CWU | Central Washington University

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Purchasing Card Handbook
Revised April 13, 2018

CONTENTS

Introduction

Welcome to the Central Washington University Purchasing Card Program, provided through a contract with JP Morgan Chase & Co. The program allows a departmental cardholder to make low-value, non-strategic purchases with a VISA credit card. The intent is to reduce the number of small dollar requisitions, petty cash requests and blanket orders.

The program provides university departments with greater flexibility in ordering, quicker turn-around time, and reduced paperwork. The authority and ability to purchase low-value items is delegated directly to the cardholder from the Purchasing Department. As a cardholder, you are responsible for all charges made to the card and as one to whom purchasing authority has been delegated to insure all purchase activity is conducted in compliance with the NAEP Code of Ethics.

Valuable transaction information is available via online reports to Approving Officials (AOs), Appointing Authorities (PBAs), and other key administrators.

We hope you will find this purchasing card program helpful in conducting business for the university. It is expected individuals using a Purchasing Card will conduct purchasing activities with professional judgment and the highest ethical behavior. Please feel free to ask questions about any aspect of the program, and we welcome your input and suggestions for improvement.

The purpose of this document is to provide guidance and information on Central Washington University's Purchasing Card Program. CWU's Purchasing Card Procedures are established in compliance with WAC 236-48-250 through WAC 236-48-253, in accordance with the State Administrative Accounting Manual (SAAM) sections 85.3270 (Specifically Chapter 40.30.40 and DES statewide credit card policy), and applicable federal regulations. Authority for these policies is established under RCW 39.26.090 and 28b.10.029 authorizing agencies to use credit cards.

The Purchasing Department reserves the right to approve any item for purchase with their Purchasing Card when determined to be in the best interest of the university and allowable by state/federal and sponsor regulations.

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Who is liable for the card?

The card belongs to the university, not the individual. When the cardholder leaves the university, or transfers to another department, the cardholder or AO must ask Purchasing to cancel the card, and the card must be returned to Purchasing or be destroyed.

The cardholder is not personally liable for the card unless he/she makes an unauthorized purchase. The university is liable for any fraudulent charges made on the card if it is lost or stolen.

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What are the Cardholders responsibilities?

The cardholder signs an agreement which holds him/her responsible for making financial commitments on behalf of the university. S/he agrees to strive to obtain the best value for the university, and to abide by all requirements set forth in the handbook, including ethics guidelines. The cardholder also:

- Keeps the purchasing card in a safe and secure location.
- Makes allowable and appropriate purchases.
- Receives and inspects orders.
- Arranges for returns and credits when necessary.
- Reviews transactions online and assign accounting codes bi-weekly at a minimum.
- Gathers and assembles all supporting documentation.
- Requests updates to transaction limits or speedkeys if needed.
- Reports immediately a lost or stolen card or any unusual card activity.
- Surrenders the card upon termination of employment or upon request by the AO or Appointing Authority.

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What are the Approving Officials responsibilities?

- Assigns the appropriate level of signature authority to the cardholder.
- Approves the cardholder's purchasing card application and agreement.
- Approves increases in limits.
- Develops and establishes procedures for keeping the card secure.
- Reviews the monthly transactions for compliance with departmental and purchasing requirements.
- Verifies original detailed receipts are present for each transaction.
- Approves and signs the departmental purchases log.
- Ensures the cardholder has reviewed transactions online.
- Ensures all documentation is kept on file in your office for six years.
- Informs the program administrator if a cardholder terminates employment or is transferred.

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What are the Appointing Authority's responsibilities?

- Approves the appropriate level of signature authority for the cardholder.
- Approves the cardholder's purchasing card application and agreement.
- Approves the cardholder's initial per-transaction and monthly transaction limits, and any temporary or permanent increases to those limits.

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What are the Cardholders procedures?

