

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NO.: IV:03:11

DATE: July 24, 2018

REVIEW/REVISION DATES: July 2018, June 2021, Dec 2021, October 2022

SUBJECT: Purchasing Card Procedures

APPROVED: Don C. Killingsworth, Jr., President

PURPOSE

This policy establishes and documents Jacksonville State University (JSU or University) policy and procedures related to the Purchasing Card Program.

POLICY

Purchasing cards will be limited to the President, members of the President's Cabinet, Deans, and Head Athletic Coaches. Exceptions to this policy must be approved by the related Cabinet member and the Senior Vice President of Finance and Administration and CFO. Cardholders and departmental reconcilers will be required to attend a training session before a card will be issued. The standard transaction limit will be \$2,500 with a maximum cycle limit determined by the appropriate member of the President's Cabinet unless authorized by the Senior Vice President of Finance and Administration and CFO.

All purchases made on the purchasing cards must be for official University business. Misuse of the card will result in revocation of the card, disciplinary action up to termination, and possible filing of criminal charges.

The Office of Procurement will be responsible for managing the purchasing card program. Responsibility for managing an account is assigned to the cardholder of that account.

Any exceptions to this policy must be approved by the President of the University.

OVERVIEW OF THE PURCHASING CARD PROGRAM

The JSU Purchasing Card Program is designed to provide a simple mechanism to make small dollar purchases, prepay certain expenses, and make purchases with vendors who do not accept purchasing orders. **The cards are not intended to replace the use of purchase orders and the requirements of Article 5 of Section 41 – 4 of the Code of Alabama 1975 where that process is required or appropriate.**

CONTROLS

The JSU Purchasing Card Program will utilize the same internal controls as in the University purchasing policy and procedure (IV:03:01), in addition to this policy. Purchasing card activity will be monitored by reports provided by the purchasing card vendor and internal audits will be performed.

The ultimate responsibility for the card control will rest with the cardholder. The procedures contained in this policy are designed to protect both the cardholder and the University. Participation in this program is a privilege granted to University employees when appropriate, and the University requires that cardholders follow these policies.

PROCEDURES

Obtaining a Card

1. All applicants will be required to complete a Purchasing Card Application Form (Form 1) and submit the application to the supervising Dean or Director. Email purchasing@jsu.edu to request an application form. Example of form:

Jacksonville State University			
Purchasing Card Application			
Cardholder Information - (To Be Completed By the Applicant)			
Last Name		First Name	Middle Initial
Employee/Banner ID #		Title	
Department		Campus Phone Number (10 Digits)	
Department Reconciler			
Monthly Statement Address (Complete Campus Mailing Address)		700 Pelham Road North	
Jacksonville	AL	36265	
City	State	Zip Code	
Applicant Email Address		Reconciler Email Address	
Employee Signature		Date	
\$500		\$1,000	Other Amount:
Single Transaction Limit			
\$1,000		\$2,500	Other Amount:
Suggested Monthly Credit Limit			
Dean/Director Approval	Date	Cabinet Member Approval	Date
SRVP Finance & Administration Approval	Date	President Approval (Required for Finance & Administration applicants)	Date
Cardholder Information Provided by Program Administrator: (To Be Completed by Purchasing)			
Approved Monthly Credit Limit			
Program Administrator's Signature		Date	

2. If approved by the Supervising Dean or Director, the potential cardholder will submit the application to the appropriate member of the President's Cabinet, who must approve the form.
3. The original form (Form 1) is then forwarded to Office of Procurement in Room 324 Angle Hall. The Office of Procurement will order the card from the bank if all required approvals are obtained.
4. The cardholder is notified when the card is received by Procurement.
5. The cardholder and the individual assigned to reconcile departmental transactions must complete the purchasing card training session.
6. After completing the training session, the cardholder must pick up the card in Procurement and sign for its receipt. An identification card including a photograph will be required.
7. The cardholder must sign a Cardholder's Agreement (Purchasing Card Form 2).
Example of form:

**Jacksonville State University
Purchasing Cardholder Agreement**

Jacksonville State University is pleased to present you with a Purchasing Card. This Card represents the University's trust in you to make certain purchases, and with this trust comes the responsibility to protect the University's assets. I, _____, hereby acknowledge receipt of University Purchasing Card number ending in _____ and consent to the following conditions and/or restrictions:

