# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>GENERAL INFORMATION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEFINITIONS</td>
<td>3</td>
</tr>
<tr>
<td>HOW IT WORKS</td>
<td>4</td>
</tr>
<tr>
<td>ETHICS</td>
<td>4</td>
</tr>
<tr>
<td>CONFLICT OF INTEREST</td>
<td>4 - 5</td>
</tr>
<tr>
<td>CARD ISSUANCE and ACTIVATION</td>
<td>5 - 6</td>
</tr>
<tr>
<td>ACCOUNT MAINTENANCE</td>
<td>6</td>
</tr>
<tr>
<td>PURCHASE LIMITATIONS</td>
<td>6</td>
</tr>
<tr>
<td>RESTRICTED PURCHASES</td>
<td>7</td>
</tr>
<tr>
<td>MAKING A PURCHASE</td>
<td>7 - 8</td>
</tr>
<tr>
<td>TRAVEL USING THE PROCUREMENT CARD</td>
<td>8</td>
</tr>
<tr>
<td>DOCUMENTATION/RECEIPTS</td>
<td>8</td>
</tr>
<tr>
<td>RECEIVING AND RETURNING PURCHASES</td>
<td>9</td>
</tr>
<tr>
<td>TRANSACTION PROCESSING/MONTH-END PROCEDURES</td>
<td>9</td>
</tr>
<tr>
<td>• Reconciliation</td>
<td>9 - 10</td>
</tr>
<tr>
<td>• Unauthorized Charge(s)</td>
<td>10</td>
</tr>
<tr>
<td>• Approvals</td>
<td>10</td>
</tr>
<tr>
<td>• Missing Receipts</td>
<td>10</td>
</tr>
<tr>
<td>• Timeline of Monthly Activity</td>
<td>11</td>
</tr>
<tr>
<td>RESPONSIBILITIES</td>
<td></td>
</tr>
<tr>
<td>• Program Administrator</td>
<td>11</td>
</tr>
<tr>
<td>• Department Head</td>
<td>11 - 12</td>
</tr>
<tr>
<td>• Cardholder</td>
<td>12</td>
</tr>
<tr>
<td>• Reconciler</td>
<td>13</td>
</tr>
<tr>
<td>• Cardholders Beware!</td>
<td>13</td>
</tr>
<tr>
<td>• “Buyer Beware” – Online Purchases</td>
<td>13</td>
</tr>
<tr>
<td>• Reimbursement for Personal Purchases</td>
<td>13</td>
</tr>
<tr>
<td>DISPUTING UNAUTHORIZED OR INACCURATE CHARGES</td>
<td>14</td>
</tr>
<tr>
<td>CANCELLING A PROCUREMENT CARD</td>
<td></td>
</tr>
<tr>
<td>• Loss, Theft or Fraud</td>
<td>14 - 15</td>
</tr>
<tr>
<td>• Transfer of Employment</td>
<td>15</td>
</tr>
<tr>
<td>• Separation from the College</td>
<td>15</td>
</tr>
<tr>
<td>CARD MISUSE AND CONSEQUENCES</td>
<td>15 - 16</td>
</tr>
<tr>
<td>CONTACT INFORMATION</td>
<td>16</td>
</tr>
</tbody>
</table>

## FORMS

| EMPLOYEE CARHOLDER AGREEMENT | 17   |
| PROCUREMENT CARD CARDHOLDER APPLICATION | 18   |
| PROCUREMENT CARD RECORD LOG | 19   |
| MISSING RECEIPT AFFIDAVIT | 20   |
### DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
<td>Review of procurement card transactions by Purchasing, internal (College) and external auditors for compliance with sound business practices and procedures.</td>
</tr>
<tr>
<td>BANNER</td>
<td>The financial system used by the College to record and audit financial transactions. BANNER contains the permanent accounting records of the Colorado College.</td>
</tr>
<tr>
<td>Cardholder</td>
<td>College employee who has been issued a procurement card and is authorized to make purchases in accordance with P-Card policies and procedures.</td>
</tr>
<tr>
<td>Capital Equipment</td>
<td>Capital equipment is defined as equipment, computer systems, furniture and/or fixtures generally costing more than $5,000; the item has a “useful life” normally greater than 1 – 2 years and does not get consumed like office supplies and instructional supplies. There are some items that cost less than $5,000 that also have a life beyond 1 -2 years, however, because of their low cost, they are treated like consumables (i.e., calculators).</td>
</tr>
<tr>
<td>Declining Balance Cards/Project Cards</td>
<td>Used for a fixed amount of spend over a specific duration of time. The accounts are post-paid; once the time frame or maximum spend has been reached the card cannot be “reloaded.”</td>
</tr>
<tr>
<td>Default Codes</td>
<td>Every card has default Fund-Organization (and optional Account) codes; transaction charges are not limited to this set of fields. Cardholders have the ability to disburse purchases among numerous FOAP’s if/as needed (see definition of FOAP below).</td>
</tr>
<tr>
<td>Department Head</td>
<td>Approval authority which includes President, Vice President, Dean, Director, Department Head and Department Chair.</td>
</tr>
<tr>
<td>FOAP [Fund – Org – Account – Program]</td>
<td>The FOAP defines where charges are placed in the accounting structure:</td>
</tr>
<tr>
<td></td>
<td>The FUND defines where the money is kept (restricted, operating, etc.)</td>
</tr>
<tr>
<td></td>
<td>The ORG defines who uses the money (Mathematics, Admissions, etc.)</td>
</tr>
<tr>
<td></td>
<td>The ACCOUNT describes how the money is being used (airfare, office supplies, etc.)</td>
</tr>
<tr>
<td></td>
<td>The PROGRAM categorizes activities. This is defaulted for all cardholder transactions. *Departments may also use Activity and Location codes if/as needed for reconciliation</td>
</tr>
<tr>
<td>Intellilink</td>
<td>The UMB VISA Spend Management Tool used for online reconciliation of cardholder transactions.</td>
</tr>
<tr>
<td>Merchant Category Codes (MCC)</td>
<td>MCC’s are four-digit codes assigned to a supplier by their merchant bank. The MCC identifies the type of business conducted by the supplier.</td>
</tr>
<tr>
<td>Procurement Card (P-Card)</td>
<td>A credit card issued to an employee in his/her name; the card has limitations of dollars and commodities.</td>
</tr>
<tr>
<td>Program Administrator</td>
<td>Director of Purchasing or designee (also referenced as “Procurement Card Program Administrator”).</td>
</tr>
<tr>
<td>Proxy</td>
<td>Person within the department designated to approve transactions in lieu of the Department Head.</td>
</tr>
<tr>
<td>Pyramiding/Splitting Transactions</td>
<td>Making one purchase into two or more purchases to stay within single transaction limits. PYRAMIDING IS NOT PERMITTED UNDER THIS PROCUREMENT CARD PROGRAM.</td>
</tr>
<tr>
<td>Reconciler</td>
<td>The Colorado College employee who reconciles the procurement card transactions in the online UMB VISA system. The reconciler may also be the cardholder or the person designated to reconcile for cardholders within the department; reconcilers are not required to have a UMB Procurement Card in order to reconcile transactions for others.</td>
</tr>
<tr>
<td>Reconciliation</td>
<td>The act of assigning an account string (or FOAP) AND indicating the business purpose on EACH transaction; reconciliation is performed on a monthly basis by the cardholder or reconciler for cardholder transactions.</td>
</tr>
<tr>
<td>Statement</td>
<td>The monthly listing of transactions to and for individual cardholders (issued by UMB Bank).</td>
</tr>
<tr>
<td>Statement Period</td>
<td>Date of statement cut-off.</td>
</tr>
<tr>
<td>Summary Statement</td>
<td>The monthly listing of all Cardholder transactions to the Program Administrator (issued by UMB Bank).</td>
</tr>
<tr>
<td>Transaction</td>
<td>The act of making a purchase with the procurement card.</td>
</tr>
<tr>
<td>Transaction Limits</td>
<td>Cardholders have individual single and monthly total purchase amounts as authorized by their Department Head.</td>
</tr>
<tr>
<td>UMB Bank</td>
<td>Procurement card provider for the College.</td>
</tr>
</tbody>
</table>
HOW IT WORKS

