Georgi Perimeter College

Purchasing Card Program

Cardholder Policy/ Procedures Manual

State of Georgia
TAX EXEMPT FOR OFFICIAL USE ONLY

Purchasing Card

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Valid From 10/96
Valid To 10/96
Sample 1 Sample
State of GA

GPC P-Card Program Cardholder Procedures Manual Revision 9/29/2010
# Table of Contents

## Glossary

## Section 1 | Introduction

1.1 What is a Purchasing Card (P-Card)

1.2 What is a Purchasing Card Program

1.3 Overview of the P-Card Program

1.4 Parties Involved

## Section 2 | Assignment and Control of the P-Card

2.1 Who is Eligible for a Card

2.2 How to Obtain a Card

2.3 Termination of Employment

2.4 Credit Check Process

2.5 Making Changes to the Card

2.6 Authorized/Approved Vendors

2.7 Authorized, Unauthorized, Abusive, and Fraudulent Purchases

2.8 Special Rules for Funding Sources

2.9 Card Limits
Section 3  Cardholder Use of the P-Card  21

3.1 Making a Purchase  21
3.2 Reconciliation Using WORKS Payment Manager  22
3.3 Approving the Transaction in WORKS  23
3.4 Paying the Bill  23
3.5 Record Keeping  24
3.6 Reconciling Monthly Statements  24
3.7 Resolving Errors and Disputes  24
3.8 Lost or mis-Routed Products  25
3.9 Incorrect Quantity or Defective Product  25
3.10 Cardholder Statement Discrepancies  25
3.11 Sales Tax Charged by a Supplier  25
3.12 Restocking Fees  26
3.13 Making Returns/Exchanges  26
Glossary of Terms

**Abusive Transactions:** Defined as those that were authorized, but the items were purchased at an excessive cost (e.g. “gold plated”) or for a questionable government need or both. Abuse can occur even though no law or regulation is violated. Abuse also occurs when the conduct of a government organization, program, activity or function falls short of societal expectations of prudent behavior. Additional examples of Abusive Purchases may be found in section 3.5 of the GPC Purchasing Card Policy Manual.

**Account/Account Code:** An account defines the type of expenditure. An account code is the six-digit number used by GPC to identify the expenditure. For example 714100 indicates Supplies and Materials-General (such as operating expenses), 727140 indicates other operating expense, etc. A complete list of account codes and definitions may be found on the Accounting Office website at:


**Approver:** Term used in the Purchasing Card WORKS software program to identify the individual responsible for the employee purchases in their department or division. This person is most likely a Department Chair, Director, Dean, or Vice President, Department Manager or Department Supervisor and is responsible for the operations of the entire department or division. This person most likely has budget manager responsibilities.

**Authorized User:** Person whose name appears on the Purchasing Card.

**Budget Manager:** Individual responsible for the funds in one or more Georgia Perimeter College accounts. This individual is responsible for performing monthly reviews of all expenditures in the accounts they are assigned. These individuals often perform “group owner and/or approver” duties with the P-Card Program.

**Cardholder:** Another term for Authorized User. The person whose name appears on the Purchasing Card and who is responsible for all transactions made on that card.

**Cardholder Profile Change Request Form:** Form used to apply for the card or to apply for permanent changes to credit limit, departmental change, or Cardholder name change. The form may be found at www.gpc.edu/~gpclogic/PurchaseCard.htm.

**Cardholder Special Approval Form:** This form is used to request authority to make purchases over $5,000 in value or to purchase food (see section 2.6). The form must be approved by the State Purchasing Department in advance of the purchase, so please allow plenty of time. The form may be found at www.gpc.edu/~gpclogic/PurchaseCard.htm.

**Department/Department ID:** The department is the functional area of the college where work occurs. The Department ID is a seven-digit number that identifies the department. For example: 6509100
indicates Logistical Services, 8101100 indicates Clarkston Bookstore. Please note: Only the Budget Manager assigned to a specific Department ID may make or assign charges to that Department ID.

Disposable Item: Item that is consumed, or worn out through normal use and is easily replaced. Disposable items include pens, pencils, print cartridges, examination gloves, etc. These items are generally monitored on a departmental level, but not inventoried on an institutional level.

Fraudulent Charges: Refers to purchases made that solely benefit employees. Fraudulent purchases include gift items, personal enrichment, and items not used in the day-to-day operations of the institution. A partial list of fraudulent charges may be found in Section 3.6 of the Purchasing Card Policy Manual.

Fund/Fund Group: Fund defines the source of the money being used. A fund group is a five-digit number that indicates the source of the funds being used. For instance, fund group 10000 (and any fund group beginning with 10XXX) indicates general and educational funds (state funds or tuition); fund group 13000 (and any fund group beginning with 13XXX) indicates student activity funds received from students.

Group Owner: Term used in the Purchasing Card WORKS software program to identify the individual responsible for the employee purchases in their department or division. This person is most likely a Department Chair, Director, Dean, or Vice President, and is responsible for the operations of the entire department or division. This person most likely has budget manager responsibilities.

Lost Receipt Affidavit: Form used

Non-Disposable Item: Item with a value of $100 or greater that is not consumed or replaced on a regular basis. This type of item would include personal digital assistants, cameras, printers, etc. These items are usually monitored at the departmental level but not inventoried on an institutional level.

Purchasing Card: A GPC issued State of Georgia VISA card intended to expedite the purchases of many small value goods and services required for the normal day-to-day operations of the institution. Also known as the P-Card.

Purchasing Card Activity Log: Form used to record and explain purchases made with the P-Card on a monthly basis. The form must be completed and submitted to the Approver and Logistical Services along with the Billing Statement and transaction receipts on a monthly basis. The form may be found at www.gpc.edu/~gpclogic/Purchasing_Card_Log.pdf.