Obtaining a Purchasing Card

- Complete the Purchasing Cardholder Application form.
- Establish signature authority for each speedkey by submitting the Signature Authorization Form to the Budget Office if you have not done so previously.
- Your new card will be mailed to the Purchasing Office and after it arrives you will be called to schedule a time for Purchasing Card training.
- After you complete the training you will be given your card. Please remember to call to activate your card.
- The card will be valid for 24 months. A new card will arrive before the original expires. If not, call Customer Service at 800-270-7760.
- You must pick up renewal cards in person. Do not send a student or co-worker to pick up the card for you.
- All Purchasing Cards must be surrendered upon transfer to another department or upon termination of employment. Cards are not transferable between departments.
- Complete state mandated training located in CLA Online – Purchasing & Procurement Ethics and Small Purchases.

Card Security

Your purchasing card should always be treated with at least the same level of care as your own personal credit cards. Keep your card in an accessible, but secure location. It should be accessible only to you. Guard your card account number with care. Do not post it at your desk or in your day planner.

Spending Controls

The Purchasing Card is to be used only for the purchase of authorized supplies and services. Initial spending parameters for each purchasing card issued is set at 15 transactions per day, $5,000 per single transaction with a maximum of $12,500 per month per card. The per single transaction parameter may be a lower amount if the cardholder has access to a Fund 145 externally-funded federal grant or contract. The University, through the Purchasing Department, will adjust limits as determined by demonstrated need.

State and University Negotiated Contracts

When a State or University Contract is available the contracted supplier must be used. State contract information is available via the Internet at https://fortress.wa.gov/ga/apps/ContractSearch/ContractSearch.aspx, or by calling the Purchasing office. Tell the vendor the order is for Central Washington University so you will be given any applicable educational or contracted discounts.

Allowed Purchases

Your AO will let you know the limits of your purchasing authorization. If you plan to make a purchase against an externally-funded grant/contract speedkey, it is your responsibility to know what is allowable and allocable under the terms of the award. Please contact Grants & Contracts at ext. 1988 for more information.

Please use the card for all allowable purchases which fall within your transaction limits. Do not split transactions if the purchase price is more than your per-transaction limit. State law requires the Purchasing office to obtain quotes to establish a "Record of Competition" on purchases of $10,000 or more.

The following are examples of allowable purchases:
- Abstract fees
- Advertising for Employment positions (Documentation of pre-approval required from Human Resources). (Acct. 53526)
- Batteries
- Books, directories (Acct. 53140)
- Calendars
- Compressed Gas Tank rentals (Oxarc)
- Conference registration fees (Travel Authorization or Documentation of pre-approval required)(Acct. 53340)
- Data processing supplies (Acct. 53130)
- Film processing (Acct. 53125)
- Film and video purchases and rentals (Acct. 53550)
- Freight and shipping charges, USPS, UPS & FedEx (Hint: Use CWU Mail Services first) (Acct. 53540)
- Hardware items (Nails, Screws, Bolts etc.) (Acct. 53554)
- Small hand tools less than $300.00, with tax and freight included (Account code: 53410.)
- Instructional supplies, for lab and research use (Acct. 53140)
- Maintenance supplies (Acct. 53554)
- Membership dues and subscriptions for business, professional, or technical requirements.(Acct. 53330)
- Office supplies and accessories (Hint: use Office Depot business division website first) (Acct. 53120)
- Office copier supplies – toner, paper, supplies for copiers, printers & faxes (Account code 53315)
- Permission to reprint academic materials (Acct. 53140)
- Pre-printed pamphlets, (When no graphics artwork approval is required) (Acct. 53140)
- Pre-printed tests, (When no graphics artwork approval is required) (Acct. 53140)
- Pre-printed tickets or blank ticket stock, (When no graphics artwork approval is required) (Acct. 53140)

- Printer and Fax toner cartridges (Account code: 53315)
- Program Advertising requires proof of pre-approval from Public Affairs or Publicity Center (Account code: 53520)
- Replacement/Repair parts for equipment (Acct. 53270)
- Sales tax for vehicle purchase (Acct. 53550)
- Screen printed T-shirts from Shirtworks Inc, (requires University Relations/Graphics department prior approval for all graphic artwork) (Acct. 53525 or 53530)
- Stamps and postage, (Hint: Use CWU Mail Services first) (Acct. 53150)
- Surge protectors, non-ergonomic replacement mice and keyboards, cables (Account code: 53130)

Please refer to the Chart of Accounts (expense dictionary found on the Budget website) for other account numbers as needed.

