INTRODUCTION

Business Services

Business Services provides centralized procurement and communication services to the University of Alabama in Huntsville (UAH) Community and is organized within the Finance and Administration Division of the University of Alabama in Huntsville. Procurement and communication services must conform to Federal, State, and University purchasing codes, statutes, and policies. As the primary University interface for campus departments and hundreds of businesses, Business Services is especially responsible for projecting a positive and professional image for the University.

Business Services comprises Procurement Services/Procurement Card, Central Receiving & Shipping/Asset Management, Mail Services, Telecommunication Services, and the UAH Copy Center. Business Services strives to provide quality service with the highest possible degree of proficiency. We welcome any comments or suggestions to improve customer service. Staff members are available to conduct training workshops to assist departments with understanding these policies and procedures.

Policies and Procedures Manual

The purpose of this manual is to help the University Community better understand the laws and guidelines by which Business Services must operate. These policies and procedures are subject to change in our rapidly evolving environment (e.g., computer systems, software, administrative procedures, and state laws). Therefore, we may need to update and revise portions of the manual from time to time.

The Policies and Procedures Manual incorporates Alabama State laws, University regulations, and good business practices. This manual also incorporates special requirements imposed by agencies that fund certain University programs.

The policies and procedures contained herein should be used under normal operating circumstances. Exceptions are allowed when, in the opinion of the Associate Vice President of Finance & Business Services and/or the Vice President for Finance and Administration, they appear to be in the best interest of the University. Exceptions must be properly justified and documented.

This manual has been designed to address most situations; however, it cannot cover all eventualities. It has been approved by the Associate Vice President of Finance & Business Services and the Vice President for Finance and Administration. Please contact Business Services if you have questions or suggestions for improving this manual.

*** Exceptions to normal procedures may also be authorized at the discretion of the Director of Procurement & Business Services on an as needed basis. ***
# PROCUREMENT CARD

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I. INTRODUCTION

The University of Alabama in Huntsville (UAH) VISA Procurement Card (P-Card) Program is designed to allow most Cardholders to handle authorized purchases up to $1,999.99 per single transaction including freight without delays or paperwork that can accompany larger transactions. The Procurement Card (P-Card) is another means of making a purchase that has been tailored to meet the needs of each participating department.

Every purchase made using the P-Card reduces the processing time and effort to pay for that order individually. As participants in this P-Card Program, you are part of an on-going effort to meet the goals of reduced administrative costs for the purchasing of commodities, increased customer service, and establishing appropriate oversight for differing types of purchases. You can help the University achieve the Program goals by using the P-Card in accordance with the Program Policies, and by encouraging participation in the Program among both employees and vendors. Finally, remember you are representing the University each time you use the Procurement Card. You are acting as an agent of the University, and as such you must be aware of the Procurement Code of Ethics; see Code of Ethics on page PS-23.

I.1. Purpose

The purpose of this guide is to establish policies and procedures under which departments of UAH must control the use of the P-Cards, issued to their authorized employees to purchase commodities on behalf of the University. This guide is intended to accomplish the following:

• Ensure purchases made with the P-Card are accomplished in accordance with State, Federal and University policies and procedures.

• Ensure appropriate internal controls are established within each department using P-Cards.

The P-Card Program utilizes both internal management controls and a number of WORKS management reports to ensure the P-Cards are being used in accordance with UAH policies and procedures.

• Ensure the University bears no legal liability for inappropriate use of UAH P-Cards.

All transactions using the UAH Procurement Card must benefit and support the University’s mission of education, research, and public service. Use of the P-Card for personal purchases is strictly prohibited. Procurement Services is responsible for monitoring the effectiveness of the P-Card Program and user compliance with the procedures outlined in this manual. The P-Card represents
the University’s trust in you and your empowerment as a responsible employee of the University to safeguard and protect the University’s assets. As a Cardholder, you assume the responsibility for the protection and proper use of the P-Card.

I.2. Benefits

Cardholders — Since vendors will be paid by Bank of America within 48 to 72 hours of each transaction, credit holds placed on the University Campus will cease to occur. Departments will receive one hard copy of the credit card statement from the Bank each month for every Cardholder in place of invoices from each vendor with whom an order has been placed. The P-Card Program will significantly reduce the workload and processing costs related to the purchase and payment of ordered goods.

The University — A built-in card feature makes the program easy to control and manage. It also reduces processing costs at all levels by reducing the number of invoices and checks processed, and empowering the individual to make purchases and allocate expenses as needed. It will allow Procurement Services and Accounts Payable to focus on higher yield, value-added activities.

Vendors — The P-Card will be welcomed by vendors who accept credit cards. Vendors will receive cash payment from Bank of America within 48 to 72 hours of the transaction. Vendors will experience a reduction of credit risk, reduced billing and collection costs, a reduction in the time and cost associated with credit checks, and possibly increased sales opportunities.

II. HOW TO BECOME A PARTICIPATING DEPARTMENT

- Contact Procurement Services and request a copy of the Procurement Card application form (Figure PC-2). (pcard@uah.edu)

- Designate Department Reconciler(s) and Approver(s). Your Department Reconciler(s) should be the Budget Manager or someone familiar with the department organization codes. Your Department Approver(s) should be the Supervisor, Director, Dean, or Department Head of the selected Cardholder(s) and Reconciler(s).

- Designate state appropriated accounts to be utilized for the P-Card.

- Participants must receive training for Policies, Procedures and WORKS software.
III. HOW TO BECOME A CARDHOLDER

• You must complete the Application Form (Figure PC-2).

• Your application must be approved by your Dean, Director, or Department Head.

• You must review and understand the Policies and Procedures Manuals.

• You must establish internal controls and procedures to safeguard the Card and the P-Card Program.

• You must receive training for Policies and Procedures.

• You must sign the Cardholder Agreement (Figure PC-4), and the Delegation Authority (Figure PC-5), at the time you are issued a P-Card.

• The University P-Card issued in your name is the property of Bank of America, and is to be used for **Official University Business Purchases Only.**

IV. PARTIES INVOLVED

**Card Issuer** — Bank of America’s services include issuing P-Cards to UAH employees, providing electronic transaction authorizations, and billing the University for all purchases made on the cards.

**WORKS Software** — The provider of the management software for the P-Card Program. Functionality includes on-line reconciliation.

**Director / Dean / Department Head** — The University official who must approve a designated employee’s application for a P-Card, assign a Department Reconciler, designate a default organization code for purchases on the P-Card, and submit applications to the Senior Procurement Card Site Coordinator. Transaction authority is delegated to the Cardholder by Director / Dean / Department Head approval.

**Approving Official** — The University Official who has fiscal responsibility for the organization code(s) to which VISA transactions are charged. The Approving Official must review and approve all transactions and documentation listed on the Bank of America monthly statement and reconciliation report. The Approving Official may be the Dean, Director, Department Head, Budget Manager, Principal Investigator, or other approved official. Accepts financial departmental responsibility for all purchases made within policy.
**Reconciler** — The individual in each department designated by the Director / Dean, or Department Head to be responsible for reviewing transactions of individual Cardholders, assuring that the transactions are legitimate business expenses and are classified appropriately, and reconciling all transactions to the monthly credit card summary report.

**Procurement Card Manager** — The individual located in Procurement Services who coordinates the P-Card Program for the University and acts as the organization’s intermediary in correspondence with the Bank and the card issuer.

**Sr. Procurement Card Site Coordinator** — The individual located in Procurement Services who is responsible for the Cardholder profiles, card issuance, card cancellations, Cardholder training, daily transaction audits, transaction declines, lost or stolen cards, and dispute resolutions. May also review reports.

**Procurement Card Coordinator** – The individual located in Procurement Services who is responsible for receiving and reviewing the card receipts and the WORKS monthly Summary Report, reviews account codes and makes changes accordingly, and tracks receipt packets, receiving and reviewing the Bank of America master statement, distributing monthly reports to Department Budget Managers / Reconcilers, and notifying Department Budget Managers / Reconcilers of cut-off date for approvals and account code changes. Also ensures that all proper supporting documentation has been provided, uploads transactions and batching to Banner, and trains the Reconcilers for the monthly report reconciliation in WORKS and Banner.

**Cardholder** — An employee who is approved by the Director / Dean / Department Head to use the Procurement Card to execute purchase transactions on behalf of the University.

**Vendor** — The supplier from whom a Cardholder is making a purchase.

## V RESPONSIBILITIES

### V.1. Cardholder

The P-Card may **not** be used for incidentals while on business travel. This includes but is not limited to entertainment, cash, services, and other categories as included in the P-Card Restrictions (Figure PC-7). The Cardholder must:

- Ensure the P-Card is used for legitimate business purposes only.