Purchasing Card Agreement: Document that must be signed prior to card issuance. This form serves as acknowledgement by the Cardholder that they will abide by all of the policies and procedures governing card use. The form may be found at www.gpc.edu/~gpclogic/Card%20Term%20Agreement.pdf.
**Purchasing Card Claims Statement of Disputed Item:** Form used to file a claim against a vendor with Bank of America. This form should be used as a last resort; after all other attempts to reconcile with the vendor have failed. The form may be found at [www.gpc.edu/~gpclogic/P-Card%20Dispute%20Form.pdf](http://www.gpc.edu/~gpclogic/P-Card%20Dispute%20Form.pdf).

**Reallocating Charges:** Process in the WORKS program to move or redistribute charges to an account other than the one originally charged. Reallocations are performed by the Budget Manager or Group Owner during the monthly reconciliation process. Charges may be reallocated only to those accounts assigned to the Budget Manager or Approver making the charges.

**Reconciliation:** Term used to describe the monthly process of comparing paper purchase receipts to the WORKS system accounts and reconciling differences. This process must be completed before receipts are submitted to Purchasing. Reallocation may occur during this process.

**Sign off:** Term used in the WORKS program to describe the Cardholder and Approver purchase approval process.

**Unauthorized Charges:** Refers to purchases made that violate rules and regulations governing purchasing at the institution. A partial list of inappropriate charges may be found in Section 3.4 of the Purchasing Card Policy Manual.

**WORKS/WORKS Payment Manager:** The WORKS program is proprietary software used by GPC to manage the activities of the Purchasing Card. WORKS is provided by the Purchasing Card issuer, Bank of America, and is used by all Cardholders or Approvers to review, approve, and sign off on purchases. The WORKS program is utilized by the GPC Purchasing and Accounting offices to reconcile internal accounts and to pay Bank of America for all institutional charges. Detailed instructions for using the WORKS system may be found in Section 4 of the GPC Purchasing Card Procedures Manual.
Section 1 INTRODUCTION

1.1 What is a Purchasing Card?

The Purchasing Card is a Visa® credit card issued by Bank of America for the State of Georgia and Georgia Perimeter College (GPC). The GPC Purchasing Card (P-Card) is the property of the State of Georgia and is only to be used for State of Georgia business purposes. The Cardholder is responsible for purchases made with the card, which will then be charged back to the Cardholder’s departmental budget. Although the card is issued in an individual's name, its use does not affect personal credit in any way. However, the required credit check will show on the Cardholder’s personal credit history and will affect the Cardholders overall credit score. (Please be aware that abuse of the Purchasing Card or failure to follow the procedures established by the GPC Purchasing Card Program may result in revocation of card privileges and/or other disciplinary action.)

The State of Georgia has entered into an agreement with Bank of America and Visa®. Under this program, Bank of America (BoA) will provide the State with purchasing card services using the internationally accepted Visa® credit card. One facet of the P-Card program’s accounting requirements will be met using BoA’s proprietary WORKS™ Payment Manager Software. WORKS provides a number of unique features that do not exist in a traditional credit card environment. These features include real-time card administration and exception-based transaction processing. These features help ensure that the card can only be used for specific purposes and within specific dollar limits.

1.2 What is the Purchasing Card Program?

The Georgia Perimeter P-Card program has been designed to allow Cardholders to directly purchase small dollar items or services. The P-Card is a supplemental purchasing tool intended for small value purchases of allowable products, which are more efficiently bought by a purchasing card. The P-Card is also intended to buy from vendors who only do business via credit cards or cash. Using the P-Card system will reduce the time and paperwork normally associated with these small value purchases. In addition, GPC recognizes significant administrative cost savings in processing such transactions.

1.3 Overview of the P-Card Program

This guide has been developed to provide step-by-step instructions for use of the P-Card. Please note that in addition to reviewing this P-Card Cardholders Policy and Procedures Manual Guide, all Purchasing Card Administrators, Program Coordinators, Departmental Approvers, and Cardholders must attend initial and annual follow-up Cardholder training. This training will highlight and supplement the information provided in this document. The most recent version of the GPC P-Card Policy and Procedures Manual may be found at www.gpc.edu/~gpclogic/PurchaseCard.htm. The Official Code of Georgia, Annotated (O.C.G.A.), §50-5-80 outlines the requirements for the use of the P-Card.
1.4 Parties Involved

Following are the various parties involved in the GPC P-Card Program:

**Card Issuer:** Bank of America was selected as the State of Georgia’s Purchasing Card Provider. Bank of America’s services include issuing Visa® Purchasing Cards to State of Georgia employees, providing electronic transaction authorizations, and billing the State of Georgia Entities for all purchases made on the cards.

**State of Georgia State Purchasing:** The State of Georgia Purchasing Card Program Manager, who works for the State Purchasing Division (SPD) at the Department of Administrative Services (DOAS) is the State’s ultimate P-Card authority. The State Purchasing Department (SPD) strives to provide best-in-class policy and guidelines for the program. SPD provides in-depth training, and audit oversight to ensure program integrity. The goal of the SPD P-Card Program Manager is to allow GPC to realize significant administrative cost savings while maintaining institutional fiscal integrity.

**GPC Agency Procurement Officer (APO):** Currently the Associate Director of Logistical Services is the institution’s APO. This individual serves as the Chief Purchasing Officer of the institution and is the point of contact for all purchasing related matters. He/She is ultimately responsible for setting the agency’s cumulative credit line for the Purchasing Card Program.

**GPC Purchasing Card Program Administrator:** The Associate Director of Logistical Services is the GPC Purchasing Card Program Administrator. The GPC P-Card Administrator establishes internal procedures for use of the P-Card. All GPC procedures must comply with the terms and conditions of the State of Georgia Purchasing Card Program Policy as well as established best business practices and program controls. The Program Administrator, in conjunction with the State Purchasing Card Program Manager approves all single-transaction spending limit changes.