Allowable Computer related purchases
Guidelines for purchasing Computer related items:

1. Department personnel are encouraged to consult with IS/CSS prior to purchase with questions about products and/or their applications. Contact the IS/CSS Help Desk at ext. 2001 for assistance or visit their Computer Support Services website.
2. Responsibility for problem resolution post order, e.g. returns, exchanges, rests with the ordering department.
3. If ordering on-line, use only secure sites. A secure site will have 'https' in the address bar, and will show a symbol of a padlock in the locked position in the lower right or left corner of the frame.
4. ITS/CSS reserves the right to provide limited/no support for items purchased with the Purchasing Card.
5. Use the description (noun) provided on the above '**allowable approved'** list when completing the description field on PaymentNet, rather than entering a part number, manufacturer name, or other unidentifiable information. For example, if purchasing a calendar, enter the noun 'calendar' in the description field.

The University has contracts with CDW-G and Apple for computer related purchases. Contact IS/CSS or the Purchasing department for your Apple computer procurement questions.

Misc:
Assistive Technology: specialized, unique devices required for the accommodation of students/employees with special needs. Departments other than Disabled Student Services (DSS) and Special Education Technology Center (SETC) who wish to purchase 'assistive technology' items should review such requests with DSS or SETC.

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Special Request Items that Require MyCWU Online Pre-Approval Form

The following are examples of special request items that require pre-approval using the MyCWU online "Modify Pcard Information" form.

- Audio Visual Equipment, i.e.; Projectors, Televisions, DVD Players, Camcorders, Digital Cameras, VCR's, Radio and Stereo components, etc.
- Banquet permits *(Typically not allowable on Grants/Contracts using Pcard)*
- Equipment Repair services include details on online form the following information: is the repair on or off campus, equipment manufacturer; model number; serial number; original purchase amount and the CWU tag number with your request. *(Typically not allowable on Grants/Contracts using Pcard*) (Account code: 53270 Repairs)
- Expenses for faculty and staff recruiting, or entertainment of prospective employees. *(Typically not allowable on Grants/Contracts using Pcard)*
- Food items (programmatic) *(Typically not allowable on Grants/Contracts using Pcard)*
- Furniture (such as desks, chairs, tables, filing cabinets, etc.) Note: Prior to purchase discuss your requirements with the Purchasing department due to standardization and available negotiated contracts. Exemptions may be made for payment by Procurement Card on a case by case basis. (Typically not allowable on Grants/Contracts using Pcard)
- Promotional products (Requires memo of prior approval) *(Typically not allowable on Grants/Contracts using Pcard)*
- Leases and rentals for facilities, equipment *(Typically not allowable on Grants/Contracts using Pcard)*
- Maintenance Agreements *(Typically not allowable on Grants/Contracts using Pcard)*
- Meals for Meetings and/or Light refreshments (Requires memo of prior approval Reference CWUP 2-40-200 and RCW 43.03.05 (4)) **NOT TRAVEL RELATED** *(Typically not allowable on Grants/Contracts using Pcard)*
- Vacuums, coffee pots, refrigerators, microwave ovens for intended use in a designated University break room *(Typically not allowable on Grants/Contracts using Pcard)*
- Payment to State agencies offering retail services
- Printing and duplicating services, (and the production of), i.e.; copies, pamphlets, brochures, posters, etc. with pre-approval by Wildcat Printing
- Advertising products requiring graphic artwork approval
- Purchases delivered to non-University business addresses
- Tuition payments *(Typically not allowable on Grants/Contracts using Pcard)*

Special Request Items funded by a Fund 145 externally-funded grant/contract will be routed by the Grant/Contract Accounting Office for further approval.

Software Related Purchases

More and more, software vendors do not accept purchase orders, choosing to do business by credit card/E-commerce only. This has created a need to provide our customers with a means to purchase software outside of our standard procedures.

The procedure to purchase software using your Procurement Card is as follows:

1) Fill out the online "Modify Pcard Information form". Once the request has been reviewed you will receive an email indicating approval or denial.

