



UNIVERSITY OF NEVADA
LAS VEGAS
BUSINESS CENTER SOUTH

**PURCHASING CARD
USER MANUAL**

PCARD 702-774-2273

PCardUNLV@unlv.edu

POLICIES AND PROCEDURES

Date: November 5, 2014
Revision: 5.0



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I. PURPOSE

This manual sets forth the Policies and Procedures for the University of Nevada, Las Vegas (UNLV) Purchasing Card (PCard) Program. The purpose of this manual is to provide instructions for the proper issuance and use of the UNLV PCard.

II. POLICY STATEMENT

UNLV sponsors a PCard program that allows designated employees to make business-related purchases. The UNLV PCard program has been established to provide an efficient and cost effective means that empowers individual employees to make small dollar purchases and, at the same time, reduce the costs associated with initiating and paying for those purchases.

The PCard Program must operate within the context of existing State and Board of Regents public purchasing requirements. Therefore, the PCard cannot be a substitute for all other purchasing options and defined controls for expenditures of public assets must be maintained by each cardholder. The Purchasing Department is responsible for facilitating the program and each academic or administrative department is responsible for managing its cardholder activity.

The UNLV PCard program is inclusive of the requirements specifically listed in the NSHE Procedures and Guidelines Manual, Chapter 5, Section 9 - Purchasing Card Program Best Practices available for review on the NSHE website.

As the Program Administrator of the PCard Program, the Director of Purchasing is responsible for publication of all policies and procedures relevant to this program. The program and its policies and procedures are reviewed at least once annually; however, changes to the program may be made at anytime. **It is the cardholder's responsibility to check the PCard website for updates.**

As outlined in the NSHE best practices for PCard programs, the UNLV PCard Program provides for the review and control of the card limits of each cardholder (transaction limit and monthly spending limit). There is not one overall institutional limit. The program Administrator assesses the limits to match the cardholder's needs while balancing those against existing controls. The maximum allowable single transaction limit is \$5,000 per transaction. Exceptions to the monetary limits and commodity restrictions will be determined by the Program Administrator. Periodically and at a minimum annually, cardholders' spending will be subjected to limit reviews, and card limits may be adjusted as appropriate.

A signed application for a PCard by an individual, their supervisor and Approving Official (Dean Level or above) indicates the applicant and their supervisor understand the intent of the program and agree to adhere to the established guidelines. The supervisory review and approval of all PCard transactions is a critical component of a decentralized program.

All purchases are to be made for business use consistent with existing policies.

III. DEFINITIONS

CONTACTS

Administrator: The Director of the UNLV Purchasing and Contracts Department, or a designated employee appointed by the Purchasing Director to administer the UNLV PCard Program.

Approving Official: A UNLV employee at the Dean's level (or above) responsible for a department or division's operations and fiduciary responsibilities.

Auditor: A UNLV employee who reports to the Campus Audit Department and conducts cardholder reviews to ensure that policies and procedures are being followed and that supporting documents and records are being maintained.

Coordinator: A UNLV Purchasing Department employee assigned the responsibility to facilitate the day-to-day administrative functions as determined by the Administrator.

Employee: A person who is employed by UNLV in a full time capacity. Any requests for graduate or research assistants will be reviewed on a case by case basis and are subject to approval by the Program Administrator. Student workers are not eligible for a PCard.

Individual Cardholder: A UNLV employee whose name appears on the PCard and is accountable for all charges made with that card. **The cardholder is the only individual permitted to use the card or card number to make purchases.**

Liaison: A UNLV employee within a department who is granted access to a cardholder's transactions and may assist with the monthly reconciliation process. The liaison has the ability to reallocate individual charges to the appropriate University expense accounts. A liaison may oversee more than one cardholder PCard account. Cardholders are not required to have a liaison, although it is encouraged. **Liaisons are assigned a User ID to the online banking system and should not have access to the individual cardholder's PCard number or login information.**

Supervisor: A UNLV employee at a supervisory level who is responsible for reviewing and approving purchases made by the cardholder.

ADMINISTRATIVE

Billing Cycle: A cycle is a defined period of time between two billings. The UNLV PCard cycle begins on the 26th day of each month and ends on the 25th day of the following month (i.e., July 26th – August 25th). Purchases made and processed during a specific cycle will be billed to UNLV after the last day of the cycle. When a cycle ends on a holiday the end of the cycle period will be the prior calendar day.

Default Account: The University expense account number assigned to an individual cardholder's PCard as designated on their Cardholder Account Application. One default expense account number must be assigned to each PCard. Without notice, all charges made with the PCard will be posted into the Default Account (even if there are insufficient funds in the account) unless those charges are reallocated by the cardholder or liaison. **NOTE:**

Cardholders who make purchases and reconcile the purchases to accounts that do not have sufficient funds to cover the charges may be subject to suspension of their card privileges.

Departmental Card: A PCard that is issued in **the name of a department** rather than the name of an individual. The card must be secured and kept track of within the department.

NOTE: Departmental PCards waive dispute rights with the bank (JP Morgan Chase). Thus, the department will be responsible for paying any fraudulent charges on a Departmental PCard. Due to the vulnerability of these cards, the issuance; transaction limits; and monthly spend limits are more restrictive than those of the Individual Card.

Department Card Coordinator: An employee who is responsible for a PCard issued in the name of their Department, and whose responsibilities include maintaining a Department Card Sign-Out Sheet. (See Appendix A.3.)

