



SNOW COLLEGE

Snow College Procurement Services

P-Card Procedures Manual

Updated April 2021

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Program Administrators:

Michael Jorgensen

Email: Michael.Jorgensen@snow.edu Phone: 7262

Jane Mathisen

Email: Jane.Mathisen@snow.edu Phone: 7260

Shirlene Albee

Email: Shirelene.Albee@snow.edu Phone: 7265

-Getting Started-

Obtaining a P-Card

A P-Card is available to any Snow College full-time employee who needs to make small dollar purchases and has approval from their Administrative Reviewer. Part-time employees may obtain a P-Card with the written approval or signature on the Purchasing Card Application Form of the Vice President of Finance. A set of completed [Cardholder Purchasing Card Application](#) and [Purchasing Cardholder Agreement Forms](#) must be submitted for each prospective P-Card. The forms must be filled out completely and signed by the Budget Holder responsible for the default Accounting Code listed on the form. The forms should then be submitted to the Program Administrator(s) in the Office of Procurement Services for processing. Each prospective Cardholder must attend a Cardholder training session before a card can be issued. Contact the Program Administrator(s) for the next convenient session.

Activating a P-Card

After receiving a new or replacement P-Card, the cardholder should immediately sign the back of the card and call the number on the attached sticker to activate the card. During activation, the cardholder will be responsible for setting a PIN for the card. It is the cardholder's responsibility to remember the PIN, as the College cannot change lost PINs. US Bank will not provide the PIN over the phone to the Cardholder.

US Bank

The Cardholder is responsible to register their P-Card with U.S. Bank Access Online to monitor P-Card limits, view transactions, and print bank statements. To register your P-Card, visit the [Access US Bank website](#).

1. Click Register Online
2. Organization Short Name: Snow
3. Enter your 16-digit P-Card number
4. Enter your P-Card expiration date
5. Click Register This Account

For more thorough instructions, see the [US Bank Cardholder Setup handout](#).

Card Renewal

P-Cards expire after four years. U.S. Bank will automatically send a new P-Card with the same card number and a new expiration date to the Procurement Office. In order to receive a replacement card, cardholders must complete the Cardholder Renewal Training on Canvas. If you do not automatically receive an invitation to this training, contact a Program Administrator.

-Using Your Card-

Spending Limits

Single Transaction Limit:

The maximum amount that can be spent on a single card transaction. This limit will be assigned by the Administrative Reviewer of the cardholder during the card application process and shall be less than \$5,000 per purchase.

Billing Cycle Transaction Limit:

The maximum amount that can be spent per card within a single billing cycle. This limit will be assigned by the Administrative Reviewer of the cardholder during the card application process and shall be less than \$5,000 per purchase.

Split Transactions:

The State of Utah Procurement Code prohibits order splitting to avoid established thresholds, including the single transaction limit and the billing cycle limit. State law includes penalties for intentionally splitting a transaction, including criminal penalties and loss of employment. Before placing an order or otherwise committing College funds, the cardholder must consider the total transaction cost. It is imperative that the total transaction amount is under the single transaction limit. If the transaction amount might go over the single transaction limit, the cardholder should not place the order. For any questionable transactions, please either submit a requisition or contact the Program Administrator.

Changing Transaction Limits:

If the Administrative Reviewer of the cardholder determines that the Single Transaction Limit or Billing Cycle Transaction Limit should be changed within the \$5,000 limit to accommodate College business needs, the Cardholder may request the change in via email to the Director of Procurement.

An exception to the \$5000 per-transaction or per-billing cycle limit can be given, in writing, to the Program Administrator by the Vice President of Finance and Administrative Services or the President of the College. Any purchases over \$5000 must be made in compliance with State and College Purchasing Code/Policies and Rules/Procedures.