- Ensure that P-Card transactions are in compliance with University purchasing policies, procedures, and state bid law.
• Maintain the P-Card in a secure location at all times.

• Adhere to the purchase limits and restrictions of the P-Card and ensure the total amount of any single transaction does not exceed $1,999.99 including freight without prior approvals from Procurement.

• OPTIONAL: Complete the Procurement Card Transaction Form (Figure PC-9) itemizing all products ordered and unit / total cost for each (optional).

• Obtain all sales slips, register receipts, and/or P-Card slips and provide them to the Department Reconciler for reconciliation and approval within 72 hours of each purchase (refer to Cardholder Travel section for travel related purchases).

• Notify Department Reconciler if the default organization code should be changed on an individual transaction.

• Attempt to resolve disputes or billing errors directly with the vendor and notify Bank of America if the dispute or billing error is not satisfactorily resolved by faxing Bank of America the required Dispute Form (Figure PC-10).

• Ensure that an appropriate transaction credit for the reported disputed item or billing error appears on a subsequent Cardholder statement.

• Ensure that tax has not been charged.

• Only accept credit to the P-Card account; never accept cash.

• Immediately report a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).

• At the first opportunity during normal business hours notify Department Reconciler of a lost or stolen P-Card.

• Return the P-Card to Director / Dean / Department Head/ or Procurement upon terminating employment with the University or transferring between Departments within the University.

• Understand that improper use of the card may result in disciplinary action, up to and including termination of employment (see Section XIII.II. Controls).

V.2. Department Reconciler

Each Director / Dean / Department Head must designate one or more Department Reconcilers for his/her department. The Department Reconciler
must receive training before any employees in the department may receive a P-Card. Responsibilities include:

- Review vendor receipts for inappropriate purchases or uses of the P-Card and to ensure that tax has not been charged. Send original receipts to Procurement Services for Compliance on a monthly basis. The original receipts must be grouped by name and department and attached to a Cardholder Summary Report with the Reconciliation Log (if applicable), placed in the approved P-Card envelope, and routed to Procurement Services.

- Enter Purchase Request for Cardholders to authorize travel.

- Reconcile all Cardholder receipts to Bank of America WORK’S Cardholder Summary report.

- Have the Summary report for all reconciled transactions signed each month by the Cardholder ensuring that all purchases are appropriate. Have the Reconciliation Log signed by the Approving Official ensuring that all purchases are appropriate and all appropriate documentation is attached. *Note: There must be an independent review of all reconciled Bank of America Statements at a different level in such cases.*

- Attempt to resolve any disputes with the vendor and/or Bank of America not resolved by the Cardholder.

- Notify the Senior Procurement Card Site Coordinator of lost or stolen cards.

- Request that the Senior Procurement Card Site Coordinator cancels a Cardholder’s card (e.g. terminated employees, employees transferring to other departments, loss of P-Card privileges) as approved by the Director / Dean / Department Head.

- Collect cancelled cards from Cardholders and forward them to the Senior Procurement Card Site Coordinator. Cancelled cards should be cut in half prior to forwarding them to the Senior Procurement Card Site Coordinator.

- Assist Cardholders with erroneous transaction declines and emergency transactions.

V.3. Approving Official

Designated Approving Officials can be Deans, Directors, Department Heads, Budget Managers, or Principal Investigators, or their designee, who have fiscal responsibility for the organization code to which VISA transactions are charged.
They are responsible for oversight of departmental budgets and assistance for department Cardholders and Reconcilers. Responsibilities include:

- Ensure that all Reconcilers/Cardholders have received appropriate training regarding their responsibilities.

- Maintain expertise in processing requirements to serve as a source of information for department users.

- Communicate problems encountered to the Senior Procurement Card Site Coordinator.

- Review monthly Cardholder transactions and Summary report to ensure that all purchases are appropriate and that prohibited items have not been purchased.

- Ensure that proper controls are in place.

- Ensure that all proper and completed documentation is attached to the Cardholder monthly statement.

- Sign the Summary report (Reconciliation Sheet) for all reconciled Bank of America transactions each month.

- Assign an alternate Approving Official in his/her absence.

VI. CHANGE IN APPROVING OFFICIAL

If an Approving Official transfers to another department or separates from the University, notification must be made to the Senior Procurement Card Site Coordinator.

VII. OVERSIGHT FOR THE PROCUREMENT CARD PROGRAM

Procurement Services holds the responsibility for the audit practices and P-Card Program management. Reconcilers/Approving Officials can be called upon to meet with auditors during routine and special Cardholder audits.

VII.1. Procurement Services

- Review Department approved applications (Figure PC-2) for completeness of required information.

- Request P-Cards based on completed applications for Bank of America.
• Train Department Cardholders, Reconcilers, and Approving Officials before releasing P-Cards to Cardholders.

• Have Cardholder sign Cardholder Agreement (Figure PC-4), signifying agreement with the terms of the P-Card Program.

• Handle transaction declines, Cardholder information changes, and cancelled cards.

• Increase monthly limits and pre-authorize approved orders above $2,000.00.

• Handle disputed charges / discrepancies not resolved by the Cardholder or Department Reconciler.

• Secure revoked P-Cards and submit information to Bank of America to cancel cards.

• Review and Reconcile monthly credit card receipts with WORKS Summary Report and review account codes, submit for correction where necessary.

• Download VISA transactions.

• Notify Department Reconcilers to perform monthly summary reconciliation and of cut-off date.

• Receive, review, reconcile, and prepare Bank of America master statement for Automated Clearing House payment.

• Audit VISA transactions.

• Notify Accounting that the master statement is ready for payment.

VIII. OBTAINING A PROCUREMENT CARD

VIII.1. General

For the purposes of efficiency in administration and management, only approved and trained department Cardholders are authorized to make purchases of materials and supplies, directly from the vendor when the dollar value of the purchase is $1,999.99 or less including freight. The P-Card is another means of purchasing, tailored to the needs of each department. *Warranted exceptions may be granted by the Director of Procurement & Business Services or Assistant Vice President of Finance & Business Services. University Cardholders do not have to contact Procurement Services before placing an order using the P-Card for these small allowable purchases. All University policies and procedures for
the expenditure of funds must be followed. If the department wishes to route the purchase through Procurement Services, normal procedures for processing a requisition must be followed.

VIII.2. Setting Up Your Department

The organizational structure for your success with the P-Card already exists within your department(s). Directors / Deans / Department Heads and Budget Managers have some liberties available to them within program parameters when setting up their own P-Card Programs. More than likely those employees who are currently responsible for placing orders should be Cardholders in the P-Card program. Those employees who are responsible for processing payments on purchase orders should be Department Reconcilers. An Approving Official must be designated to sign the reconciled monthly Cardholder report.

VIII.3. Budget Limitations

Each Director / Dean / Department Head and Budget Manager will have the ability to customize each P-Card according to the budget limitations of his/her department.

VIII.4. Separation of Duties

A separation of duties must be followed with the P-Card Program, as with any other financial transaction. The person placing the order and/or reconciling it must not be the same person who ultimately approves all VISA transactions listed on the Bank of America monthly statement and Reconciliation Report. For example, a Cardholder who reconciles his/her own transactions cannot also act as the Approving Official for those transactions.

VIII.5. Cardholder Eligibility

The criteria to receive a P-Card are as follows:

- Individual Applicant must be employed full-time by UAH.
- Applicant’s request for a P-Card must be approved by his/her Director, Department Head, or Dean.
- Employee must attend a training session for policies and procedures.

Each individual Cardholder must sign a Cardholder Agreement (Figure PC-4) and the Delegation Authority (Figure PC-5) prior to receiving the P-Card.

VIII.6. Cardholder Liability

The P-Card is a corporate VISA charge card which will not affect the Cardholder’s personal credit. However, it is the Cardholder’s responsibility to
ensure that the card is used within stated guidelines of the P-Card Program, as well as Policies and Procedures relating to the expenditure of University funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination. The P-Card must never be used to purchase items for personal use or for non-University purposes even if the Cardholder intends to reimburse the University. A Cardholder who makes an unauthorized purchase with the P-Card or uses the P-Card in an inappropriate manner will be subject to disciplinary action including possible card cancellation, termination of employment, and criminal prosecution. If a University employee is in a position to obligate the University, that employee is entrusted with the responsibility of protecting the University from harm.

**IX. APPLYING FOR A PROCUREMENT CARD**

1. The Dean’s Office, Director, Department Head, or Budget Manager will decide who should receive a Card. The Approving Official will forward a Cardholder Application Form (Figure PC-2) to authorized user applicants.