Individual Card: A PCard issued with the employee's name on the card. The individual whose name appears on the card is responsible for protecting the card and is accountable for all purchases made using the card number. **Neither the physical PCard nor its number should be shared with or transferred to any other person.** The cardholder is subject to disciplinary action if the card is misused.

Limit Reviews: Periodic reviews of cardholders' spending patterns performed to ensure assigned monthly spending and transaction limits are appropriate and align with the cardholders' actual needs. Limits may be changed at the discretion of the Director of Purchasing (or his/her delegated appointee.)

Merchant Category Codes (MCC): Each supplier is assigned a merchant category code when they sign up to accept credit card transactions. The Administrator is responsible to monitor the MCC codes available for use within the program as well as restricting PCard use for certain purchases such as dating and escort services, direct marketing, financial institutions, massage parlors, betting companies and any other restricted categories or companies.

Monthly Spending Limit: A dollar limit assigned to the cardholder for the total of all charges made during each monthly billing cycle. This amount will not exceed the pre-determined limit, unless a special exception is approved by the Director of Purchasing (or his/her delegated appointee.)

PCard: Purchasing Card.

Purchasing Card: A credit card issued to an employee of UNLV for the purpose of making authorized purchases on the behalf of UNLV. UNLV will issue payment for charges made with the purchasing card. The use of the phrase PCard is synonymous with purchasing card.

PaymentNet 4: A web version of the PCard software used to complete monthly card reconciliation and expense allocations. The software allows cardholders or authorized individuals to provide monthly reconciliation information for their PCard transactions, and to generate and print a "Statement of Account". NOTE: PaymentNet 4 is not integrated with Advantage or Financial Data Warehouse.

Statement of Account: A report generated each cycle by the PCard liaison or cardholder for transactions charged to the cardholder's credit card account. As a part of the reconciliation process a copy of the Statement of Account is printed and all supporting documents are attached for the department's records. **The cardholder signs the form attesting to the correctness of the entries. The cardholder's Supervisor or the Approving Official who approved and signed off on the application, must review and sign the Statement of Account for their respective cardholders.** PCard holders at the Dean's Level and above do not require monthly supervisory review and approval of their Statement of Account. (However, these employees are subject to audit reviews, as are all cardholders.)

Support Documentation: A merchant produced itemized receipt that records the relevant details for each item purchased, including: quantities, business purpose, unit cost(s), description of goods/services purchased, total charge amount and merchant's name and address (e.g. sales receipt, original invoice, credit receipt, etc.). Packing slips validate the receipt of goods. They typically do not provide pricing information and should not be used as support documentation for PCard purchases. **Adequate supporting documentation is required for each transaction.**

Splitting Transactions: A major violation of the program by which a cardholder or multiple cardholders intentionally place more than one transaction for a single purchase in order to circumvent an established single purchase limit.

Transaction/Charge Limit: A dollar limit assigned to the cardholder for each total charge (transaction) made with the PCard. This amount will not exceed the pre-determined limit per transaction, unless the Director of Purchasing (or his/her delegated appointee) approves a special exception in writing. A single transaction/charge may include multiple items but cannot exceed the monetary limit approved.

UNLV PCard at a Glance: A one page reference guide that outlines the highlights and proper use of the PCard. (See Appendix A.1.)

IV. CARD MANAGEMENT

OBTAINING A PURCHASING CARD

Once the need and eligibility is determined at the Dean level or above, the appropriate application must be completed online and printed from the PCard Website. The application should be signed by the potential Cardholder, their Supervisor, and an Approving Official and submitted to the PCard Team. **All signatures must be original. NO STAMPS ALLOWED!** All new cardholders must attend a mandatory PCard training session and successfully pass the test administered after the training session. (Additional information regarding PCard training is provided in the next section of this manual).

Upon successfully passing the PCard training test, the card will be ordered and will take 10 – 14 business days to arrive. The cardholder will be required to present photographic identification (current driver's license, military ID card, passport, or Rebel Card) to receive their card. The cardholder will be asked to sign the back of the card upon receipt of the PCard. Although the PCard is issued in the cardholder's name, it is the property of UNLV. For a

Departmental Card, it is recommended that the signature space on the back of the card contain the phrase, "UNLV ID required".

CARDHOLDER ACCOUNT APPLICATION

The Cardholder Account Application is the form used to apply for an initial PCard (Individual or Departmental) and to request changes to the cardholder's account.

The application requires the applicant to provide pertinent information such as their name, department, mail stop, email address, phone number, default expense account (that will be used if there are unreconciled transactions), the requested credit limits, the signature of the applicant's supervisor and the signature of the Approving Official.

The application contains a cardholder agreement signed by the cardholder and appropriate management stating they agree to comply with the terms and conditions of the agreement and the user manual. The application is also used to update any cardholder account information such as a change in the default expense accounts or changes in transaction limits.

If there are any questions, contact the PCard Team at pcardunlv@unlv.edu or 702-774-CARD (2273).

LIAISON REQUEST FORM

The Liaison Request and Agreement Form is the document used to grant access to an existing cardholder's transactions in PaymentNet 4. The Liaison Request and Agreement Form can be found online on the PCard website. Users requesting read-only access to PaymentNet 4 should also submit the Liaison Request and Agreement Form.

Once the need and eligibility is determined by the Dean, Vice President, Provost, or President, the appropriate application must be completed online and printed from the PCard Website. The application should be signed by the potential Liaison, their Supervisor, and an Approving Official.