Sales Tax

As a State entity, Snow College is exempt from Utah State sales tax. The College's tax exemption number is located on the [tax-exempt certificate](#) and is also printed on the front of each P-Card. You should inform vendors prior to any transaction that the purchase is not subject to Utah State sales tax. If Utah State sales tax is charged at the point of sale, you should contact the vendor to seek reimbursement for the sales tax.

Shipping

Unless authorized in advance by the VP of Finance, Provost, or President of the College due to off-campus work assignments, all P-Card purchases must be shipped to the following addresses:

Snow College
c/o Your Name & Department
150 East College Ave.
Ephraim, Utah 84627

Snow College
c/o Your Name & Department
800 W 200 S
Richfield, Utah 84701

Cardholders may not ship items for College use to their homes or other unauthorized addresses.

Returns or Exchanges

The Cardholder is responsible for contacting the supplier when merchandise purchased with the Purchasing Card is not acceptable (incorrect, damaged, defective, etc.). Arrangements for a return, credit, or an exchange need to be pursued with the supplier. Contact the supplier and follow directions closely. Be aware that in some instances the supplier may assess a restocking fee. This fee may be negotiable and can occasionally be reduced or eliminated.

Merchandise Returned for Credit: If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the supplier and retaining that receipt with the support documentation for that purchase. Receiving cash, gift cards, or checks to resolve a credit is prohibited. If an alternative arrangement for a refund must be made, approval from the P-Card Office must be given in writing.

Merchandise Exchanged: If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the supplier and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the support documentation for that purchase. If the exchange is not for equivalent value, then the initial purchase must be refunded and a new purchase initiated. Partial credit for an exchange of non-equivalent value will not be accepted.

Declined Transactions

There are four common reasons why a transaction will decline:

1. Exceeding the billing cycle limit - cycle limits reset the 6th of each month.
2. Exceeding the single transaction limit
3. Transaction category restriction - high-risk Merchant Commodity Codes (MCC) are blocked by default on the P-Card.
4. Purchase flagged by US Bank as possible fraud - some transactions, such as transactions made online or made overseas, may be flagged as fraudulent by US Bank's system. To remove this flag, the cardholder will need to call US Bank to confirm the transaction is legitimate.

If the cardholder is still unclear as to why their card is declining, they should first call US Bank using the number on the back of the card. If US Bank cannot provide a satisfactory answer, please contact a Program Administrator. If a cardholder needs a temporary change to their P-Card limit, the cardholder's Administrative Reviewer must make a request to the Director of Procurement in writing. If the adjustment requires the limit to be at or exceed \$5000, written approval must also be obtained from the Vice President of Finance.

Prior Authorization Transactions

Written Prior Authorization from the Vice President of Finances and Administrative Services is required for the following transactions:

- Gifts, Prizes, Incentives, Swag, Awards
- Service Awards
- Cell Phones and Phone Plans
- Meals not related to student travel (Personal per diem meals are never allowed on P-cards)
- Employee-only meals
- Shipping to non-College addresses
- Drones and drone supplies
- Payments to independent contractors, performers, consultants, and speakers
- Entertainment
- Other scenarios as determined by the Vice President of Finances and Administrative Services

If a cardholder anticipates requiring multiple prior authorizations in the same fiscal year for the same purchase type, the cardholder may request an annual letter of authorization from the Vice President of Finances and Administrative Services.

Printing

In order to protect the integrity of the Snow College logo, prior approval from the Marketing Department should be obtained before making purchases which will include the Snow College logo such as Documents, T-shirts, banners, etc. Some printing applications, such as letterhead, business cards, posters, brochures, etc. must only be made through College contracted vendors. Documentation of approval may be required in your P-Card packet at the discretion of the P-Card Auditing Office.

Inappropriate Transactions

Personal Transactions:

Utah State law prohibits the use of public funds for a personal expenditure. If a cardholder intentionally uses their P-Card for a personal purchase, their card privileges will be revoked. A personal purchase is defined as a purchase made for the personal benefit, use, or enjoyment of an employee, student, or other party and has no Snow College business purpose. Any employee found to have made a personal purchase will be responsible for reimbursement to the College and may be subject to additional discipline.