If approved, so indicate when reconciling the charge in PaymentNet. In the column titled, "Please Describe Transaction", note the title of the software being purchased and add "per Purchasing" to indicate an approved purchase. You must also include a copy of the E-mail approval from the "Modify Pcard Information" form with the supporting documentation for the transaction. The account code for software purchases is 53430.

If permission is denied, the buyer will work with you to procure the item through the standard purchase order process. Reasons for denial may include:

- Dollar amount is in excess of $5,000.00 all-inclusive of tax & shipping (buyer's signatory authority).
- Item is available from another vendor at a lower price, e.g. educational discount offered.
- Vendor does not provide evidence of reputability.
- Item is supplied through IS/CSS on a charge/credit to the department. Information Technology Services has secured a license agreement that covers a wide range of Adobe products **for campus use,** including Acrobat Professional, InDesign, Photoshop, Dreamweaver and Illustrator, which are now available at considerable discounts. To find out all the programs that are available, or to order an Adobe program, contact Jeff Gladen in Computer Support Services via e-mail at gladenj@cwu.edu.

Purchasing Card
Restricted Purchases

Un-authorized Purchases
The following are examples of purchases which are not allowed on the Purchasing Card regardless of funding source.

- Airline, rail, or bus tickets, entertainment, parking fees, hotel/lodging, vehicle rental, bus expenses, taxi expenses, fast-food and restaurant meals. (Option: Use Corporate Travel Card if it is an appropriate expense)
- Appraisal services
- Artwork & Antiques
- Cash or cash-type transactions – This includes ATM.

- Fines, late fees, penalties, interest, finance charges (does not apply to currency exchange fees)
- Firearms or ammunition.
- Gifts, donations, gift cards, or contributions to individuals or organizations of any kind.
- Holiday decorations
- Honorarium payments. (includes guest speakers)
- Installation services on Campus or at Centers
- Insurance of any kind. Contact Business Services for assistance at ext. 2324
- Lab animals.
- Material or services from any member of the cardholder's immediate family
- Moving and Relocation expenses.
- Payments to individuals, employees, or students for any reason.
- Payments to Central Washington University departments, includes Wildcat Shop-University Bookstore, Theatre Arts, Campus Life, Wildcat Printing, Foundation and Central Stores (see SAAM [40.30.040](#)). Use Charge/Credit form for inter-departmental charges.
- Personal objects (such as flowers, balloons, candy, Kleenex tissue, greeting cards, invitations, paper cups or plates, pictures, radios, , heaters, , art objects, etc.)
- Personal purchases with the intent of reimbursing the University.
- Professional &/or Contract Services *(requires W-9 & 1099 issuance)*
- Purchases which require a license or permit to transport or possess (e.g. alcohol, controlled substances, items regulated under the Toxic Substance Control Act.
- Purchase of and or removal of radioactive materials, and/or radiation producing devices.
- Telephones, includes conference telephone equipment
- Vehicles and/or equipment requiring issuance/transfer of a "title" or "certificate of origin".

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Placing an Order

Orders may be placed in person, by phone, by fax, by mail or over the Internet. See the section titled "Tips on Avoiding Internet Fraud" for precautions.

Tell the vendor the order is for Central Washington University so you will be given any applicable educational or contracted discount if available. If you are asked, CWU **does** pay sales tax in the State of Washington and is not a tax-exempt entity. Only departments issuing "Resale Certificates" should **not** be charged sales tax.

Ask the vendor to send the order to your office. (Do not use the Central Receiving 11th and Wildcat Way Street address for delivery of Purchasing Card shipments). Have the vendor mark the outside packaging label with "CWU Purchasing Card," your name and department, building, room number and street address including zip-plus-four.   If packages are addressed as described, UPS and FedEx will deliver directly to your office. Office Depot also delivers office supplies directly to your desk via UPS.

Below is an **example** of the "Ship To" address you should use:

CWU/Purchasing Card
Charity Thornton/Purchasing Dept.
Mitchell Hall Room 200
400 E University Way
Ellensburg, WA 98926-7480

Request a complete, detailed receipt accompany the shipment. For prepaid orders, such as magazine subscriptions and registrations, keep the original order form as backup.

