



# **Arizona Western College**

## **Purchasing Card**

### **Policies and Procedures Manual July 2016**

**For Purchasing, Travel and Club Cards**

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## INTRODUCTION

The Procurement Card Program has been established as a service to eligible persons within the College District to provide a more efficient method of purchasing and payment of small dollar goods and services. While any purchase or payment meeting the criteria for the procurement card is permitted, all usage of the card must be in accord with established College District purchasing policies, requirements and procedures, authorized expenditures, and any other applicable college District policies and procedures. Deliberately fraudulent use of the card will be reported to the appropriate authorities.

Cardholder knowledge of these requirements is necessary and expected in order to properly and appropriately utilize the college District procurement card. The College District requires that all employees preserve resources entrusted to them and to use those resources in a prudent manner and for their designated purposes, as prescribed by law, regulation or policy. College District employees shall protect and conserve public property, including monetary funds or resources and shall not use it for purposes other than authorized activities.

Arizona Western College (AWC) requires its employees to procure goods and services in the most efficient and cost effective method possible. This program provides a simple and easy method of procuring small-dollar goods and services without incurring the expense of the normal administrative processes required for purchasing and payment.

Each cardholder is responsible for the safekeeping and security of the assigned procurement card and is ultimately responsible for every transaction on his or her card. Controls are incorporated into the program through the use of College District approved Merchant Category Codes.

Supervisors within each area along with their respective department heads are critical to the proper administration of the College District Procurement Card Program and are expected to adhere to these requirements and procedures. Each Supervisor, Division Chair, Dean, or Director is expected to review all card activity within each division of their responsibility each card cycle.

***Only the authorized cardholder may use his or her card. Delegation of authority is not permitted, by anyone. Merchants may require that the signature on the card match the signature on the receipt. No one other than the signatory is authorized to use any College District procurement card assigned to an individual. If the individual assigned to the card leaves the College's employment, the card is to be turned in to the purchasing department immediately, and is not to be used by any other person. To do so is considered fraud.***

Card usage is restricted to official College District business transactions only and all cards are the property of AWC.

The program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and travel expense reimbursements. The goal of the program is to:

- Reduce the cost of processing small dollar purchases
- Receive faster delivery of required merchandise
- Simplify the payment process
- Provide cardholders with empowerment to choose
- Simplify travel

The P-Card does not eliminate the Purchase Order system and the normal requisitioning process must be used when P-Card use is prohibited, (see 'Restricted Purchases' section) impractical or above transaction dollar limit.

The P-Card does not eliminate the Travel Request and approval process. A Travel Request must be submitted with documentation attached and approved by the employee's immediate supervisor, division chair or director and the appropriate College Official before traveling on official College business.

This reference guide will provide you with the particulars of the program, including general guidelines, reconciliation and record keeping procedures, and customer service information. It is important to read the following information carefully, as you will be responsible for adhering to the college-established policy and procedures.

The AWC Procurement Card Program is administered by the Director of Purchasing under the Business Services Umbrella. All purchases are to be made in a manner consistent with the AWC policies and procedures governing procurement of both services and supplies as well as travel.

## GENERAL GUIDELINES

### Types of Cards

There are three types of P-Cards issued by AWC: Purchasing cards, Club cards and Travel cards. Purchasing cards are **only** to be used for the procurement of goods or services within AWC's purchasing guidelines. Travel Cards are **only** to be used for approved travel purposes within AWC's travel guidelines. You may **not** use a Purchasing card for Travel expenses or vice versa. Club cards may be available for AWC clubs to utilize and are governed by AWC's purchasing guidelines.

### Card Issuance:

As a cardholder, you will be asked to complete a Cardholder User Agreement form, which will then be signed by you. By signing the Cardholder User Agreement form, you have agreed to adhere to the guidelines established in this manual. Most importantly, **you are the only person entitled to use the card** and the card is not to be used for personal use. As each card is linked to a specific cost center and individual employee, the card cannot be transferred from one employee to another.

