

Madison College Purchasing Card (P-Card) Manual

OVERVIEW

The Madison College Credit Card (P-Card) Program delegates the authority to purchase approved goods, services and business travel expenses directly to designated cardholders. Your p-card receipt represents Madison College's confidence in you as a responsible employee of Madison College entrusted to safeguard, protect, and ensure appropriate use of Madison College's assets. Full-time and part-time employees are eligible for a p-card with supervisory approval. All p-card records are subject to being audited.

Madison College p-card holders will use Access Online, a web-based program management tool that provides quick access to cardholder's complete account information. This manual will spell out the basic Access Online tasks that need to be performed by each cardholder. For more detailed instructions including print screens as well as other functionality available in Access Online, see the Access Online Manual at:

<http://matcmadison.edu/in/district-credit-card>.

BENEFITS OF USING A P-CARD:

1. Reduces the number of purchase orders
2. Reduces the number of invoices
3. Reduces the number of Accounts Payable checks
4. Allows a district employee to order and receive items much faster
5. Allows district employees to order online from trusted companies
6. Reduces the number of expense reimbursement claims
7. Pays Madison College a rebate

REQUIRED STEPS TO OBTAIN A P- CARD:

1. Review the PCard manual. See Credit Card Request and Agreement form located at: <http://matcmadison.edu/in/district-credit-card>.
2. Enter your default chartfield, the account number used most often by the cardholder.
3. Use your Madison College address as your mailing address on this form.
4. Submit completed form via email including required signatures to pcard@matcmadison.edu.
5. Read the P-Card Manual located at: <http://matcmadison.edu/in/district-credit-card>.
6. Read the Purchasing Procedure for Goods and Services (P100) located at: <http://matcmadison.edu/in/purchasing> and review the Purchasing Process Summary <http://matcmadison.edu/in/purchasing-p-cards>
7. You will receive the p-card in the mail from Finance.
8. Sign your card upon receipt. You will receive emailed instruction how to register in Access Online.
9. You can begin appropriately using your card upon receipt.
10. Take the p-card training "webinar" within 30 days of your card receipt.

General P-Card Ordering Process Requirements:

1. **Purchasing Guidelines:** All purchases must follow our Purchasing Procedure for Goods and Services located at: <http://matcmadison.edu/in/purchasing>.
2. **Tax Exempt:** The Wisconsin Sales & Use Tax Certificate of Exempt Status number (ES 43350) is printed directly on your p-card. A copy of the WI tax exemption certificate is available at: <http://matcmadison.edu/in/purchasing> and other states are available at: <http://matcmadison.edu/in/sales-tax-exempt-certificates-0> You MUST inform vendors that we are tax exempt as they will not read this on the p-card. Print and take a copy of the tax exemption certificate to your travel destination.
3. **Itemized receipts:** All receipts must state the dollar amount and description for each item, the vendor name, and the purchase or ship date.
4. **Special Instructions for Purchases to Be Delivered:** Inform vendors to enclose or email a copy of the receipt/invoice with each shipment to your attention, **NOT to Accounts Payable**. Instruct suppliers to deliver materials to your attention so Madison College receiving knows where to send received items.

Summary of Allowable and Non-Allowable P-Card Transactions

<u>Allowable P-Card Transactions</u>	<u>Non-Allowable P-Card Transactions</u>
Approved instructional and non-instructional supplies	Personal Purchases
Hotel, rental car, air fare, and conference charges for authorized travel	Travel meals for self or other staff
	Cash advances
	Alcoholic beverage or entertainment (only allowed with Supervisor's approval for specific college business)
	Internal purchases (Madison College Bookstore, Olivia Gifts, Cafeteria)
	Pcard transactions made in the absence of the cardholder (i.e. card lending)

