MUHLENBERG COLLEGE
Procurement Card

Introduction
The Muhlenberg College Purchasing Office has established a Procurement Card Program to provide expanded convenience and controls for low dollar purchases, and to establish a payment method that will support a variety of purchasing transactions. The Procurement Card is an institutional credit card designed to give controlled buying power directly to qualified employees eliminating many Limited Purchase Orders, Check Requests, invoices and checks. The Procurement Card can decrease processing time, and eliminates the need for using and reimbursing personal funds. The Procurement Card also provides a historical record of all purchases which may be sorted by vendor.

Responsibilities
Cardholders are responsible for all purchases and returns/refunds made to their account, as well as monthly reconciliation and maintaining all records and receipts. Department Chairs, Directors, Deans, VP's who have budget authority that delegate PCards to individuals also delegate the scope of responsibility to that individual. The College secures credit; there is no individual credit check or liability (other than for fraudulent use).

Lost or stolen cards need to be reported immediately to both JPMorgan Chase (800-316-6056) and the Purchasing office at 484-664-3116.

Definitions
Procurement Card (PCard): A card issued to an employee of Muhlenberg College for the purpose of making authorized business related purchases on behalf of the college. The college will issue payment for charges made with the PCard.

Cardholder: The Muhlenberg College employee whose name appears on the Procurement Card and is accountable for all charges made with the card. The cardholder is responsible for obtaining all backup information and receipts and providing them to the card manager.

Card Manager: The Muhlenberg College employee within a department who is responsible for allocating charges to the correct budgetary account code in the Smart Data Online system. A card manager may oversee more than one cardholder account depending on how a department elects to manage its accounts. A cardholder may also perform the functions of a card manager.

Card Supervisor: The Muhlenberg College Director, VP, Dean or Department Chair who has the authority to designate card holders, and card managers within a department. The Card Supervisor is responsible for reviewing card transactions, and account codes for all cardholders in their department. The Card Supervisor is also responsible for ensuring that all backup information is provided and attached to the monthly statement and transaction summary.
Smart Data Online (SDOL): An internet based financial reporting system. The system is a secure web site which is derived and maintained by JPMorgan Chase. Access to SDOL requires a secure password for the Cardholder, Card Manager and Card Supervisor in order to review, change and approve Procurement card transactions.

Default Account: The Muhlenberg College General Ledger account assigned to an individual cardholder.

Uses
PCards should be used in place of Limited Purchase Orders ($150.00 or less), check requests, and petty cash purchases. Authorization will be provided to specific departments/users for Blanket Order usage. As the Procurement Card Program is expanded the Purchasing office will notify users of specific vendors/contracts, where the procurement card can be used.
Specific examples of uses:
- Dues, memberships, licenses, and application fees
- Conference and seminar registration fees
- Books, publications, periodicals, subscriptions, reprints, newsletters, and video and audio recordings
- Advertisements
- Small dollar retail purchases

Program Compliance
Consistent adherence to the Procurement Card Policies is required of all participants in the program. Failure to properly adhere to these policies could result in suspension of card privileges and possible personal liability.

If it is found that a Cardholder has not used the Procurement Card for six (6) consecutive months or more, the card may be revoked at the discretion of the Director of Purchasing with the approval of the Department Chair, Dean, VP or Director.

PCards must be immediately surrendered to the Muhlenberg College Purchasing Office upon termination of employment. Descriptions and account codes must be entered for all card transactions and reports and receipts submitted to Supervisor.

Shipping Information
When having items shipped to you, your shipping address MUST include:
- Your Name
- Your Department
- Your Phone Number
Muhlenberg College, 2400 Chew ST, Allentown, PA 18104

Receipt of Materials
The cardholder is responsible for ensuring receipt of materials and to follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods. If materials are ordered by phone, the Cardholder is responsible for advising the vendor to include a sales receipt in the package, as it will be used for supporting documentation.