**GPC Purchasing Card Program Coordinator:** The Purchasing Card Coordinator manages the day-to-day operations of the GPC Purchasing Card Program. The Purchasing Card Program Coordinator serves as a central point of contact to address all P-Card issues. The GPC P-Card Coordinator makes any necessary changes, coordinates with BoA, SPD, and serves as the conduit for information between GPC and these entities. In addition, the Purchasing Card Program Coordinator is the chief point of contact for all internal GPC P-Card questions and concerns. The P-Card Coordinator will take the lead role in implementing program enhancements and initiatives. Some of the duties of the GPC Purchasing Card Program Coordinator include:

- Interacting with Bank of America to assure compliance with the terms and conditions of the contract agreement;
- Reviewing and evaluating purchasing card applications from GPC staff;
- Arbitrating disputed charges, adding and deleting purchasing card users, establishing and adjusting control codes;
- Establishing reporting requirements and coordinating the electronic interface needs. The electronic interface involves merging information from WORKS Payment Manager into GPC’s PeopleSoft financials system.
• Receiving and distributing Purchasing Card Bank of America data within established timelines to ensure appropriate retrieval of statistical data.
• Conducting P-Card orientation/training sessions for all new purchasing card recipients, including coordinating and conducting group sessions or individual sessions for refresher training as needed.
• Maintaining the Policy and Procedure Manuals for the GPC Purchasing Card Program in compliance with all State of Georgia, Board of Regents, and GPC guidelines. Updating the GPC P-Card website when changes and/or updates occur.
• Reviewing and analyzing reports and statistical data to evaluate user activity and assure compliance with the policy and regulations governing the use of the Purchasing Card. These activities include monitoring inconsistencies within the report data and insuring corrections occur.
• Developing and maintaining auditing standards for the P-Card program. This activity could include scheduling and implementing routine reviews of Cardholders activities, participating in the review process with auditing agencies that may include GPC internal audits and/or statewide SPD or BOR audits.
• Serving as the point-of-contact for GPC Cardholders, Bank of America, SPD, Board of Regents and vendors.
• Assisting GPC management with program review and analysis, suggesting changes and adjustments for improvements. These reviews should extend to departments and divisions as they establish their programs.
• Assisting departmental business officers in establishing internal controls and approval procedures for P-Card transactions.
• Interpreting program policies and procedures for GPC staff.

Cardholder: GPC Departmental Managers/Budget Managers/Departmental Supervisors have the ultimate authority to determine who needs a card in their respective departments. The Department Manager will initiate the purchasing card application process by completing the purchasing Cardholder profile change request form, the credit check form, and the background check form in conjunction with the card applicant. The Purchasing Card Request Form can be found at www.gpc.edu/~gpclogic/PurchaseCard.htm. Purchasing cards are only distributed to those who are knowledgeable of GPC Purchasing Card User’s Guidelines, have attended the required Cardholder training, and have passed the credit and criminal background checks. The Credit and Criminal Background Consent forms can be downloaded at www.gpc.edu/~gpclogic/PurchaseCard.htm. In addition, Cardholders are required to sign the GPC Georgia Cardholder Purchasing Card Agreement found at www.gpc.edu/~gpclogic/PurchaseCard.htm after training and prior to card distribution. Cardholder responsibilities include, but are not limited to:

• Using the Purchasing Card for GPC business purposes only, NO PERSONAL USE IS ALLOWED.
• Abiding by and making each purchase in accordance with the GPC Purchasing Card Policies and Procedures.
• Ensuring that the Purchasing Card is issued in your name and signed in ink on the back of the card.
• Ensuring that all purchases made on the Purchasing Card are made by the Cardholder and the card is not used by other employees.
• Holding and keeping secure the Purchasing Card, the card number and receipts for all transactions made with it.
• Adhering to the purchase limits and restrictions assigned to your Purchasing Card.
• Ordering supplies, materials, equipment, and one-time services, as directed in the GPC P-Card Policies and Procedures Manual, that are needed and required by GPC.
• Receiving and inspecting all ordered supplies, materials, equipment, and one-time services;
• Reporting discrepancies to vendor and utilizing the dispute button in the WORKS system.
• Sales taxes are not an allowable charge since GPC is sales and use tax exempt.
• Obtaining, validating and reconciling all sales slips, register receipts, and/or Purchasing Card slips to the WORKS system and then providing them, listed on the Purchasing Card Log to the appropriate Department/Budget Manager for reconciliation, approval and allocation. These actions must occur before the 22nd of each month. Failure to comply will result in the following:
  • First infraction: written warning
  • Second infraction: suspension of card for a minimum of thirty (30) days
  • Third infraction: termination of card privileges
• Completing and submitting a monthly Purchasing Card Activity Log.
• Approving monthly statements, (manual and electronic) and certifying charges prior to submission to your Approver. The Cardholder must personally sign off on the monthly Bank of America statement in both the electronic (WORKS) and Manual (printed statement) versions.
• Documenting attempts to resolve disputes or billing errors directly with the vendor and within the WORKS system. If the attempt to resolve the dispute is unsatisfactory, the GPC Purchasing Card Coordinator, with the assistance of the Cardholder, is responsible for submitting Bank of America dispute forms to the bank in a timely manner. BoA dispute forms may be found at www.gpc.edu/~gpclogic/PurchaseCard.htm.
• Ensuring that an appropriate credit for the reported disputed item or billing error appears on a subsequent Cardholder Memo Statement.
• Immediately reporting a lost or stolen card to Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
• Immediately notify the GPC Purchasing Card Coordinator of a lost or stolen Purchasing Card at the first opportunity during normal business hours.
• If the integrity of the card has been compromised, then the Cardholder or the GPC Purchasing Card Coordinator must destroy the existing Purchasing Card.
• Knowing the approved vendors and approved items that may be purchased.
• Contacting the GPC Purchasing Card Coordinator if a Vendor does not accept the Purchasing Card.
• Not accepting cash in lieu of a credit to the Purchasing Card account in the event of a refund for any reason.
• Not using the Purchasing Card for personal items, entertainment, or cash advances.
• Not purchasing restricted items. A partial list of unauthorized, abusive, and fraudulent items may be found in section 2.5 of the GPC Purchasing Card Procedures Manual.
• Ensuring that the appropriate purchasing or payment procedures are followed and not bypassed.
• Ensuring that split transactions are not made to circumvent spending limits.