The procurement card simplifies the procurement and disbursement process by facilitating point-of-demand purchasing. Purchasing authority is delegated to the ordering departments, enabling the authorized cardholders to place orders directly with the suppliers. The vendor validates purchases with the Procurement Card at the point-of-sale. The UMB VISA Intellilink system validates the transaction against pre-set limits established by the College which include:

- Single purchase limit with a not-to-exceed amount
- Spending limit per month
- Approved commodity (Merchant Category Codes [MCC] established by the bank and encoded into the magnetic strip on the reverse side of the card

The authorization process occurs through an electronic system that supports the procurement card processing services under the Colorado College’s agreement with UMB Bank. In addition, the Program Administrator has the capability to view daily reports to effectively monitor the use of procurement cards. The Business Office/Purchasing can also identify opportunities to further maximize the College’s buying power through contract negotiations and contract administration.

ETHICS

Refer to The Colorado College Code of Ethical Conduct Policy (February 2008) for additional information regarding stewardship of the traditions and resources of Colorado College.

Cardholders are entrusted with safeguarding and promoting the College’s educational mission through ethical and principled leadership and action. As agents of the College, cardholders must consider the procurement card objectives and follow the policies when making purchase decisions. All purchases should be made in the best interest of the Colorado College, the cardholder’s college or administrative area, and the cardholder’s department or unit.

The card is NOT for personal use! The only person authorized to utilize the card is the person whose name appears on the card itself: because each procurement card is linked to a specific cost center and individual employee, the card cannot be transferred from one employee to another.

If an individual becomes aware of a suspected violation of Procurement Card Policies and Procedures, he/she should promptly report it to the Department Head and Internal Auditor for further attention.

CONFLICT OF INTEREST

Refer to The Colorado College Conflict of Interest Policy (February 2008) for additional information.

Colorado College requires all individuals associated with the College to act in the best interests of the College, and to avoid any situation where individuals may receive an improper personal benefit as a result of a conflict of interest in their employment or official role at the College. All employees of the College owe a fiduciary duty to the College to act in good faith, with ordinary care, and in the best interests of the College.

The Colorado College requires its employees to disclose business or financial relationships, transactions or events that may be viewed, legally or perceptually, as conflicts of interest. The business relationships of the College with contractors, consultants, vendors, suppliers and other third parties are to be maintained without direct or indirect personal or financial benefit accruing to any employee of the Colorado College, or any member of the employee’s family, in accordance with College Policy.
Circumstances which may constitute a conflict of interest include, but are not limited to:

- Holding, either directly or indirectly, a position of financial interest in an outside concern which provides services competitive with services rendered by the college, or an outside concern from which the College secures goods or services, if the employee is involved in, or may influence the ordering of such goods or services.

- Competing, either directly or indirectly, with the college in the purchase or sale of property or property rights, interests or services.

- Disclosing or using non-public information obtained through College employment for personal profit or gain, or for the profit or gain of an immediate family member.

- Accepting gratuities or special favors, such as meals, airline tickets, hotel accommodations, etc. from any outside concern that does, or is seeking to do, business with the College, or extending gratuities or special favors to employees of the college, under circumstances which might reasonably be interpreted as an attempt to influence the employees in the performance of their duties.

- Retaining, directly or indirectly, consultants who have financial interest or employment that conflicts with services (including sponsored research) provided by the College.