Additional Specific Processes and Approvals Required by Type of Purchase

Type of Purchase	Process	Next Step:	Further Information:
<u>AV Equipment (TV, DVD etc)</u>	Complete a hardware/software request form and submit it to the Department of Technology Services (TS)	Get confirmation from TS of the exact model that meets district standards	Request confirmation from TS for permission for you to order the approved items using the quote provided by TS on your p-card.
<u>AV Equipment- (Camera, Camcorder)</u>	Call or email the helpdesk if you need assistance with selecting a model to purchase.	Order from contract vendor recommended by TS on your p-card or submit a PO if purchase is over \$4000	
<u>Car Rental</u>	If approved in their travel request, employees may rent a vehicle using their p-card from Enterprise Rent-A-Car for district business. Information is available at: http://matcmadison.edu/in/vehicle-rentals		Do not accept the alternate insurance.
<u>Computer Hardware or Software</u>	Complete a Hardware/Software request form and send the original to the help desk.	If Technology Services specifically grants their approval for you to purchase using your p-card and item is less than 4K then it is OK to proceed with this order.	Otherwise, Technology Services will order the items for you.
<u>Food During Travel</u>	<u>Not allowed on P-Card for self or another staff!!</u>	Food for staff must be submitted using Reimbursement Claim Form based on per diem.	http://matcmadison.edu/in/travel-information
<u>Food for Staff</u> in conjunction with staff development, a business-related meeting with a non-Madison College employee or for a Madison College sponsored event. <u>(not associated with travel, instruction or resale)</u>	The "Food Purchases on a Madison College P-card" form is REQUIRED:: http://matcmadison.edu/in/food-meeting-or-event must be completed and attached to receipts and Monthly Transaction Detail List. Documentation indicating attendees, date, time and location of meeting and business purpose is required.	NOTE: Madison College Catering has first right of refusal for all catering opportunities at a Madison Campus.	

Additional Specific Processes and Approvals Required by Type of Purchase- Continued

Type of Purchase	Process	Next Step:	Further Information:
<u>Food for students in association with travel</u>	See steps outlined in <u>Food for Staff</u> section on page		REQUIRED to be included with your pcard statement: "Food Purchases on a Madison College P-card" form located at: http://matcmadison.edu/in/food-meeting-or-event
<u>Food for students that is not travel related nor used for instructional supplies</u>	See steps outlined in <u>Food for Staff</u> section on page 3.		
<u>Fuel</u>	OK to use your p-card for fuel in a rental car.		Use your gas card to fill tanks on Madison College owned vehicles. Do not use your p-card for fuel in your vehicle (instead request mileage reimbursement through your Reimbursement Claim Form)
<u>Parking</u>	Full-time faculty, part-time faculty, PSRP Union and Administrative staff may use their p-card to pay for parking at the ramp across the street from the Downtown Education Center on Carroll Street while performing Madison College work.	All staff should reallocate to 5201-100-719-96850-35	
<u>Phone Equipment</u>	Call or email the helpdesk if you need assistance with selecting a model to purchase	Upon emailed approval from TS, proceed with placing the order as specified by TS .	
<u>Travel Related</u>	The Travel Approval Request Form located at: http://matcmadison.edu/in/travel-information , must be completed by employee and approved by Supervisor and Vice President (District Board for international travel) prior to any out-of-state travel arrangements made or travel expenses incurred.		For further travel information see Madison College Travel Guidelines located at: http://matcmadison.edu/in/travel-information .

Basic Summary of Cardholder's Responsibilities After Placing an Order:

Steps to Reallocate and Approve Transactions in Access Online **within 7 days of the cycle end date:**

1. Log on to U.S. Bank Online: <https://access.usbank.com>
2. Select "Transaction Management"
3. Select "Transaction List". Select "All" as your billing cycle.
4. Select transactions to reallocate and click on the "Allocations" tab to change the default chartfield to the appropriate chartfield selection. **It is the cardholder's responsibility to charge the correct chartfield and to verify the availability of funds in PeopleSoft before reallocating.**
5. Select transactions to approve, click "Approve"
6. Select the 2nd choice, "No further approval needed....."
7. Click "Approve"
8. **Note:** See Access Online Manual at: <http://matcmadison.edu/in/district-credit-card>, for complete instructions on other functionality available in Access Online including screen prints.

Note: It benefits p-card holders and budget managers to final approve transactions ASAP because approved transactions will be uploaded to the following business day.