Returns, Credits & Disputed Charges
It is the responsibility of the Cardholder to contact the vendor when merchandise purchased with the Procurement Card is not acceptable (incorrect, damaged, defective, etc.) and arranges a return for credit or exchange. The Purchasing Office will assist with claims if necessary.
If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the vendor and retaining the receipt with the support documentation for that purchase. If a supplier accepts an item as a return, a credit for this item should appear on the following month’s statement.

Credit Card Statement Errors
If there is an error on the monthly credit card statement, the cardholder must first attempt to contact the vendor to resolve the error.

If the error is not resolved by contacting the vendor, notify the Purchasing director who will instruct you to complete a “Charge Dispute Form”. The form must be completed and faxed to JPMorgan Chase within 60 days of the statement date on which the error appeared. Completion of the form is required; a telephone call alone will not initiate the dispute process.

JPMorgan Chase must acknowledge your “Charge Dispute Form” within 30 days of receipt of form. Within 90 days of receipt of form, JPMorgan Chase will correct the error or provide an explanation as to why the charge is correct.

Reconciliation and Due Dates
Cardholders are responsible for reconciling their account every month.
PCard account transactions are readily accessible using the JPMorgan Chase Smart Data On Line (SDOL) web site https://sdol.mastercard.com/jpmorganchase
As transactions are made, the cardholder or card manager should enter project and account information and a description of items purchased on the SDOL website. A box is checked to keep track of receipts, packing slips received. The Card Supervisor should also review transactions on the SDOL website and check the box to indicate that the purchase and the account being charged is correct.

Cardholders/card managers and card supervisors will receive emails periodically during the month reminding them to allocate and approve charges and enter descriptions of purchases. The end of the billing cycle is the 23rd of the month. When the 23rd falls on a weekend, the cycle will end on the preceding Friday. All account numbers and descriptions must be entered no later than the 29th of each month.
At the end of each billing cycle, a monthly Account Statement will be mailed to each cardholder. An automatic email will be sent to all cardholders notifying them that a transaction summary is available in the cardholder’s SDOL inbox. This email will arrive after the 30th of the month. The card holder prints out the summary sheet, compares it with their statement, attaches all receipts and signs and dates the summary sheet. The packet is then given to the Card Supervisor for their review and signature. The Supervisor should compare the card statement with the online website, the summary sheet and the receipts - all should match. Once approved, the Supervisor signs and dates the summary sheet and sends all of these documents to the Controller’s Office within one week of receiving them.

Payments
The Purchasing Director reviews and downloads the payments every month for all PCard transactions billed within the prior month's cycle. All cards have a default project and account code assigned to them. All charges made on the card will be automatically charged to this default account code UNLESS the cardholder allocates the charges differently on the SDOL website. If changes need to be made AFTER the end of the month, it is the cardholder’s responsibility to notify in writing the Controller’s Office, and copy the Purchasing Director. The Controller's Office will need to create a journal entry to make the correction.

Cardholder Account Maintenance
An email from the Department Chair, Dean, Director, or Vice President is required for any Cardholder Account changes such as limit increases, default account code changes or any other changes not reflected on the original PCard application. This email should be sent to the Director of Purchasing.
Restrictions

Credit Limit
PCard limits will be stated on the cardholder application. Individual transaction limits will be specific to the cardholder. Cardholders are responsible for keeping track of their PCard account balance as well as their Department's available funds when making purchases.

Restrictions
PCards should never be used for:
Personal purchases (even with the intent of reimbursing the College)
Purchase of any type of equipment that would be charged to an 87110, 87120 or 87140 account
Purchases that exceed your available budget, transaction limit, or monthly limit.
Traveler's checks, gift cards, or cash withdrawals from ATM machines
Purchases that expose the College to liability or present potential health, safety, occupational, environmental, or other risks (e.g., radioactive materials, explosives, live animals, etc.)
Transactions that require the College to sign any type of contract or agreement (e.g., leases, contractor/consultant contracts, etc.)

ALCOHOLIC BEVERAGES