The Colorado College generally does not enter into contracts with students, faculty and staff or members of their immediate families. In those instances where a purchase is in the best interest of the College, documentation of the reasons for the decision need to be sent to the Director of Purchasing for approval prior to the transaction or purchase with a student, faculty, staff, or members of immediate families.

Any existing or proposed relationship, transaction or other event which may raise a conflict of interest issue shall be promptly disclosed to the employee’s supervisor, in writing, to determine its appropriateness and to receive specific approval to maintain or proceed with such relationship, transaction or event in accordance with Colorado College policy.

**CARD ISSUANCE and ACTIVATION**

Employees requesting a procurement card will be asked to complete a Procurement Card Cardholder Application (located on page 18 of this manual) and submit the application to the Purchasing Department. When the card is sent from UMB Bank and received by the Purchasing Office, the Program Administrator will contact the cardholder to schedule a training session, after which the employee will receive his/her card.

All cardholders are required to undergo procurement card training and sign the Employee Cardholder Agreement (page 17 of this manual) prior to receiving their UMB VISA cards.

After training, the cardholder may activate the card by calling the toll-free number printed on the card. For verification purposes, you will be asked to provide a personal piece of information, such as your mother’s maiden name or your employee ID number. The card may be used immediately after activation.

Although the card will be issued in your name, your personal credit history will not affect your ability to obtain a card, nor will your personal credit be affected in the event of fraud resulting from a lost or stolen UMB Bank VISA card. The College is responsible for payment of purchases made under the UMB VISA Procurement Card Program.
Three different types of card products available under the Colorado College UMB VISA Program: Procurement Cards, Fleet Cards and Project/Declining Balance cards. Procurement Card policies and procedures apply to all card types.

<table>
<thead>
<tr>
<th>LIMITS</th>
<th>PROCUREMENT CARDS</th>
<th>FLEET CARDS</th>
<th>PROJECT CARDS (declining balance)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Purchasing Level I</td>
<td>Purchasing Level II</td>
<td>Centralized Purchasing departments only (IT, Facilities, Business Office/Purchasing)</td>
</tr>
<tr>
<td>Single</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$25,000</td>
</tr>
<tr>
<td>Monthly</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

Department Heads may request, in lieu of a standard procurement card, a declining balance/project card. These cards are used for a fixed amount of spend over a specific duration of time. The accounts are post-paid; once the time frame maximum spend has been reached, the card is no longer valid (and cannot be “re-loaded”). These cards may be used in instances where an employee travels infrequently and does not otherwise need a procurement card to make purchases on behalf of the College (for example, an employee who attends one conference a year may utilize a declining balance card to secure conference registration fees, pay for lodging, transportation and meals.

**ACCOUNT MAINTENANCE**

If there is a need to change any information regarding your account (i.e., name or department change), please notify the Program Administrator at (719) 389-6695 for further instructions.

**PURCHASE LIMITATIONS**

Purchase limits are defined by the expected level of activity and responsibilities of cardholders within their departments (for example, Information Technology has access to purchase from vendors with specific Merchant Category Codes that may not be available to others because the commodities are centralized in the IT Department).

Cardholder limits are established by the Department Head and specified on the Cardholder Application. Requests for cardholder limit increases (single or monthly) shall be made in writing by the Department Head to the Program Administrator and are for temporary purposes only. An agreed-upon date (not to exceed 90 days from date of increase) shall be established for the limit(s) to be restored to the amount(s) designated on the Cardholder Application.

If a cardholder has Level I limits and the Department Head deems it necessary to have the cardholder limits at Level II, the request must be submitted in writing by the Department Head to the Program Administrator. Conversely, if a cardholder has limits as defined under Level II and actual spend activity is in the range of Level I, the Program Administrator reserves the right to reclassify the cardholder spending authority to Level I.

**Emergency Situations:** If a cardholder’s transaction is not approved through a merchant because the transaction amount exceeds the single or monthly purchase limits, the Program Administrator will accept a phone or email request from the cardholder; the Program Administrator will send an email to the Department Head to confirm the cardholder’s request for and completion of the temporary limit increase.
RESTRICTED PURCHASES

Purchases of the restricted items below and purchases in excess of $5,000 or more must be processed in accordance with established procurement and disbursement policies and procedures.

- Purchases that are centralized on campus (i.e., IT, Facilities, Business Office/Purchasing), such as technology equipment, copiers, and furniture
- Cellular phones and related monthly charges
- CC Bookstore purchases
- Cash advances of any type
- Technology equipment (i.e., computers and peripherals)
- Massage parlors
- Honorariums
- Donations to organizations (non-profit or for-profit)
- Personal items
  - NOTE: The p-card may be used to purchase only catering and Lunch Club coupons from Bon Appetite

MAKING A PURCHASE

Before using the Procurement Card, determine if it is the appropriate purchasing method. Generally, the Procurement Card can be used for most purchase transactions according to the individual cardholder’s spending limits. Rule of Thumb: the Procurement Card is the preferred alternative for small dollar transactions. Capital equipment items (equipment or furniture with a unit cost of $500 or more, moveable, and with a useful life of five (5) years or longer MAY NOT be purchased with the Procurement Card).

The Procurement Card may be used in person or via mail, telephone, fax, or over a secured Internet link. Follow these general procedures when using the Procurement Card:

- Check possible sources of supply to ensure best price, delivery, and compliance with policy and procedures. The Purchasing Office staff is available to assist with sourcing and pricing of products if/as needed.
- Call or visit the supplier and identify yourself as a Colorado College employee. Be prepared to have your Colorado College ID available for vendor reference.
- Confirm acceptance of the VISA card for purchases.
- Tell the supplier that The Colorado College is exempt from paying Colorado sales tax (State of Colorado and City of Colorado Springs) at the point of sale. If required, provide the sales tax “Certificate of Exemption.” For ease of reference, the College’s State of Colorado Tax Exempt number is printed on the top left-hand corner of the Colorado College UMB VISA Card. A copy of the State of Colorado Tax Exempt certificate is provided in each cardholder’s packet along with the procurement card.
- Give the supplier the Procurement Card number and expiration date, and provide the tax exempt numbers for the College if requested.
- Be sure to indicate your campus address for shipping of products and/or mailing of receipts/documents. Remind the supplier that this is a VISA purchase, and to send a receipt for the purchase to you at your campus mail address. When specifying delivery instructions to your campus address, include information
that must appear on the shipping label (i.e., Attention: ____). Notify the supplier that the Procurement Card number should not be displayed anywhere on the outside of the package.