2. The prospective Cardholder will complete the application for a P-Card. A default departmental Fund, Organization, and Program must be assigned, and a monthly spending limit must be determined.

3. The Dean, Director, Department Head, or Budget Manager with budgetary responsibility for the organization codes will approve the monthly spending limit for the Cardholder.

4. The Dean, Director, Department Head, or Budget Manager must sign the Application for the P-Card and agree to the Cardholder Agreement.

5. The Approving Official should verify the information and forward the signed and approved Cardholder Application Form to the Senior Procurement Card Site Coordinator in Procurement Services.

6. The Senior Procurement Card Site Coordinator will review the Application and, if in order, transmit the information to the Bank.

7. The P-Cards will be delivered to the Senior Procurement Card Site Coordinator in Procurement Services. Upon completion of the University Procurement Card training program, the Cardholder will be asked to sign the Cardholder Agreement (Figure PC-4) and the Delegation Authority (Figure PC-5) prior to receiving the P-Card.
IX.1. Cardholder Purchase Limits

Cardholder monthly purchase limits as noted on the Cardholder Application Form (Figure PC-2) should be carefully decided according to the funding source or contract associated with the card, and monthly spending requirements. Single transactions must not exceed $1,999.99 including freight charges (limit adjusted according to departmental need). Cardholder monthly limits will be monitored and adjusted as needed.

IX.2. Cardholder Travel

Cardholders who request Travel funds on their P-Card must first request the additional funds be added to their card. A Purchase Request submitted by the Department Reconciler must duplicate the University’s Travel Authorization. When the Purchase Request is approved, the Department Reconciler will print a copy and forward it to you for signature (retain a copy for incidental reimbursement items). A copy of the completed University Travel Authorization can be attached in place of the cardholders and approvers signature. Immediately after you have completed the trip, forward all receipts for airfare, lodging, car rental, conference fees, and miscellaneous items (other than meals) to the Department Reconciler with the approved Purchase Request. Personal Purchases including meals are not allowed. In the event of human error, the cardholder must submit payment for unallowable charges to General Accounting immediately after completion of trip. (Send check to Accounting in SKH 230.)

IX.3. Card Security

Each department must determine how to secure their cards. In some cases, it may be appropriate for individuals to carry the cards in their own personal wallets. In other cases, the cards may be stored in a secure place within the department and checked out as needed. In either case, the P-Card numbers should be protected as any blanket or department purchase order number would be. The individual’s name that appears on the card bears the responsibility for all purchases made with that particular card.

IX.4. Card Sharing

It is permissible for a Cardholder to share his/her card with another individual for the purpose of picking up ordered items locally, placing orders verbally, or over the internet. In granting this secondary use authorization, the Cardholder remains directly responsible for the proper use of the card in accordance with established procedures. Therefore, the Cardholder must take great care in explaining the proper use of the P-Card to the secondary user.

A Procurement Card Authorization Memo (Figure PC-1) and Delegation of Authority for Visa Procurement Card (Figure PC-5) are provided for your use.
when sharing your P-Card. A Procurement Card Log should be also set up to track the use of the card by the secondary user. The Authorization Memo serves to introduce the secondary user to the supplier and authorizes the use of the card by this individual. The items to be charged to the P-Card can be listed on the Authorization Memo. The Delegation of Authority is an agreement that the secondary user should be asked to read and sign to formally accept the responsibility of using the University's Procurement Card. These forms should be revised to reflect each department's unique information and printed on department letterhead.

**IX.5. Lost, Misplaced, or Stolen Procurement Cards**

Cardholders are required to immediately report any lost or stolen P-Card directly to Bank of America toll-free at 1-888-449-2273 (24 hours a day, 365 days a year). The Cardholder must also notify his/her Department Reconciler and the Senior Procurement Card Site Coordinator about the lost or stolen card at the first opportunity during normal business hours.

**IX.6. Cardholder Termination**

A P-Card account must be closed if a Cardholder: (a) transfers to a different department, (b) terminates employment or (c) for any of the following reasons which may also subject Cardholder to disciplinary action in accordance with University Policies and Procedures:

- The P-Card is used for personal or unauthorized purposes.
- The P-Card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the University of Alabama in Huntsville.
- The Cardholder splits a purchase to circumvent the State of Alabama bid law or the limitations of the P-Card.
- The Cardholder uses another Cardholder’s card to circumvent the purchase limit assigned to either Cardholder, or the limitations of the P-Card.
- The Cardholder fails to provide the Department Reconciler with required itemized receipts or facsimile thereof.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the P-Card policies and procedures.
X. USING THE GRANT PROCUREMENT CARD

The Grant P-Card may be utilized for grant purchases, however, the use of the card for a grant or contract requires some forethought. The purchasing authority has been transferred to you through issuance of the card, while charging approval resides with the PI or the PI's designee. You must clearly understand what constitutes an allowable charge to your particular program. You should be aware, for example, items that should already be present within an office such as pens, pencils, paper, etc. are typically considered unallowable as a direct charge on a grant or contract. If you have questions related to allowability, the Office of Contracts & Grants Accounting staff is available to assist you.

http://www.uah.edu/c-g

** Cardholders (PIs) must be aware of the regulations and guidelines applicable to each account. Funds must be available before charges are made, if allowed.

When the P-Card is used for a grant or contract purchase, those purchases must comply with the terms and conditions of the award, award budget, and all the P-Card Program policies and procedures. Purchases must also be made within the time frame of the award. If a purchase is made on a contract or grant, agency award requirements will dictate the length of time that the department must maintain the receipts to support the purchase and be available for audit.

If P-Card purchases from a grant or contract are determined (by audit or otherwise) to be unallowable on the grant or contract, charges will be transferred to the department's home labor account.

- A Grant Purchase Request does NOT have to be submitted for the purchase of commodities $1999.99 or lower. Prior to purchasing commodities $1999.99 or lower submit an email to your Contracts & Grants Accountant (CGA) detailing your required purchase. **Note:** A print out of the approval email from CGA must be included in the reconciliation packet with the receipt. **(See notes below)**

It is the cardholder’s responsibility to verify before purchase of commodities that each vendor is not currently debarred. To search vendor’s debarment status go to: https://www.sam.gov/. A print out of the search status must be included in the Reconciliation Packet.

**Debarment:** In accordance with several Public Laws and Executive Orders, an individual, institution or firm that is debarred, suspended or excluded from doing business with the Federal, State or local governments cannot participate in government procurements or receipt of particular government monies.

http://resadmin.uah.edu/resadminweb/information/compliance/complianceguide.html

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XI. MAKING A PURCHASE WITH THE GRANT PROCUREMENT CARD

Cardholder/P.I.:

- Determine cost of commodities and best vendor price
- Determine if the Purchase is Allowable under Contract/Grant
- Check debarment Status and print results
- Send a detailed email to OSP of commodities needing to purchase **
- Complete Travel Request form if out-of-state travel is required
- After approval, Purchase Commodities (Tax Exempt) with Grant Purchasing Card
- Retain Receipt from purchased commodities
- Provide purchase documentation, debarment printed results and CGA email approval to Department Reconciler

Reconcilers:

- Reconciler reviews pre-approved transactions and documentation
- Reconciler inputs proper ORG Account Code(s) in WORKS
- Reconciler allocates funds and Signs-Off transactions in WORKS
- Reconciler must review Reconciliation Log for signature compliance
- Reconciler sends completed packet to the Procurement Office for final review

** The department is responsible for purchasing material and supplies according to the terms and conditions outlined in the fully executed agreement. Any cost that is deemed unallowable by CGA will be transferred to the default org listed on the original Procurement Card Application.

Any questions related to allowability to a grant or contract should be directed to the Office of Contracts and Grants Accounting

XII. PROCUREMENT CARD VIOLATION POLICY

The P-Card is a corporate charge card. It is the Cardholder’s and Department’s responsibility to ensure that the card is used within the stated guidelines of the P-Card Program as well as Policies and Procedures relating to the expenditure of University funds. These Procurement Policies and Procedures include State Bid Guidelines, Spending Policies, and Travel Policies. The P-Card must never be used to purchase items for personal use or for non-University purposes even when the Cardholder intends to reimburse the University. The following point value has been assigned and will be assessed for P-Card violations discovered during routine audits of P-Card transactions and during a post audit of reconciled transactions.
transactions. If a Cardholder accumulates a total of 150 points during any one Fiscal year, a card may be revoked, suspended, or permanently cancelled. In an event in which the department accumulates a total of 150 points times the number of Cardholders at any point during one Fiscal year, the department will lose the privilege to utilize the P-Card Program. Mandatory retraining and a memo from the Department Approver or appropriate Vice President will be required to reinstate a Cardholder or Department.

