



## Muhlenberg College PNC Procurement Card

<https://enterprise.spendclarity.visa.com>

### 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 low dollar purchases, 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 supplier.

### 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.

**Card Delegate:** The Muhlenberg College employee within a department who may be responsible for allocating charges to the correct budgetary account code in the Visa Spend Clarity for Enterprise online software. A card delegate may oversee more than one cardholder accounts depending on how a department elects to manage its accounts. A cardholder may also perform the functions of a card delegate.

**Card Supervisor:** The Muhlenberg College Director, VP, Dean or Department Chair who has the authority to designate card holders, and card delegates 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.

**Visa Spend Clarity for Enterprise:** An internet based financial reporting system. The system is a secure web site which is derived and maintained by PNC. Access to Visa Spend Clarity for Enterprise requires a secure password for the Cardholder, Card Supervisor and Card Delegate in order to review, change and approve Procurement card transactions.

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

## **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.

College policy requires exclusive use of the college credit card for Muhlenberg College purchases. It is against college policy to use a personal credit card for college related expenses.

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 Business Services with the approval of the Department Chair, Dean, VP or Director.

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

## **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).

## **Fraudulent or suspicious charges**

Fraudulent or suspicious charges must be reported immediately to PNC's Fraud department by calling 888-561-1874. You will be required to provide your activation code which should be the last 4 digits of your Social Security number. If your card has been compromised, it will be shut down immediately and a new card will be issued. You may also be required to complete a Billing Inquiry Form in order to dispute any fraudulent charges. You must also notify the Purchasing office of any fraudulent activity.

## **Lost or stolen cards**

Lost or stolen cards need to be reported immediately to PNC at 1-800-685-4039 **and** to the Purchasing office. Be prepared to provide the last 4 digits of your Social Security number and also the three digit CCV code from the back of your card to PNC.

## **Receipt of Materials, Returns, Credits**

It is the responsibility of the Cardholder to ensure receipt of materials and to contact the supplier when merchandise purchased with the Procurement Card is not acceptable (incorrect, damaged, defective, etc.) and arranges a return for credit or exchange. If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the supplier 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 supplier to resolve the error. If the error is not resolved by contacting the supplier, you can dispute the charge by calling PNC at 1-800-685-4039. Disputes must be reported within 60 days.

## **Credit Limit**

PCard limits will be specific to each cardholder. Limits may be adjusted if deemed necessary. Cardholders are responsible for keeping track of their card account balance as well as their department's available funds when making purchases.

## **Card Reconciliation Dates**

Cardholders are responsible for reconciling their account every month.

**Account transactions are reconciled on line using the PNC Visa Spend Clarity for Enterprise website, <https://enterprise.spendclarity.visa.com>.**

The billing cycle begins on the 24<sup>th</sup> of every month and ends on the 23<sup>rd</sup> of each month, unless the 23<sup>rd</sup> falls on the weekend. In that instance, the last day of the billing cycle will either be on the Friday before the 23<sup>rd</sup> or the Monday following the 23<sup>rd</sup>.

As transactions are made, the cardholder or card delegate should enter account information and a detailed description on the Visa Spend Clarity for Enterprise website for items purchased. A box is checked to keep track of receipts received as you should have a receipt for all transactions.

**\*\*\*All account numbers and descriptions must be entered no later than the 29th of each month.\*\*\***

On or after to the 30<sup>th</sup> of the month and no later than the 5<sup>th</sup> of the following month, you will need to create your Expense Report and link your transactions for the appropriate billing cycle. At the end of each billing cycle, a monthly Account Statement will be mailed to each cardholder. (The statement can also be downloaded from the Visa site.) Your online transactions, Expense Report and Account Statement should all match. The card holder or delegated person prints out the Expense Report, compares it with the statement, attaches all receipts and signs and dates the report. (If a delegated person is completing the online transactions, the cardholder and delegated person must sign the Expense Report.) Please make photo copies of any small receipts (restaurants, gasoline, etc.). The packet is then given to the Cardholders Supervisor for their review and signature. The Supervisor should compare the credit card statement with the Expense Report and the receipts - all should match. Once approved, the Supervisor signs and dates the report and sends all of the documents to the Business office within one week of receiving them.

## **Payments**

The Director of Business Services reviews and downloads the payments every month for all PCard transactions billed within the prior month's cycle. All cards have a default account code assigned to them. All charges made on the card will be automatically charged to this default account unless the cardholder allocates the charges differently on the Visa Spend Clarity for Enterprise website, prior to the download. If changes need to be made after the end of the month, it is the cardholder's responsibility to notify the Business Office in writing of the changes. The Business Office will need to create a journal entry to make the correction.

## **Procurement Card - Appropriate Uses**

Authorization will be provided to specific departments/users for use of travel and other uses as determined by the Purchasing Department.

Examples of approved uses include:

Dues, memberships, licenses, and application fees

Conference and seminar registration fees

Books, publications, periodicals, subscriptions, reprints, newsletters, and video and audio recordings

Advertisements

## **Procurement Card - Restrictions**

Procurement Cards should **NEVER** be used for the following:

- Alcoholic beverages
- Purchase of any type of technology item (computers, printers, digital cameras)
- Purchase of any type of equipment that would be charged to an 87110, 87120, 87140 or 87160 account unless prior approval is received by the Purchasing Department.
- Purchases that exceed your available budget, transaction limit, or monthly limit.
- Gift cards, traveler's checks, or cash withdrawals from ATM machines unless prior approval is received by the Purchasing Department.
- Purchases that expose the College to liability *or* present potential health, safety, occupational, environmental, or other risks (e.g., radioactive materials, explosives, live animals, firearms, ammunition, etc.)
- Transactions that require the College to sign any type of contract or agreement (ex. leases, contractor/consultant contracts, etc.)
- Personal purchases (even with the intent of reimbursing the College)

**If any of the above restricted items appear on your PNC Expense Report, the Business office will require approval and a signature from Senior Staff before submitting your Expense Report.**

**The following are not considered an appropriate use of college funds. Therefore, they should never be purchased with the college credit card or submitted for reimbursement. They are considered personal in nature and must be paid with personal funds.**

- **Party items such as flowers, gift baskets, cakes, candy, balloons or decorations to recognize birthdays, promotions, retirements, congratulations and well wishes.**
- **Holiday luncheons, party trays, gifts, flowers**

**In addition to the above guidelines, employees who are issued a Muhlenberg College Procurement Card are required to follow the guidelines for appropriate and inappropriate expenditures as outlined in the Muhlenberg College Travel and Expense Policy. Items that are prohibited under the expense policy are also prohibited purchases on the procurement cards.**