Upon receipt of your *Chase Bank Commercial MasterCard*, you will need to activate the account by calling the toll-free number printed on the label on the front of the card. For verification purposes, you will be asked to provide the code you will have been given by an Administrator. Although the card will be issued in your name, your personal credit history will not affect your ability to obtain a card. The college is responsible for payment of all legitimate purchases.

### Account Maintenance:

If there's a need to change any information regarding your account please contact your Program Administrator.

### Card Usage:

The *Chase Bank Commercial MasterCard* can be used at any merchant that accepts MasterCard except for those types of transactions that are listed in the 'Restricted Purchases' section. It may be used for in-store purchases as well as online, phone, fax or mail orders. Merchants will have appropriate methods of accepting the card.

### Lost or Stolen Cards:

You are responsible for the security of your card and any purchases made on your account. If you believe you have lost your card or that it has been stolen, immediately report this information to Chase Bank. Immediately after reporting to Chase, you must inform your Program Administrator. **It is extremely important to act promptly in the event of a lost or stolen card to avoid college liability for fraudulent transactions.**

As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card should be issued within 3-7 days of notice to Chase.

### Budget

All P-Card transactions are taken out of your budget approximately 2 to 3 weeks after the end of the billing cycle, which generally falls on the 10<sup>th</sup> of each month. You must monitor your budget and have funds available to cover all transactions. If a budget transfer is necessary, the transfer must be completed prior to the purchase. **Failure to comply with this requirement may be grounds for revoking your P-Card.**

### Fiscal Year-End

The closer to year-end closing, June 30<sup>th</sup>, the more likely a transaction will be posted to the next fiscal year. To prevent this from happening and ensure compliance with accounting policy, notice of a cut-off date for purchases will be issued each year. Exceptions to this cut-off date must be approved by the Vice-President for Finance and Administrative Services.

## PROCEDURES FOR USING YOUR P-CARD

- A. **'In Person'**. Take the card to the supplier, and verify that the supplier accepts a MasterCard. Select your order, carefully ensuring that none of the items are on the restricted list and that the total cost of the purchase does not exceed the specific single transaction limit on your Card. Take your order to the supplier's cash register and present your P-Card for payment. The supplier will either swipe your card through a card reader or call the college for an authorization. The supplier will then ask you to sign a card authorization slip. The supplier will give you a copy of

the card authorization slip and a cash register tape or paid invoice. *If you are not given a cash register tape or paid invoice, please ask for one as these documents contain a list of the items you purchased. Keep all the documents you receive, as you will need to keep them as proof of what you purchased. Failure to produce a receipt may result in your being personally responsible for charges.*

- B. **Over the Phone, or Via Fax.** Call or fax your order to the supplier. The supplier will need your P-Card number and expiration date. Please ensure that other people do not overhear this information or read your fax as they could then charge items to your Card. Give the supplier your name, department, and the College's address so that Receiving knows where to deliver the order. Ask the supplier to include an itemized cash register tape, paid invoice, or delivery slip with your order. Keep all the documents you receive, as you will need them as proof of what you purchased. You are encouraged to keep a record of your phone or fax orders so that you can be sure your order is received, and so that you know how much of your budget has been spent.
- C. **Over the World Wide Web.** For Purchasing you may use your P-Card to place an order to a supplier over the World Wide Web. Please use Web based ordering **ONLY** with suppliers who encrypt data transmission for security. You will normally see a prompt that tells you that you are going to a secure Web site, and the Web address will start with https:// rather than http://. Include your name and department with the College's address. Ask the supplier to include an itemized cash register tape, paid invoice, or delivery slip with your order. Keep all the documents you receive, as you will need them as proof of what you purchased. You must keep a record of your Web orders so that you can be sure your order is received, and as a comparison, so that you know how much of your budget has been spent.

## **TRAVEL**

For Travel purposes the P-Card is intended to assist you with, payment for conference registration fees, rental cars and fuel associated with a rental, hotels, and out-of-pocket expenses during business travel. If for some reason you do incur out-of-pocket (OOP) expenses, when you reconcile your statement you can input out-of-pocket expenses on your statement. You will select, from a drop down list, the type of expense that was incurred and input the amount.