Cardholder Point Violation:

<table>
<thead>
<tr>
<th>VIOLATION</th>
<th>POINT VALUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sales tax was paid and a full credit was not obtained</td>
<td>10</td>
</tr>
<tr>
<td>Itemized Receipt and/or justification for purchase (business purpose statement) is missing (First Violation)</td>
<td>30</td>
</tr>
<tr>
<td>Non use of existing competitively bid UAH contracts without prior approval</td>
<td>30</td>
</tr>
<tr>
<td>Failure to submit Purchase Request for travel approval</td>
<td>40</td>
</tr>
<tr>
<td>Itemized Receipt and/or justification for purchase (business purpose statement) is missing (Second Violation)</td>
<td>40</td>
</tr>
<tr>
<td>Itemized Receipt and/or justification for purchase (business purpose statement) is missing (ALL Future Violations)</td>
<td>50</td>
</tr>
<tr>
<td>Purchase of Restricted Item(s) (Figure PC-8)</td>
<td>50</td>
</tr>
<tr>
<td>Incremental / Split Transaction used to circumvent the limitations of the P-Card including the use of another Cardholder’s P-Card.</td>
<td>60</td>
</tr>
<tr>
<td>Overspend Departmental Budget</td>
<td>150</td>
</tr>
<tr>
<td>State Competitive Bid Law Violation</td>
<td>150</td>
</tr>
<tr>
<td>Personal Purchase</td>
<td>150</td>
</tr>
</tbody>
</table>

More Information:

PROCEDURE FOR POLICY VIOLATIONS

1. For the 1st violation, the cardholder will not accumulate any points. The Procurement Card Coordinator will contact the cardholder via telephone, informing
them of the violation and will outline a future course of action in relation to the violation. The Procurement Card Coordinator will answer any questions or concerns in order to prevent any further violations.

2. For the 2\textsuperscript{nd} violation, the cardholder will not accumulate any points. The cardholder will receive a letter from the Procurement Card Coordinator informing them of the violation and will offer additional assistance in order to prevent any further occurrences.

3. For the 3\textsuperscript{rd} violation, the cardholder will receive the appropriate number of points in accordance to the violation. The cardholder will receive a letter from the Procurement Card Coordinator informing them of the violation, number of points accumulated, and a schedule for upcoming training classes. The cardholder will be required to sign and return the letter to Procurement Card Services. The cardholder will also be required to register for additional training. \textit{(Note: Training reduces point total by half)}

   ✓ If a Cardholder or Department is violation-free for one year, their points will be reduced in half. If a Cardholder or department is violation-free for two years, their points will be eliminated. After three years, their violations record will be purged.

   ✓ Procurement Card Services reserves the right to require retraining or to revoke cards for repeat violations.

XIII. COMPLETING A PROCUREMENT CARD TRANSACTION

General

Determine whether the P-Card is the most appropriate process to use for the purchase:

• Check the list of Procurement Card Restrictions (Figure PC-7) to make sure it is not a restricted item.

• Determine if the intended transaction is for travel. If so, a Purchase Request must be submitted in WORKS for prior approval.

• Identify whether a State or University contract is available that could be applicable to your purchase. \textit{Contract information is available on Procurement Services’ website at Open Bid Information or by calling a Procurement Officer who is responsible for the item(s) you wish to purchase. All University contracts must be honored. Approval must be obtained from a Procurement Officer to purchase items from a different source when they are available on a University standing contract.}
• **Sales and Use Tax:** The Cardholder should advise the supplier of the tax exempt status and should monitor the purchases to verify that no tax is charged. (Gas purchases are exempt).

Determine if the intended transaction is within the single transaction limit, and ensure it does not exceed your monthly authorized P-Card transaction limit.

**XIII.1. Purchase Request for Travel**

• Cardholder must provide information for travel request to the Reconciler.

• Reconciler will enter Purchase Request for travel approval on behalf of the Cardholder. (Figure PC-11)
  
  *If the approver doesn’t have access to WORKS, a copy of the completed University Travel Authorization should be included with the Purchase Request.*

• Once the Purchase Request has been approved, the Reconciler will print a copy and give it to the Cardholder (Cardholder to retain a copy for his/her records along with a copy of the completed University Travel Authorization).

• **Immediately** after Cardholder has completed the trip, he/she will sign and forward all receipts for airfare, lodging, car rental, conference fees, and miscellaneous items (other than meals) to the Department Reconciler with the approved Purchase Request and a copy of the completed University Travel Authorization.

• Reconciler will allocate the transactions, approve, print a Summary Report, obtain cardholder’s signature and forward copies of all receipts for airfare, lodging, car rental, conference fees, and miscellaneous items (other than meals) to Procurement.

• Cardholder must submit reimbursement for meals on the appropriate travel voucher to SKH 230 (Out of State Travel Voucher.xls at [http://www.uah.edu/finance/forms](http://www.uah.edu/finance/forms)).

**XIII.2. Placing Your Order**

• Determine if the items to be ordered, pricing for each, and vendor.

• OPTIONAL: Complete a Procurement Card Transaction Form (Figure PC-9) for your records (not required).

• Call, visit, email, or fax your order to the supplier that you selected.
• Identify yourself as a UAH employee. State that you are making a tax-exempt purchase using a University Corporate VISA Procurement Card (Corporate Credit Card). For in-store purchases, present the vendor with the VISA card and miniature tax exempt certificate card. For telephone or fax orders, state the Cardholder name, VISA account number, and expiration date. The University’s State of Alabama tax identification number is located on the back of the P-Card. Remind the vendor that VISA regulations stipulate that vendors are to ship orders before processing transactions for payment. Confirm the pricing, availability, and expected ship date. Fax tax exempt certificate to the supplier if necessary. The Tax-exempt Certificate is available online at http://www.uah.edu/business-services/faculty-staff/procurement-services/forms and click on “Sales Tax Exempt Form.”

XIII.3. Billing Instructions

Emphasize to the vendor that the receipt copy is to be included with the shipment, preferably, or mailed to YOUR department billing address, not to the University’s Accounts Payable office. Receipts can also be faxed to your department fax number or emailed to you.

XIII.4. Shipping Instructions

It is very important to provide clear and specific shipping and mailing instructions to the vendor to ensure receipt of your order. Always ask how the order will be shipped. All orders are to be delivered directly to Central Receiving and Shipping and should be addressed as follows, with the exception of NSSTC:

University of Alabama in Huntsville
ATTN: D. Mitchell / PCard
Central Receiving Bldg
Building Name and Room Number
301 Sparkman Drive
Huntsville, AL 35899

• If the purchase is made by fax, retain a copy of the order form and fax confirmation for your records. If the purchase is made over the internet, print a copy of the summary page for your records. Some internet merchants will email a receipt to you.

• Ask the vendor to provide a “priced packing list” with each shipment; retain a copy of the P-Card sales slip and original receipt for each in-person purchase.

• Provide the supplier with your name, department name, phone number, and complete delivery instructions.
• After the order is placed, provide all transaction information to the Department Reconciler, including the Procurement Card Transaction Form (OPTIONAL: only if receipt does not provide detail) with itemized list and pricing for all products ordered.

XIII.5. Acceptable Documentation

• Each transaction on the P-Card must be represented by an itemized receipt or other acceptable form of documentation that verifies the date of purchase, the vendor name and address, itemized list of each item purchased, dollar amount of each item, and total transaction amount to include shipping and handling. For record keeping purposes, the following items should be maintained:

  ✓ Sales receipts
  ✓ Priced packing slips
  ✓ Credit card slips
  ✓ Merchandise advertisements
  ✓ Order confirmation
  ✓ Other information related to the purchase

• When an itemized receipt is not available, itemized supporting documentation must be secured. In many cases, when placing orders by telephone or fax, the packing slip may provide the itemization needed.

• If documentation has been lost or misplaced, contact the vendor for a duplicate copy. If a duplicate copy is impossible to obtain, complete a “Procurement Card Missing Receipt Affidavit” (Figure PC-12) and forward it to the Department Reconciler. **NOTE: Repeated use of this method will subject the Cardholder to loss of privileges.** Each department will be required to maintain a file of all documentation associated with P-Card activity.

XIII.6. Receiving Your Shipment

• Open and inspect all shipments promptly.

• Make sure the supplier correctly filled your order and that all items are in good condition. Verify that you have received all of the items in the quantities specified on your P-Card receipt or priced packing list. Mistakes or damages should be reported to the vendor immediately.