The GPC Purchasing Card Coordinator, currently the Associate Director Logistical Services may include additional responsibilities as needed for particular environments.
Section 2  Assignment and Control of the GPC P-Card

2.1 Who is Eligible for a Card

All permanent full-time GPC employees that have job responsibilities requiring the purchase of supplies, materials, equipment, and services under current small dollar purchase guidelines are eligible. P-Card applicants must pass both a criminal background and personal credit checks. All applicants must have Budget Manager/Department Manager/Supervisor, the GPC Purchasing Card Program Coordinator, and the Assistant Director of Logistical Services approval. Please remember: “All P-Card applicants are required to pass a Criminal Background and Personal Credit Check.”

2.2 How to Obtain a Card

Purchasing Cards may be applied for through a GPC Cardholder / Profile Change Request Form. This form may be found at www.gpc.edu/~gpclogic/PurchaseCard.htm. The applicant’s Manager/Director/Supervisor must approve the P-Card request. Applicants who do need additional information about their department budget, budget manager, or department number may access a list of Budget Managers at: http://www.gpc.edu/~finaff/budget. Select Budget then select Budget Managers to see the list. Please note: applicants must read and understand the P-Card Policy and Procedures Manual before applying. P-Cards are the property of GPC and the State of Georgia. The Cardholder is required to maintain full control of their card at all times.

New Cardholder applications will be evaluated using the following criteria:

1. Number of active cards currently in the department,
2. Results of Criminal Background check
3. Results of Personal Credit check.

Please note the following:

Approvers with more than six (6) Cardholders will have the cards with the smallest spending volumes deactivated. Additionally, the GPC P-Card program coordinator deactivate all cards that average less than $600.00 in spending volume per quarter.

When the Manager/Supervisor authorizes a Cardholder, and the Manger/Supervisor/Approver is satisfied that the applicant understands the policy, they may approve the Profile Request Change (application). The Criminal Background Consent Form and a Personal Credit Check Consent Form must also be forwarded to the GPC Purchasing Card Program Coordinator. Once the results of the Personal Credit and Criminal Background checks are received, the Purchasing Card Coordinator will determine applicant suitability. If approved for the card, the Purchasing Card Coordinator will order the applicant a card from Bank of America through the WORKS program. When the card is issued, the reverse side of the card includes a space, that the Cardholder must sign. This should be done as soon as the card is received to prevent unauthorized use.
All Cardholders must attend initial training prior to receipt of the card and annual (fiscal year) training thereafter. Annual/initial Cardholder training will be offered on the Clarkston campus at least once per calendar quarter.

Upon receipt of the card, the Cardholder must call the toll-free Customer Service number to activate the account. The Cardholder will be required to acknowledge the assigned single transaction limit of $2,499.99 with a cumulative limit of $3,000.00, the telephone number, and the zip code listed for the account. Once the Cardholder acknowledges receipt of the card, the account will be activated for immediate use. **Cards must be kept in a secure place at all times.**

The P-Card will be issued in an individual's name, not the GPC department. The Cardholder is accountable for all purchases made with the assigned card. Although the card is issued in an individual's name, it is the property of GPC and is to be used only for state business on behalf of GPC as defined in this guide.

Each credit card purchase transaction, regardless of the number of items ordered, will be limited to $2,499.99. **No single item costing more than $1,000.00 may be purchased.** All technology equipment and software, regardless of cost, must have OIT approval. Higher limits for specific cases can be approved if requested in writing to the GPC Purchasing Card Coordinator. All purchases over $2499.99 require the Cardholder to complete and submit the **Cardholder Special Approval Request Form**, found at [www.gpc.edu/~gpcllogic/PurchaseCard.htm](http://www.gpc.edu/~gpcllogic/PurchaseCard.htm) in advance of the purchase. These purchases require SPD approval, so please plan ahead. In addition, the GPC Purchasing Card Coordinator assigns a monthly (30-day) credit limit for each Cardholder based on the needs of the Cardholder and the budgetary limitations of their area.

### 2.3 Termination of Employment

Employees leave the college for many reasons. As soon as the Manager/Supervisor knows that an employee is leaving, they must notify the Purchasing Card Coordinator with the date and time. The P-Card Coordinator will **terminate the employee's purchasing card access** at the appropriate time. Also, the Manager/Supervisor must obtain and cut-up the Cardholders card and place it in an envelope addressed to the P-Card Coordinator Clarkston Campus with a memo identifying the Cardholder.

### 2.4 Credit Check Process

There are no established State of Georgia guidelines for credit check evaluations. The established GPC guidelines measure positive traits compared to negative traits for each applicant. GPC is looking for the positive traits to outweigh the negative traits. **Please note before submitting the Credit History Check Consent form: GPC’s Credit history check will be noted on your personal credit report. In addition, if you have “frozen” your credit information, you must release the hold before the check can be conducted.**

Please inform the GPC P-Card Coordinator, by making a note on your Credit History Check Consent form, if you have a hold or “freeze” on your credit information. The information hold must be released
to allow GPC to obtain the necessary credit information. Once GPC has obtained the necessary information the applicant will be notified and may take action to reestablish the hold or “freeze.”

