Procedures

SECTION:	NO.			
Department of Strategic Sourcing	**6.2.1**			
CHAPTER: **Organization**	ISSUED: **07/09**	REV. A **01/2010**	REV. B **07/2010**	REV. C **03/2012**
	REV. D **11/2013**	REV. E **08/2016**	REV. F **11/2018**	REV. G **11/2023**
POLICY: ***University Purchasing Card Procedure***	PAGE **1** OF **7**			

PURPOSE

To outline the necessary procedures and associated roles and responsibilities, regarding the proper administration of University Purchasing Card Policy 6.2.

The University Purchasing Card shall be referred to as P-Card throughout this procedure.

General Principles

- It is vital to the financial well-being of the University that financial transactions are handled in a business-like manner and on time.
- Required documentation must be retained in accordance with Policy 6.2 and as outlined in this procedure.
- The University Internal Audit Department will periodically perform audits of selected departmental records to ensure compliance with these policies.

SCOPE

This procedure applies to all authorized individuals using a University-issued P-Card, reviewing credit card transactions, or approving credit card transactions.

DEFINITIONS

Approver: Department staff person who has been given authority to approve P-Card transactions.

Billing Cycle: Interval between P-Card statements showing purchases of products and services.

Cardholder: Department faculty/staff person, who has been assigned a University P-Card in his/her name, to be used for University business.

P-Card Administrator: Employee of the Business Service Center Department, who has overall responsibility for the University's P-Card program.

Custodian: Business Service Center Specialist who is responsible for reconciling P-Card transactions, who notifies Approver that transactions are ready for approval, and who verifies purchases are consistent with University policy and procedures.

PROCEDURES:

1. CARDHOLDER

How to Become a Cardholder

- Determine necessity for P-Card.
- Request a P-Card using the online request form (link to the form on the University ticketing system (TDX) is located on the Strategic Sourcing website)
- Approval in accordance with the University Expenditure policy 3.1.1 is necessary.
- Complete on-line P-Card training successfully.

Responsibilities

- Proper security of the P-Card.
    - Maintain in a safe and secure location.
      Report lost or stolen P-Card to the bank immediately by calling 1-800-688-7070. Notify P-Card Administrator by email, P-Card@creighton.edu, or phone call, (402) 280-2920, immediately following bank notification.

   - Immediately report suspected fraudulent activity to the P-Card Administrator upon discovery.

- Use the card appropriately as outlined in University Purchasing Card Policy 6.2 and these procedures.

- Supply the tax exempt number, which is located on the card in the upper right hand corner of the P-Card, to the merchant.

- Obtain the required documentation which consists of:

   - Itemized receipts or invoices, which include supplier name, supplier location, date of transaction, total cost, and detailed listing of items

   - For business meals and entertainment, documentation must also include list of attendees and business purpose.

- Documentation/receipts should be submitted to the Business Service Center as transactions occur.

   - Contact the organization or business for any lost or missing receipts.

   - Document steps taken to obtain lost or missing receipts.

      i. If a replacement cannot be obtained, complete a Missing Receipt Form.

   - Contact the P-Card Administrator immediately should you either terminate employment in your specific department or with the University, or take another position within the department or University which does not necessitate you having a P-Card account. Return the p-card to the P-Card Administrator.

2. CUSTODIAN

- The Business Service Center Manager will designate a Business Service Center Specialist to serve as Custodian for each cardholder.

Responsibilities

- Maintain documentation for 7 years.
- Contact the P-Card Administrator immediately should a Cardholder either terminate employment in his/her specific department or with the University, or take another position within the department or University which does not necessitate his/her having a P-Card account. Ensure that the p-card is returned to the P-Card Administrator.
- Reconcile documentation to Cardholder's transactions, using CCOR, on routine basis.
  - Obtain required documentation for each transaction over $75 from the Cardholder.
  - Log in to CCOR.
  - Access Cardholder's account.
  - Review each posted transaction for business purpose, as well as policy and procedure compliance.
  - Transactions under $75 should be reviewed with "Under $75" noted in description and the receipt field indicated "No".
  - Enter the fund/org/account codes that are applicable to the transactions into CCOR.
  - Indicate Yes, No, or MRF to designate status of receipt.
  - Mark transactions "Reviewed" if above conditions are met. If not, go back to Cardholder for further discussion.

- If required documentation is missing:
  - Verify the Cardholder made every reasonable effort to obtain required documentation.
  - Direct Cardholder to complete Missing Receipt Form with detailed explanation of the efforts made to obtain the documentation.
  - Enter notes on the on-line Expense Description field.
  - If missing receipt form is received, mark the receipt box to read “MRF”. If no missing receipt form is received, mark “No”.
  - If neither the receipt form nor Missing Receipt Form is received, note in the description field, mark as reviewed, and indicate “No” in receipt box.
- Submit on-line transactions for final approval according to the P-Card Processing Schedule.
- Use of the P-Card Routing Form (PRF).
  - Download the PRF master report for each Cardholder. Save copy in each Custodian’s P-Card folder.

3. APPROVER

How to Become an Approver

- University management will designate an appropriate area employee to have approval responsibility for the department’s P-Card usage.

- Approver designee must fill out online form using the "New Approver/Change Approver" option.

- Online Approver training must be successfully completed.

Responsibilities

- Final approval of all transactions must be completed according to the P-Card Processing Schedule.

- Determine that purchases are only for University business and comply with applicable laws, regulations, and University policies and procedures.

- Verify that the fund/org/account codes are correct for the transaction.

- Revoke Cardholder privileges for non-adherence to policies, lack of control, or unauthorized use.

- Replace Cardholder for failure to follow policy and procedures.

- Contact the P-Card Administrator immediately should a Cardholder either terminate employment in his/her specific department or with the University, or take another position within the department or University which does not necessitate his/her having a P-Card account. Ensure that the p-card is returned to the P-Card Administrator.

ADMINISTRATION AND INTERPRETATION:

The University's P-Card program is administered through the Business Service Center by the P-Card Administrator. Any questions regarding these procedures may be directed to the P-Card Administrator by contacting the Business Service Center by email, at P-Card@creighton.edu, or by phone, at (402) 280-2920.

AMENDMENT/TERMINATION OF THESE PROCEDURES

Creighton University reserves the right to modify, amend, or terminate these procedures at any time.