• Verify that sales tax was not charged. UAH is not liable for sales tax in the state of Alabama. The University’s tax liability in other states differs from state to state. Sales tax charges will be monitored and questioned. If you are charged sales tax in error, request a credit.
• Save the P-Card sales slip, itemized receipt or priced packing list, and shipping documentation.

• Always retain boxes, containers, special packaging, packing slips, etc. until you are certain you are going to keep the goods. Most items cannot be returned without the original packing materials. Also, most vendors have a thirty-day return policy. After that period, you may not be able to return your items or you may be charged a restocking fee.

• Forward the required documentation to the Department Reconciler within 72 hours of the purchase transaction.

XIII.7. Returns, Damaged Goods, Credits

The Cardholder is responsible for working with the supplier for the return of incorrect, duplicate, or damaged merchandise purchased with a P-Card.

• Read all enclosed instructions carefully. Often a customer service telephone number and other instructions are included on the packing slip and/or receipt for returns.

• Many suppliers require a “Return Merchandise Authorization Number” (RMA) before they will accept a return. If you neglect to acquire this return authorization from the supplier when it is required, the package may be refused and/or no credit issued to your account.

• In some cases, there may be a restocking fee. If the supplier is responsible for the error or problem, you should not have to pay this or any other fee. However, if they are not responsible, you may have to pay it. You may use the P-Card to pay this fee as long as it does not exceed any of your limits.

Note: See Merchandise Return Procedures for Supplies (Figure PC-13 & 14) for more specific instructions on returning supply orders.

XIII.8. Order Entry and Reconciliation with P-Card Solutions Management Software

WORKS solution management software is the third party software provided to the University by Bank of America to manage the P-Card Program. It provides a method to track active orders, reconcile transactions to on-line Bank of America transaction data, and acquire reports based on selective criteria. Bank of America transaction data is downloaded on a daily basis enabling large users of the P-Card Program to reconcile as often as they deem necessary. Reconcilers have easy access to the transaction activity for each VISA card for which they are responsible.
XIII.9. Disputed Transactions

If there is a discrepancy on the P-Card monthly statement, you should first contact the vendor to try to resolve the problem. If it is resolved, verify that the correction has been made when the next monthly statement arrives.

If the matter cannot be resolved with the vendor:

- Contact Bank of America at 1-888-449-2273 directly for assistance or logon to WORKS. In WORKS select the appropriate transaction and click “Dispute.” Enter the disputed dollar amount and the reason for the dispute and click “Ok.” Once resolved, the dispute will be marked automatically as resolved in favor of the vendor or Cardholder.

- Mail or fax to Bank of America at 1-888-678-6046 a signed Bank of America Cardholder Statement of Disputed Item (Figure PC-10) to document the reason for the dispute. Send a copy of this form to Procurement with your reconciliation.

- Any disputed items reflected on the monthly statement must be reconciled and allocated to a Banner FOAPAL at that point. Any credits resulting from disputes will be allocated back to the account initially charged.

Vendors are paid by Visa within three (3) days of submitting the P-Card transaction data to VISA, while the University pays Bank of America for all card purchases once every 30 days.

XIII.10. Erroneous Declines

A situation may occur in which a vendor receives a transaction-declined message at the point of sale when processing a P-Card transaction. If you do not know the reason for the decline, contact the Bank of America at 1-888-449-2273 for an explanation. If the decline was in error, the Cardholder should immediately contact the Senior Procurement Card Site Coordinator for assistance. If the purchase is being made outside of normal business hours, the employee must find an alternate payment method or cancel the purchase and contact the Senior Procurement Card Site Coordinator during normal hours.

XIII.11. Controls

The University’s P-Card program uses both internal management controls and management reports designed to ensure the proper use of P-Cards. Procurement Services, Accounts Payable, and Internal Auditing use management reports to monitor card use for compliance with University policies and procedures and state law. Personal use of the P-Card is not allowed. All
purchases made on the card must be for Official University business. Misuse of
the card will result in revocation of the card, disciplinary action up to termination,
and possible filing of criminal charges.

P-Cards will be immediately cancelled and destroyed if Procurement Services is
notified that:

- Cardholder terminates employment
- Cardholder no longer requires a P-Card
- Cardholder reports the loss or theft of P-Card
- Cardholder misuses the P-Card
- Termination of any grant, contract, or budget authority for which the card was
  issued

Internal control plans call for periodic internal audits of the program by
Procurement Services. These audits will include, but are not limited to, the
verification of proper record retention in accordance with University guidelines,
monthly reconciliations, and the appropriateness of the purchase as well as
unannounced audits.

XIII.12. Department Control Environment

Each department is responsible for establishing an appropriate internal control
environment for University P-Card responsibilities, including approvals, audit
ability, adjustments, record keeping, reporting, reconciliation, segregation of
duties, and supervision.

XIII.13. Canceling an Account

When a Cardholder leaves a department or separates from the University, the
Budget Manager or Approving Official must provide immediate notification to the
Senior Procurement Card Site Coordinator. The Cardholder is required to return
the card and all current outstanding documentation on the account to the
assigned Reconciler prior to final separation. The Approving Official or Budget
Manager shall forward the card (cut in half) along with a memorandum or email
to the Senior Procurement Card Site Coordinator requesting that the card be
cancelled.

XIII.14. Changes to an Account

All changes to a Cardholder's personal information must be promptly reported to
the Senior Procurement Card Site Coordinator, including changes in last name,
campus location, campus telephone number, reconciler, approving official, or default account number.

**XIII.15. Renewal of Existing Procurement Cards**

A new P-Card will be automatically sent to the Senior Procurement Card Site Coordinator within the month of expiration in advance of your current card’s expiration date. Renewed cards will be distributed by the Senior Procurement Card Site Coordinator to existing Cardholders.

**XIII.16. Bank of America Customer Service**

Bank of America Customer Service is available 24 hours a day, 365 days a year, at 1-888-449-2273 for reporting a lost or stolen card and to discuss disputes.

**XIV. WHO TO CALL?**

**Bank of America Customer Service Representative**
- Lost or Stolen Cards
- Transaction Dispute
- 1-888-449-2273

**VISA Program Procurement Card Team**

**Sr. Procurement Card Site Coordinator**
Telephone: 256-824-1863, Fax: 256-824-6151
mitched@uah.edu
- Establishes New Accounts / Account Changes
- Declines
- Lost or Stolen Card Notification
- Cancellations
- Dispute Resolution
- P-Card Training
- Audits Daily Transactions

**Procurement Card Coordinator**
Telephone: 256-824-6515, Fax: 256-824-6151
vlj0002@uah.edu
- Approves Daily Transactions and Reviews Account Codes
- Receives and Reviews Monthly Summary Report
- Maintains Receipt Packages
- Reconciles monthly credit card receipts
- Downloads VISA Transactions & contacts Department Reconcilers
• Prepares Statement for ACH Payment
• Receives, Reviews, & Reconciles Bank of America Master Statement
• Audits VISA Accounts
• Notifies Accounting that the Master Statement is ready for payment

Director of Procurement & Business Services
Telephone: 256-824-6674, Fax: 256-824-6151
haleyt@uah.edu

P-Card Program web address: www.uah.edu/business-services/faculty-staff/p-card-services/about

Business Services web address: www.uah.edu/business-services

XV. GUIDANCE IN THE PROCUREMENT FUNCTION

The use of the University VISA Procurement Card at the department level includes responsibilities and accountability. The Procurement function is being conducted in a decentralized manner by an increasing number of individuals. The following code of ethics, modeled after the National Association of Educational Procurement’s Code of Ethics, is being offered to provide guidance in the procurement function.

CODE OF ETHICS

Give first consideration to the objectives and policies of my institution.

Strive to obtain the maximum value for each dollar of expenditure.

Decline personal gifts or gratuities in connection with the procurement function.

Refrain from entering into purchasing contracts with students, faculty, and staff or members of their immediate families unless full disclosure of the background facts is presented in writing to the Procurement Department.

Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.

Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.

Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.

Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of a controversy with a supplier.

Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.

Foster fair, ethical, and legal trade practices.

XVI. GLOSSARY

**Automated Clearing House (ACH)** – An electronic payments system for clearing and settling transactions. Funds are electronically exchanged directly to/from participants’ accounts. Frequently used by end-user organizations as the payment method by which to pay their issuer.

**Approving Official** – University employee within each department who is primarily responsible for all transactions, and has the ability to reallocate individual charges; may oversee more than one Cardholder; ultimate approval for department.

**Cardholder** – An employee to whom a Commercial Card is issued for the purpose of making designated business purchases on behalf of their organization.