Once completed, all forms must be submitted to the PCard Team. **All signatures must be original. NO STAMPS ALLOWED!** Liaisons must attend the PCard training session and pass a brief test prior to being granted liaison status. If the applicant is currently a liaison or a cardholder no further training will be required at the time of applying.

NOTE: Liaisons are assigned a User ID to the online banking system and should not have access to the individual cardholder's PCard number or login information.

PCARD TRAINING

Initial PCard training and successful completion of a brief test is mandatory prior to receiving a card or being granted liaison access.

To assist Supervisors and Approving Officials in better understanding their roles and responsibilities in ensuring a successful PCard Program, they too will be required to take a short online training session and pass a test; which will focus on their responsibilities within the program.

Currently there are regularly scheduled PCard training classes held in the Campus Services Building, Room 223. Registration must be completed online through the Human Resources website. (See Staff Development Training Catalog for dates and times). Additional training classes may be scheduled on an as needed basis, as well as the addition of online courses, once they are developed.

Cardholders may be contacted for refresher training after having their card for two (2) years or more. Once a cardholder is contacted for refresher training, attendance will be mandatory and cardholders will have 60 days to attend the training. Failure to comply may result in a temporary suspension of the PCard account until the training is completed.

All Cardholders, Liaisons, Supervisors, and Approving Officials are responsible for reviewing the online PCard Manual for updates and also to fully read and understand its provisions. The manual is reviewed by the PCard Team at least once annually, which may result in published content revisions.

CHANGING DEPARTMENTS BY CARDHOLDER

If a cardholder changes departments, a new application must be submitted for the new department and the card for the previous department must be surrendered to the PCard Team. **All transaction records are the property and responsibility of the department and do not transfer with the cardholder.** It is the responsibility of departments to ensure that the records for their areas are retained within the department when a cardholder transfers and to notify the PCard Team of the transfer to help ensure the card is cancelled and the employee is no longer able to make purchases using their former department's funds.

CANCELING A CARD

A card will be canceled upon:

- the cardholder's request
- transfer of cardholder to different department
- termination of employment of the cardholder with UNLV
- the request of their Supervisor or Approving Official
- the request of the Director of Purchasing (or his/her delegated appointee.)
- the request of the issuing bank (currently JP Morgan Chase)

When canceled, or upon termination of employment, the card should be hand delivered to the PCard Team in Purchasing (CSB 235). At that time, the card will be destroyed, the application will be voided, and a copy of the voided application may be issued to the cardholder as a receipt. Human Resources will notify the PCard Team of all employee clearances and transfers; which initiates the closing of the card. Cardholders will not be able to finalize clearance from UNLV until Campus Audit reviews the cardholder's records.

A card must be cancelled when fraudulent activity is confirmed by the cardholder. Fraudulent activity may be identified by either the bank (currently JP Morgan Chase) or the cardholder.

- When the bank suspects fraudulent activity the card will be suspended until verification is provided by the cardholder. If transactions are verified as fraud the card will be cancelled and a replacement card issued.
- If the cardholder notes fraudulent charges in PaymentNet 4 they are to contact the bank immediately by calling the number listed on the back of the card or by calling 1-800-316-6056. The bank will cancel the card and issue a replacement.

NOTE: JP Morgan Chase has been instructed to deliver all replacement cards to the PCard Team who will coordinate getting the replacement card to the cardholder. If Delivery Services accidentally sends the card directly to the cardholder, it is the cardholder's responsibility to contact the PCard Team.

LOST OR STOLEN CARD

Should a UNLV PCard be lost, stolen or misplaced, the Cardholder must **IMMEDIATELY notify the issuing bank JP Morgan Chase at 1-800-316-6056** and then contact the PCard Team as soon as possible. When notifying the bank, be sure to inform the customer service representative the call is regarding a UNLV Purchasing Card. All replacement cards are to be delivered to the PCard Team for processing.

REVISING ACCOUNT NUMBER INFORMATION

A Cardholder Account Application and Cardholder Agreement must be submitted and marked as a Change Request. The person (in addition to the Cardholder, Supervisor, and Approving Authority) with proper signature authority for the updated account must sign the application. Once signed, submit the application form to the PCard Team in Purchasing (MS 1033) for processing.

PURCHASING CARD SECURITY

Individual Card

Individual cards are issued to a University employee whose name will appear on the card. **ONLY THE DESIGNATED CARDHOLDER NAMED ON THE CARD MAY USE THE UNLV PCARD or THE PCARD ACCOUNT NUMBER FOR PURCHASES.** The card and the card number must be safeguarded against use by any other individuals.

Neither the physical PCard nor its number can be shared with or transferred to another UNLV employee. Cards should be kept with the cardholder or in a secured environment at all times (i.e. locked drawer, safe).

Departmental Card

The best and most secure practice is to use individual PCards whenever possible; however, sometimes it is impractical to issue individual cards and the Departmental Card is used. Departmental cards are approved for very low single transaction and monthly overall spending limits, and are not issued to an individual. These cards do not provide for dispute resolution with the bank. Therefore it is important these cards and card numbers are safeguarded against use by unauthorized individuals. The department must develop an internal policy to ensure the security of the card. The Department Card Coordinator will be ultimately

responsible for the security of the card. Departmental Cards are to be signed out and signed back in with the department on the same day.

V. CARD USE

AUTHORIZED USERS

The Individual PCard is only to be used by the UNLV employee whose name appears on the card. An approved Cardholder Account Application and Cardholder Agreement form must be on file with the Purchasing Card Program and the applicant must have completed the initial and any follow up Purchasing Card Training.

