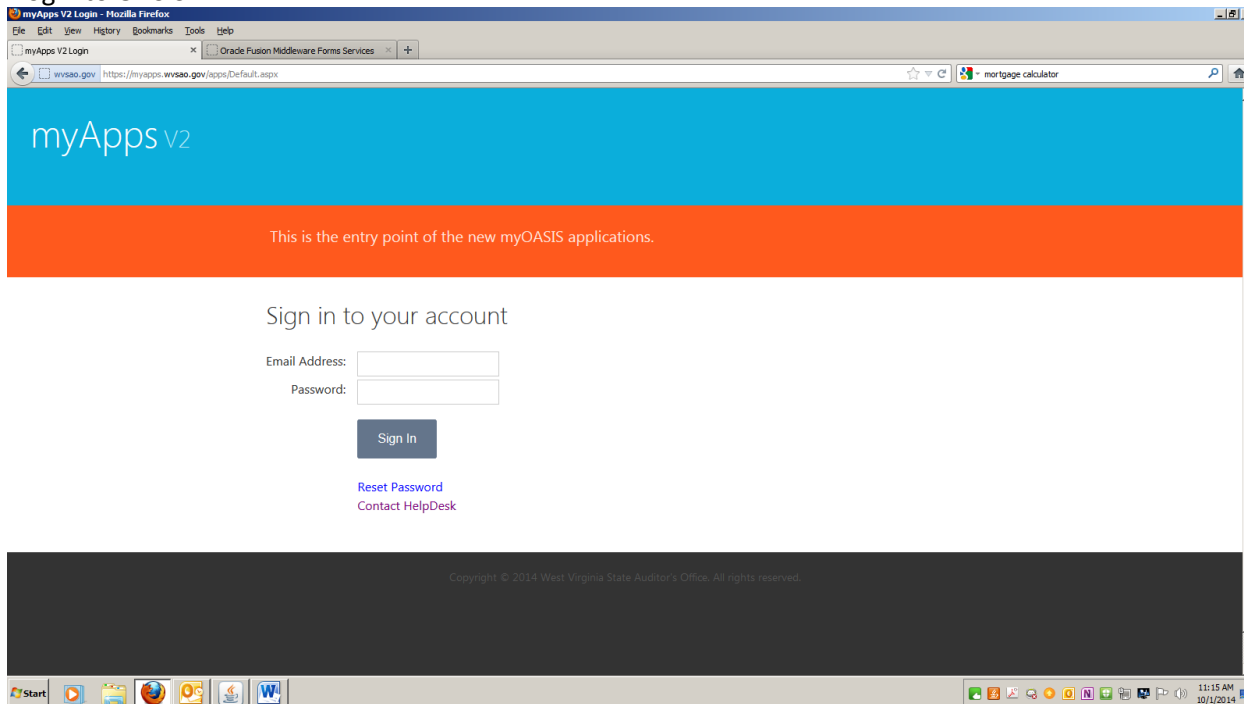
All cardholder documentation and transactions will be reviewed and paid monthly by the Purchasing Card Coordinator.