**Controls** - The internal, external, and/or environmental policies, procedures, and technological processes put in place to reduce the risk of card fraud and misuse.

**Documentation** – Any communicable material serving to record and support business expenses paid via the card (e.g., receipts).

**Discretionary funds** – An amount funded to the card that can be spent at the user’s discretion (i.e., without approval).

**Fraud** – Unauthorized use of a card.

**Incremental funds** – An amount funded to the user’s card only after a purchase request for the funds has been submitted online and approved.
Manager - University employee within each department who is primarily responsible for all transactions and has the ability to reallocate individual charges; may oversee more than one Cardholder; ultimate approval for department.

Personal Purchase – Improper transactions; transactions that are not authorized by policies and procedures.

Prohibited Purchase – Purchase of some items, supplies, or services that are subject to applicable statues and regulations; see Procurement Card Restrictions list (Figure PC-7).

Reconciler – An employee who reviews, approves, and processes the card transactions of the Cardholder, performs the monthly reconciliation, and enters purchase requests on behalf of the Cardholder.

Reconciliation – Process of reviewing and comparing card transactions to internal records of orders/payments and receipts, including resolving discrepancies and validating or allocating transactions to appropriate accounting codes.

Transactions – An agreement, communication, or movement carried out between separate entities or objects, often involving the exchange of items of value such as information, goods, services, and money.
PROCUREMENT CARD ATTACHMENTS

List of Figures

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FIGURE PC-2 . . . Procurement Card Application Form
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FIGURE PC-4 . . . Procurement Cardholder Agreement
FIGURE PC-5 . . . Delegation of Authority for VISA Procurement Card
FIGURE PC-6 . . . Payroll Deduction Form
FIGURE PC-7 . . . Procurement Card Restrictions
FIGURE PC-8 . . . Procurement Card Allowables
FIGURE PC-9 . . . Procurement Card Transaction Form
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FIGURE PC-11 . . . Purchase Request Form — Travel
FIGURE PC-12 . . . Missing Receipt Affidavit
FIGURE PC-13 . . . Merchandise Return Procedures
FIGURE PC-14 . . . Return Merchandise Authorization Form
Figure PC-1

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
PROCUREMENT CARD
AUTHORIZATION MEMO FOR SECONDARY USER

Memorandum

DATE: __________________________

TO: ____________________________

FROM: UAH Department: ____________________________

This letter serves to introduce and authorize ____________________________ to make an official University of Alabama Huntsville purchase using my Visa Corporate Procurement Card. This is a State of Alabama tax exempt purchase. The University’s tax identification number is located on the front of the Visa Card. Please provide the Card User with an itemized sales receipt.

Please call me if you have any questions or require additional information.

Thank you.

____________________________
**Figure PC-2**

### THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
### PROCUREMENT CARD APPLICATION FORM

<table>
<thead>
<tr>
<th>Action Requested:</th>
<th>_____ New</th>
<th>_____ Change/Update (name, org, etc)</th>
<th>_____ Terminate</th>
</tr>
</thead>
</table>

**Is the fund to be used with PCard a GRANT/CONTRACT with approved operating charges?**  
YES _____  NO _____

*If yes, CGA approval is needed*

**Cardholder Information (to be completed by applicant):**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>‘A’ Number</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name on Card if Different from Above</th>
<th>Department Name</th>
</tr>
</thead>
</table>

**This card will be used for:**

- **Misc. Purchases** (under $2000)  
- **Travel** (airfare, hotel, car rentals)

**Job Title**

<table>
<thead>
<tr>
<th>E-mail Address (official email address not first last)</th>
<th>Campus Phone Number</th>
<th>Campus Location (Room Number and Building)</th>
</tr>
</thead>
</table>

**Default State FOAPAL - (Fund, Orgn, Prog)**

*Attach a separate sheet for multiple orgns*

<table>
<thead>
<tr>
<th>$2,000(_)</th>
<th>$3,000(_)</th>
<th>$5,000(_)</th>
<th>$10,000(_)</th>
<th>$20,000(_)</th>
<th>Other(_)</th>
</tr>
</thead>
</table>

**Suggested Monthly Spending Limit**

*Amount Must Be Specified***

<table>
<thead>
<tr>
<th>Department Reconciler Name</th>
<th>Campus Location and Phone Number</th>
<th>E-mail Address</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature of Cardholder</th>
<th>Printed Name of Cardholder</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approving Official for Monthly Transactions (Dept Head, Dean or Budget Mgr)</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dean/Director/Department Head /Budget Manager Approval</th>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**To be completed by CGA:**

<table>
<thead>
<tr>
<th>Printed Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

**To be completed by Procurement Services: (Return to Procurement Services, BSB)**

<table>
<thead>
<tr>
<th>$1,999.99 FIXED</th>
<th>Monthly Credit Limit</th>
<th>Single Transaction Limit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Sr. Procurement Card Site Coordinator’s Signature</th>
<th>Date Received</th>
<th>Date Processed</th>
</tr>
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</table>

Rev Jan 2015
Figure PC-3
GRANT PURCHASE REQUEST FORM

Date: ____________________  Procurement Card# (last four digits) ______________

Check if Urgent/Rush Order

<table>
<thead>
<tr>
<th>QUANTITY ORDERED</th>
<th>CATALOG #</th>
<th>DESCRIPTION</th>
<th>UNIT COST</th>
<th>TOTAL</th>
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</thead>
<tbody>
<tr>
<td></td>
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</table>

SHP/HDLG TOTAL

VENDOR NAME __________________________________________

ORG/INDEX #’s TO BE CHARGED

ADDRESS ______________________________________________

CITY, ST, ZIP __________________________________________

Phone # __________________________

FAX # ________________________________

Requested By: (Printed Name / Signature) ____________________ / __________________________

Date: __________________________

PI Approval: (Printed Name / Signature) ____________________ / __________________________

Date: __________________________

CGA Approval:  Printed Name: ________________________________

Signature: ________________________________  Date: __________________________

*This form is required for purchases over $2000 only
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
PROCUREMENT CARDHOLDER AGREEMENT

The University of Alabama in Huntsville is furnishing you with a Procurement Card because of its trust in you to make certain University purchases properly. By accepting the Card you assume the responsibility to protect the University from unauthorized and improper use of the Card. In recognition of that responsibility, I, the undersigned, acknowledge receipt of University Procurement Card No. ___________________________________ and hereby agree as follows:

1. I shall comply with the terms and conditions of this Agreement and with all of the provisions of the University Procurement Card Manual ("Manual"), which are incorporated herein by reference. I acknowledge receipt of a copy of the Manual and confirm that I have read, understand, and made myself familiar with all of its terms and provisions. I understand that when I make purchases using the Card, I make the University liable for those purchases in accordance with its agreement with Bank of America.

2. I shall protect and properly use the Card as outlined in this Agreement and the Manual. I shall use the Card solely and exclusively for authorized University business purposes in accordance with the Manual, University policies, and the laws of the State of Alabama. I understand that I cannot, and will not, use the Card to purchase certain restricted items that are described in the Manual. I agree that I cannot, and promise that I shall not; use the Card for personal purposes or make any personal purchases whatsoever for myself or any other person using the Card.

3. I will keep receipts, reconcile monthly statements, and resolve any discrepancies concerning my Card purchases, and shall follow proper Card security measures. I will immediately report to the Senior Procurement Card Site Coordinator any Card purchases that appear unauthorized or made by someone other than the undersigned.

4. I will report immediately the loss or theft of the Card to Bank of America Customer Service at 1-888-449-2273 and to the Senior Procurement Card Site Coordinator at Ext. 1863.

5. I understand that fraudulent, improper, or unauthorized use of the Card may subject me to disciplinary action, including termination of my employment. I will assist the Senior Procurement Card Site Coordinator in examining any discrepancies that may be deemed unallowable or unauthorized. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

6. I understand that my failure to use the Card in accordance with this Agreement and the Manual may result in my being personally liable for all charges to my Card for fraudulent, unauthorized, or improper purchases made with the Card furnished to me. I hereby agree and promise to pay to the University on demand all Card charges, fees, interest, costs, including attorney fees, that the University may incur as a result of fraudulent, improper, or unauthorized purchases made with the Card furnished to me for which I am found liable or responsible. In addition to any other remedies it may have, I further hereby consent to and authorize the University to deduct and withhold from my salary, wages, or any other monies due or that become due to me from the University such amounts as equal the charges, fees, interest, costs, including attorney fees, incurred by the University as a result of such fraudulent, improper, or unauthorized Card purchases.