GPC respects employee privacy. Due to the sensitivity of the information on the application, it is recommended that applications be hand delivered to the P-Card Coordinator in the Logistical Services Office, located in Building M, Suite 1110, Clarkston Campus, 555 N. Indian Creek Dr, Clarkston GA 30021, or drop it in the inter-campus mail in a sealed envelope marked “CONFIDENTIAL.” Once the Credit History Check Consent form is received, the check will be completed as quickly as possible.

The State of Georgia has chosen Database Systems International, Inc. as their background and credit history check service provider. The GPC P-Card/Purchasing office will do everything possible to protect applicant personal information. Applicant information will only be seen by personnel essential to credit status determination. Information is reviewed via Database Systems International, Inc. secured website. Only the one page summary is printed and retained by GPC. Upon determination of credit status, Logical Services staff will notify the applicant of the outcome. Completion of the Credit History Check process is only required once as long as the Purchasing Cardholder retains their card.

2.5 Making Changes to the Card

If the Cardholder changes departments or positions, or leaves the employment of GPC, the Purchasing Card Coordinator must be notified immediately. Supervisors/Managers must follow the procedures found in Section 2.3.

If the Cardholder’s name changes or there is a need to change the profile, all changes must be submitted to the Purchasing Card Coordinator via the Cardholder/Profile Change Request Form found at http://www.gpc.edu/~gpclogic/PurchaseCard.htm.

2.6 Authorized/Approved Vendors

As a member of the University System of Georgia under the governance of the Board of Regents (BOR), GPC must comply with all established rules and regulations. The BOR and GPC have established a list of “Approved/Authorized Vendors” for certain product and service categories. These vendors MUST BE used if they offer the product or service you need. For a list of Approved/Authorized vendors, please visit: www.gpc.edu/~gpclogic/index.php.

2.7 Authorized, Unauthorized, Abusive, and Fraudulent Charges

Authorized Purchases

The Purchasing Card is intended to be used as a convenient means to procure products and services used in the daily operation of the institution. The Purchasing Card MAY BE used for the following purchases:

- Office Supplies;
- Small value equipment costing less than $1,000 excluding technology equipment;
- Technology equipment or software costing less than $1,000 with OIT approval;
- Conference registration fees associated with employee and student travel;
- Business travel, meals, and entertainment.
- University System of Georgia approved purchases.
- Multiple purchases per order, as long as the order is $100 or more.

• Instructional supplies;
• Books;
• Any small value item costing less than $1,000 that is required for institutional operations.
• Food and lodging for student activities (but not faculty, staff, coaches, other school employees, volunteers, or other persons not related to the school) when on official school business (e.g. athletic team travel).

Following are the documentation requirements for “group meals”:

i. Itemized receipt showing all meals purchased

ii. Roster of participants showing name and signature of each student (for activities not open to the entire campus – e.g. athletic teams, student clubs)

iii. Copy of team schedule or other documentation showing that the meal was an authorized student activity

iv. Food for official research, laboratory animals, or instructional (classroom) use.

v. Food provided for consumption at events or services provided to the general public, state benefit recipients and/or state program participants (other than State employees), or purchased for resale in gift shops, bookstores, etc., and other non-employee meal related use is an allowable purchase.

Original receipts are required for all purchases. These receipts must be reviewed by the Approver (cardholder’ Manager or Supervisor) and forwarded to Logistical Services with the signed memo statements and purchasing card activity logs. Failure to send receipts for two consecutive months will result in the Purchasing Card account being terminated.

If a receipt is lost a substitute receipt in the form of a memo detailing where funds were spent, what was purchased and the amount spent must be submitted with all other receipts to Logistical Services. A pattern of missing receipts will result in Purchasing Card account being suspended and a review of departmental purchasing conducted. P-Card privileges may or may not be reinstated based upon the findings of the review.

The Group Owner/Approver/Manager is responsible for seeing that the purchasing card is used to purchase supplies and materials using funds from the appropriate account codes as defined in the Chart of Accounts. Charges must be assigned to the appropriate department ID and account code before receipts are submitted to Logistical Services. Reallocation of charges must be done by the Approver and/or Cardholder using the WORKS payment management software and will not be done in the Accounting Department.
Funds must be available in the appropriate fund, department, and account prior to making any purchase or reallocation. The Approver is responsible for assigning valid fund group, department ID, and account code numbers to all purchases.

Please remember: Under no circumstance are purchases allowed to be “split” into two or more transactions in order to circumvent the single item limit of $1,000 or the single transaction limit of $2,499.99.

Abusive Purchases

The Purchasing Card is intended to be a convenient way to purchase essential goods and services for use in the day-to-day operation of the institution. All employees must avoid purchases/transactions that appear “abusive”. These types of purchases include:

- Buying the “top of the line” model when the standard model would suffice;
- Purchasing an essential/allowable item at a higher price in order to receive a personal discount or gift;
- Purchasing an essential/allowable item at a higher price from a vendor who has a past relationship with the institution or purchaser.

Unauthorized Purchases

The following MAY NOT be purchased with the Purchasing Card by any fund group:

- Maintenance or other service agreements (Plant Operations and OIT may be exempted per annual agreement);
- Equipment or technology greater than $1,000;
- Hazardous or radioactive material (Plant Operations and the Science department may be exempted)
- Services or items provided by in-house departments such as Plant Operations, Print Shop, Administrative Computing, Photographic Services, etc.;
- Personal Membership Dues;
- Employee travel or travel related items. (such as hotel/motel/fuel and meal charges);
- Postage stamps;
- Firearms or explosives;
- Services involving an employer/employee relationship;
- Cash Advances;
- Motor Vehicle Fuel;
- Motor Vehicle Maintenance;
- Typing Services;
- Rental of equipment for periods exceeding 30 days;
- Vehicle Rental;
- Cellular Telephones;
- Camera’s (of any type);
• Computer’s (including smart pads); and
• Printers

Unauthorized purchases must be returned for credit or paid for in full by certified funds, cash, or personal credit card (VISA, Master Card, American Express, and Discover.) Payment will be made to Georgia Perimeter College within 30 days of the statement date and be submitted with a note detailing the date, time and amount of the purchase. Failure to reimburse the College will result in funds being deducted from the Cardholder paycheck. A continuing pattern of unauthorized purchases will result in revocation of purchasing card and employee disciplinary action.