Please use the following example for shipping goods to campus:

Department Name (required)
Individual Name (optional)
14 E. Cache la Poudre Street (required)
Colorado Springs, CO 80903 (required)

• Order the desired goods or services and confirm the total cost, including freight (shipping and handling).

TRAVEL USING the PROCUREMENT CARD

If you are traveling, contact the Purchasing Office for tax exemption requirements in other states. Many states have granted the College tax exemption; because documentation requirements vary from state to state, it is important to be proactive by planning in advance and requesting documentation as early as possible when securing tax exemption for out-of-state purchases.

In instances where the traveler has not been issued a procurement card, another cardholder’s account may be used to secure arrangements for airline reservations, conference registrations, or business meals/entertainment. (The cardholder should not provide his/her card account information to the traveler!)

If you are making purchases on behalf of another individual with the College, be sure to retain appropriate documentation that authorizes the charges on your procurement card.

In the event of declined transactions, contact the Procurement Card Administrator to determine the cause and resolve the problem.

DOCUMENTATION/RECEIPTS

Substantiating your transactions for college business-related business purposes is a critical element of the procurement process. Itemized receipts provide detailed permanent records for accounting and auditing purposes. Retain ALL receipts, regardless of dollar amount!

ALWAYS obtain itemized receipts, even if the purchase is made by telephone or fax. When ordering goods via the telephone, you are urged to maintain documentation referencing the name of the individual who provided the price quote(s), date(s), time(s) of the contact(s), and any other pertinent information as necessary.

For the purpose of Procurement Card transactions, the term “receipt” shall be defined as follows:

• An invoice, cash register receipt, sales slip, or packing slip which contains the following:
• Itemized list of goods purchased, with cost amounts
• Name and address of supplier
• Handwritten receipts must be signed by an authorized employee of the supplier
• When ordering via the Internet, the cardholder should screen print the completed order form and attach the packing slip (if available)

Document the five W’s on the original receipt (and electronically online as a part of the reconciliation process):

• Who – vendor name
• What – description of item(s) purchased
• When – date of transaction
• Where – location of transaction
• Why – business purpose of the transaction (i.e., class trip, workshop)
The Internal Revenue Service, internal and/or external auditors may periodically audit procurement card transactions. The IRS requires that you maintain all receipts for goods and services purchased under the Procurement Card Program; receipts and records must be retained for a period of seven (7) years. To assist you in retaining receipts and tracking purchases, a Procurement Card Record Log has been provided in this manual (located on page 19). Procurement Card records are audited on a monthly basis, so it is essential to adhere to receipt retention and record-keeping guidelines.

NOTE: if you are making a purchase on behalf of another department, or you were authorized to expend budget from another department, notify the department when the card account has been charged and reconciled to their budget and provide a courtesy copy of the receipt. Departments are encouraged to establish appropriate inventory tracking methods for goods ordered on behalf of others, or within individual departments and units.

PayPal and Amazon receipts MUST be itemized and are subject to greater audit sampling than other transactions.

RECEIVING and RETURNING PURCHASES

If the shipment is large enough to require a dock, Facilities Services must be notified at 389-6573; advise Facilities when to expect the goods and where to deliver them, and provide a contact person for the receiving department in the event of any problems or questions.

Retain documentation/invoices associated with goods delivered to you on campus. Departments are encouraged to establish appropriate inventory tracking methods for goods ordered on behalf of others, or within individual departments and units.

Cardholders must receive credit on the procurement card used to purchase the item(s); do not accept a cash refund or store credit. Cardholders should also review monthly statements to ensure that all charges/credits have been properly issued on the procurement card account. The online UMB VISA reconciliation tool is a good source of information to view charges and credits.

When credits are received, retain documentation which explains each item returned or exchanged.

TRANSACTION PROCESSING/MONTH-END PROCEDURES

Cardholders may review monthly statements online. The link to the UMB VISA Intellilink online reconciliation is: URL: https://intellilink.spendmanagement.visa.com

You are urged to review the UMB VISA Intellilink site regularly to ensure that no unauthorized/fraudulent charges are on your card. The website allows real-time access to your account data. This tool provides cardholders the ability to view account information and transactions for the current statement or last four-month period.

Reconciliation

Reconciliation is act of assigning an account string (or FOAP) AND indicating the business purpose on EACH transaction; and must be completed on a monthly basis.

Cardholders or reconcilers may view transactions online approximately three (3) working days after a purchase is made with a procurement card. The cardholder and/or reconciler must complete online reconciliation before the deadline specified on the home page of the UMB VISA Intellilink site. Department Heads are notified electronically when transactions require their approval; cardholders or reconcilers then need to attach monthly statements to receipts for each card account and attach the printed report which shows Department Head electronic approvals for record retention and audit purposes. All documentation shall be retained in a secured area of the department or division.
On the date of the reconciliation deadline, all cardholder transactions are downloaded into the Banner Financials system. The month-end close process is conducted by the Business Office (Accounting); upon completion, all charges (and credits) to cardholder accounts are posted against departmental budgets.

Unauthorized Charge(s)

Cardholders have sixty (60) days from the date of the transaction to dispute charges; if you discover any unauthorized charges online or on your monthly statement, immediately notify the Procurement Card Administrator. In the event that your card account is compromised, your account will be suspended or closed, and a new card will be issued by UMB upon your verification of the compromise or fraud.