7. I understand that the University of Alabama in Huntsville may terminate my use of the Card at any time without reason or cause. Upon request by the University or upon termination of my employment by the University, I shall immediately return my Card to the Senior Procurement Card Site Coordinator. I acknowledge that at all times the Card is and shall remain the property of Bank of America.

8. I understand that if I choose to use my personal vehicle to pick up University related purchases, I do so at my own risk. I understand that I must be appropriately insured under Alabama law, and I understand that the University does not provide primary insurance for employees when they are using their personal vehicles.

________________________________________
Signature

________________________________________
Date

________________________________________
Department
BY TAKING POSSESSION OF THE UAH VISA PROCUREMENT CARD TO MAKE AN OFFICIAL UNIVERSITY PURCHASE, YOU ASSUME THE RESPONSIBILITY TO PROTECT THE UNIVERSITY FROM UNAUTHORIZED AND IMPROPER USE OF THE CREDIT CARD.

IN RECOGNITION OF THIS RESPONSIBILITY, I, THE UNDERSIGNED, ACKNOWLEDGE RECEIPT OF VISA PROCUREMENT CARD NO. _________________________ AND HEREBY AGREE AS FOLLOWS:

I SHALL PROTECT AND PROPERLY USE THE VISA PROCUREMENT CARD IN ACCORDANCE WITH UNIVERSITY POLICIES, AND THE LAWS OF THE STATE OF ALABAMA. I AGREE THAT I CANNOT, AND PROMISE THAT I SHALL NOT; USE THE CREDIT CARDS FOR PERSONAL PURPOSES OR MAKE ANY PERSONAL PURCHASES WHATSOEVER FOR ME OR ANY OTHER PERSON.

I WILL OBTAIN A CASH REGISTER RECEIPT OR A PRICED IN-STORE RECEIPT THAT ITEMIZES THE PRODUCTS PURCHASED AND RETURN THE VISA PROCUREMENT CARD WITH THE RECEIPT(S) DURING THE SAME BUSINESS DAY THAT I RECEIVE THEM. I WILL REIMBURSE THE UNIVERSITY FOR ALL IMPROPER AND PERSONAL PURCHASES.

I UNDERSTAND THAT IF I CHOOSE TO USE MY PERSONAL VEHICLE TO MAKE THIS PURCHASE, I DO SO AT MY OWN RISK. I UNDERSTAND THAT I MUST BE APPROPRIATELY INSURED UNDER ALABAMA LAW, AND I UNDERSTAND THAT THE UNIVERSITY DOES NOT PROVIDE PRIMARY INSURANCE FOR EMPLOYEES WHEN THEY ARE USING THEIR PERSONAL VEHICLES.

_______________________________  ____________________
Signature                             Date
I hereby authorize The University of Alabama in Huntsville to initiate automatic payroll deduction from my payroll check for repayment of all personal purchases initiated on my Procurement Card. This deduction will apply to my next bi-weekly pay date following the notification of Procurement Card policy violation memo. In the event that my purchase amount exceeds my payroll check, I also authorize The University of Alabama in Huntsville to deduct from all necessary bi-weekly pay dates until the full amount is repaid.

In addition, I agree not to hold The University of Alabama in Huntsville responsible for any delays or loss of income due to incorrect or incomplete information.

This agreement will remain in effect until The University of Alabama in Huntsville receives a written notice of cancellation of my Procurement Card from myself or my department, or upon my separation from employment with The University of Alabama in Huntsville.

Name of Cardholder: 

A Number: 

Department: 

State Account ☐  Grant Account ☐

Authorized Signature (Cardholder): ____________________________ Date: ____________

Authorized Signature (Approver): ____________________________ Date: ____________

Revised 01/2015
PROCUREMENT CARD RESTRICTIONS

- Alcoholic Beverages
- Ammunition, Firearms
- Cash Advances, Cash Instruments
- Catering
- Cellular Phones and Service
- Consulting Related Services
- Contracts
- Controlled Substances or Chemicals
- Computers, Ipads, Tablets, and other Wireless Devices
  (See: http://www.uah.edu/business-services/faculty-staff/open-bid-information)
- Donations
- Entertainment and Related Expenses
- Equipment ($500 or more)
- Floral Arrangements
- Framing services
- Hazardous Materials
- Hazardous Waste Removal
- Insurance
- Laundry and Cleaning
- Leases
- Legal Services
- Live Animals
- Mailing Services (Bulk)
- Maintenance or Service Agreements
- Meals for Travel
- Medical Services
- Mini-Storage for University Owned Items
- Money Orders
- Moving Expenses
- Pagers
- Parking Services (Ex. Valet Services)
- Party Supplies
- Personal Items
- Printing
- Prizes or Gifts
- Radioactive Materials with all appropriate approvals and documentation
- Relocation of Household Goods
- Software License Agreements
- Specialty Gases in Cylinders (helium, oxygen, nitrogen): Must be purchased from current contract vendor or pre-approved by Procurement Services
- Split Transactions
- Temporary Labor Services
- Tax Title, License Fees
- Travel (In-State)
Figure PC-8
PROCUREMENT CARD ALLOWABLES
Transactions under $2,000.00

- Advertisements (after approval by required departments)
- Books that will become the property of the University
- Clothing and/or Uniforms (Athletics and student purposes only)
- Coffee Pots, Refrigerators, Microwaves needed for research or conference situations only, documentation is required (not for individual use)
- Engraving when article to be engraved and engraving are purchased from the same supplier
- Food: Bulk food items for preparation typically purchased at grocery stores for business related meetings
- Furniture (must be purchased from current contract vendor)
- Industrial Supplies
- Internet Purchases for allowable items
- Lab Supplies
- Landscaping Supplies: Trees, Shrubs, Flowers, and Small Tools
- Medical Supplies (Student and Faculty/Staff Clinics, Nursing, and Athletics only)
- Memberships Dues (Must be job related)
- Mini Blinds from current contract vendor
- Music Supplies
- Office Supplies (must be purchased from current contract vendor)
- Parts for in-house repairs. (does NOT include repair services with labor)
- Peripheral Equipment, Power and Network Equipment, and Supplies for Computers
- Photographic Film and Slide Processing
- Postage and shipping expenses, USPS, FedEx, UPS, etc.
- Printer Cartridges: Must be purchased from current contract vendor or pre-approved by Procurement Services.
- Registrations
- Rental Equipment
- Repair of Equipment; including emergency repairs
- Signage (use for advertisement after approval by required department)
- Software (single use, off the shelf and does not require signatures)
- Subscription, Journals, Periodicals, and Book Renewals
- Travel (Out of State) with an approved Purchase Request
  - Air Fare for individuals for business related travel
  - Conference Registration Fees
  - Hotels (lodging for business related travel)
- Vehicle Rentals/Gasoline
Figure PC-9

PROCUREMENT CARD TRANSACTION FORM

Department Name __________________________________________________________ Date of Purchase: ___________

Account Number ______________________ Amount ______________________

Vendor Information:

Vendor Name: ________________________________ ________________________________
Address: ________________________________________________________________

Name of Vendor Representative ____________________________________________
Telephone No. __________________ Fax No. ________________________________

<table>
<thead>
<tr>
<th>Description of Items</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach additional sheets if necessary)

Shipping/Handling Charges ______________________

Total Cost ______________________

Signature ______________________ Date ___________
Figure PC-10
COMMERCIAL CARD CLAIMS
STATEMENT OF DISPUTED ITEM

Instructions: Your company should first make good-faith efforts to settle a claim for purchases directly with the merchant. If assistance from Bank of America is required, please complete this form, and fax or mail with required enclosures within 60 days from the billing close date to:

Bank of America – Commercial Card Services Operations
P. O. Box 53101
Phoenix, AZ 85072-3101

This Charge appeared on my statement, billing close date: ____________________________
Transaction Date: ____________________________
Reference Number: ____________________________
Merchant Name/Location: ____________________________
Posted Amount: ____________________________ Disputed Amount: ____________________________

(Cardholder Signature) ____________________________ (Authorized Participant Signature) ____________________________ (Date) ____________ (Phone Number) ____________

Please Check Only One

1. _____ Unauthorized Transaction: I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. My Bank of America card was in my possession at the time of the transaction.

2. _____ Charge Amount Does Not Agree With Order Authorizing the Charge: The amount entered on the sales slip was increased from $__________ to $__________. I have enclosed a copy of the unaltered sales slip.

3. _____ Merchandise or Services Not Received: I have not received the merchandise or services represented by the above transaction. The expected date of delivery of services was ____________. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and their response.)