Fraudulent Purchases

Purchases made with the GPC Purchasing Card for personal gain or enrichment are considered fraudulent charges. The Official Code of Georgia, Annotated (O.C.G.A.), §50-5-80 states that any Cardholder who knowingly uses the card for personal purchases under $500 is guilty of a misdemeanor. A Cardholder who knowingly uses the card for personal purchases of $500 or more is guilty of a felony punishable by one to 20 years in prison. Supervisors or other approving officials who knowingly, or through willful neglect, approve personal or fraudulent purchases are subject to the same disciplinary actions as Cardholders.

Fraudulent uses of the Georgia Perimeter College Visa Purchasing Card will result in disciplinary action and possible termination. All disciplinary action will be applied in accordance with the Board of Regents policies. Legal actions may be taken against the employee as a result of the fraudulent use of the Visa Purchasing Card. Examples of fraudulent charges include:

• Services or products acquired for personal enrichment;
• Personal use items such as coffee pots, office decorations, microwave ovens, office refrigerators, or personal electronic devices not approved by OIT etc;
• Gift cards or gift certificates-store specific or bank issued are expressly forbidden;
• Cash Advances;
• Motor Fuel.

2.8 Special Rules for Funding Sources

EFFECTIVE IMMEDIATELY PER DOAS GUIDELINES

1. Purchasing food for scientific research is allowed. However, because this is an exception to the existing State of Georgia policy, please submit a Special Approval Form, http://www.gpc.edu/~gpclogic/PurchaseCard.htm to the GPC Purchasing Card Coordinator at least 30 days prior to the event, or start of the academic term. One form will cover the entire department if you state this request on the form. Please attach a listing of the Cardholders
affected and indicate the appropriate hierarchal approver for each Cardholder on one spreadsheet or separate forms for each user with approving signatures for each user.

2. **Student expenses as a result of study abroad programs or athletic team travel are allowed.** However, because this is an exception to the existing policy, please submit *Special Approval Request Forms* [http://www.gpc.edu/~gpclogic/PurchaseCard.htm](http://www.gpc.edu/~gpclogic/PurchaseCard.htm) for those Cardholders making the purchases, to include an itinerary, dates of travel, brochure, etc with the request for processing for study abroad and for team travel – a schedule of the games. **Please remember, no faculty, staff, chaperone, or guest expenses may be charged to the P-Card.**

3. **Emergent use outside the existing P-Card policy is allowed** – only for emergencies and the Purchasing Card Program Coordinator must be notified on the next possible business day.

**For Student Activity Fee Funds**

Since food, entertainment, gifts, and travel are restricted purchases by State of Georgia P-Card policy; purchasers must use *Special Approval Request Forms* for documentation when these items/services are purchased for student activities. The use of the P-Card for food, travel and entertainment purposes is an exception to policy and should be marked as such. Please provide the following:

1. Completed *Special Approval Request Form* [http://www.gpc.edu/~gpclogic/PurchaseCard.htm](http://www.gpc.edu/~gpclogic/PurchaseCard.htm) (presented to the GPC Purchasing Card Program Coordinator at least 30 days prior to the event along with items (2) and (3) below) as well as a list of employee Cardholders who will use their P-Cards for the activity to include the appropriate signatures and approval names - i.e. indication of the appropriate hierarchal approver for each Cardholder.

2. A list of the student organizations represented (must include students name and signature of receipt).

3. An auditable record is especially essential for Special Approval purchases. An acceptable record should include brochures with matching dates of events, handouts, mailers, etc. This supporting documentation must be submitted with receipts. (These receipts will be kept at the institution but may be requested by SPD, BOR, or GPC auditors.)

*Special Approval Request Forms* for Student Activity purchases can be made for an entire fiscal year but must be renewed annually.

**10000, 10500, 10600-Following are rules governing purchases from fund 10000, 10500, 10600 (Educational and General) departments and accounts:**

No entertainment, alcoholic beverages, or food (unless food is needed for laboratory or classroom project and is not intended for consumption) may be purchased. No flowers or decorations may be
purchased unless flowers or plant material is needed for use in laboratory or learning experience. PLEASE SEE DOAS GUIDELINE, SECTION 2.8 #1 ABOVE.

**12000, 12080** Following are rules governing purchases from fund 12000, 12080 (Auxiliary Enterprise) departments and accounts:

May purchase food but no alcohol. EVENT MUST HAVE A MINIMUM THIRTY (30) DAYS PRIOR AUTHORIZATION AND MEET ALL CRITERIA UNDER DOAS GUIDELINES ABOVE. Original receipt is required. Receipt must list function name, names of attendees, and be signed by the approver. No food may be purchased solely for the benefit of employees.

May purchase promotional items to be used as advertising, or in promotion of the institution’s or department’s mission or services. These expenditures must be in line with Auxiliary Services core mission. Original receipt is required. Receipt must be signed by the Cardholder and Approver.

**12080** Following are rules governing purchases from fund 12080 (Athletics):

May pay for food, lodging, and travel expense for student athletes who are on an institutionally sanctioned trip. EVENT MUST HAVE A MINIMUM THIRTY (30) DAYS PRIOR AUTHORIZATION AND MEET ALL CRITERIA UNDER DOAS GUIDELINE ABOVE. Original receipt is required. The group owner must sign receipt.

May NOT pay coach or chaperone travel expenses. Coach and chaperone expenses must be paid using the rules and procedures established for employee travel. All other fund 12000 rules apply.