The Departmental PCard can be used by authorized members of the department who have been granted permission by the Approving Official responsible for the PCard and must have completed the PCard Departmental Training.

AUTHORIZED TRANSACTIONS

All current purchasing policies and regulations shall apply to the use of PCards. The PCard is a tool used to make small dollar transactions. PCards are not intended to be a substitute for other purchasing options.

Transactions that require additional signature authority, pre-authorizations, have dollar limitations of their own (such as in-state lodging rate maximum), or any other account related guidelines (such as those tied to specific grants) must still be followed when using the PCard.

The PCard can be used for in-store, mail, phone or Internet purchases. Cardholders are discouraged from placing fax orders.

All transactions processed with a UNLV Individual PCard MUST be made by the individual to whom the card is issued.

RESTRICTIONS

The PCard cannot be used for the following goods or services:

- Alcohol (Non-hosting)
- Automotive fuels for UNLV, state or personal vehicles
- Cash advances
- Cellular phone purchases and purchase of air time
- Construction, renovations, or architectural services
- Consulting services/Independent contractor services
- Firearms/weapons/ammunition/pyrotechnics/explosives
- Foreign purchase for goods or services
- Gift certificates/gift cards/telephone cards/Rebel Card deposits
- Golf carts (Facilities Management approvals required)
- Hotel deposits for banquets/events/retreats (requires UNLV contract)
- **ITEMS FOR PERSONAL USE (including the cardholder's UNLV Parking Permit)**
- Items that require a signed agreement or contract

- Leases or rentals (copiers, building space, equipment, etc.)
- Legal fees or expenses
- Maintenance agreements
- Memberships, Professional Licenses and Dues in an individual's name
- Meal Per Diem (Travel Status)
- Medical payments
- Medical services
- Non-conference specific optional events
- On-campus payments between departments (an IDR should be used for these)
- Parking tickets/citations
- Payment on behalf of or to a Nonresident Alien
- Recurring monthly charges (storage units, bottled water, etc.)
- Service or maintenance agreements requiring a signed contract
- Telephone bills
- Travel insurance
- Traveler's checks
- Tuition, fees or scholarships

The following transactions **may not** be made without **PRIOR APPROVAL** of the Program Administrator:

- Advertising
- Animals and animal related purchases
- Car Rentals with companies that are not on contract with the State of Nevada Agencies
- Printing, laminating or typesetting available from UNLV Reprographics
- Radioactive and hazardous materials
- Research participant support expense
- Service or maintenance agreements
- Sub-agreements

NOTE: THESE LISTS ARE NOT ALL-INCLUSIVE AND MAY BE REVISED AS REQUIRED. To every rule there is an exception; if you have an exception request please email justification to pcardunlv@unlv.edu. Contact the PCard Team prior to making any purchase of which you are uncertain.

Cardholders are expected to exercise sound business judgment and to make inquiries to the Purchasing Card Program before making and purchase that may be construed as inappropriate or which the Cardholder does not know to be reasonable and necessary for the official business purposes of the University.

IMPROPER OR INAPPROPRIATE USE

Any employee who makes improper or fraudulent purchases with the PCard may be subject to disciplinary action and/or personal liability. The University may deduct an amount equal to the total of the improper charges plus any administrative fees charged by the bank in connection with the misuse from the employee's salary or other amounts payable to them.

The Liaisons and Supervisors must report to the PCard Team any suspected improper or inappropriate use found during the reconciliation process through the review of transactions each month.

The PCard may be suspended or revoked by the Director of Purchasing in immediate response to any improper or inappropriate use.

PLACING ORDERS

When ordering by phone or via the Internet, the cardholder must print a copy of the confirmation document and/or request the merchant to immediately fax a copy of the paid invoice. The faxed copy of the confirmation and/or paid invoice will be the cardholder's documentation for the transaction to be included with their monthly statement of account documents. **NOTE: Only the last four digits of the card number should appear on any supporting documentation. Please block out part of the card number should the full number be printed.**

Helpful Tip: The cardholder is encouraged to maintain a Transaction Log (Appendix A.2) to note transaction problems, or potential problems throughout the month. The log should contain the time and date of the action, supplier's name, the contact person's name and phone number of the supplier, the issue, who was to take what action and by when, and any other pertinent information. This information is required in the event of a dispute.

The supplier must be notified of UNLV's tax exempt status. See next Section Sales and Use Tax for details.

Backorders are not allowed. When an order is placed and the full quantity needed is not available, do not pay for the entire quantity. Only accept and pay for the quantity that the merchant has available at the point of sale. However, if the card is not charged, a delayed shipment that results in the card being charged when goods are available is acceptable. If the shipment date is unacceptable, the cardholder must contact the supplier to cancel that portion of the order.

The Purchasing Website has a list of campus wide contracts that offer an array of products and services that may be purchased (unless they are on the Restricted List) using the PCard.

SALES AND USE TAX

The University of Nevada, Las Vegas, as an agency of the State of Nevada, is exempt from payment of State of Nevada sales or use tax on purchases made in the State of Nevada as provided by NRS 372.325, NRS 374.330, and NRS 377, when applicable. It is the cardholder's responsibility as an agent of the University to ensure that State of Nevada sales tax is not charged. The State of Nevada Sales Tax exemption letter is available on the UNLV Accounts Payable website.