Process to submit P-Card Monthly Transaction Detail List **within 20 days of the cycle end date:**

1. Select "Transaction Management" and then Select "Transaction List".
(same screen used for making reallocations above)
2. Select the correct billing cycle close date and click "Search" button. (Don't select "Open" or "All")
3. Click on "Print Account Activity" to the right of the Search button as listed below:

Billing Cycle Close Date: [Search](#) [Print Account Activity](#)

4. See an example of a print activity report which is attached as exhibit A in this manual.
5. Staple ALL receipts in the order they appear on your statement for every transaction to this monthly transaction detail list. (Please make sure to staple so little receipts don't get lost.)
6. Also attach or note on your monthly transaction detail list: required quotes, contract number or sole source number if applicable.
7. Attach Food Purchase form if you purchased food in this statement period.
8. Sign and have your manager sign your monthly transaction detail list (**both** signatures are **REQUIRED for paper submittals**).
9. Mail fully signed monthly transaction detail list and all receipts to Purchasing if you submittal is over five pages. If your submittal is less than five pages, please scan and email to pcard@matcmadison.edu. And email subject must state the cardholder name and statement date. When emailing be sure that either both signatures are affixed before scanning or the approver can email the complete attachment if they approve directly to pcard@matcmadison.edu. An email from cardholder's approver is an acceptable substitute for his/her signature.
10. **You are responsible for keeping full records to include copies of approved detail reports and receipts for a minimum of 6 months.**

Note: Do not staple multiple monthly transaction detail lists together. Each one should be submitted separately with only the receipts that posted during this specific cycle time stapled to the back of it.

Problems and Consequences (if applicable) Related to P-Card Usage:

<u>Problem:</u>	<u>How To Correct</u>	<u>Consequence</u>	<u>Further Consequence:</u>
You are missing a Receipt	Call vendor to get one or submit a missing receipts form. See link for form: http://matcmadison.edu/in/district-credit-card	P-card Transaction Detail will be returned to Cardholder for Correction	If receipt or acceptable documentation is not obtained within 90 days, the payroll deduction process may be initiated to recover unsubstantiated charges. If payroll deduction is initiated, cardholder will lose their p-card privileges indefinitely.
Your Transaction Detail report with receipt is more than 30 days overdue to Purchasing	Get report and receipts to Purchasing ASAP	Email warning will be sent after 30 days.	<u>Card will be suspended after 60 days and will not be reinstated until all back due reports are submitted.</u> Privileges can be permanently revoked after the third *suspension. Payroll deduction process may be initiated to recover all charges on statements that are over 90 days overdue. If payroll deduction is initiated, cardholder will lose their pcard privileges for one (1) year after situation is resolved.
You realize you made an incorrect reallocation and you are locked out from making a reallocation to fix this.	You must fill out a Chartfield Transfer Request Form located at : http://matcmadison.edu/in/accouting-codes	More than 3 transfer requests per year may result in a 6-month p-card *suspension.	Privileges can be permanently revoked after the third *suspension.
You made a personal purchase with your Madison College p-card.	Immediately notify Purchasing of this issue and send a check to Accounts Receivable noting the chartfield that should be credited by using the Misc Deposit Form .	If you fail to notify Purchasing of a personal purchase and one is discovered during an audit, you will be subject to further penalty.	Privileges can be permanently revoked after the third suspension. Payroll deduction process may be initiated to recover all personal charges on statements. If payroll deduction is initiated, cardholder will lose their pcard privileges for one (1) year after situation is resolved.
Transaction Detail Format is incorrect or the supporting documentation is incorrect.	Resubmit	Emailed warning and submittal may be returned	Repeated submittal of your statement incorrectly may result in a mandatory pcard training session and/or pcard *suspension without notice.
Restaurant purchases made without submitting completed food purchase form.	Submit food form.	Emailed warning and statement may be returned.	<u>Card will be *suspended after 60 days and will not be reinstated until all food forms are submitted.</u> Privileges can be permanently revoked after the third suspension. Payroll deduction process will be initiated to recover all charges on statements that are over 90 days overdue. If payroll deduction is initiated, cardholder will lose their pcard privileges for one (1) year after situation is resolved.

***Suspension will remain effective until caught up with monthly p-card detail submittals and completed training.**

Frequently Asked Questions and Answers:

<u>Question</u>	<u>Answer</u>
1. What if I didn't receive items charged to my p-card?	Call the vendor and get a tracking number if possible. If the shipping company says it was delivered and signed for at Madison College, contact the Shipping and Receiving Department. <u>Transaction still must be appropriately allocated and approved.</u>
2. What if I need to return an item I purchased with my p-card?	Call the vendor to request a return authorization to return the items for credit. <u>Transaction still must be appropriately allocated and approved.</u> When the credit appears, be sure to reallocate to the same chartfield as the original transaction.
3. What if I am not familiar with a charge on my p-card?	Contact vendor to try to resolve by crediting your p-card; if still not resolved, file a dispute in Access Online against this transaction (See Access Online Manual). <u>Transaction still must be appropriately allocated and approved.</u>
4. What if I final approved a transaction in Access Online but found I made a mistake.	You should select the transaction in Access Online and select "pull back" (see Access Online manual for details) and then reallocate and approve transaction.
5. What if a vendor charged tax in error to my p-card?	If charge is enough to justify the phone call, then contact vendor to notify them to credit the tax back to your card
6. What if I am going on vacation or extended leave?	If you cannot fulfill all of your cardholder responsibilities, then you are responsible for making appropriate arrangements for them to be completed during that time.
7. What if I transfer to another department, what happens to my p-card?	Your current card will be put on "hold" until your new Manager notifies purchasing of the limits they approve and your new default chartfield.
8. What do I do with my card if I leave Madison College?	Email PCard@matcmadison.edu to notify them that your card is to be canceled and give your card to your Supervisor. Upon emailed confirmation from the Purchasing Manager, your Supervisor may dispose of your card. You do not need to send your old card to the Purchasing Department. Your Supervisor is responsible for making sure cards have been canceled for cardholders in their area that leave. Make sure to do any necessary reallocations and send your final transaction detail report with all receipts to Purchasing before you leave.
9. Can I lend my card out to another person in my department?	<u>NO.</u> The p-card should be treated with the same level of care used with personal credit cards and should never be loaned to another person. Do not post it or write your card information in any location that is accessible to others.
10. Will my use of a Madison College p-card in any way affect my personal credit?	No. The cardholder's credit rating will not be affected

CONTACTS – WHO TO CALL

<u>Issue</u>	<u>Who to Call</u>	<u>More Information</u>
Your card is lost or stolen or you see fraudulent activity on your p-card	<u>Call US Bank Customer Service (C.S.) ASAP!!!</u>	Also follow up with email to purchasing@matcmadison.edu
To dispute a transaction	US Bank C.S.	Also follow up with email to purchasing@matcmadison.edu
Check reason for p-card denial	US Bank C.S.	Call Purchasing if you need further assistance
To replace damaged card	US Bank C.S.	
Reset Access Online User Id	US Bank Access Online Helpdesk	
Help using Access Online	US Bank Access Online Helpdesk	Call Purchasing if you need further assistance
To reactivate a suspended card	Madison College Purchasing	
Change limits or blocking on card	Madison College Purchasing	Supervisor approval required
Question on p-card procedures and policies	Madison College Purchasing	

Phone Number Guide:

US Bank C.S. (Customer Service): 1-800-344-5696

US Bank Access Online Helpdesk: 1-877-452-8083

Madison College Purchasing: 258-2328 or 258-2329

Exhibit A: Example of a Cardholder Activity

Name: AMY DUDLEY Account Number: *****0100900584 Cycle End Date: 09/06/2010

Trans Date Merchant Name Transaction Total Source Currency Amount
Posting Date City, State/Prov.
Allocation Amount Accounting Code

08/23/2010 CITY OF MADISON \$9.50 USD 9.50
PARKING
08/25/2010 MADISON, WI
\$9.50 5201-100 -719-96850-35

08/24/2010 CITY OF MADISON \$8.50 USD 8.50
PARKING
08/26/2010 MADISON, WI
\$8.50 5201-100 -719-96850-35

08/25/2010 CITY OF MADISON \$9.00 USD 9.00
PARKING
08/27/2010 MADISON, WI
\$9.00 5201-100 -719-96850-35

08/26/2010 CITY OF MADISON \$9.00 USD 9.00
PARKING
08/30/2010 MADISON, WI
\$9.00 5201-100 -719-96850-35

08/30/2010 CITY OF MADISON \$9.00 USD 9.00
PARKING
09/01/2010 MADISON, WI
\$9.00 5201-100 -719-96850-35

08/31/2010 CITY OF MADISON \$7.00 USD 7.00
PARKING
09/02/2010 MADISON, WI
\$7.00 5201-100 -719-96850-35

09/02/2010 CITY OF MADISON \$8.50 USD 8.50
PARKING
09/06/2010 MADISON, WI
\$8.50 5201-100 -719-96850-35

Activity Totals Purchases Payments

\$60.50 \$60.50 \$0.00

Cardholder Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____