

PCard Policies FY 2020

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Replaces FY 2019 Manual

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INTRODUCTION

- ✓ The primary responsibility of the accounts payable/purchasing department is to manage the process of procurement and payment for the goods and services required for the operation of the university. This process must be administered in accordance with stated policies and procedures to assure fiscal responsibility and optimum use of the university's resources. Our strategy for fulfilling this responsibility includes:
 - Managing the various functions of the Accounts Payable/Purchasing department through diligent adherence to the AP/Purchasing policies and procedures.
 - Working cooperatively with University administrators, faculty and staff to assure that their department requests are processed in both an efficient and timely manner.
 - Informing the St. Thomas University ("STU") Community of Accounts Payable/Purchasing policies and procedures to ensure employee compliance.

In order for us to accomplish our responsibilities as described above, we need the support of the STU Community. We ask that all administrators, faculty and staff review this material and make every effort to adhere to the stated policies and procedures. Together we can improve the efficiency of the purchasing and payment process.

If you have any questions or concerns, please contact Margaret Allen at (305) 628-6513, or Jeffrey Trujillo, AP Assistant at (305) 628-6609 for an appointment to discuss your issues. This will assure sufficient time to assist you.

Thank you for your cooperation.

QUICK REFERENCE PCARD HANDOUT

UNAUTHORIZED PURCHASES

- 1) Purchases for personal use
- 2) Computer hardware/software
- 3) Gas for personal vehicles
- 4) Payments to independent contractors
- 5) Meals where only STU employees are in attendance such as lunch/dinner discussions.
- 6) Food items for the office
- 7) Parties
- 8) Gifts
- 9) Office supplies purchased from any supply store other than Staples.

HOW TO MAKE A PURCHASE

- 1) Use card to make purchases in person, over telephone, secure internet, mail or fax
- 2) St Thomas University is a tax exempt organization therefore no sales tax should be incurred with any expense/purchase. Employees should request a copy of the Florida sales tax exempt certificate from the AP Office prior to making a purchase. Communicate to supplier that St. Thomas University is tax exempt. (If the supplier requires proof, present or fax the copy of St. Thomas' tax-exempt certificate).
- 3) Carry your laminated tax exemption card with you at all times. Our tax exemption # is also on the front of your P Card.
- 4) If the supplier requests a billing address, provide the campus address not the personal address
- 5) Delivery address must be the St. Thomas University address
- 6) Order the desired goods or services and confirm the total cost. The maximum single purchase limit varies by card unless special authorization to increase is received.
- 7) Obtain receipts for all purchases even if the purchase is made by phone, fax, or secure internet link.

CARDHOLDER RESPONSIBILITIES

- 1) Use your card ONLY for St. Thomas University business
- 2) Card should be used ONLY by the approved cardholder
- 3) All refunds/exchanges should be placed on the card

- 4) If paying with a University purchasing card, you may not submit for reimbursement on a travel and expense report nor exclude that amount in the daily meal total.
- 5) You may not purchase meals if no overnight stay is involved unless there is a third party included for a business purpose.
- 6) All cardholders and travelers are responsible for understanding and complying with the St Thomas University Travel Policy.
- 7) Immediately report lost/stolen cards to P Card Administrator (305) 628-6513 or AP Assistant, (305) 628-6609.
- 8) Treat card with the same care as your personal cards.

The P Card Reconciliation:

- 1) All P Card holders have 20 days from the statement closing date to submit their P Card reconciliations to the AP Office. We will allow for a 10-day grace period: however at the end of this grace period, any P Card holder who is delinquent in turning in the receipts will have his or her card placed on timeout (during which no purchases can be made) until the reconciliation is received by the AP Office.
- 2) You do not have to wait to receive the actual SunTrust statement in order to submit your receipts. You may print out a statement directly from the ESP website. Charges will span from the 3rd of the month to the 2nd of the next month, which is the statement cutoff date. For example, the charges for August 2019 will appear on the September 2 statement.
- 3) Be sure to include receipts for all charges appearing on the monthly statement including itemized receipts and brief explanation for meal charges. Obtain all sales slips and itemized receipts. If a receipt is lost, misplaced, or damaged beyond legibility, the card holder is responsible for contacting the vendor and requesting a copy of the receipt. The Missing Receipt Form may be used in the interim.