**13000** Following are rules governing purchases from fund 13000 (Student Activities) departments and accounts:

May purchase food but no alcohol purchase allowed. EVENT MUST HAVE A MINIMUM THIRTY (30) DAYS PRIOR AUTHORIZATION AND MEET ALL CRITERIA UNDER DOAS GUIDELINES ABOVE. Original receipt is required. Receipt must list function name, name of the club or group sponsoring the event, and be signed by the Group Owner. Food purchases are only allowed for college sanctioned student attended functions. No food is to be purchased specifically for the benefit of employees.

May purchase items to be used as prizes and giveaways for student contests and events. Original receipt is required. The Group Owner must sign receipt. The department must maintain a log of all individual prizes/giveaways valued over $25.00 that includes the name of the function, a description of the prize, and the signature and printed name of the recipient.

May not use the card to pay entertainers at official GPC sponsored activities and events. May purchase flowers or decorations for student function use. EVENT MUST HAVE A MINIMUM THIRTY (30) DAYS PRIOR AUTHORIZATION AND MEET ALL CRITERIA UNDER DOAS GUIDELINES ABOVE. Flowers and decorations cannot be used for employee office decoration or as gifts for employees.
May purchase promotional items to be used as advertising, or in promotion of the institution’s or department’s mission or services. These expenditures must be in line with Student Activities core mission. Original receipt is required.

May pay for food, lodging, and travel expense for students who are on an institutionally sanctioned trip. EVENT MUST HAVE A MINIMUM THIRTY (30) DAYS PRIOR AUTHORIZATION AND MEET ALL CRITERIA UNDER DOAS GUIDELINES ABOVE. Original receipt is required. The Group Owner must sign receipt.

May NOT pay sponsor or chaperone travel expenses. Sponsor and chaperone expenses must be paid using the rules and procedures established for employee travel.

**20000 Following are rules governing purchases from all funds 20000 (Sponsored Grants, Foundation Funds and Agency Accounts):**

"The P-Card is intended for use only for "Official State of Georgia Business." Agency accounts generally consist of "funds held on behalf of others"; therefore, purchases made from these 20000 accounts are not allowed via the P-Card.

### 2.9 Card Limits

The GPC P-Card Coordinator/Administrator determines the appropriate P-Card monthly limit based on the Entity’s delegated purchasing authority when the Purchasing Card Program is established.

The GPC P-Card Coordinator/Administrator establishes appropriate limits for each Cardholder based on the GPC Card Program Limit, the needs of the Cardholder, and the budgetary limitations of their area. Group Owners/Department Managers/Budget Managers may request lower limits; and in exceptional cases, may request a larger limit. If a larger limit is required, the department will request a credit line increase through the GPC Purchasing Card Program Coordinator. Departmental participation in developing the credit line for each Cardholder is essential.

Whenever an increase in the single-transaction limit (≥ $2,499.99) is required, this request must go through the Purchasing Card Coordinator to the State Purchasing Card Program Manager for approval. Please remember that this process takes time and requires prior planning. The Request for Single Transaction Limit Request may be found at [www.gpc.edu/~gpclogic/PurchaseCard.htm](http://www.gpc.edu/~gpclogic/PurchaseCard.htm).

The overall goal of the P-Card program is to provide operational efficiency without sacrificing fiscal control. GPC, as well as all other State Agencies, is mandated to use the P-Card with vendors for small dollar purchases. The Cardholder must be a good steward and ensure receipt of the most favorable prices and terms.

In addition, SPD and GPC Purchasing will continue to look for opportunities to negotiate contracts with high volume vendors to secure more favorable prices.
Section 3   Cardholder Use of the P-Card

3.1   Making a Purchase

Before making any purchase, please consult the purchasing decision matrix that follows:

1. Is the total purchase price under $2,499.99?  If yes, proceed to decision matrix question number 2.  If no, please complete a purchase requisition at www.gpc.edu/~gpclogic/LogisticalForms.htm and send it to Logistical Services for bidding.

2. Is the item (s) covered under a state contract?  If not, proceed to decision matrix question 3.  If yes, you MUST purchase from the vendor listed on the state contract.  A copy of state contract items and vendors may be found at www.gpc.edu/~gpclogic/index.php.  Many of these vendors accept the P-Card for payment.

3. Is the item (s) covered under a GPC (Agency) contract?  If not proceed to decision matrix question 4.  If yes, you MUST purchase from the vendor listed on the agency contract.  A copy of agency contract items and vendors may be found at www.gpc.edu/~gpclogic/index.php.  These vendors accept the P-Card for payment.

4. Is the item (s) covered under a mandatory source?  If no, proceed with your purchase on the open market.  If yes, you MUST use the mandatory source.  A copy of mandatory source items may be found at www.gpc.edu/~gpclogic/index.php.  Please note: Currently there are NO mandatory source providers for GPC.

To make a purchase using the card, do the following:

Be certain the transaction is consistent with the applicable rules for card usage.

Telephone, fax, or visit the supplier.  Purchases of appropriate items using the purchasing card may be made from any supplier who accepts the Visa® card if the items are unavailable from an authorized/approved vendor.  To receive any applicable discounts, be sure to inform the supplier that your purchase is for the state of Georgia.  Notify the supplier that the purchase is exempt from Georgia State sales tax and provide the supplier with a copy of the exemption certificate.  A copy of this form can be found on the GPC website at: www.gpc.edu/~gpclogic/LogisticalForms.htm.  This tax-exempt certificate serves as official notice that your purchase is for state business. (Note: All ordered materials must be shipped by the supplier before they bill any costs to your GPC P-Card.  Card billings for partial or back orders are not permitted per the State Purchasing Card contract with Bank of America.  Instruct the supplier NOT to send Accounts Payable a separate or partial invoice.)