If a cardholder accidentally uses their P-Card to make a personal purchase, they can either have the vendor reverse the transaction or the cardholder must receive written approval from the P-Card

Auditing Office to reimburse the charge to the College through the Cashiers Office. The cardholder must be sure to store the corrected documentation with the original receipt. Making personal purchases on College cards puts the College's tax exemption status at risk.

Other Inappropriate Transactions:

- Unapproved printing or imprinting
- Alcoholic beverages
- Fines, late fees, penalties (including parking tickets)
- Gifts, gift cards, gift certificates, flowers, or cards - except as allowed in the College's gift policy.
- Computers, unless authorized by the IT Department
- Tuition, scholarships, fees or stipends
- To set up blanket, open, or standing orders
- Any non-authorized Merchant Commodity Code purchases
- Cash advances or cash awards, including honorariums
- Personal services, doctor visits, hospital and attorney fees
- Fuels, i.e., gasoline and diesel fuel for operating personal or state licensed (College motor pool) vehicles. Cardholders can purchase fuel for vehicle rentals when rental and fuel are charged on the same purchasing card, fuel used as teaching materials, or fuel for forklifts and other non-street legal machines
- Meals for per-diem (per-diem meals for student groups are allowable).

Other Policies

The Procurement Office will defer to relevant State or College policies if the other policy is more strict than the procedures in the P-Card Procedures Manual. The Procurement Office will also defer to relevant State or College policies and procedures in the absence of specific P-Card policies or procedures.

-Reconciling Purchases-

Documentation Requirements

Cardholders must always obtain documentation, such as an itemized receipt, from each vendor detailing each transaction. Documentation should always include the following information:

- Vendor name
- Item description(s)
- Transaction amount
- Date
- Unit and Total Price
- No Sales Tax (except Airfare and Utah Hotel Sales Tax)

It is the cardholder's responsibility to proactively ask vendors for transaction documentation at the time of the purchase. Vendors may not be able to reprint receipts after the purchase.

For travel related purchases, cardholders must include documentation that explains the reason for the travel and relevant dates. Examples of travel documentation includes conference agendas, program itineraries, or event flyers. If a cardholder is concerned about having sufficient travel documentation for a trip, the cardholder should contact a Program Administrator for additional guidance. Alternative documentation may be accepted at the discretion of the Program Administrator.

For membership related transactions, documentation of the membership type and purpose of the membership organization must be provided.

If an alternative shipping address is used to ship items paid for with a P-Card, documentation of prior authorization must be included in your packet.

For all food related transactions, the Cardholder must complete the [Support / Hosting Form](#). If the cardholder makes other purchases which may appear to be personal in nature, the Cardholder should also use the Support / Hosting form to provide additional documentation for the business purpose of their purchases. The P-Card Auditing Office may ask cardholders to complete the Support / Hosting form for other purchases at the discretion of the Program Administrator.

The [Missing Receipt Form](#) is only to be used in exceptional circumstances where a receipt cannot be obtained from the vendor. Use of the missing receipt form more than two times in a fiscal year will result in violation points against the cardholder.

If documentation requirements are not met in a timely manner, the Program Administrator reserves the right to shut off the cardholder's cards until documentation has been received.

The Reconciliation Process

On or around the 6th of each month, US Bank will issue P-card statements with all transactions from the previous billing cycle. Cardholders must check their US Bank accounts each month to determine if there are any transactions (including fraudulent transactions of which the cardholder is not yet aware.) Using the [allocation tools](#) in US Bank, cardholders must document each transaction from their monthly statement, print the fully allocated transaction list, and compile all documentation into a P-Card Packet. P-Card Packets are due at the end of the calendar month that the statement was issued.