Coding P Card Charges in ESP:

- 1) Your St. Thomas University P Card offers convenience and flexibility when it comes to purchasing and making payments; however responsibilities come along with these benefits.
- 2) The SunTrust P Card platform, (ESP) does not communicate with our accounting system, Datatel. Until allocated to the proper GL code in ESP, the transactions cannot be downloaded into the University's budgeting system and therefore are not reflected in your department's budget so you may be making spending decisions on funds that are no longer available.

- 3) On occasion it may be necessary to code or split a transaction between GL locations.. If you do not have access to the required code please forward an approving email from that department's budget manager to mallen@stu.edu. We will code the transaction for you on an individual basis.
- 4) When a transaction over the \$250 threshold has been coded remember to submit it to your manager by clicking on the green arrow. The transaction will now be in your manager's approval queue and will not be reflected in the budget until after being approved.
- 5) Proper coding is the responsibility of the card holder. All transactions must be allocated by the 5th of the month. A reminder email will be sent prior to the 5th; if transactions are not expensed by the date specified, the P Card will be place on time out during which no charges will be allowed. The card will remain on time out until charges are allocated and a proper description inserted. If necessary charges will be expensed to a code by Accounts Payable; no adjustments to the coding will be made.
- 6) ***Signing off on transactions is important not only for accurately reflecting purchases in the budget, but because it allows you to be proactive in discovering any fraudulent charges and reporting them in a timely manner thus limiting the impact to the University.***

UNIVERSITY PURCHASING CARD POLICIES /
TRAVEL/REIMBURSEMENT GUIDELINES

(ANY EXPENSE PROHIBITED ON THE P CARD IS ALSO NON REIMBURSABLE)

Purpose:

Use of the University Purchasing Card (P-Card) is intended to facilitate the purchase of goods and services directly from suppliers without issuance of a Purchase Requisition or Purchase Order. It eliminates the costly process for making payments by removing the paper trail associated with receiving, processing and paying invoices. The card also enables employees to purchase items or pay for services without having to utilize personal funds and request reimbursement. **Any employee with a P Card must use the card to cover expenses when traveling and for miscellaneous out of pocket purchases. We will not reimburse for hotel, airfare, meals, etc when the traveler has a University Visa card at their disposal.**

Transactions made with the P-Card interface directly into the University's general ledger system. It should be understood, however, that the P-Card is a payment method and not a procurement process. Procurement policies and controls must be adhered to for the process to work.

General Policy

All charge receipts must be enclosed in the P Card envelope with the SunTrust card statement. Do not combine statement dates. If unable to locate a receipt, it is the employee's responsibility to contact either the vendor directly or SunTrust Bank to obtain a duplicate.

- ✓ For all P-Card charges over \$250, an explanation must be included, either on the credit card report envelope or in a separate spreadsheet enclosed in the envelope. The explanation should include the business purpose of the item or service.
- ✓ No personal expenses will be allowed on the University credit card for later reimbursement.
- ✓ The P Card may not be used to put gas in a personal vehicle: use of a personal vehicle will be reimbursed by mileage only
- ✓ **Any expenses prohibited on the P Card are also non-reimbursable**

P Card and Travel Reimbursement Policy Guidelines

- ✓ Expense reports are to be approved and signed off by the person's immediate supervisor. The Budget Officer is responsible for assuring that adequate dollars exist in the proper account.
- ✓ Liquor served at functions on campus must receive prior approval of the VP for Administration. In addition, **any alcohol served at University events must only be served by employees of Metz. Arrangements must be made in advance with Metz and there will be a fee for the service.**
- ✓ **Meals** – Expenditures for meals while traveling should be reasonable and will not be reimbursed or allowed on the P Card if there is no overnight stay involved.
- ✓ **Liquor** – Expenses appearing on receipts related to travel must be reasonable in relationship to the meal amount.
- Any alcohol purchased with the P Card, (including served with a meal), must be coded separately to the 56705 object code, (alcohol expense/entertainment).
- **No liquor may be purchased with Federal Grant Funds!!!!!!**
- ✓ **Hotel-** University policy dictates that employees keep lodging expense reasonable and customary based on the geographical destination of the business trip.
 - The following charges are prohibited:
 - Movies in hotel rooms
 - International long distance (unless for a business purpose)
 - Laundry, unless the trip exceeds a period of 7 days
- ✓ **Business Purpose-** Travel receipts must include the business purpose of the trip.
- ✓ **Receipts-** Itemized hotel and meal receipts must be included: the credit card receipt alone is not sufficient.
- ✓ **Air fare-**
 - Employees booking airfare are encouraged to seek the best possible coach fare from all possible sources.