The P-Card, when used for travel, must be used in accordance with the already established Arizona Western College Travel Manual.

### **Restricted Purchases**

Typically, you may **NOT** use your P-Card for the following types of purchases. Exceptions to one or more of these restrictions may be made for particular departments if the exception is justified and the appropriate Program Administrator approves the exception in writing prior to purchase.

- Alcoholic Beverages for any purpose
- Cash Advances or Loans
- Copiers (with the exception of those purchased/leased through contracted vendors through the Purchasing Office)
- Computer Hardware, Software, Peripherals, Licenses, or equipment that requires computer- compatibility (Please go through the Help Desk for these types of purchases. Help Desk may use their card for non-capital items.)
- Fines, Penalties, and Late Fees (Cross Border Fees may be charged in association with purchases made outside the U.S. Please use the same budget code for these as you use for the item purchased.)
- Flowers
- Food or beverage for non-Travel or non-instructional purposes unless booking through Conference and Events with prior approval.
- Furniture, File Cabinets, Chairs, Floor Coverings, or other Facilities-impacted purchases unless pre-authorized.
- Gas or Motor Vehicle Fuel **for non-Travel purposes**
- Gifts, Contributions, or Donations.
- Hazardous Materials
- Legal Fees
- Material prohibited by State or Federal Law
- Narcotics & All Drugs
- Personal Purchases
- Postage except through mailroom

- Printing of Department Letterhead Business Cards, Envelopes (must be purchased through Print Services)
- Professional Services procured from an individual not registered as a vendor with AWC (Because of tax reporting requirements)
- Purchases from AWC employees (against State law)
- Purchases in which an AWC employee has a Conflict of Interest (against State law)
- Split Purchases:
  - Split transactions are cases in which a cardholder circumvents the single transaction limit by having the supplier process part of the transaction and then process the remainder of the transaction. Deliberately splitting transactions may result in penalties including but not limited to loss of P-Card Privileges.

## Limits

The following are a description of the general limits that have been imposed on your P-Card. Adjustments to these limits can be made when justified. All requests for changes in limitations and restrictions must be submitted by your card approver in writing (by email) to the appropriate Program Administrator. Chase Bank will change existing cardholder restrictions only after a request is received from the Program Administrator.

- A. Dollar Amount **per Transaction**: This includes the purchase price, taxes, delivery fees, and any other charges. Your card will be declined if you attempt to purchase more than this set amount at one time. ***Do not split a purchase to avoid the single transaction limit, and do not allow the vendor to do so either.***
- B. Monthly Limit: A monthly limit will be established on an individual basis, based on the needs of the department. The billing cycle ends on the 10<sup>th</sup> of each month.
- C. Merchant Category Code Restriction. Merchant Category Codes are codes assigned to a supplier by their merchant bank. The College has restricted certain merchant types for P-Card use. These may vary depending on whether your card is for Purchasing or Travel purposes. If your card is refused at a merchant where you believe it should have been accepted, you should call your Program Administrator. He/she is empowered to modify the restrictions on your use of the card.

## Personal Use/ Misuse of the P-Card

Personal use of the P-Card is ***absolutely prohibited***. Intentional or repetitive misuse and failure to comply with College Purchasing and Travel policies may result in disciplinary action, cancellation of your card privileges, termination of employment and possible criminal charges.

If you accidentally charge personal items to the P-Card, you must report this to your supervisor immediately. Your supervisor will in turn notify the Program Administrator ***in writing*** with an explanation of the mistake. ***As soon as you become aware of the issue, you will need to go to the cashier's and pay the amount of the charge.***

Failure to monitor your budget and assure that there are adequate funds in the appropriate accounts prior to transactions may result in revocation of your P-Card.