Administrative Reviewer Requirements

The Administrative Reviewer must review and sign each transaction list and other appropriate documents such as the Support / Hosting Form. During the review process, the reviewer is confirming the following information:

- All appropriate documentation is attached for each transaction, including an itemized receipt.
- All required approvals are attached to the corresponding transaction.
- No undisputed fraudulent purchases have been charged to the P-Card.
- No unapproved/unauthorized purchases have been charged to the P-Card.
- No personal purchases have been charged to the P-Card.

Once a transaction list is signed by an Administrative Reviewer, the Administrative Reviewer is taking co-responsibility for all included transactions. If a reviewer is uncomfortable with any transactions, the reviewer should reach out to the Program Administrator for additional guidance. Reviewers have the right to decline to sign for unauthorized transactions and may require the cardholder to compensate the College for unauthorized charges, personal charges, and undisputed fraudulent charges on the statement.

Administrative reviewers are also required to [digitally sign off on all p-card allocations](#) within US Bank.

Late P-card Allocation and Packets

All allocation data is transferred from US bank into Banner on the 20th of the same month for the closed statement. For example, for the statement which closed on March 6th, 2021, all allocations for that statement must be submitted and approved within US bank by March 20th, 2021. After this deadline, US bank will lock the transactions to prevent any new allocation information from being added. The P-card office cannot override this deadline.

If a cardholder fails to complete their allocations by the 20th of the month, they will still be required to complete the old-style [transaction log](#). Cardholders who fail to complete their allocations in a timely manner may be reported to the Vice President of Financial and Administrative Services.

-Card Security-

Keeping Cards Secure

The Cardholder is responsible for the security of the card(s) and all transactions made with the card(s). The Cardholder should sign the back of the card upon receipt and contact the issuer to activate the card. The Card should be handled as if it were cash and stored in a secured location such as a locked drawer or safe. In general, the Cardholder should not delegate the card for use by someone else. Exceptions may be discussed with the Procurement Office. The Cardholder is responsible for any charges made to card even if the card has been used by someone else delegated to use the card by the Cardholder.

Lost or Stolen Cards

P-Cards are the property of Snow College. If a card is lost or stolen, notify a Program Administrator and contact US Bank customer service immediately (1-800-344-5696). Written confirmation of cancellation must then be emailed to the Program Administrator. US Bank will block additional use of a lost card upon telephone notification. Prompt action in these circumstances can reduce the P-Card holder's liability for fraudulent charges.

Disputing a Transaction

Fraudulent Charges: If the Cardholder notices an unauthorized fraudulent charge then they must dispute the charge with US Bank immediately and notify them of the fraud. US Bank will direct the cardholder as to the next steps for the fraud dispute process. If US Bank issues a dispute form, the Cardholder must complete the form and return the original document to US Bank. A copy of the form should be retained with the reconciliation packet on which the disputed charge appears. The nature of the dispute and the final resolution must be documented. This documentation must be retained with the reconciliation packet on which the disputed charge appears.

Cardholders are personally financially responsible for any fraudulent charges that are not disputed within the 60 day dispute window.

Vendor Resolution: If the Cardholder notices an unauthorized charge as a result of vendor error, the Cardholder should try first to resolve disputed charges directly with the vendor. Most vendors prefer to resolve the dispute themselves and are willing to provide help. If the vendor agrees that an error has been made, the vendor should process a credit to the Purchasing card account. Future follow up is required to ensure all credits due are received, and are the responsibility of the Cardholder.

US Bank: If the dispute cannot be resolved directly with the vendor, the Cardholder must first call 1-800-344-5696 and then complete a Cardholder Dispute Form as directed by US Bank. A charge cannot be disputed beyond 60 days past the transaction date as noted on the Statement of Account. The amount of the next statement will be reduced by the amount of the disputed item until the transaction in question is resolved.

Freezing Cards

When a cardholder leaves the College on an extended leave of absence, the Cardholder should notify the Procurement Office in writing so that their card can be closed or frozen for the duration of the absence. The cardholder will continue to be responsible for charges to the P-Card during their absence.