1. As an authorized cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the University Purchasing Card User's Guide. I acknowledge receipt of the Guide and confirm that I have read and understand its terms and conditions. I understand that the University is liable to Regions Bank for all charges I make using the card
2. I am responsible for all charges made against the Card.
3. I accept responsibility for protection and proper use of the Card as outlined in this agreement and in the Guide. I understand that the Card may be used only for authorized University business in accordance with University Policies and Procedures and State of Alabama laws, and that no personal expenses are to be charged to the Card. I also understand that the Card may not be used to purchase various restricted items as described in the Guide.
4. I am expected to keep receipts, reconcile monthly statements, resolve any discrepancies, and follow proper Card security measures.
5. A lost or stolen Card must be reported immediately by telephone to Wendover Financial Services (Regions Bank Customer Service vendor) at 1-888-934-1087 and the JSU Program Administrator at 256-782-5152.
6. I further understand that improper or fraudulent use of the Card may result in disciplinary action, up to and including termination of employment. I agree to allow the University to collect any amounts owed by me for improper purchases through payroll deduction. Should I fail to use the Card properly, I authorize the University to take whatever legal steps are necessary to collect an amount equal to the total of the improper purchases. If the University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay all collection costs, including reasonable attorney fees, incurred by the University.
7. I understand that the University may terminate my right to use the Card at any time for any reason. I agree to surrender the Card immediately upon request or upon termination of employment.

Cardholder Signature

Program Administrator

Cardholder Printed Name

Program Administrator Printed Name

Date

Monthly Limit Credit Limit

Purchasing Card Form 2

Card Use Parameters

All purchases made using the purchasing card must be in compliance with University Policies and Procedures. The cardholder is responsible for all charges made to the card. **Use of the card for personal purchases is strictly prohibited.**

Individual purchases on the purchasing card are limited to \$2,500 per transaction, including freight (exceptions must be approved by the Director of Procurement and Fixed Assets). Transactions for more than the transaction limit will be denied at the point of sale.

Purchasing cards have a monthly spending limit.

All purchases must be supported by an itemized receipt.

The purchasing card will **not** encumber funds.

Examples of items that may be purchased with the purchasing card include the following:

- Emergency purchases
- Small purchases
- Subscriptions
- Conference registration fees
- Airline tickets
- Guest meals (must include itemized receipt and meal request form in reconciliation)

Because of the need for additional documentation, some items, although less than \$2,500, **cannot be purchased with the purchasing card**. Exceptions must be approved by the Procurement Director. Email exception request to purchasing@jsu.edu. If an exception is approved, upload a copy of the approval email to Chrome River with the monthly reconciliation. Examples of these items include:

- Any professional service
- Clothing
- Building Repairs
- Rentals
- Cash advances
- Equipment
- Furniture
- Maintenance/service agreements
- Software
- Insurance
- Agency Fund (Fund 5 expenditures)
- **Any purchase prohibited by University policy or not related to University business.**

JSU has corporate accounts with the following vendors which allows the use of purchase orders:

- Amazon
- Staples

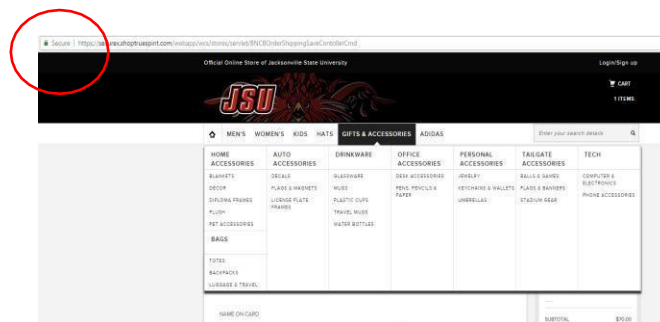
Therefore, purchase Orders **MUST** be used (e.g., Purchase Cards may not be used unless an emergency and approved by the related member of the President's Cabinet):

The transaction flow associated with the purchasing card is as follows:

1. Cardholder makes purchase and obtains appropriate receipt for documentation.
2. Cardholder denotes the account(s) to be charged for the purchase on the receipt.
3. Cardholder gives all documentation (or uploads documentation through Chrome River Snap or email) to the department designee (secretary, bookkeeper, etc.) who is responsible for the account reconciliation in Chrome River.
4. Department designee reconciles monthly statements and submits reconciliation/account allocation through Chrome River.
5. Regions Bank automatically draws one monthly payment to for all Jacksonville State University charges in a billing cycle.

Internet ordering is allowable using the Purchasing Card. Internet purchases require a secure socket layer browser session. The secure socket layer browser session is defined as a secured ordering on-line server. If this condition has been met, a “lock” will appear in the upper left-hand corner of the display screen.