## Appendix A

### Day-to-Day Reconciliation Tasks

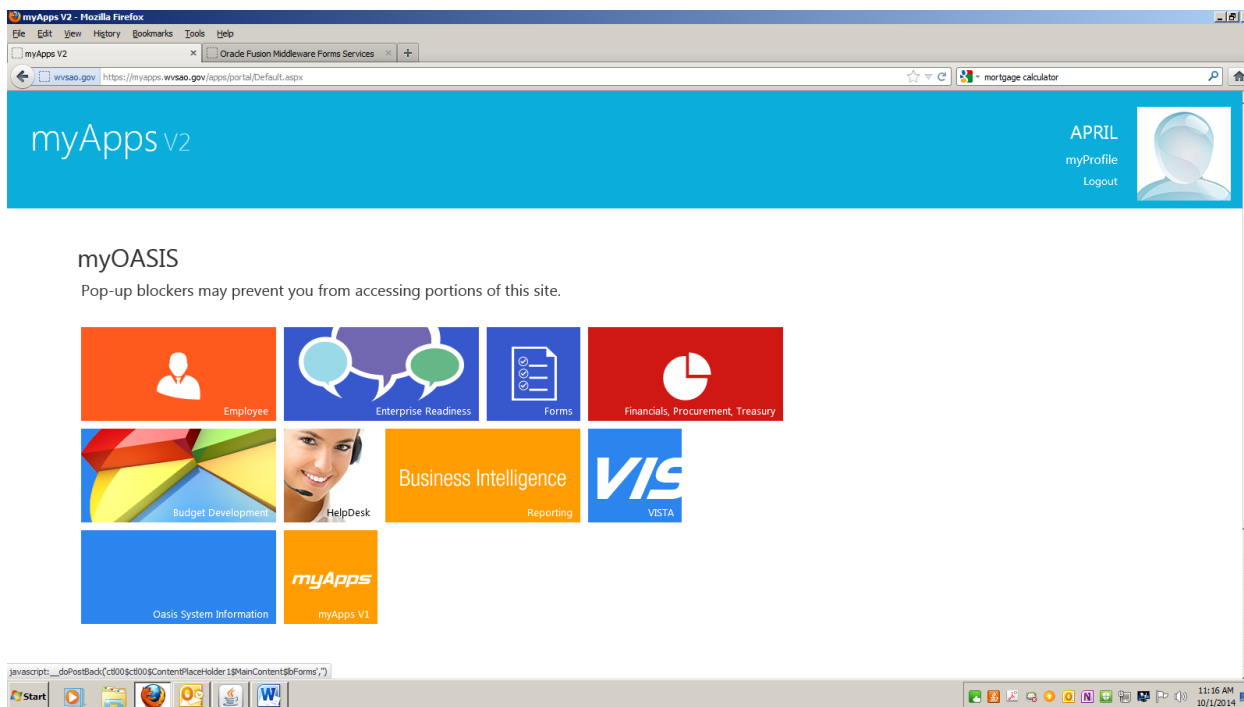
Go to [www.wvoasis.gov](http://www.wvoasis.gov). Click on myApps v2 on the right-hand side of the screen.

