AGENDA

- Introductions
- History
- P-card program information
- Q&A
- Quiz!
- Sign cardholder agreement(s)
- Distribution of card(s)
INTRODUCTIONS

PURCHASING OFFICE

Don Davidson
Director of Administrative Services (x6573)

Anne Corley
Administrative Services Specialist (x6695)
JPM Chase Procurement Card
- October 2001 – December 2011
- Average $10M spend

UMB Bank – Conversion/Implementation
- Dec 2011/Jan 2012
- 600+ cardholders
- Average spend approximately $12-13million a yr.
- Average $14K per cardholder per year spend
SNAPSHOT

- Approximately 5,000 transactions per month

- Top Five:
  - Greatest # of transactions
    - Facilities (2)
    - Athletics (2)
    - Tutt Library (1)
  - Highest spend
    - Facilities (1)
    - Purchasing (1)
    - Athletics (1)
    - Audio Visual (1)
New EMV Chip Technology

- UMB Bank Commercial Visa® credit cards will now utilize EMV encrypted chip-technology with enhanced fraud protection. When you use your card at a chip-activated terminal, the embedded chip protects your information by creating a unique one-time code for each transaction.
- Using the new EMV chip card is easy! You simply insert the chip end of the card into the chip-activated terminal with the card facing up. Keep the card in the terminal throughout the transaction and select credit. The card reader will prompt you to remove your card at the appropriate time. If a merchant’s terminal is not yet activated to accept chip cards, the transaction can still be completed using the magnetic stripe reader.
Steps for using the Chip Card

1. Insert card — Face Up — Chip First
   Insert your card into the terminal instead of swiping.

2. Leave Card In Terminal
   The card must remain in the terminal until the transaction is complete. If the card is removed too soon, the transaction will fail.

3. Follow the Instructions on the Terminal
   You will be asked to sign, or do nothing for certain small transactions.

Remember to take your card when your transaction is complete.
The UMB VISA Procurement Card offers the following benefits for college-related business purchases:

- Eliminates cash transactions/need for employee reimbursement
- Acceptance by any vendor who accepts VISA
- More timely purchase and receipt of goods
- Increased information about purchasing transactions
CARD DESIGN

- Reduces/eliminates “accidental” personal use
- Immediate recognition with merchants
- Merchants do not automatically exempt the College - tell the merchant PRIOR to making the purchase
- Tax exempt number pre-printed for convenience
# CARDHOLDER LIMITS

<table>
<thead>
<tr>
<th>LEVEL I</th>
<th>CENTRALIZED PURCHASE CARD (IT, Facilities, Purchasing)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2,500 single</td>
<td>$25,000 single</td>
</tr>
<tr>
<td>$5,000 monthly</td>
<td>$50,000 monthly</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEVEL II</th>
<th>FLEET (limits determined by Transportation/ Department Head)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000 single</td>
<td></td>
</tr>
<tr>
<td>$10,000 monthly</td>
<td></td>
</tr>
</tbody>
</table>

| LEVEL III                   |                                                             |
|-----------------------------|                                                             |
| $10,000 single              |                                                             |
| $25,000 monthly             |                                                             |

**PROJECT/DECLINING BALANCE** – ideal for the occasional traveler or infrequent purchaser

- Greater level of audit:
  - Amazon/Paypal purchases
  - Purchases made by Centralized Purchasing cardholders
CARD EXPIRATION

- The new EMV chip embedded card accounts will expire in four (4) years.

- To obtain a renewal card, cardholders will be asked to review the Employee Cardholder Agreement and sign the form.
The UMB Bank VISA Procurement Card has Worldwide Automatic Travel Accident & Baggage Delay Insurance Coverage

- Full death benefit amount $500,000
- Up to $100 per day for 3 days in the event of a Baggage Delay
- See your p-card packet for additional details.
If you plan to travel Abroad, please notify your administrator of your dates of travel and the countries you will be visiting as soon as possible, preferably about a week in advance. This will allow us to alert the FRAUD team for UMB so as to avoid any suspension of your card as the FRAUD team attempts to verify the user as yourself.
UMB Bank Intellilink = Online Reconciliation Tool

- Cardholders or their delegates complete reconciliation in Intellilink
- Department Heads complete approval of transactions in Intellilink

**Department Head** = cardholder’s immediate supervisor (to whom do you report?)

AND

**Department Head** = manager, director, department chair, vice president, president (depends on the cardholder’s title or position)
RECONCILIATION

- The act of assigning the appropriate budget code (FOAP- Fund, Org, Account, Program) to each transaction.

