

SABSC Purchasing Card User Guide

For Boston College Student Organizations

1. Purchasing Card Program for Boston College Student Organizations

The Purchasing Card (P-Card) is a procurement tool that provides an efficient and effective way of purchasing approved goods and services directly from merchants that accept the Visa credit card. The P-Card works like a personal credit card where items are purchased by presentation of the card to a merchant and payments are made by Boston College, directly from a specified organization's account.

2. Uses

Use of the Boston College Purchasing Card is a privilege, not a right. **The P-Card is designed to be used for purchases related to official organization business only. Use of the card for personal purchases is strictly prohibited.** University accounting policies and good business practices should be followed in using the P-Card, which includes reconciling purchases and retaining documentation.

Improper use of the Purchasing Card will result in the termination of the credit card and/or other disciplinary action.

Uses for the P-Card include the following:

- Take-out establishments
- Grocery Stores
- Subscriptions and publication renewals
- Organization supplies
- Memberships and dues
- BC Bookstore purchases
- Miscellaneous low-dollar supply orders
- Copy and Printing services
- FedEx, mailings and postage
- Online services
- Retail stores such as Target, Walmart, Walgreens, etc.

3. Becoming a Cardholder

The P-Card (Visa Card) is issued to **Student Organization Treasurers** who are granted authority by the Office of Student Involvement (OSI) to purchase goods, within specified limits, from their designated organization account. The OSI will designate authority and spending limits for each card issued in conjunction with the Student Affairs Business Service Center (SABSC).

In order to designate responsibility for use of the card, and the associated retention of receipts and reconciliation, **the credit card can only be used by the organization Treasurer.** Receipts must be obtained and kept by the organization Treasurer for each purchase and submitted monthly to the OSI. Final responsibility for reconciliation documentation and control over receipts and cards issued is with the SABSC.

To obtain a P-Card the Treasurer must attend the SABSC mandatory P-Card training session and complete necessary paperwork.

- Complete and Sign the Purchasing Cardholder Agreement Form
- Sign-up and retrieve the monthly P-Card statement electronically with US Bank

The organization Treasurers will receive the P-Card after attending the P-Card training session with the SABSC. Upon receipt of the P-Card, the Treasurer must contact the bank to activate the card. Call the number provided to you with the P-Card activation instructions to activate the card and provide the representative with the zip code found on the address portion of the card package.

4. P-Card Activation

BC does not use social security numbers for P-Card activation. When activating your P-Card, call **1-800-344-5696**. When the recording prompts you to enter the last four digits of your social security number, enter **0000**. If you have any problems activating your P-Card, please contact the SABSC at 617-552-1586.

5. How the P-Card Works

The P-Card works like a personal credit card, with some restrictions. When requesting additional funds, the organization Treasurer must project out all expenses for the month and funds will be transferred to the P-Card on a per request basis. Reconciliation will be completed on a monthly basis if the P-Card was used during the month.

- To request a P-Card increase, the Treasurer must fill out a P-Card Increase Form
- The Treasurer must fill out the form utilizing MyBC

6. Restricted Commodities

- The P-Card is available for most purchases not exceeding the spending limit approved by the OSI
- Purchases must be made in accordance with the established P-Card guidelines and in accordance with University Policies and Procedures

The P-Card can **NOT BE USED** for the following commodities

- **Restaurants (Eat-in/Sit down)**
- **Travel and entertainment-related expenses and advances such as airlines, auto rentals, hotels, railroads, travel agencies, theaters, clubs, etc.**
- **Alcoholic beverages**
- **Animals and animal-related purchases that are restricted by law**
- **Automotive gasoline**
- **Cash Advances, Gift Certificates, Travelers Checks, Gift Cards**
- **Construction and renovations**
- **Consulting services**
- **Firearms and ammunition**
- **Gifts to students**
- **Payments to individuals (not companies)**
- **Personal items and services**
- **Prescription drugs and controlled substances**
- **Radioactive and hazardous materials**
- **Telecommunications and cable services**
- **Robsham Theater Arts Center Box Office Ticket Purchases**