If your transaction is declined for any reason, contact CWU program administrator Charity Thornton at ext. 1505 to determine the reason.

Write the ordered item information on the Departmental Purchases Log or any other log which shows the details of each transaction. The Purchasing Card Log is a requirement of the program and must be completed monthly for tracking and audit purposes.

You may want to inform other appropriate people in your department about your purchase in case the package arrives in your absence. Delivery people will not wait for someone to show up and may obtain a signature from anyone willing to sign.

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Receiving, Inspecting & Documenting Receipt of the Goods
Inspect the shipment upon receipt promptly. Follow up with the vendor to resolve any delivery problems, discrepancies and/or damaged goods. Coordinate returns directly with the vendor and to secure the appropriate credit. Keep the return documentation with the departmental purchase log. All returns must be handled as a credit to the purchasing card—NO CASH BACK.

You must have an original itemized receipt for each purchase. When goods are ordered by phone, fax, or mail, a receipt, packing slip, or order form should accompany the merchandise.   The credit card receipt usually does not include a description, and so is not sufficient. Receipts should contain the following information:

1. Cardholder name, vendor name, vendor address and phone number
2. Date of purchase
3. Description of each item purchased
4. Per-item cost, if available from vendor

If you lose a receipt, you are responsible for locating a duplicate copy. Contact the vendor first. If you are unable to obtain a copy, complete the "Affidavit of Lost Receipt" form.

Initial each line on the departmental purchases log to verify the goods received agree with what was ordered. Your monthly statement should equal your monthly log total.

Promptly investigate and resolve any discrepancies by working with the vendor. If the vendor does not cooperate, dispute the transaction online via PaymentNet (see instructions for disputing a charge on the [Purchasing Card website.](#) Note the action taken in your departmental purchases log.

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Declined Transactions

Possible reasons for decline and what to do.

- Phone Orders – The merchant has written down the card number and/or expiration date incorrectly. Check the numbers with the merchant.
- The transaction exceeds your per transaction or monthly dollar limits. Check your limits and how much you have spent on your card.
- The transaction exceeds your daily number of transactions limits. Check the number of transactions you have made to determine if you have exceeded your limits.
- The merchant's 4 digit Merchant Category Codes (MCC) is one of the program's blocked or excluded codes.
- If the phone transmission is down between the merchant and its bank, the transaction will decline. Ask the vendor to try later. Note: If the vendor makes 10 tries and is declined each time, the card will then decline at any vendor for the remainder of the day.
- Contact Charity Thornton at ext. 1505, for information on why a transaction was declined.

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Returns, Damaged Goods and Credits

If goods need to be returned, the cardholder should work directly with the supplier. Here are some tips:

- Always retain boxes, containers, special packaging, packing slips, etc. until you are certain you are going to keep the goods. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
- Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- Many suppliers require a "**Return Authorization Number**" before they will accept a return. Without a return number and original packaging the package may be refused and/or no credit will be issued to your account.
- In some cases there may be a restocking fee (usually a percentage of the purchase price). If the supplier is completely responsible for the error or problem the Department should not have to pay this, or any other, fee. However, if they are not fully responsible it may

have to be paid. Use the Purchasing Card to pay this fee as long as it does not exceed the limits.

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Disputes

> Before starting this process you should contact the supplier. Most merchants would prefer to resolve the problem directly with you and are willing to provide credits.

If they can't, **log the dispute on-line at the PaymentNet web site** or call JP Morgan Chase's customer service (800) 270-7760. Disputes must be communicated to JP Morgan Chase within 60 days of the end of the cycle in which the transaction first appeared.
You must review all transactions even if they are being disputed or you have not received your order yet.

The following may be formally disputed with JP Morgan Chase:
- Unauthorized charges, including unauthorized phone or mail order charges.
- Difference in amount authorized and amount charged.
- Duplicate charges.
- Transaction which is yours but you are challenging for other reasons
- Your account has not yet been credited in the Procurement Card system but you have received a credit voucher from the merchant or have been told by the merchant they will issue a credit.
- Failure to receive goods.
- Returned merchandise.
- Unrecognized charges.
- Defective merchandise.