Approvals

The UMB VISA Procurement Card Program allows cardholders, reconcilers and Department Heads to access statement information via Intellilink. The monthly billing period is generally from the first day of the month to the last business day of the same month. Transactional data is downloaded directly to the Banner Financial System on a monthly basis, and statements can be reviewed for accuracy and reconciliation of expenses. In order for the College to reap the greatest benefit from the Procurement Card provider, reconciling of cardholder transactions must be completed in the system by the deadline stated on the home page of the UMB VISA Intellilink screen (usually around the 5th working day of each month).

It is the responsibility of the Department Head to review and approve cardholder transactions on a monthly basis. Cardholders/reconcilers are responsible for monthly online reconciliation of all transactions in a timely manner (see Timeline of Monthly Activity, page 11).

Missing Receipts

Cardholders are encouraged to maintain a system to retain receipts. Be especially careful to have a place for safekeeping of receipts when traveling.

In the event of a lost or missing receipt, take the following steps:

1. Contact the merchant and ask for a duplicate copy (if unavailable, contact UMB).
2. Contact UMB Bank for a copy – additional fees may apply (the fee will be charged to your cardholder account).
3. Complete the Missing Receipt Affidavit (page 20). Be sure to sign the affidavit and obtain the signature of the Department Head.
4. Include the Missing Receipt Affidavit with your receipts for the monthly statement.
## Timeline of Monthly Activity

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>CARDHOLDER</th>
<th>CARDHOLDER/RECONCILER</th>
<th>DEPARTMENT HEAD</th>
<th>ADMINISTRATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly billing period</td>
<td>• Receives individual statement</td>
<td>• Receives individual statement for cardholder(s)</td>
<td>• Approves and reviews cardholder transactions online; Rejects if information is missing</td>
<td>• Purchasing reviews summary statement for all cardholder transactions</td>
</tr>
<tr>
<td>By the 5th working day of the month</td>
<td>• Reviews all transactions</td>
<td>• Reviews all transactions</td>
<td>• Reconciles statements for cardholder(s)</td>
<td>• Purchasing conducts download of transactions from Intellilink into Banner</td>
</tr>
<tr>
<td></td>
<td>• Reconciles statements</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>By the 10th working day of the month</td>
<td>• Prints report from Intellilink showing Department Head approval and attaches to monthly statement/receipts</td>
<td>• Prints report from Intellilink showing Department Head approval and attaches to monthly statement/receipts for each cardholder</td>
<td>• Prints report from Intellilink showing Department Head approval and attaches to monthly statement/receipts</td>
<td>• Accounting conducts month-end close process for Banner/departmental budgets</td>
</tr>
<tr>
<td>By the 15th working day of the month</td>
<td>• Submits requested documentation to Purchasing or Internal Audit</td>
<td>• Submits requested documentation to Purchasing or Internal Audit</td>
<td></td>
<td>• Purchasing and Internal Audit begin continuous monitoring process for cardholder transactions from previous month</td>
</tr>
<tr>
<td>By the last business day of the month</td>
<td></td>
<td></td>
<td></td>
<td>• Purchasing/Internal Audit submit reports/findings to appropriate individual (cardholder, Department Head, etc.)</td>
</tr>
<tr>
<td>By the 15th day of the following month</td>
<td></td>
<td></td>
<td></td>
<td>• Purchasing schedules refresher training for cardholders(if/as needed)</td>
</tr>
</tbody>
</table>

## RESPONSIBILITIES

### Program Administrator

- Interact with UMB Bank to issue new cards with default FOAP and approve card limits for individuals.
- Suspend or terminate cards (voluntarily or involuntarily).
- Conduct training for new cardholders and refresher training for existing cardholders.
- Interact with UMB Bank to maintain MCC’s (Merchant Category Codes) for prohibited purchases.
- Assist departments with problem resolution, disputes, returns and credits (if initial attempts by departments are unsuccessful).
- Work in partnership with internal and external auditors to ensure compliance within the card program.
- Notify Department Head concerning suspected misuse or fraud of the procurement card program.

### Department Head

- Successfully complete the cardholder training program.
- Authorize the use of procurement cards by employees of the department.
- Designate default account codes (FOAP’s) and single/monthly transaction limits for all department cardholders.
• Approve each Procurement Cardholder Application.
• Designate a reconciler for the department (if cardholder is not reconciling his/her own transactions).
• If you are reconciling your own transactions:
  o Obtain the original itemized receipts (invoices, cash register receipt, credit card slip, e-mail) confirmation, etc.) for all transactions.
  o Reconcile transactions monthly in accordance with established deadlines.
  o Print the monthly report from Intellilink showing Department Head approval of monthly transactions.
  o Designate a proxy to reconcile cardholder transactions in your absence.
• Store monthly receipts and statements in a secure location within your department (all receipts will be retained with the monthly statement).
• Oversee appropriate use of the card.
• Notify the Program Administrator of any reconciler changes in the department.
• Affirm all transactions made by cardholders for each statement period are allowable purchases by electronically approving each transaction.
• Retrieve cards from employees who leave Colorado College, change departments, or move on to a job in which they will no longer require a procurement card.
• Designate a proxy to approve cardholder transactions in your absence (*NOTE: Cardholders and Department Heads must not approve their own transactions online*).
• Initiate procedure resolution of prohibited purchases. This is to be done at the time improper purchases are discovered.
• Notify the Program Administrator of the details of any procurement card misuse and the proposed resolution.
• For any cases of repetitious procurement card misuse, the president, vice-president, dean, director or department head will obtain the card and return it to the Program Administrator for cancellation.
• In the “accidental” use of your card for a personal purchase, make immediate reimbursement to the College (see pages 15 - 16, Card Misuse and Consequences) and document the transaction (receipt and online via Intellilink) accordingly.