FREIGHT CHARGES

When arranging the method of delivery (freight), the cardholder should seek the most reasonable and inexpensive terms that will ensure delivery of the goods when they are required.

Our preferred supplier is FedEx and should be used whenever possible. For further instructions see UNLV Delivery Services website.

To avoid unnecessary expense, goods should be shipped Fedex "ground." Only if the product is required immediately should "air", "next day air", or "next day by 10 a.m." be requested.

Freight must be paid at the time the order is placed with the merchant. **Do not** accept any terms that may result in freight being invoiced separately.

Do not make Cash on Delivery (COD) purchases: Central Receiving will refuse such deliveries.

DELIVERY ADDRESS

It is the responsibility of the cardholder for telephone, Internet or catalog orders to provide the merchant with their complete campus shipping address. For example: Cardholder's full name, department and box number (Mail Stop), building and room number, complete street address, city, state and zip code+4.

First & Last Name
Department Name, UNLV
Building Code & Room #, MS
4505 Maryland Parkway Box 45XXXX
City, State, Zip+MS

Cardholders' names must appear on all shipments. Goods ordered and paid using the UNLV PCard may **only** be shipped to the department's campus address/business address, satellite campus, or off-campus leased facility. Goods may not be shipped to or received at a non-UNLV off-campus address (e.g., Cardholder's home, etc.). If a cardholder's UNLV related work requires shipment of goods ordered with the PCard to a location other than an UNLV campus, Purchasing must be notified in advance of the purchase for prior authorization and documentation.

BILLING ADDRESS

For telephone, Internet or catalog orders provide the merchant with the address as it appears below:

<Cardholder's name as it appears on the card>
4505 South Maryland Pkwy
Las Vegas, NV 89154

If a purchase is denied due to an improper billing address, please contact the PCard Team for assistance at (702) 774-2273.

RECEIPT OF MATERIALS

The cardholder must ensure that the quantity of goods received equals what was ordered, and that the goods were received in acceptable and serviceable condition.

It is the cardholder's responsibility to follow-up with the merchant to resolve any delivery problems, discrepancies and arrange with the supplier for the return of damaged goods and their replacement. For dispute resolution, see the next section.

RESOLVING ERRORS, DISPUTES, RETURNS, AND CREDITS

It is the responsibility of the cardholder to resolve errors, disputes and credits.

The cardholder must follow-up on any erroneous charges, disputed items or returns within two (2) weeks of receipt of goods or statement, or whichever comes last.

The cardholder must first contact the merchant to resolve any outstanding issues (most exceptions can be resolved this way). All documentation that is received from the merchant should be attached to the Statement of Account with the receipts that were received when the original item was purchased.

If the cardholder or liaison is unable to reach an agreement with the merchant, they must officially dispute this charge.

- Contact the issuing bank JP Morgan Chase at 1-800-316-6056. The phone number is listed on the back of the PCard.
- List the transaction as disputed in the description field when reconciling in PaymentNet 4.

All official disputes filed with JPMorgan Chase must be made within 60 days of the cycle in which the item was purchased.

The cycle closes on the 25th of each month. The issuing bank will credit the cardholder's account for the amount disputed and conduct an investigation. Upon completion of the investigation, the cardholder will be notified of the resolution. If the dispute is not settled in the cardholder's favor, the account will be recharged for the disputed transaction amount.

If the cardholder disagrees with the bank's investigation, finding and decision, the cardholder should contact the PCard Team.

HOST OR ENTERTAINMENT RELATED EXPENSES

Host expenses must conform to the policy and procedures contained in the UNLV Host Policy on the UNLV Accounts Payable Website and NSHE's Procedures and Guidelines Manual, Chapter 5 Section 1.

Due to the sensitive nature of hosting expenditures, the President may not delegate signature authority below the level of Vice president, Deans, or direct reports to the President.

Each hosting transaction must be specifically approved and approval documented by host form or similar method that captures both Dean (or above) approval on all required host documentation.

Hosting documentation should be documented in accordance with Internal Revenue Service guidelines for expense substantiation. This includes, but is not limited to, amount, date, time,

place, business purpose, and business relationship of those attending the function. This is referred to as the “who, what, when, where, and why” substantiation. All receipts must be originals that clearly indicate the vendor and date of purchase.

Helpful Tip: There is a Host Explanation Form available on the UNLV Accounts Payable website that details all required information and documentation.

If the President (or lower officer which has received delegation from the president to approve host expenses under Chapter 5, Section 1 of the NSHE Procedures and Guidelines Manual) has previously approved host expenses, the officer is not required to review and approve PCard statements that include hosting expenses. However, the documented approval for the transaction must be included in the supporting documentation attached to the monthly Statement of Account.

TRAVEL

Travel expenses must conform to the policies and procedures listed on the UNLV Travel Program Website. It is recommended that cardholders regularly check the UNLV Travel Program Website to ensure you are following the most current policies prior to purchasing travel related items. Travel expenses allowed to be purchased on the PCard are:

- Airfare
- Ground transportation
- Lodging
- Registration

NOTE: Unless hosting, meals are not allowed to be paid by PCard while a cardholder is in travel status. Please visit the UNLV Travel Program Website regarding per diem meal allowances.