Example:



Sales Tax

The vendor must be made aware of the tax-exempt status of the University when making a purchase. Most expenditures from University funds are exempted from Alabama sales tax. Purchases which are shipped into Alabama from other states are normally also exempt from tax. However, items picked up in another state are not automatically exempted for Alabama sales tax. Lodging tax for hotels and equipment rental taxes are not exempt from payment.

If state sales tax is charged to the purchasing card and not credited back to the account before the monthly statement is issued, the cardholder must submit a personal check (made payable to JSU) for payment of the tax with the monthly reconciliation. The cardholder is responsible for obtaining credit for the sales tax paid from the vendor.

Once the credit is posted to the cardholder's account, a refund check from JSU will be issued to the cardholder.

Ordering Materials and Services

The cardholder is responsible for ensuring receipt of materials and services and must follow up with the vendor to resolve any delivery problems or discrepancies. A receipt (examples: cash register receipt, packing slip, printed web site receipt) must be supplied for all transactions.

Travel

All University travel policies must be followed. For example, separate meal charges or social event costs cannot be charged on the purchasing card.

Conference registrations may be charged using the purchasing card, with these requirements for the cardholder:

- Determine if the conference can be charged using the purchasing card.
- Indicate on the conference registration form that the purchasing card has been charged for allowable conference fees.
- Verify that the charges are correct on the monthly statement.
- Submit the conference registration form as receipt with the monthly reconciliation.
- Submit a copy of the approved Request for Travel Authorization.

Student hotel accommodations and meals for authorized University travel may be secured and paid with the purchasing card. The accommodations of the University employee(s) accompanying a student group may be included if the trip is **out-of-state** only (In-state team travel can include employee's expenses to be covered on the purchase card). The original itemized hotel bill with a rooming list must be submitted as documentation of the expenditure.

Individual employee travel (both in-state and out-of-state) must be reimbursed to the employee after the trip as per the University travel policy.

Airline tickets for University travel may be secured and paid with the purchasing card. Documentation of the expenditure must include a printed itinerary including the date, time, and destination of travel; name of the traveler; and copy of the approved Request for Travel Authorization.

Purchases Using Grant Funds

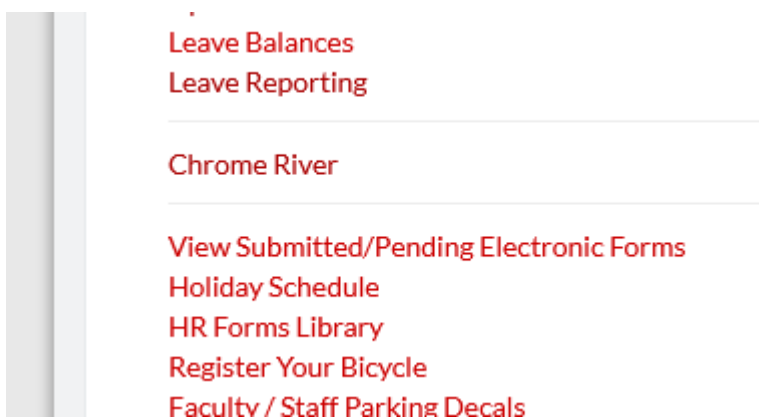
All purchases made with federal funds are required to be reviewed for compliance with the OMB Uniform Guidance. Prior approval from the Sponsored Programs Accountant must be obtained for purchases to be charged to grant funds. If this is not possible, the account reconciliation must be sent to the Sponsored Programs Accountant for review and approval.

Account Reconciliation

Proper documentation is required for the purchasing card just as for any other procurement transaction. This would include packing slips and itemized invoices, cash register receipts, or Internet receipts for each purchase charged to the card by the cardholder or authorized personnel. The credit card charge form is not sufficient documentation.

The cardholder or cardholder's designee must maintain a log of charges on the purchasing card each month to enable him/her to reconcile the month's purchases in Chrome River.

Access to Chrome River can be found on the My JSU webpage:



If you or your designee does not have access to Chrome River, please contact the Controller's Office via email controller@jsu.edu.

CHROME RIVER

Items Available
2 Unused Items

EXPENSES

PRE-APPROVAL

CONTACT

For expense reimbursement and processing assistance, please contact:

- Janice Thomas 256-782-5639 travel@jsu.edu
- Jeaná Redmond 256-782-5812 travel@jsu.edu or pcard@jsu.edu

NOTICES

FIRST TIME USERS: 1) Watch [Using Chrome River](#) 2) Email Procurement at purchasing@jsu.edu with your JSU ID and address 3) Complete [Direct Deposit Authorization](#) and send to Accounts Payable. Any changes made to the system will not appear until the following day.