In order to assure the University community of the most efficient procurement of goods and services, and to fulfill the University's obligation to consolidate all of its requirements with the authorized contract suppliers, student organizations should order from those suppliers who are authorized contract suppliers

whenever possible. However, anyone from whom the University currently purchases good or services should be considered a potential supplier, even if they do not accept P-Cards today. The suppliers accepting the P-Card will be paid within three days of the transaction. For a preferred list of take-out establishments accepting the P-Card reference

<http://www.bc.edu/content/dam/files/offices/buy/pdf/Take-out12-13.pdf>

7. Placing a P-Card Order

When placing your order by phone, please be sure to provide the merchant with the following information:

- Indicate that it is a **Boston College “Corporate” purchasing card** purchase
- Massachusetts **tax-exempt status** and tax number printed on the card (EO42-103-545)
- Cardholder **name**
- Individual **card number & expiration date**
- Note that the **billing address** for all BC P-Cards is:
140 Commonwealth Avenue, Chestnut Hill, MA 02467
- Complete **delivery address** including department, building and room number. (NOTE: Packages may **NOT** be shipped to the OSI or the SABSC. You must provide your personal residence hall address or make other arrangements).
- **Phone number**, should the merchant need to contact you
- If you are ordering online, print out the confirmation
- **IMPORTANT: When you receive packages, you MUST save the packing slips, check off each item that was received, write the date the items were received on the packing slip, sign the packing slip, and submit the packing slip with the monthly reconciliation.**

Failure to emphasize that you are making a Boston College purchase may result in not receiving a Boston College agreement price or discount.

8. P-Card Reconciliation

P-Card purchases must be reconciled by the RSO Treasurer on a monthly basis. The credit card statement is available electronically at the end of the month. If you used the P-Card during the month then:

- Print out the credit card statement
- Match receipts to the credit card statement. The statements appear in chronological order. Keeping the receipts in the order that transactions are made is helpful in the reconciliation process
- Tape receipts in posting sequence onto an 8.5 x 11 inch sheet of paper
- Complete the P-Card Monthly Reconciliation Form
- The organization Treasurer has 7 business days to complete the reconciliation. Reconciliation deadline dates are posted on the SABSC website: www.bc.edu/sabsc
- **Failure to reconcile, if required, will result in the organization account being “frozen”. No P-Card requests or expenses (reimbursements, Invoices, P.O.s) will be approved or processed until the P-Card is reconciled.**

9. Documentation

Federal regulations require P-Card statements and other supporting documentation (receipts, packing slips, etc.) be retained for three years from submission of the financial expenditure report. The SABSC is responsible for retaining documentation and will be subject to audit review by the Boston College Internal Audit Staff, federal, and state agencies.

10. P-Card Decline

Contact the SABSC (**during business hours**) at 617-552-1586 if your card is declined. A SABSC representative will research the reason for the decline.

11. P-Card Cancellation

P-Cards must be canceled as soon as possible when a Treasurer leaves or plans to leave the University. Contact the SABSC to deactivate the card, and if necessary, apply for a new card. All P-Cards will be cancelled annually (in May) and a new card issued each academic year (in September).

12. Lost or Stolen Cards

Do not request a replacement card directly from the bank. Immediately inform a SABSC representative to DEACTIVATE the card. It is the responsibility of the cardholder to immediately report a lost or stolen P-Card. THE UNIVERSITY IS LIABLE FOR ALL TRANSACTIONS UNTIL THE CARD IS REPORTED LOST OR STOLEN. A cardholder must report a lost or stolen P-Card by phone directly to US Bank at 1-800-344-5696 and then, to the SABSC at 617-552-1586 and your advisor at 617-552-3480 (**during business hours**).

13. Questions

Any questions concerning the use of the Boston College Purchasing Card should be directed to the SABSC at 617-552-1586. In addition, cardholders can receive 24 hour, toll-free account services 365 days per year, around the world, by calling the bank's Customer Service Unit telephone number located in the card activation packet. This Customer Service Unit can assist with dispute status, card activation, address changes, account closures, lost/stolen card reports and other general inquiry or maintenance issues. They cannot provide you with the amount available to spend, as this is a Boston College feature and not part of the normal bank system.

Additional information can be found at <http://www.bc.edu/offices/buy/pcard/guide.html>