- Indicate whether or not you have a receipt and enter the narrative details for each transaction.

- Reconciliation must be completed on a monthly basis as per the dates shown on the Intellilink home page. **Helpful hint:** calendar the date approximately a week in advance!
Reconciliation-Fraud/Dispute processes

**Fraud Process**
- Fraudulent charges are found either by yourself or the UMB Fraud Dept. The Fraud Dept. will contact the Cardholder directly or the P-Card Program Administrator to verify / confirm any questionable charges. For fraudulent transactions that are not authorized by the cardholder, UMB will send out a Fraud form for the cardholder to complete noting these unauthorized transactions. All Fraud transactions must be reconciled and credited to the same FOAP using **Account # 708995**. Once the form is completed, a copy must be sent to the CC Purchasing Office and a copy maintained in the cardholder’s file. If needed, we will provide oversight of the charges / credits and closing of the account. If the cardholder calls the bank directly due to fraud, they will close the account and reissue a new card to be delivered to the Purchasing Office within 7-10 business days.

**Dispute Process**
- The dispute process will apply when there is a duplicate charge or an unauthorized transaction. A dispute form must be completed for these transactions and submitted to the CC Purchasing Office for processing. This form can be found on the Finance & Administration website or we can email a copy to you directly. Purchasing will process the forms. Any purchases and/or credits must be reconciled. When reconciling these charges, both the charges and credits must be reconciled to the same FOAP using the **Account # 708995**. This will balance out the charge.

**Note:** Just by assigning the fraud account to the transaction, will not automatically initiate the credit by the bank nor the closing of the current account and reissue of a new card.
Intellilink offers the ability to scan or email your receipts into an Image Library to be linked to a transaction when reconciling.

Mobile scanning of a receipt may be used for reconciliation at a later date.

The approver may view receipts as needed.

Paper receipt retention unnecessary when this method is used.
APPROVALS

- **Department Heads**
  - Responsible for reviewing and approving cardholder transactions on a monthly basis electronically via Intellilink
  - Ability to establish frequency of notifications awaiting approval in Intellilink system
  - May request additional details from cardholders for specific transactions prior to approval

- **NOTE**: approval and review of transactions MUST be conducted by the cardholder’s’ supervisor and NOT by a peer. Some Department Heads may elect to have staff review and approve cardholder transactions prior to actual Department Head review – this is done at the discretion of the Department Head and is not a requirement of the Procurement Card program.
Make purchases in compliance with College expenditure policies.
Retain all receipts for purchases made with the p-card. Scanned receipts are acceptable.
Reconcile all transactions in a timely manner.

NOTE: if someone else in your department is reconciling for you, ensure that your receipts are turned into the reconciler in a timely manner.
LIMIT INCREASES

- Limit increases are temporary (maximum 90 days) – Cardholder needs to make a request in writing for increases. CC your supervisor for their approval.

- In event of emergency, call Purchasing and your limit(s) will be increased temporarily; Purchasing will send written confirmation (e-mail) of limit increase(s) to Department Head.

- Notify Purchasing prior to any anticipated spend activity in excess of your monthly limits whenever possible. Limits are shown on home page.
A receipt is required for EVERY transaction conducted with the college p-card.

Receipts must be kept on file for seven (7) years as per IRS requirements.

Each transaction in Intellilink should detail the following information:

- **Who** (vendor name)
- **What** (items purchased)
- **Where** (location of transaction)
- **When** (date of transaction)
- **Why** (purpose of the transaction)
MISSING RECEIPTS

A Missing Receipt Affidavit is included in P&P Manual and a copy of the affidavit can be found on the Finance & Administration Website.

The affidavit will require the department head’s signature. And include the Five W’s of the transaction.

- Attach the affidavit to your monthly statement with your receipts.
REIMBURSEMENT FOR “ACCIDENTAL” PURCHASES

- Reconcile the transaction using the account code 708993 (“P-Card Used in Error for Pers. Exp.”)