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Reviewing Transactions On-Line

PaymentNet will notify you via e-mail when you have transactions to be reviewed. At a minimum, please review your transactions on a weekly basis and abide by the following guidelines:

> **Monthly transactions with "Post Dates" of the 1st to the 15th must be reconciled for downloading, and payment, by 5 p.m. of the 2nd business day following the 15th day of the month.**
>
> **Monthly transactions with "Post Dates" of the 16th to the last day of the month must be reconciled for downloading, and payment, by 5 p.m. of the 2nd business day of the following month.**

If you will be absent, you must delegate this responsibility for reviewing your transactions to another individual. You must review and assign Account and Project codes for all transactions

even if you have not received the order yet. Failure to review charges may result in the loss of card privileges.

PaymentNet enables you to be self-sufficient by allowing access to data 365 days a year/20 hours a day (maintenance and backups occur from 12:00 to 4:00AM Central time). PaymentNet will map transaction data directly to designated accounting codes, speeding up the payment process.

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How to Access PaymentNet

Enter the URL: https://www.paymentnet.jpmorgan.com. A Login Screen will appear. You will be required to make three entries:

Organization ID = us00820

User ID - Provided by administrator during training,

Password - Provided by administrator during training

Once logged in you will be brought to PaymentNet's main menu. As seen below.

Reviewing Transactions

To review transactions, select the **PaymentNet** option from the main menu (see image above). The Transaction View enables users to review those transactions which have been posted. Users may assign account and project numbers to each transaction, split transactions to multiple accounts and perform reports.

You are required to review your transactions bi-weekly and approve them before the transactions are downloaded. It is your responsibility as a cardholder to ensure transactions are approved via PaymentNet by this date. (If you're going to be gone, delegate this to another individual.) You will be notified via e-mail if you have transactions which have not been approved. Failure to comply may be cause for de-activation of your card.

Once you log in and select the PaymentNet option you are brought to the "All Transactions" view.

Notice the **Go to Page** drop-down list and the arrows in the top right portion of the screen. These features help you navigate through the viewable transactions page by page. Only 15 transactions are viewable per page. The drop-down list and the arrows appear throughout the software in all screens.

A **dollar sign** by the transaction ID indicates a detailed transaction listing is provided by the vendor.

To Review a Transaction, move you mouse over a specific merchant name until a pointing hand appears. Click to bring up the transaction editing screen as shown below.

For each and every transaction you must do the following:

- Verify the five digit account code and description, change if necessary using the drop down box.
- Verify the ten digit speedkey and description, change if necessary using the drop down box.
- Answer the **"Is Use Tax Due?"** question.
- Type a detailed short description to describe the purchased item. (Please do not use the word "supply")
- Answer the "**Operating Unit Location**" question.
- Place a check in the "reviewed" box in the lower right hand corner.
- Press the save button.

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Paying Use Tax per RCW 82.12

Washington State law requires the university to self-assess "use tax" when the vendor does not charge sales tax on a taxable transaction. Out-of-state vendors usually do not (and should not) charge sales tax unless they have a presence in Washington State.

Use tax is a tax on the use of goods or certain services in Washington when sales tax has not been paid. Goods used in this state are subject to either sales or use tax, but not both. Thus, the use tax compensates when sales tax has not been paid.

When to use the "Y" or "N" when reconciling your transaction on PaymentNet:

- If the item is taxable, but the vendor did not charge you sales tax, select "Y", Use Tax due.
- If the item is not taxable and you did not pay sales tax, select "N." No use tax is due.
- If the vendor charged you sales tax and the item is taxable, select "N." No use tax is due.

The following is a partial list of taxable and non-taxable items which are most commonly purchased on the purchasing card. For a more comprehensive list or questions, please call Purchasing at x1002.