Cardholder

• Successfully complete the cardholder training program and sign the Employee Cardholder Agreement prior to receiving the procurement card.
• Ensure all transactions posted are legitimate purchases made on behalf of the College.
• If you are also reconciling your own transactions:
  o Obtain the original itemized receipts (invoices, cash register receipt, credit card slip, e-mail) confirmation, etc.) for all transactions.
  o Reconcile transactions monthly in accordance with established deadlines.
  o Print the monthly report from Intellilink showing Department Head approval of monthly transactions.
  o Designate a proxy to reconcile cardholder transactions in your absence.
  o Store monthly receipts and statements in a secure location within your department (all receipts will be retained with the monthly statement).
• If you are providing your receipts to an assigned reconciler in your department:
  o Obtain the original itemized receipts (invoices, cash register receipt, credit card slip, e-mail) confirmation, etc.) for all transactions.
  o Submit your receipts with the completed Procurement Card Record Log (page 19) to the reconciler in your department in accordance with the established deadlines.
• Relinquish the procurement card upon termination and provide all documentation to the reconciler or department prior to your departure from the College.
• Re-apply for a procurement card in the event of transfer to another department.
• In the “accidental” use of your card for a personal purchase, make immediate reimbursement to the College (see page 13, Reimbursement for Personal Purchases) and document the transaction (receipt and online via Intellilink) accordingly.
Reconciler*

- Successfully complete the cardholder training program.
- Designate a proxy to reconcile cardholder transactions in your absence.
- Ensure all transactions posted are legitimate purchases made on behalf of the College.
- Obtain the original itemized receipts (invoices, cash register receipt, credit card slip, e-mail confirmation, etc.) for all transactions. All receipts will be retained with the monthly statement and stored in a secure location within the department.
- Reconcile transactions for cardholders’ purchases in accordance with established deadlines.
- If the cardholder uses the card “accidentally for a personal purchase, ensure that immediate reimbursement is made to the College (see page 13, Reimbursement for Personal Purchases) and document the transaction (receipt and online via Intellilink) accordingly.
- Print the monthly report from Intellilink showing Department Head approval of monthly transactions for each cardholder.
- Store monthly receipts and statements in a secure location within your department.
- Initiate procedure resolution of prohibited purchases. This is to be done at the time improper purchases are discovered.
- Notify the Department Head with details of any suspected procurement card misuse.

*NOTE: Reconcilers are not required to have a procurement card; cardholders, however, must either reconcile their own transactions or have an assigned reconciler for their transactions.

CARDHOLDERS BEWARE!

As a cardholder, you are responsible for the procurement card that has been issued in your name. Protect your card as you would your personal credit card and:

- Know where your card is at all times.
- Do not carry your card while on vacation.
- Do not share your cardholder account or other pertinent information with anyone.
- Ensure that the card is locked up in a safe place to prevent possible theft or unauthorized use.
- Keep your Colorado College procurement card separate from your personal credit or debit cards to prevent accidental personal use.
- If you are not a 12-month employee of the College and do not plan on making college-related purchases during your time off, you are encouraged to request a temporary decrease on your card limits to $1 to reduce risk in the event that your card is lost or stolen. This may be completed by contacting the Procurement Card Administrator.

“Buyer Beware” with online purchase(s):

- Your card is charged immediately upon placement of the order, not when goods are shipped.
- Disputing charges made through online payment systems are more difficult to dispute, as there may not be a guarantee that the cardholder will receive the correct materials or credit.

Reimbursement for Personal Purchases

Although the use of the procurement card for personal purchases is not permitted, we recognize that an occasional incident may occur which requires you to reimburse the College. If this happens, please use the 708993 account code (“P-Card Used in Error for Pers. Exp.”) when you complete your reconciliation online. Immediate reimbursement to the Business Office/Cashier is expected (within 30 days); please make sure to reference the same FOAP code that you used when reconciling the transaction. If reimbursement to the College has not been made within the thirty-day period, the College Payroll Department reserves the right to collect the unreimbursed amount through the cardholder’s paycheck.
DISPUTING UNAUTHORIZED or INACCURATE CHARGES

If you discover an unauthorized charge:

• Reconcile the transaction with the FOAP.
• Dispute the charge online via the UMB VISA Itellilink reconciliation tool.
• Notate the reason the transaction is being disputed (did not authorize, duplicate charge, etc.).
• UMB Bank will contact you and provide additional information; you may be required to sign an affidavit stating that you did not authorize the charge.
• Reconcile the credit to the same FOAP used for the charge and notate the reason for the credit in Intellilink.
• Retain all proper documentation for the charge and the credit.
• Contact the Program Administrator for assistance if needed.

If you discover a suspected unauthorized charge due to possible fraud:

• Contact UMB Bank and the Program Administrator immediately.
• UMB Bank will ask you to sign an affidavit stating that you did not authorize the charge(s).
• Your card will be cancelled immediately upon notification and a new one (with a different account number) will be issued.
• The Program Administrator will contact you to pick a replacement card from the Purchasing Office once we have received it from UMB.

If you were charged for a purchase by a known vendor where the goods have not been received, or there is any other discrepancy:

• Attempt to resolve the issue with the vendor prior to the established deadline for reconciliation.
• Dispute the charge online via the UMB VISA Itellilink reconciliation tool.
• Reconcile the transaction with the FOAP.
• Notate the reason the transaction is being disputed (price charged varies from price quoted, duplicate charge, etc.).
• If the adjustment issued by the merchant is a credit, reconcile the transaction with the same FOAP used for the original transaction.
• Contact the Program Administrator for assistance if needed.

CANCELLING a PROCUREMENT CARD

Loss, Theft or Fraud

Under certain conditions, the cardholder must make a quick decision about whether to request cancellation of a procurement card. Some conditions that require immediate cancellation include:

• A lost card.
• A stolen card.
• One or more transactions in Intellilink are not authorized by the cardholder.