- Notate the transaction as a personal purchase in Intellilink. If possible retain a copy of the receipt.

- Submit reimbursement to the College within 30 calendar days and attach the receipt from the Cashier to your original receipt; include this with your monthly statement.
When submitting a check to the college for reimbursement indicate on the check or an attached slip of paper the exact same accounting or FOAP used when reconciling the transaction in Intellilink. It will then be deposited into the same FOAP and balance out the purchase so it will not show up in the department budget report.
PROHIBITED PURCHASES

- **PERSONAL PURCHASES!!!**
- Purchases that are centralized on campus (i.e., IT, Facilities, Business Office/Purchasing), such as technology equipment, copiers, and furniture
- Services of any kind associated with a scope of work or contract (exceptions: Facilities/Business Office)
- Insurance (exception: insurance for airfare or vehicle rentals or when traveling abroad)
- Verification of CC insurance should be requested from the Executive Assistant
- Fines or court costs
- Cellular phones and related monthly charges
- Leases and lease-purchases
- Honorariums
- Dating and escort services
- Time payments of any type
- Personal items

- Cash advances of any type
- Capital equipment
- Gift cards over $50 each
- Technology equipment (i.e., computers and peripherals)
- Casinos, Furriers, Massage parlors
- Donations to organizations (non-profit or for-profit)

**SEE POLICIES & PROCEDURES MANUAL REGARDING CONSEQUENCES FOR CARD MISUSE**
Online Purchases

- Be sure you are ordering from a secure site!
- In the address bar, the website should read: https: instead of just http... the "s" stands for secure.

Protect your procurement card:
- Do not share your account information
- Do not email or fax your cardholder account information: call it in instead
- Immediately contact Purchasing in the event of a lost or stolen card
Sign the Cardholder Agreement

Activate your card upon receipt (permanent marker – “check ID” & sign)

Log into Intellilink (reconciliation tool)
- [https://intellilink.spendmanagement.visa.com/secure/welcome.asp](https://intellilink.spendmanagement.visa.com/secure/welcome.asp)
- Contact Purchasing if you require assistance

Log into CommercialCard (check account balances and transactions) – **OPTIONAL**
- [https://umb.fdecs.com/eCustService/](https://umb.fdecs.com/eCustService/)

You will receive an email with policies, information about Intellilink & reconciliation, and a copy of your signed Cardholder Agreement
AND FINALLY...

- Issuance of a UMB VISA Procurement Card is a relationship of trust between you and the College.
- The card is a privilege granted to you by the College, and you are charged with responsible use of the card.
- All purchases must be made in compliance with CC expenditure policies.
- Expenditure of funds is held to the highest degree of trust amongst the institution.
- Fraudulent or intentional misuse of the card will result in revocation of the card and possible additional disciplinary action.
COLORADO COLLEGE

Don Davidson
Director of Administrative Services
Procurement Card Administrator
Office (719) 389-6573
Don.davidson@coloradocollege.edu

Anne Corley
Administrative Svcs. Specialist
Procurement Card Administrator
(719) 389-6695
Anne.corley@coloradocollege.edu

UMB Bank/VISA
To report a lost or stolen card
24 hours a day worldwide customer service
(800) 821-5184
QUIZ

- True or False:
  - A receipt is required only for purchases over $25

- Where are monthly reconciliation deadlines posted?

- Who approves and reviews monthly p-card transactions for cardholders?
True or False:

- I may let others use my p-card for college-related business purposes
- Receipts need to be retained for a period of three years per IRS requirements
- The p-card is valid for three years
- I may use the p-card to make personal purchases as long as I reimburse the College in a timely manner
If I need a limit increase, I need to:
- Contact UMB customer service
- Call the CC Purchasing Office
- Submit my request for a limit increase in writing to the administrator-cc your supervisor

If I want to fax or email my card account information, I may include all pertinent data in the fax or email. True or False?
True or False:

- The College p-card is a tool that all staff and faculty have a right to use.
- The UMB p-card program covers $200 per day for up to three days in the event of a baggage delay.
- Unauthorized use or abuse of the p-card is subject to termination of employment.
- The College’s tax exempt status is automatically registered when the p-card is swiped on vendor point-of-sale terminals.