## Sales and Use Tax

The College is ***not*** sales tax-exempt. Merchants are required by tax authorities to include any applicable sales tax at the time of purchase. The amount of tax is dependent on a variety of factors including the county and city where the goods are purchased. All Arizona merchants should charge tax for merchandise and include it in your P-Card transaction total. In addition, some out-of-state vendors have licenses to collect Arizona sales taxes. These taxes will also be included in your P-Card transactions.

Use tax is a tax we pay to the State of Arizona when we do business with an out-of-State supplier who does not collect Arizona sales taxes. In general, goods are taxed, services are not. The sales tax use rate is 5.6%. At the end of each monthly billing cycle, Accounts Payable will cut a check to the State of Arizona for taxes owed and your budget will be directly debited. Be sure to factor in this amount when calculating your budget balance.

## Reconciliation and Payment

Unlike personal credit cards, the *Chase Bank Commercial P-Card* is handled as corporate liability. Your personal credit history has not been taken into account when a card has been issued in your name.

The Accounts Payable Department is responsible for paying the Program invoice(s) each month. You are not responsible for payment to the bank under your account.

At the end of a statement period, you will be notified via email that it is time to review your card statement. Cardholders will be given seven (7) days after the billing cycle end date to review their statement. You will access the Commercial Card Expense Reporting tool via the Internet to review your statement. The statement will reflect the transaction date, posting date, supplier/merchant name and the total amount of the purchase. You have the ability to reconcile your account *at any time*.

You are responsible for the following:

- Obtaining itemized receipts and invoices for all items or services purchased under the program.
- Ensuring all transactions posted are legitimate purchases made by you on behalf of the college.
- **Travels:** for each transaction you will be required to enter your Travel Request number in the description box. This should be done *first* and *then* add any pertaining description for your transaction.

#### **Reconciliation of Transactions:**

It is your responsibility, immediately upon receipt of your statement to check it to ensure all the transactions posted are legitimate transactions made by yourself, mark transactions for which receipts will be attached, add descriptions for all transactions, and attach line item detailed point of sale receipts or delivery invoices. Other functions such as splitting transactions by budget, adding out-of-pocket expenses, marking transactions as personal, and reclassifying expenses can be performed using the Commercial Card Expense Reporting tool. All of the available functions will be part of your initial training and can be referenced in the Cardholder Quick Reference Guide. If everything is in order, you will mark the statement as reviewed. Once your statement has been marked as reviewed, a notification will be sent to your supervisor for him/her to proceed with their approval. If you miss the allowed window for reconciliation, your approver will have to do the reconciliation when they do their approval process.

#### **Receipt Retention and Forwarding**

It is a requirement of the program that you keep all receipts for goods and services purchased. You must provide an itemized receipt for every transaction (except for travel mileage expense and per diem for meals that were not purchased, but are owed the traveler). For orders placed via phone, fax or mail, or online, you must request that a receipt, detailing vendor name and address, merchandise price, sales/use tax, freight, etc., be included with the goods mailed/shipped. (**Note:** a merchant should not reject this request, as it is a Visa policy). It is extremely important to request and retain purchase receipts, as this is the only original documentation that shows whether sales tax has been paid.

Follow your department's policy for collection of receipts until the end of the billing period when the monthly statement becomes available. After the cardholder has reconciled his/her statement, he/she must forward a copy of the statement, receipts, and invoices to his/her assigned approver. (In the case of Travel cards, this will be the Program Administrator/Travel Specialist) When the approver has approved the statement and reviewed receipts, purchasing card receipt packets are to be **hand-carried** to the Accounts Payable Department. (Do not use Campus Mail).

**Please retain copies for your records.** As card records will be audited, it is essential to adhere to the above record keeping guidelines. If a cardholder does not provide an itemized receipt, he/she may be held liable for the expense. Such transactions must be paid for at the AWC Cashier's prior to turning in statement for approval. When sending in statements and receipts from outlying campuses, it is recommended that they first be scanned in case they are misdirected. This will allow you to at least furnish a copy to A/P while the originals are located so as not to delay the process.