Taxable Items	Non-Taxable Items
All retail sales of Tangible personal property	Advertising
Books and instructional supplies	Newspaper subscriptions
Office supplies	Memberships and dues (if payment entitles
Pre-printed material (subscriptions to	the person to receive goods or services, tax
magazines, publications, catalogues, booklets)	may apply)
Movies/films (purchased or rented)	Registration fees/tickets
Freight/delivery charges by an in-state	Items for resale (department must have a
merchant and associated with the purchase of	resale number)
a taxable item	Postage
ROTC Uniforms	Exempt food products
Software as a service, data services, internet	
downloads	
Labor and service, Repairs and Installations	
Internet Products/data	

Prepare Supporting Documentation for Approval

Submit the following supporting documentation to your AO for approval each month:

- A Departmental Purchases Log (found on the Purchasing Office website, Purchasing Card Information) for the current month, signed by the Cardholder. (You must use a separate Purchasing Card Log for each month per State Administrative Accounting Manual 45.20.60)

- The current month's bank statement which was either mailed by the bank, or printed from the PaymentNet web site. The statement should balance with your Departmental Purchase Log (except for any use tax which has been added to the log).

> **Requirement** – Print copies of the month's bank statement even if there are no transactions. Include it in the file containing supporting materials.

- An original detailed sales receipt for each purchase transaction.

> **Important!** **The AO signature must be present on every departmental log. The AO's signature indicates all purchases are in compliance and all receipts are present.**

For months where you have no transactions, please print a copy of your statement and file it with your other month's documentation. This assures the auditor when they see a month's log with no transactions you indeed did not have any transactions for the month.

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Retain Supporting Documentation

Once the Approving official approves the documentation and signs the Departmental Purchases Log, the documentation must be kept in your department files for a minimum of six years. Should you leave your department please let your AO know the location of all your Purchasing Card documentation for future audit purposes.

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What will the charges look like on my monthly FMS nVision detail transaction reports?

Purchasing card charges will show up on your FMS nVision Monthly Project or Department Detail Status Report with a short description of the item(s) purchased, and a distinct voucher number in the reference field (i.e. POxxxxxx).

Purchasing card charges will show on your "nVision Monthly Project or Department Activity Report" with "Commercial Card Services," a distinct Invoice ID (i.e. PCARD xxxxxxx) and the voucher ID (i.e. POxxxxxx).

Account	Account Descr	Ref	Description	Amount	Encumbrance	Jrnl/Trans ID	Date
53120	Office Supplies	P0308134	COMMERCIAL CARD SOLUTIONS Office Supplies Inv: PCARD053106A	210.47	-	AP00186489	2006-06-22
Total for 53120 - Office Supplies				210.47	-		

How is my card use monitored and reviewed?

Any and all purchases are subject to review at any time by your AO and Appointing Authority, accounts payable, purchasing, and internal and state auditors. The Purchasing card administrator monitors transactions throughout the month for appropriate use of the

Purchasing Card.

Your purchasing card documentation will be reviewed for compliance at least once per year. You will be notified in advance of each review. After the review, the cardholder, AO and Appointing Authority will be provided a copy of the audited transactions along with any findings and corrective actions which may be required.

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Who should I call for help?

Call PaymentNet customer service (800-270-7760 24 hours/day) to:
- REPORT YOUR CARD IS LOST OR STOLEN (Call immediately!)
- Inquire about a vendor which has not accepted your card
- Request further information on a charge
- Dispute a charge

Call the Program Administrator in Purchasing (ext. 1002) regarding questions to:
- Deactivate a card
- Clarify purchasing card policies and procedures
- Change the transaction dollar limits on a card
- Report a lost or stolen card (after you have contacted PaymentNet)
- Inquire about transaction declines
- Receive help with your login

> **Remember it is possible to have your card number stolen and still have possession of your card.**

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When should on-campus resources be used?

- High volume copying, Business Cards, Color Copying, Printing, Paper & envelopes are available via charge credit from the [Wildcat Printing](#) shop (click on link for a list of all available items). Phone: x3685

- Catering for Meals & Light Refreshments are available from our [Catering Department](#). Phone: x1593

- Installation Services are available from [Facilities Management](#) department, Phone: x3000

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What about travel related expenses?

<div style="background-color:#b81414; color:white; padding:20px;">

Travel expenses are not allowed on the Purchasing Card.

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CWU has contracted with JP Morgan Chase for a Corporate card. The Corporate card should be used for all travel related expenses. Click here for [Travel Information](#). Travel authorizations are required for all employee travel including airfare, rental vehicles, lodging, shuttle reservations, Registration Fee's, etc.