INVENTORY CONTROL

Title 4, Chapter 10, of the Board of Regents Handbook provides that Equipment is anything tangible, other than real property, with a useful life of more than two years and a value equal to or more than an amount determined by the respective purchasing department. The current threshold for capital equipment is an acquisition cost of \$5,000 or greater and sensitive equipment of \$2,000 or greater. **NOTE: Computers (desktop, servers, laptops, and iPad's) regardless of acquisition cost are considered sensitive equipment and must be reported to and tagged by Inventory Control.**

Any inventorial items must be reported to Inventory Control including any purchased with a PCard. It is the Cardholders' responsibility to make sure Inventory Control is notified of these purchases and the appropriate acquisition documentation is completed. For any questions regarding the inventorying of equipment, please visit the Inventory Control requirements listed on the Delivery Services Website.

All equipment, regardless of acquisition cost, is to be safeguarded and accounted for by the department.

GRANT FUNDED PURCHASES

Purchases that will be charged against a grant account must fall within the grant guidelines. The Office of Sponsored Programs (OSP) will have access to all charged transactions to verify compliance. Pre-approval will not be necessary. However, if there is some doubt with regards to the validity of the purchase, OSP should be consulted.

VI. PCARD VIOLATIONS

Violations of policies regarding PCard use are classified as MINOR or MAJOR

Minor Violations

Minor Violations are defined as follows: Inappropriate actions not in compliance with stated PCard policy and that do not elevate to the level of a Major Violation. Examples include, but are not limited to:

- Transactions that required a different purchasing method, such as a Payment Voucher or Purchase Order
- Transactions that are restricted due to existing UNLV policies
- Transactions that require prior approval
- Transactions that include sales tax
- Failure to reconcile or correctly reconcile transactions *

Minor Violation – Possible Disciplinary Action

- First incident – Email Notice (See Noncompliance/Violation Notification Procedures)
- Second incident – Email Noncompliance/Violation Notice
- Third incident – May result in a 15 Day suspension of PCard account and mandatory re-training within 15 business days.

Accumulation of 4 or more occurrences of all minor violations will result in the escalation to major violation status.

* NOTE: This violation will result in the IMMEDIATE SUSPENSION of the PCard account until the necessary corrections are communicated to the PCard Team.

Major Violations

Major Violations may be defined as follows: Transactions that show willful intent to disregard established policies and procedures or an action/inaction that a Cardholder knew or should have known to be egregiously offensive to established policy. Examples include, but are not limited to:

- Allowing others to use your card or sharing your account number with others
- Any and all personal purchases
- Splitting transactions to avoid single transaction limitations
- Accumulation of 4 or more minor violations

- Signing contracts or lease agreements
- Failure to submit monthly Statement of Accounts for supervisory review and approval.

Major Violation – Possible Disciplinary Action

The consequences for major violations vary depending on the severity and repetitious nature of the violation. These can include, but are not limited to:

- 30 day suspension of PCard account
- 60 day suspension of PCard account
- Mandatory retraining
- Revocation of PCard
- Termination of employment
- Criminal Prosecution

The Director of Purchasing (or his/her delegated appointee) may suspend or revoke PCard use regardless of stated policy if, in their judgment, the violation(s) proves a severe risk of fraud or compromise to the PCard Program.

NONCOMPLIANCE/ VIOLATION NOTIFICATION PROCEDURES

Purchasing may use the process below for notification of possible PCard non-compliance and violations:

Purchasing will send an email of the Noncompliance/Violation Notice. An email will be sent to the cardholder and their Supervisor with the notice which will inform the cardholder of the possible policy non-compliance /violation and the necessary corrective actions(s) to be taken.

If the notification requests additional information from the cardholder or their supervisor they must provide the information within five (5) business days. **IF THE CARDHOLDER DOES NOT SUPPLY THE REQUESTED INFORMATION WITHIN FIVE BUSINESS DAYS, THE PCARD MAY BE SUSPENDED.** The PCard account will remain suspended until the requested information is provided and the review process is complete.

The original Notification Letter and other requested documents should be attached to the PCard transactions for future reference.

The Director of Purchasing (or his/her delegated appointee) may suspend or revoke PCard use regardless of stated policy if, in their judgment, the immediate suspension is deemed to be in UNLV's best interest.

VII. ROLES AND RESPONSIBILITIES

CARDHOLDER

The Cardholder is responsible for:

- Attending initial and any additional training required.
- Consulting the manual (and subsequent revisions) to ensure proper use of the card.

- Safeguarding the card and card account number.
- Following all UNLV, NSHE, State, Federal and Purchasing guidelines when making a purchase. If unfamiliar with existing guidelines, contact the appropriate departments for assistance.
- Ensuring the PCard is used for official UNLV purchases and **not for personal use**.
- Alerting suppliers that UNLV is tax exempt.
- Obtaining all supporting documentation for each transaction at the time of purchase.
- Following up and resolving any returns, credits, billing errors and disputed charges.
- Ensuring monthly reconciliations are completed correctly and on time. Although a liaison may facilitate the reconciliation process, the ultimate responsibility falls on the cardholder, who must obtain the appropriate supporting documentation at the time order is placed and must ensure all documentation is given to the liaison. Additionally, to avoid possible suspension of the card, the cardholder/liaison must ensure the accuracy of the accounts being charged during the reconciliation process and confirm that there are adequate funds available to cover any charges placed with the PCard.
- Run the Statement of Account, review and attach the supporting documentation, and sign to attest to its accuracy.
- Ensuring Statement of Accounts is submitted to supervision for approval at the end of **EACH** monthly cycle.
- Reporting a lost or stolen card IMMEDIATELY to JP Morgan Chase at 1-800-316-6056. The department and cardholder have full liability for all purchases until the card is reported lost or stolen. The cardholder should then contact the PCard Team as soon as possible.
- Returning card to the PCard Team upon termination of employment, transfer to another department or at the request of your supervisor, Approving Official, or at the request of the Director of Purchasing (or his/her delegated appointee.)
- Refer to the Record Keeping and Documentation, Section VIII, for record keeping and documentation responsibilities.