- Whenever possible, non- refundable tickets are to be purchased well in advance of the trip.
 - Under no circumstances will the University pay for First/Business class.
 - No personal sides trips may be taken that increase the cost of the airline ticket.
 - The University will not reimburse an employee for utilizing frequent flyer miles or airline credits.
- ✓ In the case of electronic airline tickets purchased on-line, the on-line statement should be printed and included as documentation in the expense report.

Meals on P Card:

In keeping with IRS regulations there will be no meal coverage for individual cardholders without an overnight stay unless there is an outside party included for a business purpose. Reminder, any expense prohibited on the P Card is also not reimbursable.

- ✓ Meals between employees and outside individuals , (guest speakers, consultants etc.) without an overnight stay are allowable as long as there is a notation on the receipt as to the business purpose of the meal and the persons in attendance, along with their STU affiliation. The itemized receipt from the restaurant should be included; the credit card slip alone is not sufficient.
- ✓ Meals where only employees of the University are present (e.g. lunches to discuss departmental business) are prohibited on the P-Card and are not reimbursable in accordance with University Policy. Meals between employees that occur during travel with an overnight stay are allowable as long as they are reasonable and the itemized receipt is included.
- ✓ Also prohibited are food items for Office, e.g. Publix
- ✓ STU Logo Shirts are also prohibited

Gifts and Flowers

- ✓ Policy excludes gifts for birthdays, anniversaries, weddings, baby showers, promotions, secretaries' day, Christmas parties, etc. These are to be paid for personally, not with University funds.

The Human Resource Office is responsible for the following:

- Employment anniversary gifts (5, 10, 15 years etc.)
- Retirement gifts
- Flowers for deaths in immediate family

Office Supplies

- ✓ St Thomas University now has an exclusive contract with Staples Advantage. Employees are required to purchase office supplies from the online site and payment is tendered at the time of order through the department's P Card. The University P Cards have been linked to our Staples account so that in an emergency card holders can make purchases at a Staples store receiving our E&I Contract pricing and our tax exemption. The P Card may not be used to make office supplies purchases outside of Staples. **Any office supplies purchased out of pocket will be considered to be either a personal purchase, or a donation to the University. There will be no reimbursement for supplies purchases.**
- ✓ Decorations purchased for the office must be of reasonable price and nature.
- ✓ Coffee and coffee products/supplies are to be purchased from Canteen exclusively.
- ✓ **No over the counter medicinal items may be purchased**

Purchases of books and movies for the University

- ✓ Receipt must include an explanation of where these items will be located, i.e. library, department, etc. Ship to address must be the University address.

Computer Equipment, Software and Printers

- ✓ All computer equipment and software must be purchased through the OIT Department. A budget transfer to OIT for the cost of the equipment is required before the purchase.
- ✓ All printer purchases must be approved by the Chief Information Officer

Any employee with a P Card must use the card to cover expenses when traveling and for miscellaneous purchases... We will not reimburse for hotel, airfare, meals, etc when the traveler is in possession of a University Visa card.

FURNITURE/EQUIPMENT PURCHASES

No furniture or equipment over the amount of \$500 may be purchased without the written consent of the Finance Office. 3 bids must be available for comparison and justification submitted before the decision to purchase is granted. This stipulation is in effect whether the purchase is made by P Card, Check, or Purchase Order.

SALES TAX

The University is a tax-exempt 501 © (3) organization and therefore no sales tax should be incurred with any expense/purchase *including purchases made at our bookstore*. Please remind the cashier of our tax exempt status. If assistance is needed with any vendor concerning our tax-exempt status, or a copy of our tax-exempt certificate is needed, please contact the Accounts Payable Department at 628-6513/6609.