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Tips on Avoiding Internet Fraud

- Don't give out your credit card number(s) online unless the site is a secure and reputable site. Sometimes a tiny icon of a padlock appears to symbolize a higher level of security to transmit data. This icon is not a guarantee of a secure site, but might provide you some assurance.
- Don't trust a site just because it claims to be secure. Before using the site, check out the security and encryption software it uses.
- Make sure you are purchasing merchandise from a reputable source. Do your homework on the individual or company to ensure they are legitimate.
- Try to obtain a physical address rather than merely a post office box and a phone number, call the seller to see if the number is correct and working.
- Send them e-mail to see if they have an active e-mail address and be wary of sellers who use free e-mail services where a credit card wasn't required to open the account.
- Consider not purchasing from sellers who won't provide you with this type of information.
- Check out other Web sites regarding this person or company. Don't judge a person or company by the Web site.
- Be cautious when responding to special offers (especially through unsolicited e-mail).
- Make sure the transaction is secure when you electronically send your credit card numbers.

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Corrective actions for violating card policy

1. First occurrence: warning
2. Second occurrence: one month suspension
3. Third occurrence: card cancellation

With the first violation, the cardholder is given one strike and is warned along with their department administrator the card will be suspended for one month if a second violation occurs.

Upon a second occurrence strike two is administered resulting in a one month suspension of the card. The cardholder along with their department administrator is warned a third occurrence will result in the cancellation of the card. Upon the third occurrence, strike three is administered resulting in cancellation of the card.

While these are the consequences for violations, we will continue to collaborate with department administrators to determine appropriate consequences, and within reason will flex with campus department needs. Our main focus is educational and preventing future violations while continuing to be within State and University policies and procedures.

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Frequently asked questions

- **What happens if a Cardholder leaves the University?**

  The AO must retrieve the card from an employee who leaves the University, change departments, or moves to a job in which they no longer require a Purchasing Card. The cardholder or AO should e-mail the Purchasing Office at the following address: charity.thornton@cwu.edu immediately upon the status change.

- **Under what circumstances could a purchase using the card be declined?**

  The purchase will be declined if: the cardholder has exceeded the daily transaction limit or monthly credit limit; or the cardholder attempts to use the card for an unauthorized purchase.

- **Who do I call if my purchasing card is lost or stolen?**

  Report lost or stolen cards immediately to PaymentNet at (800-270-7760 24 hours/day) and call the Purchasing Office at x1002. Also notify your AO.

- **I would like to purchase an item which costs over the $5,000 single transaction limit. Is it acceptable to split the charges to stay within the $5,000.00 per transaction policy?**

  A cardholder should **never** split charges in order to avoid exceeding the transaction limits because of the policy adopted by the university. Disregard of this policy may result in the loss of using the Purchasing Card.

- **If I have a question about which Account code to use for a purchase, whom do I call?**

  Contact the Purchasing Office at x1002 about this or other questions regarding the use of the card.

- **What should I do if I lose a receipt?**

  You must attempt to obtain a receipt from the vendor. If unable to do so, you must complete the Affidavit of Lost Receipt Form and attach it to your transaction

documentation. If the cardholder continuously fails to keep receipts, the card will be revoked.

- **How is program compliance verified?**

The Purchasing Office monitors throughout the month for compliance. The Accounts Payable and the Purchasing Office also will conduct yearly audit reviews. Additionally, departments should have their own procedures to monitor compliance. Misuse or abuse of the Purchasing Card procedures will result in the loss of the Card privileges.

- **What happens if I don't follow the time lines for card transaction reconciliation?**

Failure to reconcile by the monthly due date without contacting the administrator in advance: First and second offense the card will be suspended until the reconciliation has been completed. Third offense the card will be revoked.

- **What if I don't receive my card statement?**

If you don't receive your mailed card statement at the regularly scheduled date, log-in to PaymentNet and print out a copy to attach to your monthly transactions and Log Sheet. If you need help doing this please contact Charity Thornton in the Purchasing Office at x1505.

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We thank you for your support of the Purchasing Card program and are here to assist you if you have any questions.