#### Log into OASIS

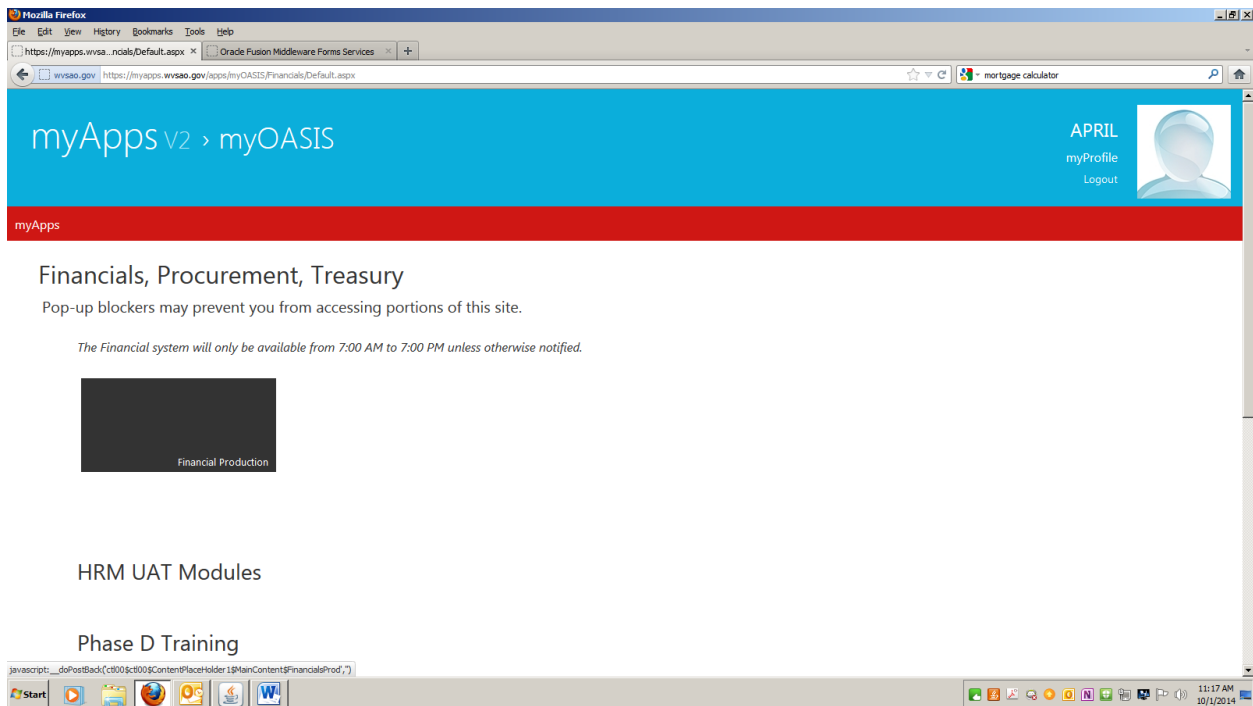


Email address and password (same information you use to log in for previous pcard training)