Please carry your laminated tax exempt card with you

CARDHOLDER RESPONSIBILITIES:

Expensing your transactions:

ESP and our University accounting system, (Datatel) do not interface on their own but are separate programs. Unless you have coded your transactions they will not be reflected in your budget. All transactions must be expensed to the proper GL number and a description recorded on the ESP site:

<https://enterprisespendplatform.suntrust.com/secure/welcome.asp>

If your transaction is over \$250 you will see a red exclamation point and a green arrow on your summary screen. When you have expensed the transaction, please click on the arrow to forward the transaction to your manager for approval. The deadline for allocating transactions is the 5th of the month of the statement date; for example the 11/2 statement will cover charges made from Oct 3 to November 2 and will need to be expensed by 11/5; however do not delay till the last day; the practice should be to code them as they come in. Any cardholder with unexpensed transactions after the 5th will be placed on time out during which no charges can be made.

All P Card holders have 20 days from the statement closing date to submit their P Card reconciliations to the AP Office. Please be sure that all receipts are included in the P Card envelope along with the statement, and that each transaction over \$250 is listed with explanation written on the envelope backing.

The reconciliation must be signed by your supervisor.

A 10 day grace period will be allowed, but any P Card holder who is delinquent in turning in the receipts will have his or her card placed on time out until the reconciliation is received by the AP Office,

It is not necessary to wait upon receiving the actual SunTrust statement by mail: you may print out the statement at any time by following these steps:

- 1) Login to ESP
- 2) Go to Print Statement on the left column
- 3) Choose statement date in drop down box
- 4) Click on PDF Statement above VISA
- 5) Choose "Open"
- 6) Print

Should you discover fraudulent transactions on your P Card:

Your St Thomas University P Card offers convenience and flexibility when it comes to purchasing and making payments: however responsibilities come along with the benefits.

Opening the emails from SunTrust and signing off on transactions is important: Not only are you verifying that the GL coding is correct it allows you to be proactive in discovering any fraudulent charges which are occurring with more frequency.

As cardholder you are responsible for verifying charges are legitimate; if you discover a charge you did not make:

Contact SunTrust customer service immediately to report the fraud:
1 800 836-8562

For verification purposes the representative will ask you the last 4 digits of your social security number; since your SSN is sensitive information in most cases the number they have on file is your STU phone extension. Please use this and not your actual last 4 digits. (Should you have any question on what number to use please contact AP to verify).

SunTrust will record the information, assign you a case number, and email an affidavit of fraud and which you will need to complete and return as per their instructions. Please email a copy of the completed form to the AP Manager.

THE RETURN OF THE AFFIDAVIT IS TIME SENSITIVE!

- 1) **Visa allows only 30 days from the date of the fraud to dispute it after which they will not refund the University.**
- 2) **As a card holder you are responsible for following up to verify they have received your form.**
- 3) **If returned by email you should request a read receipt in Outlook; and you should receive a confirmation from Bankcard Disputes@SunTrust.com. If faxed please print out a confirmation of receipt and if you do not hear back contact them again.**
- 4) **Until the issue is resolved please open any correspondence from SunTrust as it might concern your case.**

Chip Technology Cards:

As the P Cards expire they are being replaced with cards equipped with chip technology.

- A) Cardholder PINS for Chip Technology Cards: SunTrust will require that each Cardholder establish a personal identification number, (PIN) enabling the Cardholder to use the card at terminals enabled to use the chip card technology standard for Card and Cardholder identity authentication.

B) Liability for Unauthorized Use of a Pin:

- 1) Your PIN should be kept secure at all times.
- 2) You should not disclose the PIN to any other person
- 3) The card and PIN should be stored separately
- 4) If you suspect the confidentiality of your PIN has been compromised you should immediately change the PIN by calling Client Services at 1 800 836-8562.

St. Thomas University will be held liable for all charges incurred through the unauthorized use of a Pin in the event that this unauthorized use is the result of Cardholder failure to maintain the security or confidentiality of the PIN

Credit Limit:

Your monthly credit limit and single transaction limit have been set by your manager. Charges will span from the 3rd of the current month to the 2nd of the following month. Your card will be replenished automatically on the 3rd. Please be sure to check your available credit prior to placing a large order or traveling. Should you be in need of a temporary credit increase, please request your manager email the AP Supervisor and or AP Assistant with the requested limit.

Traveling/Travel Notifications

If you will be traveling out of state or out of the country please alert SunTrust so that use of your card will not be disrupted for suspected fraud.

Please provide this information

Your name

The area/country you will be traveling to

The dates of travel

That the account is under St. Thomas University

Your card number

Important Contact Information:

For any emergency please contact the number on the back of the card, 1-800-836-8562 24 hours, 7 days a week. Please remember that when asked for the last 4 digits of your social, in most cases this will be the last 4 of your STU phone number **not your social security number.** If unsure please contact AP to verify the number you are known by.

