

Craven Community College  
Visa Procurement Card  
Policy and Procedures Manual

## **Introduction**

The primary purpose of the Craven Community College VISA Procurement-Card is to procure travel, meals, and small purchases/services in which a credit card is required. All uses of the Procurement-Card are to be in accordance with county, state, federal and Craven Community College guidelines. (For example: using the Procurement Card at Staples to purchase office supplies is not following State and College guidelines. A state contract exist for the purchase of office supplies). NO EQUIPMENT IS TO BE PURCHASED USING THE PROCUREMENT CARD.

The users of the Procurement Card must understand they will be making financial commitments on behalf of Craven Community College. The Purchasing Office will be auditing the Procurement Card transactions and will report and take appropriate action on any discrepancies or misuse. **Abuse of the Procurement Card may be investigated by Craven Community College Security, Craven County Sheriff's Department and/or the State Bureau of Investigation.**

## **Applying for a Procurement Card**

1. The prospective cardholder must first get approval from his/her immediate supervisor to obtain a Procurement Card. Once the supervisor has granted approval they must forward a request for a card via e-mail to the Purchasing Office. Upon receipt of the request, the Purchasing Office will forward the request to the Vice President of Administrative Services for approval.
2. The Purchasing Office will notify the prospective cardholder whether or not they have been approved to receive a Procurement Card. If approval has been granted, appropriate action will be taken to obtain the card from Bank of America.

## **Lost or Stolen Cards**

It is the cardholder's responsibility to make the utmost effort to protect the Procurement Card from being lost or stolen. However, if the Procurement Card is lost or stolen, upon discovery the cardholder must agree to immediately notify the Purchasing Office at (252) 638-7263. If efforts to reach the Purchasing Office are unsuccessful, it is the cardholder's responsibility to notify Bank of America at 1-888-449-2273.

## **CCC Procurement Card Guidelines**

Acceptable uses of the Procurement Card:

1. Purchases under \$2500 per single purchase transaction including current NC state sales tax, applicable freight and/or installation charges.
2. All items that are purchased ("over the counter", telephone, or via the internet) must be immediately available at the time of the Procurement Card transaction. The Procurement Card must not be used to pay for backordered items.
3. The Cardholder will always check budget and will not exceed budget availability.

4. The Cardholder will retain all itemized receipts for documentation and reconciliation purposes. All **original** receipts will need to be attached to the Procurement Card Statement and turned into the Purchasing Office once per month. A due date for turning in the monthly statement will be determined from month to month. Failure to submit the monthly statement with all receipts by the due date will subject the Procurement Card to cancellation.

Unacceptable uses of the Procurement Card:

1. Splitting purchases into multiple transactions so that previously mentioned limits or state purchasing guidelines are avoided.
2. No backordering of merchandise is allowed.
3. No cash advances, alcoholic beverages (unless specifically approved), personal purchases, telephone calls, or monthly telephone service fees should be purchased.
4. No equipment purchases over \$1000 including tax, freight, and shipping/installation.
5. No furniture purchases of any dollar value.
6. No computer purchases of any dollar value.
7. No TV's, VCR's, cameras, or other "high theft" items should be purchased.
8. No fax machines, telephones, answering machines, copiers, or printers should be purchased.
9. Contractual services (1099 vendors) should not be paid using the Procurement Card since Craven Community College is legally responsible for reporting this income to the federal and state government.
10. Memberships should not be paid using the Procurement Card.
11. No office supplies purchases in excess of \$100.00.

Using the Procurement Card

1. Confirm that the vendor agrees to accept the Procurement Card.
2. Under no circumstance should merchandise be received at the cardholder's residence. All merchandise should be shipped to either the New Bern or Havelock Campus'.
3. If the cardholder does not receive the merchandise, he/she is responsible for contacting the vendor and receiving credit on the card or the merchandise. This is also true for cases of defective or merchandise returned for other reasons.
4. All invoices, receiving documents, credit memos, and itemized charge receipts for "over the counter" purchases for the merchandise should be kept with the Procurement Card Statement. All of these documents should be checked carefully.
5. If the cardholder is disputing a charge, he/she should call Bank of America customer service at 1-888-449-2273 and follow their instructions. If these disputes cannot be resolved directly with Bank of America, call the Purchasing Office at (252) 638-7263. If a vendor dispute cannot be resolved satisfactorily, all Procurement Card users will be notified not to place orders through this vendor.

Procurement Card Statement

1. This form should be filled out during the month as purchases are made.
2. Enter the statement closing date.
3. Enter the cardholder name.
4. If there are charges to State, Special, and/or County funds, the cardholder should fill out a separate log for each fund.
5. Enter the budget code. If there is a new budget code entered that is not in the cardholder's chart of accounts, please notify the Controller in the Business Office to set up the account.

6. Enter the transaction date.
7. Enter the vendor name.
8. Enter a brief description of items purchased. If cardholder has purchased food, please state the reason (ex: advisory committee meeting) and the date of the event.
9. Enter the amount of the purchase.
10. The form should be totaled at the bottom.
11. The Purchasing Office will publish a listing of statement closing dates and due dates for submitting the Procurement Card statement along with all receipts. Each cardholder is responsible for reconciling their receipts with the monthly statement.
12. The cardholder should sign and date the statement.
13. The supervisor should sign and date the statement (if applicable). If there are other approvals required in the cardholder's area, the statement should be initialed by the appropriate personnel.
14. The Procurement Card statement should be forwarded to the Purchasing Office as soon as possible, but no later than the published due date. Cardholder should refer to the calendar for dates, which may vary from month to month.

#### Cardholder Separation from Craven Community College

Upon retirement, termination or resignation from Craven Community College, the cardholder will return the Procurement Card to the Purchasing Office along with a completed Procurement Card statement with all receipts. Financial Services will not sign the Craven Community College checkout list until this has been done.