Closing Cards

When a cardholder leaves the College permanently, the Administrative Reviewer must notify the Procurement Office in writing so that their card can be closed. Administrative Reviewers are responsible for ensuring that final P-Card packets are completed for any remaining charges. Cardholders should complete an exit interview with the P-Card office to ensure that there are no outstanding requirements.

-Violations-

Improper use of the Purchasing Card may result in disciplinary action being initiated against the Cardholder. All Purchasing Card transactions may be reviewed and violations of policy and procedure will be monitored and recorded. If a violation occurs, points will be given according to the Violation Types listed below, and the Cardholder and the Administrative Reviewer will be notified, by email, as to the nature of their violation and the accumulated points. If a Cardholder is issued three (3) violations in a fiscal year period, the Card may be revoked.

Violation Type	Point Value
Personal Purchase	150
Splitting Transaction	150
Purchase of a Restricted Item	50
Unauthorized Purchase made by someone other than Cardholder	50
Missing Receipt Form - 1st Use	0
Missing Receipt Form - 2nd Use	0
Missing Receipt Form - 3rd Use	40
Missing Receipt Form - 4th Use	50
Missing Receipt Form - 5th Use	60
Over Per Diem Rate Transaction (per College Travel Policy)	30

If a total of 150 points is accumulated during any one fiscal year the card may be revoked. If a Cardholder is approaching the 150-point limit, attendance at a formal training session will reduce their accumulated violation points by half or to a minimum of 75 points on the date of attendance. One training session per fiscal year is allowed to reduce the accumulated points. If a Cardholder is violation free for one year following the training session, their violation points will be eliminated. On the 4th occasion that a card is shut off for violations or failure to complete allocations by the deadline or to submit a reconciliation packet, the card will remain off for one (1) year and will not be reactivated without VP Approval and Cardholder retraining, and the internal auditor's office will be notified of the 4th shutoff.

-Q&A-

Q:

Why did my purchase not go through?

A:

- The purchase may be too large for your per-transaction limit
- The purchase may put you over your monthly spending limit
- There is a hold on your account by US Bank for a suspected fraud charge.
- Call US Bank to see why the purchase did not go through. If you have further questions, call the P-Card Office.

Q:

I have fraud on my card, what do I do?

A:

Call US Bank and alert them to the fraud. They will cancel your card and issue you a new one which will be shipped to the P-card office. They may ask you to complete a dispute form. If US Bank requests a dispute form, send the original form to US Bank and submit a copy of the form with your packet.

Q:

When is my p-card packet due (as of May 2020)?

A:

Your packet is due at the end of the calendar month that the statement was issued for. For example, if your statement was issued April 6th, the packet is due by April 30th.

Q:

Most common P-card mistakes?

A:

- Missing signatures on the packet
- Missing receipt or the included receipts are not itemized
- Missing travel documentation
- Missing approvals for Per Diem overages

- Missing support form for food purchases or other purchases which may appear to be personal in nature as determined by the P-Card office

Q:

Should I be paying taxes with my P-card

A:

It is the responsibility of the cardholder to notify the vendor that a purchase is tax exempt. The tax exemption # for the College is printed on your card, and the full tax exemption certificate is posted on the Procurement website. As of May 2020, Airlines and Utah hotels are required to charge tax. If you neglect to have taxes removed from your transactions, your budget will be charged for these taxes.

Q:

I forgot my US Bank password or I've locked myself out of US Bank, what do I do?

A:

If you have forgotten your password, you can reset it at access.usbank.com. If you have tried to enter the wrong password multiple times, US Bank may lock your account. If your account is locked, you must call the P-Card office to have your password reset by an administrator.

Q:

Why do I need a support form?

A:

Support forms protect you during internal and external audits by verifying the business purpose of your transaction and ensuring that you are in compliance with IRS regulations.

Q:

Who do I call if I have problems?

A:

Please call any of the following P-Card Program Administrators:

- Michael Jorgensen
- Shirlene Albee
- Jane Mathisen