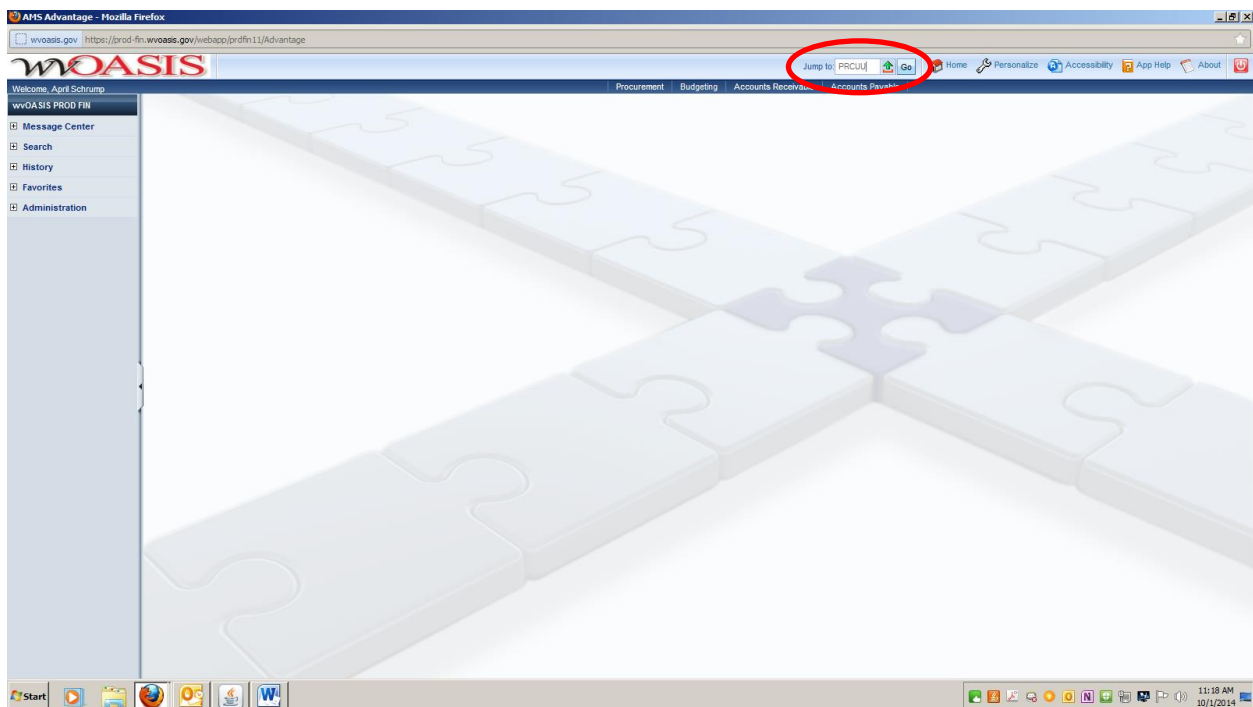
Click Sign In



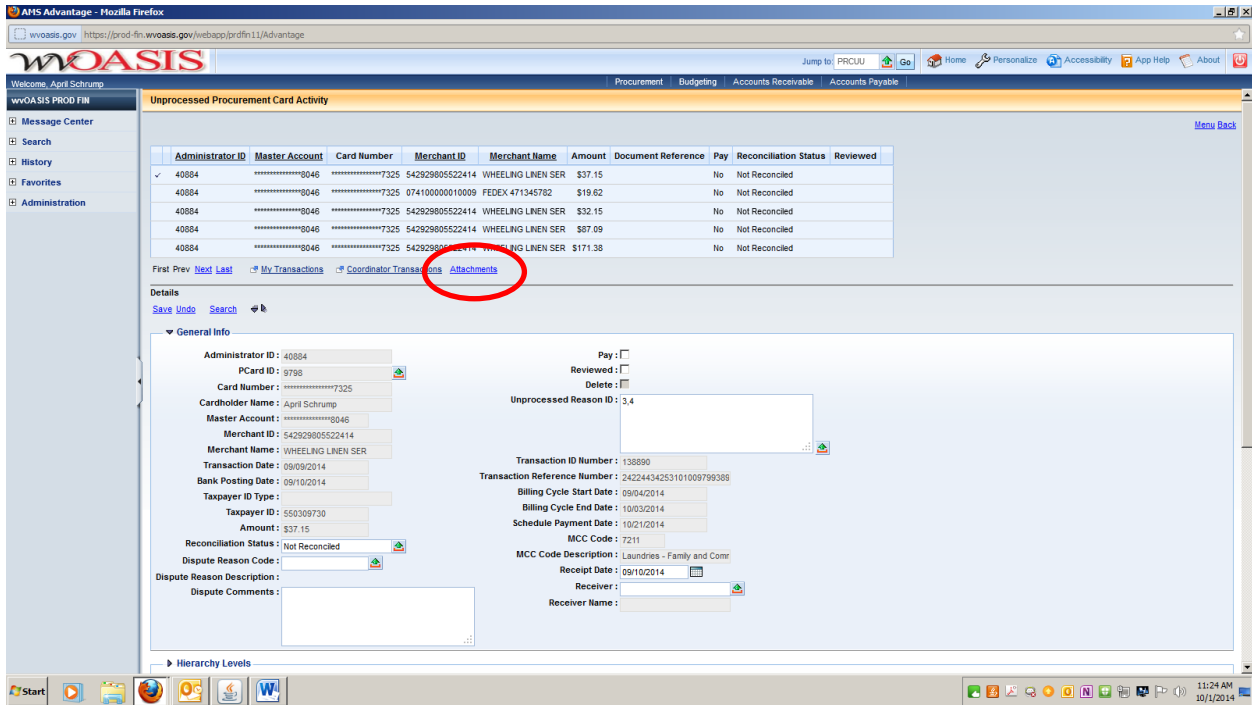
Click on Financial, Procurement, Treasury (RED box)



Click Financial Production



Type PRCUU in the "Jump To:" box and click "Go"