#### **Disputed or Fraudulent Charges:**

If there is a discrepancy in your transaction receipts and your statement, it is imperative that the issue is addressed **as soon as it is discovered!** Depending on the type of discrepancy, you will need to contact the merchant or complete the online dispute form to resolve the disputed transaction. Please note that it is not necessary or advisable to wait for the end of the billing cycle in which the discrepancy occurs. In many cases it is a vendor error, and they will correct it as soon as it is brought to their attention. If not, you will need to contact Chase. They will ask you when and if you contacted the vendor, and what the outcome of that call was.

If you believe the merchant has charged you incorrectly or there are outstanding quality, quantity or service issues, you must first contact the merchant and try to resolve the error or problem. If you are able to resolve the matter directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested and will appear on your next statement. Credits should be coded with the same budget number that the original expense was coded.

If the merchant disagrees that an adjustment is necessary, you will complete the online dispute form. The details of the disputed transaction will be entered online and followed up on by Chase Bank.

Chase Bank must receive any charge dispute within 60 days of the transaction date. While pending resolution, Chase Bank will credit the college's account for the amount of the disputed transaction. Although Chase acts as the arbitrator in any dispute, you should never assume that a dispute will be resolved in your favor.

If the dispute is not resolved to your satisfaction, and you believe the merchant has unfairly treated you, please notify your Program Administrator with the relevant details.

Any fraudulent charge (i.e., a charge appearing which was not authorized by you) must be reported immediately to your Program Administrator. Prompt reporting of any such charge will help to prevent the college from being held responsible.

### Approvers

An approver is assigned for each P-Card. For Travel cards, this will be the Program Administrator/Travel Specialist. For Purchasing cards, the approver is generally the cardholder's immediate supervisor. Approvers have seven (7) days after the cardholder's statement-review period to review, modify, and approve the statement online.

Approvers are responsible for confirming the following items:

- Transactions are legitimate purchases made on behalf of the College
- Descriptions are entered for each transactions
- Receipts are provided for all transactions
- Transactions are coded properly and adequate funds are available in that budget code

If an approver will be absent during the statement approval period, it is his/her responsibility to notify the Program Administrator *at least 14 days* in advance so that an alternate approver can be assigned.

Additional information and training can be found at:

[http://www.azwestern.edu/business\\_and\\_administrative/purchasing/code\\_of\\_ethics.html](http://www.azwestern.edu/business_and_administrative/purchasing/code_of_ethics.html)

### **Common Questions and Concerns**

- **How will I know if I have exceeded my monthly limit?**

You can check your balance and expenditures online at any time. You may also call the toll-free Chase Bank Customer Service number on the back of your card. When you are logged in, select "Cycle-to-Date" to see any pending transactions and "Cycled Transactions" if you wish to view a pending statement. You can enter information on those charges from the first day they appear on your card.

- **What should I do if a supplier does not accept the Chase MasterCard?**

Please contact your Program Administrator and provide him/her with the supplier's name, address and phone number.

- **How will I know if the College is getting billed correctly for the purchases I have made?**

You will be able to check all transactions online at any time. You will also review your statements at the end of each period. This statement is for your review only and allows you to reconcile your purchases. You must review the statement in a timely manner, as any disputed or fraudulent transactions must be reported to Chase Bank as soon as you are aware of them.

- **How will my monthly commercial card bills be paid?**

You are not responsible for the payment of your commercial card bills. The monthly statement you receive is for your review and reconciliation only. Accounts Payable will make one monthly payment to Chase Bank covering expenses for all College employees using the card. If personal or inappropriate purchases were made, you would be required to pay back the college directly.

The PA should be contacted for any questions you have regarding limits, usage and other issues. Only the PA has the authority to change any existing information or restrictions to a cardholder's account.

- **What should I do if I have a problem associated with something I bought with my Chase Commercial Card?**

Please refer to the "Disputed or Fraudulent Charges" section of this guide for complete details. It is extremely important that you address these items *immediately*.



