TITLE: **P-Card**

d. How to acquire a P-card

A P-card Request Form should be completed by the prospective cardholder. The P-card Request Form can be found HERE and is also available on the Purchasing page of rwu.edu.

completed form to the purchasing Department. That serves as the approval to issue the card as well as their approval of the spending limits and Unit numbers. The Excel spreadsheet must be provided to Purchasing, not a PDF of the spreadsheet.

Once Purchasing receives the spreadsheet they will process the request through US Bank. The Purchasing Department will also send a copy of the P-card Policy to the requestor. The requestor must acknowledge that they have read and understand the Policy before the card will be issued.

USBank sends all P-cards to the Purchasing Department. Requestors will be contacted by Purchasing when their card is available. Please allow 1-2 weeks from the time Purchasing receives your completed request to receive your card.

e. P-card approvers

All P-card holders are assigned an Approval Manger to review and approve their P-card transactions in the USBank Access Online web portal. The Approval Manger must be the employee simmediate manger or a more senior manager in their department. Peers or Administrative Assistants may not be Approval Managers for cardholders.

f. P-card limits

All P-cards have both a single transaction limit and a monthly credit limit. The default single transaction limit is \$2,500 and the default monthly spending limit is \$7,500.

I. Audits

To ensure the continued success of the P-card program and to meet audit requirements of the University, periodic and random audits will be performed on cardholder accounts to ensure that all policies are being followed. Cardholders may be contacted by either the Finance Department or Purchasing Department

be refueling a rental car.)

 $\label{eq:Gift} \textbf{Gift cards and gift certificates require the approval of the Purchasing Department}.$

See Gift Card/Gift Certificates below for further details.

The date on the receipt must match the transaction date.

Receipts must be legible.

Receipts for meals must include the name of each person present for the meal.

iii. Approve Transactions

by the Cardholder in Access Online in order for them to be routed to their Approval

and the receipt has been attached (if necessary.)

Transactions should NEVER be "Approved" until they are allocated, <u>and</u> receipts are attached.

e. Delegation of allocation responsibilities

Cardholders may delegate the allocation of their P-card transactions to another person such as an Administrative Assistant. Cardholders who delegate the allocation are still responsible for:

- 1. Providing all information required for the delegate to complete the allocation: GL number, business purpose, and receipt
- 2. Ensuring that the delegate allocates in a timely manner.

Assigning a delegate does not absolve the cardholder of their responsibility. The cardholder is responsible for the accurate and timely allocation of their transactions as well as provision of receipts.

f. Tax exempt status

RWU is a tax-exempt organization. Cardholders are responsible for checking all charges at the time of the transaction to verify that taxes have not inadvertently been charged to the card.

The tax emptions numbers for Rhode Island and Massachusetts are printed on the front of the card. If the vendor requests tax exemption certificates the Purchasing Department can provide them.

g. Lost or stolen cards

It is the responsibility of the cardholder to immediately report a lost or stolen card to USBank by calling 800-344-5696. (Outside the USA, please call 1-701-461-5696.)

The next step is to report this information to the Purchasing Department as soon as possible. The Purchasing Department will receive your new P-card and notify you when it has arrived.

h. Fraudulent charges

If a cardholder sees a charge on their card that they are certain they did not make, it should be reported as fraud. US Bank should be contacted immediately at 800-344-5696. (Outside the USA, please call 1-701-461-5696.) The Purchasing department should also be notified that the card was closed due to fraud. The new card will be sent to Purchasing and the cardholder will be contacted when it comes in. The <u>dispute</u> process should not be used for charges that are totally unknown to the cardholder.

USBank also has algorithms that identify possible fraudulent activity, usually before the cardholder is aware of it. When that happens, a temporary hold is put on the card and Purchasing is notified via email. Purchasing will forward the email to the cardholder and the cardholder must contact USBank as soon as possible to determine whether the charges are legitimate.

If the charges are fraudulent, USBank will dose the card immediately and send a new card. The card will be sent to Purchasing and they will notify the cardholder when it has arrived

P-card holders may NOT purchase physical gift cards on their P-card. If a physical card is required, contact the Purchasing Department. The Purchasing Department will purchase the physical cards on behalf of the department. The department must obtain acknowledgements from all gift card recipients and provide them to Purchasing along with the proper GL number to which the cards should be charged.

If an electronic gift card is required, the gift card should be purchased through an RWU Amazon Business Prime account. (See below for details regarding Amazon Business Prime.) The email address of the recipient of the e-gift card is stored in the RWU Amazon account. Gift card purchases will be routed to the Purchasing Department for approval.

I. Amazon purchases

RWU has an Amazon Business Prime account for employees who need to make business purchases from Amazon.

RWU P-cards should never be added to a personal Amazon account as a payment method. Personal Amazon accounts may not be used for business purchases.

RWU Amazon Business Prime accounts may only be used for business purchases

3. APPROVAL MANAGER RESPONSIBILITIES

Approval Managers play a critical role in the P-card process by monitoring P-card usage by their staff.

Approval Managers have a fiscal responsibility to RWU in preventing the misuse and/or abuse of P-cards and to identify errors that may be made by cardholders. The Finance Department may audit P-card transactions, but it is impossible for them to monitor all transactions. The Approval Manager is the last line of defense against P-card misuse, inappropriate use of University funds, and errors made by the cardholder.

Approval Manager responsibilities are as follows:

 Ensure that cardholders are allocating and approving all P-card transactions in a timely manner. Approval Managers must proactively enforce P-card procedures with cardholders. The lack of transactions in their Manager Approval Queue does not absolve them of their responsibilities.