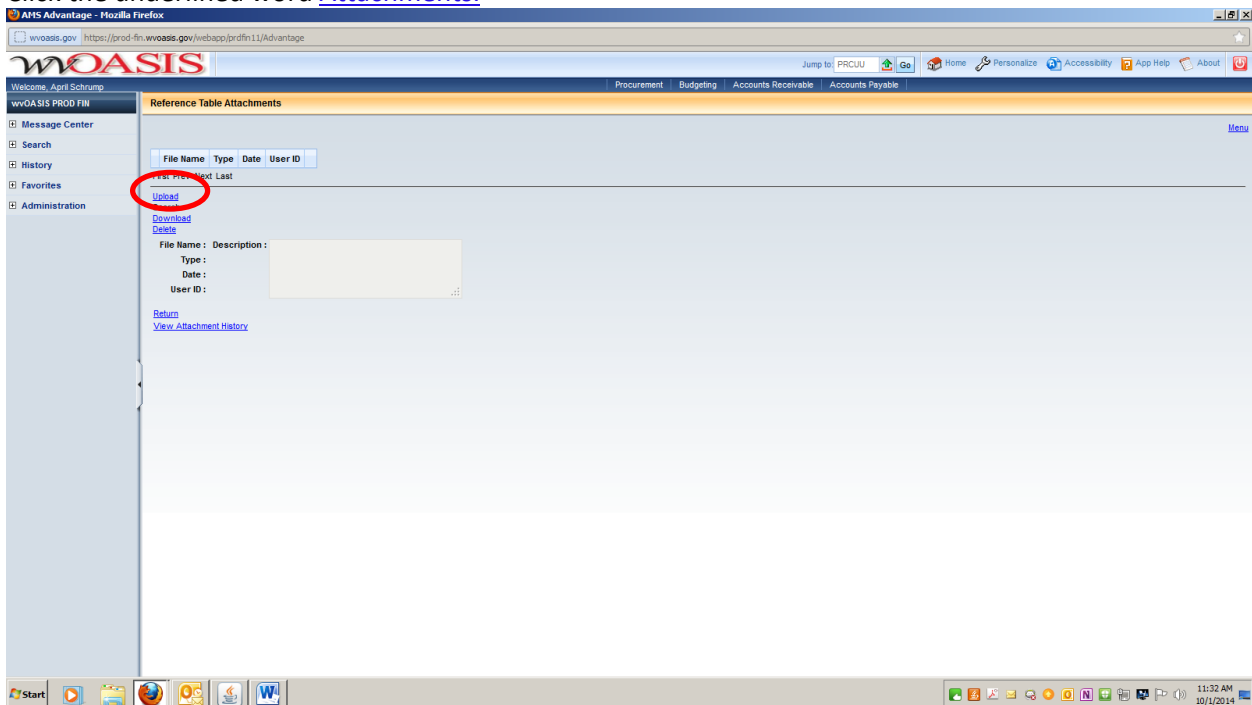


**Unprocessed Procurement Card Activity:** All unreconciled transactions from your card are displayed on this screen.

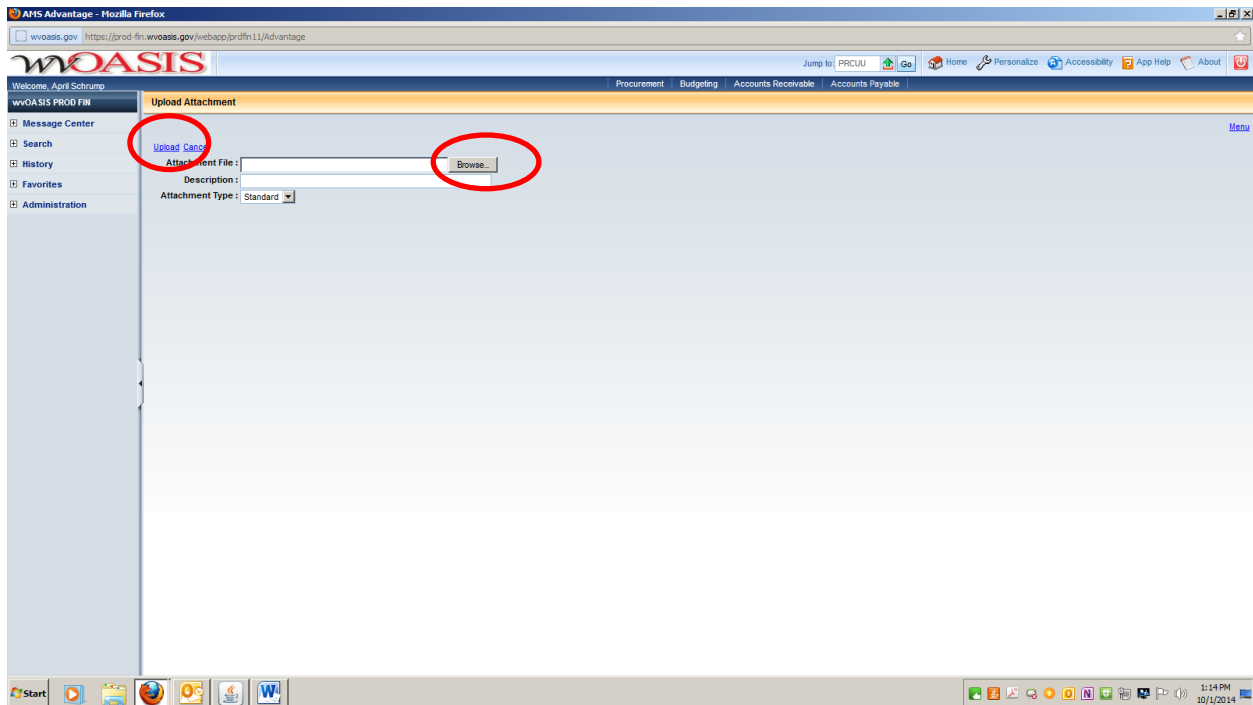
Identify the record/transaction that you are reconciling by locating the