

## 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=28da8b7c4f099890cdfa1fdb20406f0#/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.