REMINDER: Mobile device access - Chrome River is a web application which means there is no need to download an app from the app store to your smart phone or tablet. Simply use your mobile browser to log into <https://app.ca1.chromeriver.com/login/sso/saml?CompanyID=jsu.edu> as you do on your desktop. Use the "Add to Home Screen" option to add the Chrome River icon to your mobile device for easy access.

FEATURE HIGHLIGHT:

Emailing receipts to your account

Use the "Snap and Send" feature to quickly load receipt images to your account. Simply take a photo of one or more receipts and email them to receipt@ca1.chromeriver.com. The receipt(s) will then be available within your Receipt Gallery. Be sure to send the email from an email account that is registered with Chrome River. Your JSU email address is already registered and you can easily add other addresses via the Preferences menu.

Using Chrome River SNAP App to send receipts to your account

Simply snap a photo of the receipt using the app and it will be uploaded directly to your Receipt Gallery and the Offline tab of the eWallet for use the next time you access Chrome River. SNAP may also be used to upload images taken with another app on the device. For detailed instructions on how to download and use SNAP please see the Help section in Chrome River.

Receipts and invoices must be uploaded to Chrome River, along with the card statement, as part of each month's reconciliation.

Notification of monthly statement availability will be e-mailed to the cardholder. Statements can be download on the first business day of the month. Reconciliations are to be completed in Chrome River by the seventh (7th) working day of each month.

Disputed Charges

If there is a discrepancy on the purchasing card monthly statement, the cardholder should first contact the vendor to try to resolve the discrepancy.

If the dispute cannot be resolved with the vendor, a disputed claim form must be completed and emailed to purchasing@jsu.edu. The form can be completed online at

http://www.regions.com/virtualDocuments/Disputed_Items_Form.pdf.

Disputed items must be reported within 30 days of the statement date. If any charges on the monthly statement are disputed, a copy of the disputed claim form must also be uploaded to Chrome River with the reconciliation. If it is resolved, verify the correction on the next monthly statement. Any disputed items must still be allocated to a budget unit. Any credits resulting from disputed charges will be allocated back to the budget initially charged.

Lost/Stolen Cards

If a purchasing card is lost or stolen, the cardholder should immediately contact the Director of Procurement at 256-782-5152 or email purchasing@jsu.edu. The card will be canceled, and a new card will be requested. The Director of Procurement will contact Regions Bank and the University Police or other appropriate law enforcement agency, if necessary.

Card Cancellation

To cancel a purchasing card, the cardholder should cut the card in half and return pieces to the Director of Procurement, Room 324 Angle Hall. A Purchasing Card Maintenance Form (Form 6) will be completed to document the return of the Purchasing Card.

Example of form:

Jacksonville State University
Purchasing Card Maintenance Form

Type of Request ☐ Delete Account (Enclose Card - Cut in Half)
☐ Change Existing Account

Account Information to Be Changed:
(Please Circle)

Name	Address	Department
Monthly Credit Limit	Single Transaction Limit	
Other		

Cardholder Information
Please complete only the appropriate spaces below to indicate change(s) needed.

First Name	Middle Initial	Last Name
Social Security Number (9 Digits)		Card Number (16 Digits)
Department		Business Telephone Number
Campus Address		
City	State	Zip Code

Limits

Monthly Credit Limit	Single Transaction Limit
Employee Signature	Date
Supervisor's Signature (Dean/Director/Department Head)	Date
Program Administrator's Signature	Date

Purchasing Card Form 6

Should a cardholder leave the employment of the University, the purchasing card must be returned to the Director of Human Resources during the exit interview process. The Director of Human Resources will return the card to the Director of Procurement.

All cards will automatically renew every two years for the life of the contract. Replacement cards will be sent directly to the cardholder.

Card Changes

When it is necessary to change cardholder information, a Purchasing Card Maintenance Form (Form 6) must be submitted to the Program Administrator.

Training

All cardholders will be required to attend a training session prior to being issued a purchasing card. The card reconciler will also be required to attend the training session. The training session will provide instruction on procedures associated with card use, record keeping requirements, and resolving card difficulties.

RESPONSIBILITY

The Senior Vice President of Finance and Administration and CFO is responsible for this policy.

EVALUATION

This policy will be reviewed at least every five (5) years by the Director of Procurement and Fixed Assets.