check mark to the left of the Administrator ID column.

Invoices, receipts, purchase orders and all required documentation will need to be scanned and saved as a pdf.

Click the underlined word [Attachments](#).



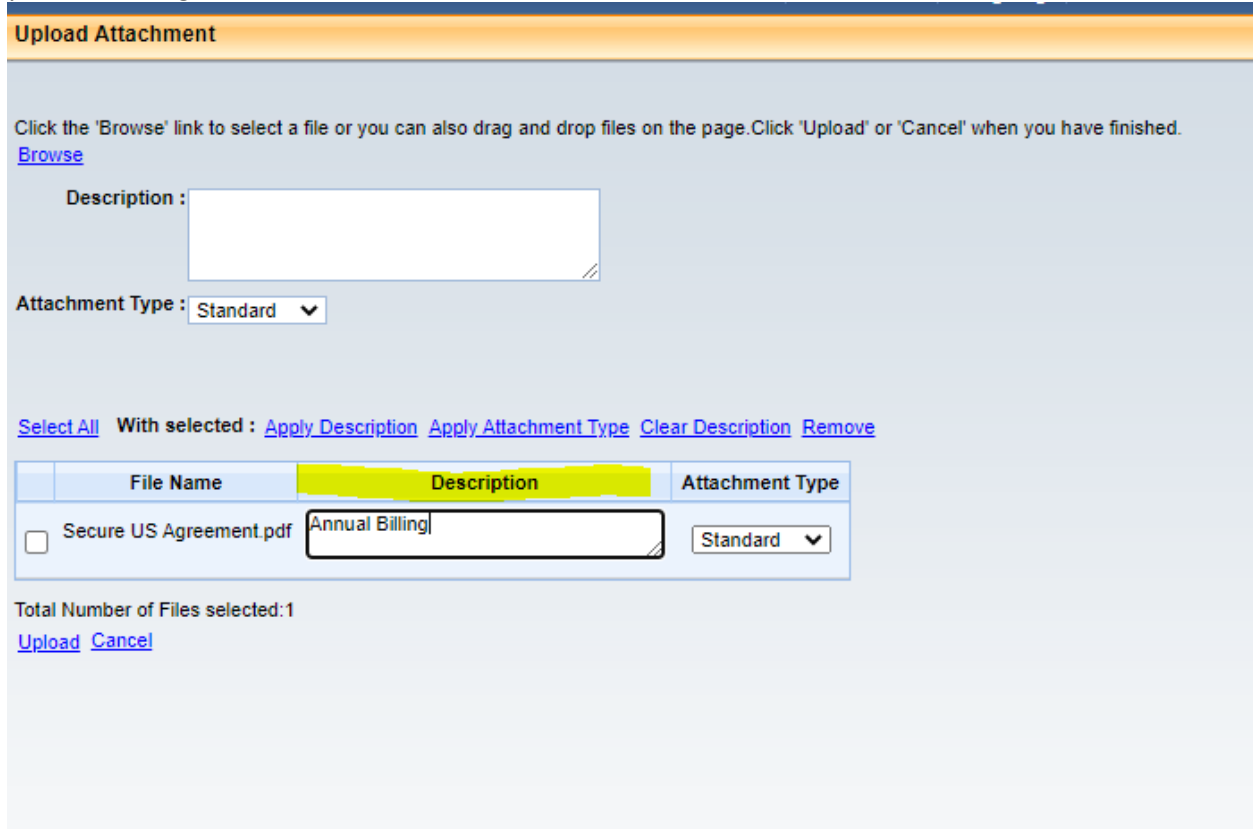
Click [Upload](#)