If you encounter one of these conditions, immediately take action and do not wait until you can verify the transactions on your monthly statement. The bank is liable for fraudulent charges to a card if swift action is taken by the cardholder and the College. If too much time has lapsed (generally beyond 60 days) between a lost/stolen card and notification to the bank, you or your department may be liable for the fraudulent charges.
All of the following reporting steps must be used when cancelling a card:

1. Contact UMB Bank at 800-821-5184 (this is a 24/7 number) to cancel the card. Although the bank representative may indicate that a new card will be issued, you still need to contact the Program Administrator to notify him/her of the cancellation. The Program Administrator will then authorize the bank to issue a replacement card.
2. Notify the reconciler (if cardholder is not the reconciler).

**Transfer of Employment**

Employees who transfer to another college department are required to surrender their card to their Department Head. The Program Administrator is responsible for cancellation of the employee cardholder account. If the cardholder has purchasing responsibilities in the new department, an application and cardholder agreement (signed and authorized by the Department Head) are necessary for a new card. Submit the documents to the Program Administrator for further action to process the card. Additional training for the new card account for employees who transfer is not required as long as the cardholder is/was in good standing with his/her responsibilities under the Procurement Card program.

**Separation from the College**

Upon separation, the cardholder shall relinquish his/her procurement card to the Department Head along with appropriate documentation of purchases to date. The departing employee is responsible for providing information regarding the Procurement Card file for past months/years to his/her Department Head for possible audit requests.

The Human Resources Department shall also serve as a source of information for separated employees and will ask the employee to relinquish his/her procurement card upon termination (if the employee has not already done so).

**CARD MISUSE and CONSEQUENCES**

Card misuse comes with serious consequences. The Colorado College procurement card is to be used solely by the person to whom it was issued. The card can ONLY be used to pay for allowable College-related purchases and is NOT to be used for any personal, prohibited or unauthorized purchases. Any such use will require the cardholder to submit an immediate reimbursement to the College for the improper charge on the procurement card.

Misuse is broadly defined as “using the card in violation of College policies and procedures.” Examples of misuse of the procurement card include, but are not limited to:

- Using the procurement card for personal purchases.
- Using the procurement card for purchases that are not authorized by the College/Department Head.
- Using the procurement card to purchase any goods or services that violate policies or procedures of the College, including those items listed as specific exclusions for the procurement card; or which violate any law or regulation to which the College must adhere.
- Splitting a transaction to circumvent the transaction limit authorized for the cardholder’s card.
- Using multiple cards to circumvent the transaction limit authorized for the cardholder’s card.
- Failing to provide required purchasing documentation in a timely manner (either to the reconciler or to Purchasing).
- Failure to retain receipts and/or provide information about a specific purchase (see page 10 regarding Missing Receipts)

  - A missing receipt equals an unsubstantiated business purpose (in the absence of a Missing Receipt Affidavit that has been signed by the cardholder and the Department Head)
  - An unsubstantiated business purpose is considered a personal purchase and the purchase is then a reimbursable transaction by the cardholder to the College
• Giving your card to another individual to use for a purchase. No other person is authorized to use your card. The cardholder may make transactions on behalf of others (who do not have a procurement card) in his/her department or division if/as approved by the Department Head (retain documentation of approval for audit purposes). The cardholder is still responsible for the business validity of the use of his/her card.

• Failure to conduct online reconciliation in a timely manner (by the deadline stated for the monthly download), resulting in the need to complete Journal Entries (JE’s) for unreconciled charges [CARDHOLDERS and RECONCILERS]

• Failure to approve employees’ transactions online in a timely manner (by the deadline stated for the monthly download) [DEPARTMENT HEADS]

The cardholder understands that his/her improper use of the Colorado College procurement card may be cause for disciplinary action by the College, including:

• Suspension of p-card privileges.
• Reimbursement to the college (to include any administrative fees imposed by the bank in connection with misuse).
• The College may withhold amounts attributable to improper use by the cardholder from any paycheck or other Colorado College check which may be payable to the cardholder.
• Obligation to pay legal fees incurred by the College if legal proceedings are initiated to recover amounts owed.
• Written notification to supervisor of violation – retained in employee’s personnel and p-card files.
• Termination of employment from the College.
• Criminal prosecution.

The materials or goods involved in card misuse may:

• Become the property of the cardholder; the cardholder will have to reimburse the College the cost and any related processing fees (this can be withheld from the College paycheck if not reimbursed by the cardholder)
• Be returned to the vendor
• Be retained by the College

### CONTACT INFORMATION

#### COLORADO COLLEGE

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Don Davidson</td>
<td>Interim Director of Purchasing</td>
<td>(719) 389-6573</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(719) 492-4728</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(for emergency purposes only – outside of normal College business hours)</td>
</tr>
<tr>
<td>Mary Christiansen</td>
<td>Purchasing Coordinator</td>
<td>(719) 389-6695</td>
</tr>
<tr>
<td>Procurement Card Administrator</td>
<td><a href="mailto:don.davidson@coloradocollege.edu">don.davidson@coloradocollege.edu</a></td>
<td></td>
</tr>
<tr>
<td>Procurement Card Administrator</td>
<td><a href="mailto:mary.christiansen@coloradocollege.edu">mary.christiansen@coloradocollege.edu</a></td>
<td></td>
</tr>
</tbody>
</table>

|                   | Purchasing Fax                  | (719) 389-6932        |

#### UMB Bank/VISA

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(800) 821-5184</td>
</tr>
</tbody>
</table>

• To report a lost or stolen card
• 24 hours a day worldwide customer service
EMPLOYEE CARDHOLDER AGREEMENT

The Colorado College Procurement Card

In return for the purchasing authority delegated to me, and in consideration of my responsibility to properly use College resources, I agree to undertake the following responsibilities:

- To comply with this Agreement and the Procurement Card Procedures provided. I acknowledge receipt of the Procedures and affirm that I have read and understand them. I understand that The Colorado College is responsible for all Procurement Card purchases I make on behalf of the College. I will provide all transaction documents to the designated reconciler or manager in my department.
- To provide the requested documentation (receipts and monthly statements) if/as requested for audit purposes.
- To protect and safeguard the Procurement Card per this Agreement and the Procedures.
- To purchase ethically, fairly, and without conflict of interest; to seek the best value; to support the development of small-, woman-, minority-, or locally-owned businesses in my use of the card. I understand that my use of the Procurement Card will be audited on a regular basis.