- **What if the item(s) I ordered doesn't show up?**

Our Central Receiving Department does their best to deliver every package to the person who ordered it quickly and accurately. Unfortunately, some suppliers are not very careful about properly addressing packages with your name and department. Sometimes we even receive packages addressed only as "AWC." To prevent these "mystery" packages, please instruct vendors to address your package as shown below. In the event that your package does not arrive when you expect it, please call receiving at 344-7511.

P-Card: John Doe  
Arizona Western College  
2020 S. Ave 8E  
Yuma, AZ 85365

- **What if a transaction is charged but the items I ordered are not received?**

If you have not received all items ordered by the time your statement is available for reconciliation, please contact the vendor and request a written verification of shipping. If the vendor cannot send this to you, please dispute the charge.

- **Once I receive the card, can I begin using it immediately?**

Once you receive your card, you will be instructed to call Chase Bank's toll-free number and provide certain information (e.g., social security number or other meaningful data) to activate the card. This procedure ensures a secure card issuance process and helps to prevent fraud.

- **What should I do if my card is lost or stolen?**

It is extremely important to call Chase Bank's Customer Service toll-free number (1-800-316-6056) ***immediately*** in the event your card is lost or stolen. You must also notify your Program Administrator as soon as possible.

- **Can another employee utilize my card for purchases?**

Each individualized *Chase* Commercial Card will be embossed with the employee's name. The employee is responsible for the proper use of his/her card. ***At no time should another individual utilize your card.***

- **Can I use a departmental card rather than be issued my own card?**

If deemed necessary, a card may be issued for departmental use. However, disputed charges may be difficult to sustain when there are multiple users of one card. Therefore the College discourages departmental cards except in extraordinary circumstances.

- **Can the *Chase* Commercial Card be used outside the United States?**

Yes, the *Chase* Commercial Card is accepted worldwide. Purchases can be made in any currency and billed in U.S. Dollars.

- **What should I do if I need to change my monthly or single purchase limits?**

A request for a change in limits may be submitted by your supervisor in writing (or email) to your Program administrator. (Except during times when the budget has been frozen.)

- **Can Fixed Assets be purchased on a P-Card?**

Fixed assets with a cost of \$1000 to \$4999.99 (complete cost) may be purchased on a P-Card, but it is necessary to notify Purchasing so that a fixed asset tag can be issued and the purchase be properly recorded in Colleague. Capitol Assets (any purchase for an item with is \$5000 or above) may ***NOT*** be purchase via P-Card.

## QUICK REFERENCE GUIDE:

### Travel & Purchasing:

Travel P-Cards and Purchasing P-Cards are two different cards with different governance. The cards **cannot** be used interchangeably. For those employees with a Purchasing and Travel P-Card, you will need to find an effective method to differentiate between the two cards so you are using the proper card for the correct transactions. If there are any questions regarding the correct usage of your P-Card, you should review the AWC Purchasing Card Policy, which explains the Purchasing P-Cards and Travel P-Cards policies and procedures including references to the Purchasing Manual and the Travel Manual.

#### **Program Administrators**

Travel P-Card	Club P-Card
Albert E Ramos	Karyn Van Why
928.344.7616	928.344.7522
Purchasing P-Card	Purchasing P-Card
Stacey Lopez	Peggy Hayes
928.314.9518	928.314.9515

The following information pertains to the AWC P-Card. Some questions have come up as we transition to utilizing the P-Card more frequently so we address those in this correspondence.

### Limits:

Each new card is set up with a single purchase limit and a cycle limit. The basic limit for each card is \$500 per transaction, \$5,000 per cycle. Cardholder's can request monthly limit increases based on their approver's purchasing level outlined in the Purchasing manual. If a monthly limit increase is requested, process the approvals according to your authorization levels and then forward to the Director of Purchasing for processing. ***Please be aware that any purchase involving Federal Grant funds has a limit of \$3,000 per purchase. Anything over that amount requires quotes be done. Grant fund cards must also submit an OMNI Statement with each month's Expense Statement.***

### Statement periods without Transactions:

In a given month some cardholders may not have any transactions which need to be reconciled. ***You are still expected to log in to your card account on a monthly basis.*** First, this helps to ensure that no unusual activity has occurred on the card. Second, if unusual activity has occurred, this allows you to dispute the transactions with *Chase* within the sixty (60) day window we are given. Cardholder's should print a blank copy of the Expense Statement and sign it to indicate they have confirmed the lack of activity on the card. The Statement need to be forwarded to Accounts Payable.