Click Browse

Locate the corresponding file – after you select the file, the system will take you back to the **Upload Attachment** screen.

The system automatically returns to the previous screen (below). You will enter the department number and any other pertinent information you want displayed in the “Description” field next to the file that you are loading.



Click [Upload](#) again to load the document.

Select **Done** if you are done uploading or select **Browse** and follow the above steps to upload additional PDF files.

After you select **Done**, select **Return** and you will return to the main PRCUU screen to validate the status and enter your **Receiver** information and, if necessary, change the **Receipt Date**.

The screenshot shows the MOASIS web application interface. At the top, there is a navigation bar with links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. Below this is a table titled "Unprocessed Procurement Card Activity". The table has columns for Administrator ID, Master Account, Card Number, Merchant ID, Merchant Name, Amount, Document Reference, Pay, Reconciliation Status, and Reviewed. Several rows are visible, with the first row highlighted in yellow. A red circle highlights the "Save" button in the top left corner of the application. Below the table, there is a "General Info" section with various fields for transaction details. A red circle highlights the "Reconciliation Status" field, which is currently set to "Not Reconciled". Another red circle highlights the "Receipt Date" field, which is set to 09/04/2014. A third red circle highlights the "Receiver" field, which is currently empty.

You can verify the attachment was correctly attached by looking of the “paperclip” icon next to the record.

Locate the **Reconciliation Status** box. Change the status by clicking the green pick list (Christmas Tree) icon. Select “Valid Transaction” from the pick list.

Locate the **Receipt Date**. Change the date to the date the **goods were received**.

Type your personal receiver ID in the **Receiver** box. You can click the pick-list icon if you are not certain of your ID. To accurately search type \*LASTNAME\* in the user id box and click browse. Example \*Schrump\* - Browse

Click [Save](#)

This transaction will now be forwarded to the Purchasing Card Coordinator for final review. The coordinator will contact you if further documentation or information is needed.

### **End of the Month Review**

Maintain a paper copy of the transactions you have reconciled in OASIS. You can still access your monthly statement online. Access and print your statement on the 5<sup>th</sup> of each month. Verify that all transactions have been marked valid and received in OASIS. Forward your statement and required documentation the Purchasing Card Coordinator in Room 102 of the B&O. Any questions or concerns contact April Schrump at 304-214-8813 or [aschrump@wvnc.edu](mailto:aschrump@wvnc.edu).

## Appendix C



### REVOCATION PROCEDURES FOR PURCHASING CARDS

A Purchasing Card will be revoked based on the following guidelines:

- A purchasing card will be suspended for a time period of one month if the cardholder has the same error three times within a one-year period.
- A purchasing card will be revoked permanently if the cardholder has four or more of the same error within a one-year period.

Note: The above applies to the submitted reconciled statement. If the error has been corrected at the time the reconciled statement is submitted, it is not considered an error.