For your reference please find the below helpline numbers,

1. 800-STTRAVEL (800 7887-2835).

Countries with Universal International Free phone Numbers access include: Australia, Belgium, Denmark, France, Germany, Hong Kong, Ireland, Israel, Japan, Korea, Malaysia, New Zealand, Norway, Philippines, Portugal, Singapore, Spain, Sweden, Switzerland, Thailand, and the United Kingdom.

2. Collect-call number (if unable to access SunTrust through the Toll-Free line) then please dial collect-call number - 407-762-5777.

Car Rental (for Business and Personal Travel)

Effective October 1, 2015, National Car Rental/ Enterprise Rent-A-Car is our approved car rental provider. The partnership offers travelers both airport as well as neighborhood locations that can be utilized for business and personal travel. Other highlights:

- Over 450 locations (National and Enterprise)
- Complimentary “We’ll Pick You Up” service
- Unlimited miles
- Show your Emerald Club number at the counter and you will get a choice of car with National Car Rental at the airports
- Roadside Assistance is included in the rate

To begin booking your reservation you must first become a member of the Emerald Club: once you are a member you can follow the prompts to make your reservation.

Renters may sign up for the complimentary Emerald Club program (Note – You will need a credit card, (for personal travel) or P Card (STU business only) to join. Emerald Club members receive credit for both National and Enterprise rentals along with a list of many additional membership returns.

To enroll into Emerald Club please click on the following link, enrollment takes less two minutes to complete: <https://www.nationalcar.com/offer/41R1665>

- **New Emerald Club members** – New Emerald Club members will need to enroll. Please make sure you have your P Card number and/or credit card number available at time of enrollment for input.
- **Existing Emerald Club members** - If you’re already an existing member of the Emerald Club, please email our local representative Rachel.V.Cockburn@ehi.com your member # and she will have the discount number put into your profile. You will need to update your profile with a P / credit Card number for future rental charges.
- **Status Match** – If you have elevated status with Avis loyalty program you can receive a status-match into the equivalent tier in the Emerald Club. If you’d like to seek a status match please email our local representative Rachel.V.Cockburn@ehi.com your Emerald Club # (once received) and she will assist you with this.
- **Car Rental for Employees without a PCard** – As an option, if the department head wishes, the University P Card can be billed by Enterprise/National for employees traveling on University business. Please fill out the form provided so that Enterprise/National can create a billing number attached to the department P Card.

Rental Car Insurance While Traveling on University Business

An individual renting a vehicle with Enterprise or National, for University business, is not required to provide the University's liability insurance – insurance is covered in the rental fee. It is also recommended that you **always** use a University P-Card to pay for the vehicle rental when traveling on University business, so that it provides physical damage coverage under the Archdiocese self-insured program as your secondary liability coverage provider.

When renting a vehicle in another country, outside of the United States, it is **required** to purchase the insurance option.

In the event of an accident, employees are to contact the Associate HR Director at (305) 628-6514 and/or Associate Director of Risk Management, Environmental Compliance & Emergency Management at (305) 628-6648, immediately.

**** Reminder: The ADOM does not permit the rental and use of 13 or 15 passenger vans.**

Enterprise Contact Info:



Rachel Cockburn

Sales Executive
Business Rental Department

Office: 954-354-5127
Cell: 954-612-5909
Efax: 954-337-9261

Rachel.V.Cockburn@ehi.com



For Immediate Assistance

Receipts/Rate Inquiries: To request a past receipt or billing dispute, please email: ADRSOUTHEASTLANTIC@EHI.COM

Emerald Club Member Services: 1-800-962-7070

Rental Extensions: Please submit email requests to: extensions@ehi.com (Please be sure to include the rental agreement number, traveler name, new return date/time, and location.)

To book, cancel, or confirm reservations, please utilize the numbers below:
Enterprise Reservations: 1-800-736-8222 or Enterprise.com
National Reservations: 1-877-222-9058 or Nationalcar.com

Claims/Accidents: To check the status, please call 866-300-3239 or email DRU1@ehi.com

Citation or Toll related situations: send request to: dlcitations@erac.com

You can use the following links to obtain toll receipts: <http://www.htallc.com/tollpass>

Operating



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