LIAISON

The Liaison is responsible for:

- Attending initial and any additional training required and consulting the PCard manual (and subsequent revisions) to ensure proper use of the card.
- Verifying supporting documentation for their cardholder's transactions is correct and complete.

- Ensuring monthly reconciliations for their assigned cardholders are completed correctly and on time.
- Ensuring the Statement of Account (with all supporting documentation attached) is submitted to the cardholder and supervision for review and approval at the end of **EACH** monthly cycle.
- Alerting Supervisor and PCard Team of any suspected improper or inappropriate use.

SUPERVISOR

The Supervisor is responsible for:

- Completing Supervisory/Approving Official PCard Training and any additional training necessary.
- Consulting the PCard manual (and subsequent revisions) to ensure proper use of the card.
- Ensuring the integrity of the PCard program.
- Approving a PCard application by determining that the applicant has a true business need to purchase small-dollar goods or services.
- Knowing and enforcing compliance of the rules of the program as stated in the UNLV PCard manual (and subsequent revisions), NSHE, State, Federal and Purchasing guidelines.
- Ensuring additional internal policies set by the Approving Official are implemented and enforced consistently.
- Ensuring monthly reconciliations are completed correctly and on time.
- Ensuring that every Statement of Account (with all supporting documentation attached) is thoroughly reviewed and signed/approved at the end of **EACH** cycle.
- Notifying the PCard Team immediately should any cardholder under their approval authority leave the employment of the department, UNLV, or for any other reason regarding loss of cardholder status.

APPROVING OFFICIAL

The Approving Official is responsible for:

- Completing Supervisory/Approving Official PCard Training and any additional training necessary.
- Consulting the PCard manual (and subsequent revisions) to ensure proper use of the card.

- Ensuring the integrity of the PCard program.
- Approving a PCard application by determining that the applicant has a true business need to purchase small-dollar goods or services.
- Knowing and enforcing compliance of the rules of the program as stated in the UNLV PCard manual (and subsequent revisions), NSHE, State, Federal and Purchasing guidelines.
- Setting any additional internal policies at the department level. If a department has additional controls, it is the department's responsibility to communicate to their cardholders these policies and enforce them consistently.
- Ensuring monthly reconciliations are completed on time.
- Ensuring that every Statement of Account is thoroughly reviewed and signed/approved at the end of **EACH** cycle.
- Notifying the Coordinator immediately should any cardholder under their approval authority leave the employment of the department or UNLV, or for any other reason regarding loss of cardholder status. In addition, the approver must collect and destroy all cards from such cardholders.

REVIEW / AUDIT RESPONSIBILITIES

- **The supervisory review and approval of all PCard transactions is a critical component of a decentralized program.** It is the responsibility of those who supervise cardholders to review all transactions each billing cycle and sign their approval for the purchase and appropriate recording of the expenses on the Statement of Account submitted by the cardholder.
- The Purchasing Department, as well as the Campus Audit Department, shall perform reviews of cardholder and department accounts to support our existing policies, promote greater communication, complement current training, ensure compliance, and to increase the overall visibility of the PCard program.
- UNLV has a Campus Audit Department that performs audits of cardholder activities on a scheduled basis. The Campus Audit Department conducts cardholder reviews to ensure that supporting documents and records are being maintained. The auditor advises the PCard Program of the results of those audits.
- **Helpful Tip: Visit the Campus Audit Website for additional information on what the Auditor will be reviewing.**

VIII. RECORD KEEPING AND DOCUMENTATION (Cardholder and or Liaison)

A cardholder may be their own liaison but it is recommended that departments assign a person to be the liaison for the cardholders in their department. This provides a separation of duties and the reconciliation by someone other than the cardholder. For those that do not have a

liaison it is critical that the supervisor carefully reviews all the transactions of the reconciliation and the attached documents.

It is suggested that each cardholder/liaison maintain during the month a transaction log of some sort (See Appendix A.2.) for all purchases and returns for credit. Maintaining the log throughout the month helps to keep track of all charges and what they are for which helps with the reconciliation at the end of the billing cycle.

To facilitate the reconciliation and approval process, the cardholder or liaison is responsible to obtain and keep all original credit card slips, cash register receipts, credit memos, and/or other documentation that can serve as proof of purchase or return for each entry listed on the Statement of Account.

Any proofs of pre-authorization that are required for any entries must also be attached to the Statement of Account for documentation purpose. The cardholder or liaison must maintain transaction records in a secure area. Prior to transferring, termination, or any move that results in an individual no longer being a cardholder, the cardholder is responsible for ensuring all records relating to that card are transferred to the Department Head or liaison.

Itemized, detailed receipts are required for every transaction. If you have lost the appropriate required documentation or if the merchant did not provide documentation, contact the merchant directly to obtain it. If suitable documentation is not obtainable, cardholder must complete an Affidavit of Lost Receipt (located on the Accounts Payable website) and the cardholder and their supervisor must sign the form. Lack of original documentation is a violation of the program. Use of this form more than three times during a fiscal year may result in suspension of card privileges for a period of time determined by the Director of Purchasing (or his/her delegated appointee.)