4. _____ Defective or Wrong Merchandise: I returned the merchandise on ____________ because it was (check one):
   - defective; _____ wrong size; _____ wrong color; _____ wrong quantity.
   (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them, their response and proof of the return of merchandise. Please provide a detailed description of the wrong or defective nature of the merchandise.)

5. _____ Recurring Charges After Cancellation: On ____________ (date), I notified the merchant to cancel the monthly/yearly agreement. Since then my Bank of America account has been charged ______ times. (Please enclose a copy of the merchant’s confirmation of your cancellation request.)

6. _____ Recurring Charges Already Paid by Other Means: I already paid for the goods and/or services represented by the above charge by means other than my Bank of America Commercial Card. (Please provide a copy of the front and back on the cancelled check, money order, cash receipt, credit card statement, or other documentation as proof of purchase/payment. Describe your efforts to resolve this matter directly with the merchant, the date(s) you contacted them, and their response.)

7. _____ Credit Appears as a Charge: The enclosed Credit Voucher appeared as a charge on my Bank of America Commercial Card account.

8. _____ Credit From Merchant Not Received: I did not receive credit for the enclosed Credit Voucher within 30 calendar days from the date it was issued to me by the merchant shown above. (Please describe your efforts to resolve this issue with the merchant, the date(s) you contacted them and their response. Provide a detailed statement explaining your reason(s) for disputing this charge.)

9. _____ Hotel Reservation Cancelled: I made a reservation with the above hotel which I later cancelled on ____________ (date) at ____________ (time). I received a cancellation number which is _______________. (Please describe how the reservation was cancelled, proof of cancellation and attempts to resolve this issue with the merchant.)
   - _____ I was not given a cancellation number.
   - _____ I was not told at the time that I made the reservation that my account would be charged for a “No Show”.
   - _____ I was not informed of the cancellation policy.

10. _____ Double or Multiple Charges: My Bank of America Commercial Card Account has been double charged. The valid charge appeared on ____________ (date). The duplicate charge(s) appeared on _____________.

11. _____ Do Not Recall the Transaction: The statement has an inadequate description of the charge. Please supply supporting documentation.

12. _____ Other; Above Descriptions Do Not Apply: Please attach a detailed letter explaining the reason for your dispute and your attempts to resolve this issue with the merchant.
Figure PC-11
PURCHASE REQUEST FORM

Works - Request Details
Printed by testaccount, 05/11/2009 10:23 AM

REQ00001023 - 05/11/2009
Vendor: Pilot Program
Total Requested: $2,982.00 Total Allocated: $2,982.00
0 Payable(s) Attached, Total: $0.00

General
Request Name: Test Account Sept. 1-6, 2009 Travel
Vendor: Pilot Program
Number: REQ00001023 Approval Route: Exec Dir of Business
Created: 05/11/2009 Services
Funds Expire: n/a Payment: Test Account
Requester: Test Account Card ID: 4389
Requested For: Test Account

Item Detail

<table>
<thead>
<tr>
<th>Description</th>
<th>Item ID</th>
<th>Qty</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference fee for Test Account to attend the ABC Conference in Washington, DC</td>
<td>1</td>
<td></td>
<td></td>
<td>$595.00</td>
<td>$595.00</td>
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<tr>
<td>Airfare roundtrip from Huntsville, AL to Washington, DC (Reagan International)</td>
<td>1</td>
<td></td>
<td></td>
<td>$625.00</td>
<td>$625.00</td>
</tr>
<tr>
<td>Lodging at the Hyatt Hilton in Washington, DC</td>
<td>1</td>
<td></td>
<td></td>
<td>$1,272.00</td>
<td>$1,272.00</td>
</tr>
<tr>
<td>Miscellaneous items (airport parking, transportation to and from airport, internet/phone access)</td>
<td>1</td>
<td></td>
<td></td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Meal allowance to be reimbursed after completion of trip (not authorized purchase on P-Card)</td>
<td>1</td>
<td></td>
<td></td>
<td>$240.00</td>
<td>$240.00</td>
</tr>
</tbody>
</table>

Total: $2,982.00

Allocation

<table>
<thead>
<tr>
<th>Description</th>
<th>GL</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Maximum amount allowed for reimbursement charged to account 999999</td>
<td>9999999-7220</td>
<td>$2,982.00</td>
</tr>
</tbody>
</table>

Total: $2,982.00

Status
Current Status: Awaiting reconciliation.
Approval History:

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
<th>Approver</th>
<th>Comment</th>
<th>From Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/11/09</td>
<td>A</td>
<td>Ruddle, Doris</td>
<td>Approved by R. Rinder.</td>
<td></td>
</tr>
<tr>
<td>05/11/09</td>
<td>A</td>
<td>Penn, Suzanne</td>
<td>Ok to attend.</td>
<td></td>
</tr>
</tbody>
</table>

Attached Payables
None Available

Comments

https://demo.works.com/wpm/action/printing/printRequestDetail

5/11/2009

Revised 01/2015
PROCUREMENT CARD MISSING RECEIPT AFFIDAVIT

CARDHOLDER: ____________________________ VISA ACCOUNT NUMBER: ____________________________

Department: ____________________________ Campus Location: ____________________________

TXN Number: ____________________________ Date: ____________________________

Supplier: ____________________________ Total Amount: ____________________________

Items Purchased: ____________________________ (With cost)

_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

I certify that the amounts shown above were expended for University of Alabama in Huntsville business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Cardholder Signature: ____________________________ Date: ____________________________

Department Administrator ____________________________ Date: ____________________________

Revised 01/2015
MERCHANDISE RETURN PROCEDURES:

All returns for items ordered and received against University of Alabama in Huntsville Procurement Cards are the responsibility of the ordering department in accordance with the following procedures.

1. Department personnel are responsible for completing the Return Merchandise Authorization (RMA) form (Attachment 12). The Department Information section of the Return Merchandise Authorization form should be completed first with all pertinent information.

2. Department personnel will contact the vendor to complete the Vendor Information section of the RMA form including any special return instructions and to negotiate shipping charges if applicable. As a rule, the vendor will pay for return shipping for incorrect, duplicate, or damaged items. If the vendor is paying for the return shipping, a Return Authorization number will be given or an ARS (Authorization Return Service) label will be provided to affix to the outside of the package.

3. Department personnel must package the item(s) to be returned as instructed by the vendor including proper address and special instructions, if any. **REMEMBER it is very important to retain the original packing for repackaging. Some vendors will not accept return if the merchandise is not in the original packing. Also, in the case of a damage claim, the shipper will often come by to inspect the packaging to see if there is damage to the container.**

4. **PREPAID RETURNS:** Department personnel must request pickup by Central Receiving for all prepaid returns. Fax a copy of the completed Return Merchandise Authorization form to Central Receiving giving the building, room number and contact person for the pick-up. Central Receiving will schedule a pick-up of the return. Be sure that the package(s) is ready for pick-up at the time Central Receiving is notified. Department personnel will ask the Central Receiving representative to sign and date the original copy of the RMA form for proof of pickup of the merchandise.

5. **UAH PAID RETURNS:** If the method of return is to be paid by the returning department, the Department Personnel will complete the RMA form, package the item to be returned as instructed by the vendor, and complete a Campus “UPS Shipment” form. Receiving personnel will pick up the package(s) on their regular routes for return to the vendor or shipper by the appropriate method. Department personnel will ask Receiving personnel to sign and date the copy of the RMA form at the time of pick-up as their receipt for pickup of the merchandise.

6. Return shipments paid by the University must be insured for the actual value of the items in case of loss, theft, or damage. **NOTE:** UPS automatically insures packages up to $100.00 at no extra charge. Additional insurance is available for an additional charge.
RETURN MERCHANDISE AUTHORIZATION FORM
FOR PROCUREMENT CARD ORDERS

DEPARTMENT INFORMATION:

Order # __________________ ORGN __________________ Date: __________________
Department ________________________________________________________________
Attention ____________________________________________________________ Phone __
Building ___________________________________________________________ Room __
Item (s) to be returned ____________________________________________________
Reason (s) __________________________________________________________________
____________________________________________________________________________

VENDOR INFORMATION:

Vendor Name __________________ Authorization Return Service # __________________ Date __
Authorized by ____________________________________________________________ Phone ______________
Method of Return ______________________________________________________ 
Return Address __________________________________________________________
Attention ________________________________________________________________
Special Instructions __________________________________________________________________
Item (s) to be returned through _________ Central Receiving or _________ Campus Mail
Requested by __________________________________________________________ Date __
Department Contact ________________________________________________ Tel #
Completed by __________________________________________________________ Date __________________
Carrier Representative ___________________________