

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7045P PURCHASING CARD (P-CARD) PROCEDURE

In order to obtain a p-card for college business, an employee must complete an application form provided by the Business Office. The application must contain the employee's supervisor approval. The address used in the application for the employee will always be Northland Community and Technical College's mailing address.

All cardholders must sign and accept the terms and conditions of the NCTC P-Card Cardholder Agreement each year.

The cardholder is responsible for signing the card when it is received and the security of the card and all transactions made against it.

The cardholder must request a copy of the vendor's sales receipt or cash register slip if the purchase is over the counter or a copy of the packing list on shipped orders as well as the credit card slip. The cardholder's individual p-card number and his/her name must be given for all orders processed and specific delivery instructions must be provided to the vendor. If the order is done online, print the order confirmation and attach it to the receipt form. If the order is done by phone, have the vendor fax the order confirmation and attach to the receipt form.

The cardholder must inform the vendor about MnSCU's tax exemption status. The tax exempt ID number is printed on the card. Purchases of meals, lodging (under 30 days), and waste collection and disposal services are taxable, and sales tax should be included in the charge transaction at the time of purchase if a credit card is used.

Any changes to the p-card must be made using the Cardholder Account Maintenance Request Form. All p-card records are subject to an audit. The Business Office will collect and maintain all paperwork, pay invoices, and file for audit purposes.

Authorized and Unauthorized Use of P Card:

All purchase transactions processed against the cardholder's p-card must be made by the employee to whom the card is issued. The card cannot be used by another person or for personal use. The card cannot be transferred from one employee to another.

For a list of items that cannot be purchased with a college p-card as prohibited by MnSCU System Procedure 7.3.3, see <http://www.minnstate.edu/board/procedure/703p3.html>

Reporting Lost/Stolen or Unauthorized Purchases:

The cardholder is responsible for the security of his/her card and any purchases made on the card.

The cardholder must immediately notify the p-card company and the Business Office if the card is lost, stolen, or in the hands of an unauthorized person. Pertinent information regarding the lost or stolen card or improper use must be provided. The cardholder will make a reasonable attempt to recover the card from an unauthorized person. The card will be voided as quickly as possible. However, the cardholder has primary responsibility for any unauthorized purchases made by the cardholder or any other person. If the college is unable to collect the amount owed from the cardholder, the applicable cost center will be responsible for the unpaid amount.

Monthly Allocation of Transactions: All purchases shall be charged (allocated) to the cost center that the individual P-Card is assigned to – or in the case of multiple cost centers – to the cost center designated via Access Online. When allocating, the cardholder will input the cost center, object code and comments in the comment field. Monthly statements must be reconciled by the cardholder, utilizing US Bank Access Online, approved by the supervisor and receipts submitted to the Business Office by the 13th of the current month. Receipts must be attached to the P-Card Receipt Form and forwarded to their supervisor for review. Once the supervisor has approved the transactions in Access Online, the P-Card Receipt Form with attached receipts will be forwarded to the Business Office.

Grant Expenditures:

Items purchased with grant funding may be subject to additional procedures.

Date of Adoption: 2/8/07

Date of Implementation: 2/8/07

Date & Subject of Revisions: 4/5/12; numerous revisions to clarify; removed list of items not allowed

Date & Subject of Revisions: 12/30/20 Updated web address