In the event of an unauthorized/accidental personal purchase with the College Procurement Card, I agree to reimburse the College within thirty (30) days of the purchase. Further, I authorize reimbursement to the College via payroll deduction for any unauthorized/personal purchases plus any administrative fees imposed by the bank in connection with any misuse if I fail to reimburse the College within thirty (30) days of the personal purchase. If Colorado College initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all legal fees incurred by the College in such proceedings.

I further understand that my improper use of this corporate liability card may result in card revocation and disciplinary action against me.

I have been provided a copy of the Employee Cardholder Agreement and Procurement Card Policies and Procedures. If the card is lost or stolen, I will notify the Program Administrator and UMB Bank Chase immediately. I understand that the College may suspend or terminate my privilege to use the Procurement Card at any time for any reason. I will return the Procurement Card to the College immediately upon request or termination of employment.

I understand that my Employee ID Number and the last four (4) digits of my Social Security number will be used to verify card possession in the event I must place a call to the bank to report a lost or stolen card. The use of these numbers is only for identification in an emergency situation and will not be used for any other purpose.

Employee Name (PLEASE PRINT): __________________________________________
Employee ID Number: ____________________________________________________
Last 4 digits of SSN: ______________________________________________________
Department: ___________________________________________________________
Purchasing Card Account Number: _________________________________________
Training Conducted and Received: ___________________________________________

Cardholder Signature/Date
The Colorado College
Procurement Card Individual Cardholder Application

DIVISION/DEPARTMENT: ____________________________________________________________

Account # ___________________________ - ___________________________ - ___________________________ - ___________________________

Please print clearly and fill out this form completely. Incomplete or illegible applications will not be processed.

Cardholder’s Name: ___________________________ ___________________________ ___________________________ ___________________________

Mother’s Maiden Name: ___________________________ ___________________________ ___________________________ ___________________________

Office Mailing Address: ___________________________ Home Phone #: ___________________________

City, State, Zip Code: ___________________________ Office Phone #: ___________________________

Cardholder’s Title: ___________________________ E-Mail Address: ___________________________ Fax #: ___________________________

Cardholder’s Signature: ___________________________ Date Signed: ___________________________

Department Head (print first & last name): ___________________________ E-Mail address: ___________________________

Signature of Department Head: ___________________________ Date Signed: ___________________________

President/Vice President/Dean/Director Name (print first & last name): ___________________________ E-Mail address: ___________________________

Signature of President/ Vice President/Dean/Director: ___________________________ Date Signed: ___________________________

2nd Line on Card – Department Name (maximum 24 characters):

<table>
<thead>
<tr>
<th>SPENDING LIMITS</th>
<th>Procurement Level I</th>
<th>Procurement Level II</th>
<th>Procurement Level III</th>
<th>Centralized Purchasing</th>
<th>*Project/Declining Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Transaction</td>
<td>$2,500</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$25,000</td>
<td>Specify $ ________________</td>
</tr>
<tr>
<td>Monthly</td>
<td>$5,000</td>
<td>$10,000</td>
<td>$25,000</td>
<td>$50,000</td>
<td>Specify $ ________________</td>
</tr>
</tbody>
</table>

Please specify one:
- ☐ I am responsible for reconciliation of my transactions
- ☐ On behalf of the (circle one) CARDHOLDER DEPARTMENT
the following individual is authorized to reconcile my transactions:

My monthly statements and receipts will be retained:
- ☐ In my office
- ☐ In another location in my department (specify):

The following individual is authorized as my proxy (if applicable):

The Department Head responsible for approving my monthly transactions is: ___________________________

E-mail address of Department Head: ___________________________
## PROCUREMENT CARD RECORD LOG

Period covered from _________________ to _________________

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Card Number Ending in (four digits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>______________</td>
<td>____________________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Vendor Name</th>
<th>Description/Purpose of Purchase</th>
<th>Total Charges</th>
<th>FOAP (fund-org-acct-prog)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
MISSING RECEIPT AFFIDAVIT

(Use this form to document a P-Card transaction when the original or copy of receipt is not available)

Receipt Information

Date of Purchase: _______________________________  Amount Paid: $ _______________________________

Vendor Name: _________________________________  Vendor City and State: __________________________

Description of Item(s) Purchased  (list items on the reverse side of this document if necessary):

__________________________________________________________________________________________

Purpose of the Purchase:

__________________________________________________________________________________________

STATEMENT OF REASON FOR MISSING RECEIPT

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

CLAIMANT CERTIFICATION

Date: ____________________________

I, ________________________________________________  ______________________________ (Title)

of ________________________________________________  ______________________________ (Department Name)

of ________________________________________________  ______________________________ (Department Telephone #)

Certify that the foregoing Procurement Card transaction receipt is not available or obtainable; and have made every effort to obtain a copy of the receipt from the merchant/vendor and UMB Bank. This information is true and accurate, and the amount shown is legally due.

Cardholder Signature: ________________________________  Date ________________________________

Reconciler Signature: ________________________________  Date ________________________________

Department Head Signature: ____________________________  Date ________________________________

Vice President/President Signature (whichever is applicable)  Date ________________________________

(Required ONLY when the Department Head is Cardholder)