Purchasing Card Policy

Purchasing – Purchasing Card ("p-card") Program

Introduction
The Purchasing Card Program was created to be used in conjunction with the University Purchasing Policy to provide an efficient and controlled method of procuring small dollar unrestricted materials or services, and to eliminate unnecessary paperwork among all parties involved. In addition, an “Emergency Purchasing Card Program” has been created for use in disaster or deemed “emergency” situations. The Emergency P-card Program differs from the standard p-card policy, and is identified as part of the emergency policy for the University.

Policy
The use of the p-card as a purchasing tool is available to authorized staff and students only. Limits, such as maximum single transaction limits, individual limits, monthly limits, and other limits and restrictions are determined by the Financial Vice President. Additional lower limits may be placed on cardholders by their respective departments. In all cases, the purchasing card maximum credit limits will be determined by the amount of money assigned to the applicable budgeted account and the maximum single transaction limit set for that particular account by the University.

Purchasing cards cannot be used for the purchase of restricted commodities. All cards must be assigned to a designated individual within the Boston College Community who will be responsible for all charges made on the assigned card.

Details of the procedures, requirements and uses of the purchasing card program and the list of restricted commodities appear on the Boston College p-card website at www.bc.edu/pcard

Exceptions to P-card Policy for the purchase of University restricted commodities include:

Special templates build for specific departments to allow restricted commodities, according to the need of the department, 9 ledger groups (Fund code 900, 920), and various special fund codes and programs.

Responsibilities
In all cases, use of the Boston College Purchasing ("p-card") Program requires the following:

Department Manager Responsibilities:

1. Department Managers determine if a p-card is acceptable for a particular chartstring.
2. Department Managers determine who will be assigned the Departmental P-card Administrator role within their unit.
3. Department Managers are required to ensure that reconciliation has been done for all budgets under their control.
4. Department Managers are responsible for any p-cards remaining active during temporary medical leave or must remain active when an employee has left BC and there are no other cardholders associated with that chartstring by filling out the P-card Temporary Transfer form.
5. Departmental Managers are responsible for following up on any questionable charges with cardholders and others who may be involved.

Department P-Card Administrator Responsibilities:

1. Department P-card Administrators will be responsible for creating, subject to cardholder supervisor approval, and maintaining cardholders, monitor applicable budgets and limits, and monitoring cardholder reconciliations in accordance with the BC reconciliation requirements listed in the Departmental P-card Administrator’s Guide to P-card Reconciliation.
2. Departmental P-card Administrators must complete the reconciliation of all departmental statements to the PeopleSoft Financials Budgets monthly and are also responsible for reviewing changes in staff and cancelling p-cards and access for any staff no longer under their departmental area.
3. Departmental P-card administrators are responsible for bringing any questionable transactions, including those they believe are not assigned to them, to the attention of the Departmental Manager.
Cardholder Responsibilities:

1. All cardholders are responsible for reading and adhering to the requirements set in the Boston College P-Card User Guide.
2. Cardholders must use their card with Boston College contracted or approved vendors when possible. In all cases, the purchasing card must be used in accordance with the BC Purchasing Policy. To review the listing of contracted vendors, visit the Boston College Procurement Services website at www.bc.edu/ecommerce.
3. All cardholders and the supervisor (or P-1) must sign the applicable staff or student cardholder agreement, prior to receiving their card. This agreement is signed certifying that they have read and will comply with all requirements of the program, including that the purchase is for a Boston College business purpose only, and that they will comply with all requirements of the P-Card User Guide, including providing proper receipt retention and reconciliation. http://www.bc.edu/offices/buy/pcard/agreement.html
4. Cardholders are required to review the P-Card User Guide on a regular basis in order to be sure they are meeting the most up-to-date requirements of the program.
5. Cardholders are required to notify suppliers of BC’s tax-exempt status and if necessary, provide suppliers with the ST-2 and ST-5 tax-exempt form available: www.bc.edu/tax
6. Cardholders are required to return their p-cards to the Department Manager or Service Center when they are no longer employed at Boston College for immediate deactivation.
7. Cardholders are required to turn their cards in to the Department Manager or Service Center when on medical leave or summer break where cards will be temporarily closed until their return.

Service Center Responsibilities:

1. If a department does not have a P-card Administrator with PeopleSoft access, it is the responsibility of the Service Center to adhere to the same responsibilities as the Department P-card Administrator.
2. If a department manager would like to designate someone within the department to monitor p-card purchases who does not have PeopleSoft access, that person will have access to all their department p-cards for purposes of reconciliation and monitoring within the bank website but reconciliation into PeopleSoft will remain the responsibility of the Service Center.

Standard Procedures
Detailed instructions and procedures for the use of the P-card Program can be found at www.bc.edu/pcard.