The same documentation is required for Departmental Cards as is for individual card accounts. However the department must also maintain a sign-out sheet. This will allow the department to keep a record of who has used the card and when. A sample sign-out sheet is provided (See Appendix A.3). It is also suggested that a transaction log be kept in the department to help in the monthly reconciliation.

Once the reconciliation has been completed on line, the Statement of Account must be printed, signed by the cardholder and the immediate supervisor of the cardholder or the person who signed as the responsible person on the cardholder agreement and filed with these records.

All records are the sole property of UNLV and are to remain with the department even after the termination of the Cardholder or the transferring of the cardholder to another department at UNLV.

While the PCard program itself is a decentralized program, the record storage should be centralized within the departments/units business office rather than with the individual cardholders. The UNLV records retention policy in part states, *“For the sake of efficiency as well as appropriate and effective access, units must maintain their records in an orderly, easily accessible manner. For security’s sake, they must protect records from unauthorized access.”* We are requesting that the records of cardholders (original receipts, signed/completed Statement of Accounts, and any other required documentation supporting the transactions charged by the cardholder) be kept as they would be for all other documents for departments/units required to be retained in accordance with the UNLV records retention

policy. All records relating to PCard transactions must be retained by the Department for a full seven (7) years.

IX. RECONCILIATION PROCESS

Transactions are posted to the online banking systems (currently JP Morgan Chase's Payment Net 4) on a daily basis and are accessible to each cardholder and liaison. The online reconciliation must be correctly completed by the cardholder or liaison no later than seven (7) business days following the end of each billing cycle. During the last month of the fiscal year, the online reconciliation period will be shorter and communicated to cardholders through email notice.

Cardholders and liaisons are able to access the online banking system at all times not just at the end of the billing cycle. Cardholders are encouraged to access the system throughout the month and reconcile their transactions prior to the end of the month to avoid rushing through the process within the last days of the cycle. NOTE: Payment Net 4 is not integrated with the Advantage Financial System. Although cardholders and liaisons enter transaction information during the month into the Payment Net 4 system, the charges will not post to the Advantage accounts until the upload is completed by the PCard Team at the end of the monthly reconciliation period.

GENERAL INFORMATION

Payment Net 4 is provided as a tool by JP Morgan Chase to help streamline tasks associated with the review, editing, and reporting of PCard activity. Monthly transactions are available for review on Payment Net 4 before payment is made to our bank.

The billing cycle begins on the 26th of each month, and ends on the 25th of the following month. Each cardholder will then have an additional seven (7) business days to review and edit each transaction. On the eighth business day after the cycle ends the reconciled accounts will be closed to further editing and uploaded into Advantage by the PCard team. If no edits are performed during the reconciliation period, the "default" account number associated with each PCard may be used to clear the charges.

The cardholder's PCard will be placed on temporary suspension until the corrections to their posting are made and the charges correctly post to the appropriate accounts. If the account charged needs to be changed after the accounts are closed, the department will need to submit an IDR to the Controller's Office.

RECONCILIATION PROCEDURE

See the Payment Net 4 Quick Reference Guide(s) (Appendix A.4) for more in-depth instructions.

Log on to Payment Net 4:

<http://www.paymentnet.jpmorgan.com/>

Review and Edit Each Transaction

Ensure that each purchase reflects the proper:

- charges for the purchase
- account number (use a host account when appropriate)
- adds the proper object and sub object codes
- description of the purchase or most costly items, and when appropriate, name of individuals (as with registrations, lodging, or airfare)
- “Approved” status

Check the reviewed box and save every transaction. The “Save” button is on the top left of the transaction screen.

Print Reports

Create a Statement of Account report with the same date ranges as the cycle being reconciled.

The cardholder or liaison may generate a Statement of Account at any time. However, one must be printed for the end of each billing cycle as a part of the required monthly cardholder documentation.

Once the Statement of Account report has been printed, **it must be signed by the cardholder and appropriate supervisor.** After the Statement of Account has been reviewed and signed, it must be filed with the original receipts and documentation.

It is the cardholder's responsibility to attempt to resolve any discrepancy with the merchant ***within two weeks of receipt of a disputed purchase.*** If a resolution is not possible, the cardholder must file an official dispute with the bank. **The cardholder has to initiate the dispute within 60 days of the transaction.**

X. APPENDIX A

1. UNLV PCARD AT A GLANCE
http://www.unlv.edu/sites/default/files/page_files/182/UNLV%20PCARD%20AT%20A%20GLANCE.pdf
2. TRANSACTION LOG
http://www.unlv.edu/sites/default/files/page_files/182/Transaction%20Log.pdf
3. DEPARTMENT CARD SIGN-OUT SHEET
http://www.unlv.edu/sites/default/files/page_files/182/Departmental%20Card%20Sign%20Out%20Sheet.pdf
4. PCARD PAYMENTNET 4 QUICK REFERENCE GUIDES
http://www.unlv.edu/sites/default/files/page_files/182/Training%20-%20First%20Time%20Log%20In.pdf
http://www.unlv.edu/sites/default/files/page_files/182/Training%20-%20PaymentNet%20Specifications.pdf
http://www.unlv.edu/sites/default/files/page_files/182/Training%20-%20Statement%20of%20Account.pdf
http://www.unlv.edu/sites/default/files/page_files/182/Training%20-Transaction%20Review.pdf
5. PROGRAM POINTS OF CONTACT
http://www.unlv.edu/sites/default/files/page_files/182/Program%20Points%20of%20Contact.pdf