### Food Purchases:

Food **cannot** be purchased on your AWC P-Card except as part of Conference and Events. Those services may be charged to P-Cards. Please follow steps outlined in the Conferences and Events P-card Procedures. Consumable products like candy, gum, etc. cannot be charged to P-Cards with the exception that agency/club funds can use their declining balance cards for food purchases that are related to the agency/club. All current procedures are to be followed including, but not limited to, obtaining a food waiver. All the proper documentation should accompany the P-Card statement.

### Office Supplies:

Office supplies should continue to be purchased from Office Depot. The cardholder is responsible for contacting Purchasing/Purchasing Specialist or Purchasing Clerk to provide their P-Card number and expiration date. The user's account profile is updated to "Credit Card" and all charges will automatically default to the user's P-Card. When reconciling your P-Card statement please login to Office Depot and under "Recent Orders" please print the final copy of the "Order Detail" pertaining to your transaction.

### **Use of Other Object Codes:**

The AWC P-Card should be used for all transactions that would be charged to a 5210 or 5310 account that fall within your limit. In addition, the AWC P-card can be used for many other purchases including, but not limited to:

- 5294 – Media Advertising
- 5298 – Staff Development
- 5413 – Rental – Equipment
- 5414 – Rental – Facilities
- 5430 – On/Off line Periodicals/Subscriptions
- 5432 – Organizational/Membership Dues
- 5394 – Promotional/Recruiting Supplies
- 5440 – Awards and Rewards

Please note: If object code 5210 – Operational Services is used and a vendor/contractor provides a service on any campus a Certificate of Liability Insurance will need to be obtained. Please contact Sharon Register, Risk Manager, or Peggy Hayes, Director of Purchasing regarding insurance requirements.

### **Technology Purchases:**

ALL computer and technology related purchases **must** go through the AWC Help Desk and an individual's P-Card must **NOT** be used. Examples of this include cameras, printers, toner, printer supplies, keyboards, mouse, and software (license & support and renewals).

### **Requisitions:**

Requisitions should continue to be used for any order exceeding the limit on the card, or for:

- item(s) not permissible on the card
- grant purchases in the last month of the grant year
- vendors that do not accept the card
- food
- large furniture purchases (small items may be purchased with prior approval from purchasing)

### **Addressing/Shipping:**

All orders placed on the P-Card should be given the following address for the destination of the package:

Your Name  
Arizona Western College  
2020 S Ave 8E  
Yuma, AZ 85365

The AWC's PO Box should be used when placing orders as the bill to address. The address on file for the P-Card is the PO Box address. It is also very important to make sure that the vendor marks the package and/or the packing slip clearly with "P-Card [Cardholder's Name]". This will expedite delivery of the package. Any packages that are not clearly marked will cause delays in the Mailroom. The cardholder will need to ensure that their order is fulfilled correctly and report any issues or discrepancies to the vendor. Obtaining proper documentation is the responsibility of the cardholder and this includes invoices, receipts, packing slips, approval (when needed), and any credit memos or return authorization forms.

### **Reconciliation:**

Each cardholder should receive an email notification from Chase when the reconciliation period is open. If you do not receive this email, please notify the appropriate Program Administrator for the card type you are using. There is a P-Card Transaction Log in MS Excel located at the bottom of the Purchasing website at [http://www.azwestern.edu/business\\_and\\_administrative/purchasing/code\\_of\\_ethics.html](http://www.azwestern.edu/business_and_administrative/purchasing/code_of_ethics.html) to assist cardholders with their monthly reconciliation. There are several other helpful links on this page in regards to your P-Card. Please take a look and be sure you are following the guidelines appropriately.