The Colorado College
Procurement Card (P-Card) Program Guidelines

- **RECEIPTS**
  - A receipt is required for each transaction conducted with the college p-card.
  - Receipts must be kept on file for three (3) years as per IRS requirements.
  - Each receipt should detail the following information:
    - **Who** (vendor name)
    - **What** (items purchased)
    - **Where** (location of transaction)
    - **When** (date of transaction)
    - **Why** (purpose of the transaction)

- **AUTHORIZATION/REVIEW OF TRANSACTIONS**
  - The Department Head (see definitions) is responsible for electronically approving cardholder transactions.
  - Monthly statements are sent from UMB Bank to cardholders which detail transactions for the billing period.
  - Cardholders have access to print a report via the UMB VISA UMB Commercial Card reconciliation system which details monthly transactions and dates that the Department Head reviewed/approved individual purchases; this report must be attached to the monthly statement and receipts.
  - Department Heads may reject purchases in lieu of additional information; cardholder will then need to provide supplemental info as needed.
  - Requests for temporary modifications regarding changes to dollar limits may be submitted in writing by the department head/chair (maximum 90 days)

- **RECONCILIATION**
  - Reconciliation of each transaction (assigning the appropriate account/FOAP code) must be performed on a monthly basis.
  - **NOTE:** Unreconciled transactions will default to the 708990 account; a request for a journal entry will then be required to transfer the charges to the appropriate account.
  - Deadlines for monthly reconciliation are indicated on the UMB Bank UMB Commercial Card online reconciliation home page: https://identity.commercialcard.umb.com/login?signin=28da8b7c4f099890cdfa1fdba20406f0#/login
  - Information regarding the procurement (items purchased and the purpose of the transaction) must be documented in UMB Commercial Card and on the paper receipt for EACH transaction.

- **MISSING RECEIPTS**
  - Contact the merchant and ask for a duplicate copy (if unavailable, contact UMB).
  - Contact UMB Bank for a copy – additional fees may apply (the fee will be charged to your cardholder account).
  - Complete the Missing Receipt Affidavit Be sure to sign the affidavit and obtain the signature of the department Head.
  - Include the Missing Receipt Affidavit with your receipts for the monthly statement.

- **REIMBURSEMENT for “ACCIDENTAL” PERSONAL PURCHASES**
  - Reconcile the transaction and use the 708993 account code (“P-Card Used in Error for Pers. Exp.”)
  - Notate the transaction as a personal purchase in Intellilink and on 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.

- **TAX EXEMPTION**
  - As a non-profit organization, the college is exempt from paying City of Colorado Springs and State of Colorado sales taxes.
  - The State of Colorado Tax Exempt number is on each p-card (upper right-hand corner of the card)
  - The State of Colorado Tax Exempt Certificate and City of Colorado Springs exemption letter are also included (small laminated card) as a part of the cardholder packet; contact the Business Office (x6695) if you require any additional cards.
  - Please be sure to notify the merchant that you are making a tax-exempt purchase **PRIOR TO** the beginning of the transaction!
• **PROHIBITED PURCHASES**
  - 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
  - Personal items
  - Donations to organizations (non-profit or for-profit)
  - Services of any kind associated with a scope of work or contract (exceptions: Facilities/Business Office)
  - Fines or court costs
  - Leases and lease-purchases
  - Dating and escort services
  - Time payments of any type
  - Capital equipment
  - Casinos
  - Furriers
  - Gift cards
  - Insurance (exception: insurance for airfare or vehicle rentals or when traveling abroad)

• **CARD MISUSE and 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.
  - 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 purpose
      - A missing receipt (in absence of a Missing Receipt Affidavit) equals an unsubstantiated business purpose
      - An unsubstantiated business purpose is considered a personal purchase and the purchase is then a reimbursable transaction by the cardholder to the College
      - Numerous Missing Receipts over a period of time (monthly, etc.) may be grounds for additional training or a higher level of audit review by the Business Office and External Audit
      - 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.