



P-Card Newsletter

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Please direct any p-card questions, problems or concerns to Rita Cardarelli @ 2-4855 or e-mail Rita pcard@bc.edu



Everyone Wants to Know: What is the Gift Card Policy?

The most frequently asked question is related to the p-card purchase of gift certificates or gift cards. There are many instances where departments want to purchase gift cards and in some cases, they can, depending on the dollar amount, reason, or the recipient of the card.

Here's the policy:

- Gift cards and gift certificates are not to be purchased for active employees, including work-study students of Boston College.
- Gift certificates or gift cards, such as a Visa gift card, or an American Express gift card, regardless of the value, are considered by the IRS as cash and should be taxable. Therefore, they are not allowed to be purchased on p-card, vouchers or reimbursed expenses.
- Store gift certificates or cards that are redeemable for a large variety of commodities such as a Sears gift card or an Amazon gift card are also considered cash equivalents and not allowed.
- Gift cards or gift certificates to restaurants are considered a travel expense and are not allowed on the p-card.

So when is a gift card allowed?

- A gift card can be purchased for less than \$75 for a non-employee of Boston College but NOT in lieu of pay. For example, a visiting speaker can be given a 75.00 gift card as a "thank you" but not as a fee.
- A gift card may also be purchased if it is not for a specific person but event. For example, a department may purchase a gift card for a raffle to raise money for a cause.

Please remember, purchasing a gift card is a red flag for Internal Audit. If your department purchases gift cards, please list on the receipt the person or event for which it was purchased.



Red Flags for Internal Audit



Please keep your itemized receipts along with back-up documentation for the following purchases:

- Gift Card Purchases
- Take-Out Establishments
- Purchases delivered outside of Boston College
- High-ticketed items
- PayPal purchases
- Holiday purchases

The following items are not allowed and are subject to higher scrutiny:

- Travel and Entertainment Purchases
- Alcohol
- Restaurants
- Split transactions
- Professional Services
- Cell phones

P-card Queries: PeopleSoft's Best Kept Secret

Did you know that there is a vast amount of information in PeopleSoft, for those with PeopleSoft access, that will help you project your next fiscal year budget, view spending trends of your department and reconcile your p-card?

To get to your queries go to: Reporting tools>query>query viewer.

BC_PCARD_DATA_BY_DEPT

This report will pull up all of your department's p-card activity for a specified time. It includes every p-card transaction under that department ID including programs, grants and projects. You can download it into an Excel spreadsheet to sort by program or grant, cardholder, vendor, date, dollar amount or category.

BC_PCARD_BUDGET_LOW

BC_PCARD_BUDGET_LOW_PG (for projects or grants)

This report is a great tool if you have multiple programs, grants or projects. You can become proactive and prevent your department's p-cards from declining. You can enter a specified dollar amount to see which p-card accounts need funding. Since we are more than halfway through our fiscal year, you may want to run this report to cover your p-card expenses through May 31.

BC_PCARD_EMPL_W_EMAIL

This report will generate a list of your department cardholders with their e-mail addresses.

Queries continued.....

BC_PCARD_DATA_BY_VENDOR

This report is on a specific vendor. It is similar to the DATA_BY_DEPT report but the information is filtered.

BC_PCARD_LEVEL3_ALL

This report gives you line-item data from all Level 3 vendors (contracted and non-contracted). It's a copy of the cardholder's receipt. Please remember, when entering the parameters, the first line should say "SHARE".

SetID (Enter SHARE):

BC_PCARD_SUM_BY_VENDOR

This report will give you a breakdown of vendors by dollar amount.

Ask Celia: P-card advice, questions or recommended topics. Please address to: pcard@bc.edu
Restaurant vs. Take-out (Again!)

Dear Celia,
I used my card at the Nicholas Café and it declined. According to the bank, the of Merchant Category Code is blocked. I thought Nicholas Café was on the vendor list as an acceptable take-out establishment. I've used my p-card there before.
Chris

Hi Chris,
You are right; it is on the take-out list. I called Nicholas Café and the business was sold to another person. That means, the café's merchant services company was probably changed as well as the code. I told the new owner to have the bank set the Nicholas Café back to code "5814" which is a "take-out." Please review the take-out list periodically since we update it on a regular basis. If your favorite take-out establishment declines, I can talk to the business to correct the problem.

Access-on-line Registration

Dear Celia,
I went to register my new p-card on access-on-line and it wouldn't allow me. The error message said, "This account is associated with another account." How do I get my statement?
Alex

Dear Alex,
Some of the department budget administrators have access to your credit card account reports. In order for you to get that error message, someone else has registered your card number under his or her user name and ID. Please check with your department's P-2 to see if he or she can provide you with your statements. If the P-2 does not have access, you may contact me at pcard@bc.edu. I can check with US Bank to see who has access and if necessary, get you your own user name with US Bank.

Charged for Product Never Received

Dear Celia,
I ordered a computer part from a company in Chicago. The charge was put on my p-card but I never received the product. I keep calling and calling and no one ever calls me back. The \$427 already hit my statement a month ago. Is there anything you can do?
Jose

Dear Jose,
In the future, please use BC recommended vendors such as Dell or Apple for those purchases to avoid problems. There is something you can do but you need to do it quickly since your statement is from last month. The bank gives you 60 days to dispute a transaction. You can fill out the "Statement of Disputed Item" form which is provided on the Procurement Website. After it is filled out, I need it mailed to the bank with a fax to Procurement @ 2-2369. The bank will credit your account and the burden of proof will go back to the vendor. The vendor needs to show a receipt to the bank and if applicable, provide the bank with a POD (proof of delivery).

Personal Bankruptcy and Your P-Card

Dear Celia,
Due to financial hardship my husband and I filed for bankruptcy. We were court-ordered to close all of our credit card accounts. How about my BC Visa? Does this mean that I must turn in my p-card?
Mary

Dear Mary,
Don't worry. Unlike the American Express Card, your Boston College P-card is not associated with your personal credit so you do not have to turn in your p-card. US Bank does not have your Social Security number. We receive one monthly bill and it's paid in one lump sum.

Personal Purchases on P-card

Dear Celia,
I am the P-2 for my department and a few of my cardholders have not turned in receipts or statements even though I have repeatedly asked. One person continues to use his p-card for personal purchases, then says, "oops, sorry". Now Internal Audit wants the receipts. Who is liable?
Cindy

Dear Cindy
The cardholders are responsible for their own cards but as an administrator, you do have the ability to shut their p-cards off by lowering the single transaction rate in PeopleSoft under the BC Custom Menu. BC>P-card>holder update to \$1. That will temporarily suspend their accounts until they are compliant.

Personal purchases are absolutely not allowed on p-card. Every so often, a cardholder will accidentally use his or her card for a personal purchase. It can be corrected but it ties up funds and sends a red flag to Internal Audit. You may want to think about deactivating the card and issuing it to someone more fiscally responsible.

Scam Artists

Dear Celia,
A representative from a printer company called and asked for my Visa number. Before that, I believe it was the same company that called and asked for our copier type. She said the company had a pending order of toner for me. I told her on the phone that I never ordered anything and she said the order came from Purchasing. I refused to give her my p-card number. Is this a scam?
Stephen

Hi Stephen,
Yes. Your instinct was correct and thanks for not giving your P-card number out to a scam artist. This is also known as the "phoner toner scam". Purchasing would never order a product for a department unless a Purchase Order is issued. This is one of many scams used to steal from you and from Boston College. To find out about different popular and successful scams, please check out this website: www.spamlaws.com.