

Purchasing Card (P-Card) Policy and Guidelines

2018

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Introduction

The P-Card Program was created to be used in conjunction with the [University Purchasing Policy](#) to provide an efficient and controlled method of procuring and paying for small dollar products or services for approved and valid business purposes.

Policy

The P-Card is available to authorized staff and students only. The use for personal purchases is strictly prohibited. The p-card is not to be used for restricted commodities or travel related expenses.

All cards must be assigned to a designated individual within the Boston College Community who will be responsible for all charges made on the card/s. The fiscal responsibility and reconciliation for all charges made on a P-card resides with the cardholder and the department.

Fraudulent or personal or misuse of the P-Card may result in disciplinary action including the termination of employment. Should the cardholder fail to use the purchasing card properly, he/she will be responsible for the repayment of all such purchases. These terms are also stated in the [cardholder agreement](#) form which is signed by every cardholder. Boston College may terminate the right to use a purchasing card at any time for any reason.

P-Card Guidelines and Responsibilities:

The following P-Card Guidelines are to be used in conjunction with the P-card policy above.

Guidelines:

1. **Fraudulent, personal, or misuse of the P-Card** may result in disciplinary action including the termination of employment. Should the cardholder fail to use the purchasing card properly, he/she will be responsible for the repayment of all such purchases. Boston College may terminate the right to use a purchasing card at any time for any reason.
2. **Budget Control:** In all cases, the p-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 by the University.

3. **Restricted Commodities:** P-Cards are not to be used for the purchase of [restricted commodities](#). There may be special circumstances for specific departments to allow restricted commodities, according to the need of the department, (Fund code 900, 920), and various special fund codes and programs.
4. **Food Purchases:** The P-Card is restricted in this area with the exception of take-out establishments or BC Dining Services. Receipts must be accompanied with a list of attendees along with a business purpose.
5. **Gift Cards:** Gift Cards are not to be purchased on a P-Card. Please refer to [Gift Card Policy](#) for the guidelines.
6. **Shared use of P-Card:** In the event that a P-Card needs to be shared, the individual whose name is on the P-card is responsible for any purchases made on that P-Card along with receipt retention and reconciliation requirements.
7. **Sponsored Programs:** The purchase of goods and services for sponsored projects must comply with the sponsor's requirements and specific terms and conditions of the award.

Responsibilities:

Department Manager Responsibilities:

1. Determine if a p-card is acceptable for a particular budget.
2. Assign the role of the Departmental P-Card Administrator within their unit.
3. Authorize who will receive P-Cards within their unit.
4. Ensure separation of duties among cardholder, department manager and department p-card administrator.
5. Ensure P-Card reconciliations are completed monthly for all cards within their unit.
6. Responsible for any p-cards remaining active during an employee's temporary 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](#). The temporary transfer form is valid for 6 months, sufficient time for a p-card replacement and switch over of automated payments.
7. Report internal abuse of cards to Internal Audit, University Controller, or Director of Procurement.
8. Sign all cardholder agreement forms.

Department P-Card Administrator Responsibilities:

1. Create, cancel, monitor, troubleshoot, budget and reconcile all P-cards in their area per the [Department P-Card Administrator's Manual](#).
2. Document and report any questionable transactions to the attention of the Department Manager.

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 per the [Department P-Card Administrator's Manual](#).
2. If a Department Manager would like to designate someone within the department to monitor p-card purchases who does not have access to PeopleSoft Financials, 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.

Cardholder Responsibilities:

1. Read and adhere to the requirements set in the Boston College [Cardholder's Manual](#), and successfully complete the [questionnaire](#).
2. Whenever possible all cardholders must use their card with Boston College [contracted suppliers](#). In all cases, the p-card must be used in accordance with the [BC Purchasing Policy](#).
3. Assure all transactions are for business purpose purchases only and that they will comply with all requirements in the [Cardholder's Manual](#).
4. Prepare monthly reconciliation of P-Card purchases utilizing statements from US Bank.
5. Review the [Cardholder's Manual](#) every 3 years when the p-card renews in order to ensure adherence to the current requirements of the program.
6. Notify suppliers of BC's tax-exempt status and if necessary, provide suppliers with the ST-2 and ST-5 tax-exempt form available at www.bc.edu/tax.
7. Return p-cards to the Department Managers, Dept. P-Card Admin or Service Centers when they change departments or are no longer employed at Boston College.
8. Turn in p-cards to the Department Managers, Dept. P-Card Admin or Service Centers when on temporary leave.