Verify the total amount to be charged with the supplier.  Be sure to have the supplier identify and list all changes related to the transaction, which will be charged prior to signing a charge slip or authorizing the purchase by telephone.  Any charges for shipping & handling must be identified and separated
from the price of the item being purchased prior to signing the purchase slip or authorizing the transaction by phone.

Inform the supplier of the proper delivery and shipping instructions. Deliveries of merchandise procured with the purchasing card must be made directly to the purchaser’s office or work location. Purchases may not be shipped to the employee’s home address. Central Receiving cannot accept any purchasing card deliveries. Use the following address format for purchasing card deliveries:

Your name, department name
Georgia Perimeter College, building, and room number
(Your campus street address)
(Your campus city, state and zip code)

It is extremely important that someone is present to sign for the order. It is suggested that the department main office be used as the delivery address. Unless the transaction occurs at the point-of-sale (i.e., pickups), all shipping costs (UPS, FedEx, etc.) MUST be prepaid and be included as a separate line item on the invoice or delivery ticket. The Cardholder must retain receipts and other documentation for record-keeping and reconciliation purposes.

Please take some time to review and inspect the order to ensure the order is correct. Did you receive the correct quantity? Does the item number match the one in the catalog? Is the color, size, etc. what you expected? If not, please contact the vendor immediately. If your issue is not resolved within a week to ten days, please contact the P-Card Coordinator in Logistical Services for assistance.

GPC’s current P-Card Procedure requires recording all transactions, as well as any transaction that does not have a receipt, in a transaction log (Purchasing Card Log). The Purchasing Card Log provides an ongoing record of information about purchases and is one of three required monthly P-Card reports.

3.2 Reconciliation Using WORKS Payment Manager

All Cardholders must validate their charges through the WORKS Program Manger on a monthly basis or be subject to losing P-Card privileges. Simply Login to WORKS Payment Manager

([https://payment2.WORKS.com/wpm/bookmark](https://payment2.WORKS.com/wpm/bookmark))
3.3 Approving Transactions in WORKS™

WORKS™ Payment Manager is a Web-based technology that connects payment management automation with the global Visa® payment network. Transactions must be approved on-line.

The Cardholder will receive an e-mail notification when a transaction is pending approval. The frequency of the e-mail notifications can be controlled by the Cardholder. Each transaction needs to be opened and reviewed. The review should consist of verifying validity of transaction, check/modify the G/L coding (specifically account code, fund code, and project grant number, if applicable). Individuals who have the need to charge transactions to projects or sponsored funds that are different from their own department should communicate this to their Group Owners.

Each transaction must be verified and submitted in WORKS™ by the Cardholder and approved by their Group Owner. GPC uses a triple approval method requiring that approvals occur in WORKS, and manually through the BoA paper statement, and through receipt submission with the Purchasing Card Log. All WORKS approvals, BoA statement submission, and Purchasing Card Log submission must be completed by the 22nd of each month. The BoA statement, P-Card Activity Log and all receipts must be manually signed by both the Cardholder and their Supervisor and forwarded to the P-Card Coordinator, Logistical Services Office, Clarkston Campus by the 22nd of each calendar month.

Further WORKS™ training documents and/videos can be found at:

http://training.WORKS.com/pm30

NOTE: In the case where a department head or project or office head is the Cardholder, the reconciliation must go to their Supervisor for approval. This approval must be done electronically in WORKS™ and manually on the paper BoA statement as well as the Purchasing Card Log.

Monthly BoA statements and the completed P-Card Activity Log with receipts are required for all purchases. These statements must be reviewed and signed by the Group Owner and forwarded to Logistical Services with the original receipts by the 22nd of each month. Failure to send statements and receipts will result in the Purchasing Card account being suspended until all signed statements and receipts are delivered to Logistical Services, and the account is properly reconciled.

3.4 Paying the Bill

Bank of America and GPC Accounts Payable utilize an electronic system for bill payment. Under no circumstances should a Cardholder or departmental representative send a payment to Bank of America. GPC Accounts Payable will make all payments.
3.5 Record Keeping

To facilitate reconciliation and approval of your monthly Cardholder statement of account, it is MANDATORY that the Cardholders obtain and retain copies of supplier documentation for purchases. Examples of supplier documentation are:

- Itemized supplier sales receipts
- Itemized packing slips with itemized prices
- Credit card charge slips with itemized description of products purchased
- If the Cardholder orders subscriptions, a copy of order form will suffice as a receipt.

IMPORTANT: The business purpose of each transaction must be noted on the P-Card Activity Log unless it is obvious or intuitive. Please remember that restricted expenditures include items for personal consumption or benefit such as meals, food, cash, motor vehicle fuel, professional services, gift cards, entertainment and travel. (Reference: OCGA 50-79 & 80)

3.6 Reconciling Monthly Statements (Manually and Electronically)

On or about the 15th of each month no later than the 22nd of the month, the Cardholder is required to log into the WORKS payment management system, sign off on all purchases (include description of purchase and purpose for purchase within WORKS.), attach all, receipts, packing slip, and/or a copy of the order form to the detailed P-Card Activity Log. The Cardholder and Approver must also sign bothe the BoA paper statement and the Purchasing Card Activity Log. If a charge does not appear on the BoA paper monthly billing statement, do not include the expense on that month’s Purchasing Card Activity Log. No purchase should be included on the Purchasing Card Activity Log until is appears on the Cardholder’s Bank of America monthly statement.

The Cardholder BoA statement will contain the transaction date, supplier name, and the total amount charged for each transaction made by the Cardholder during that billing cycle. There will not be any item description or breakdown of individual items of cost. Cardholders are responsible for all of the transactions identified on their monthly BoA statement.

Once approved electronically in WORKS™, the reconciled BoA statement and Purchasing Card Activity Log with copies of all supporting documentation signed by the Cardholder must be submitted to Logistical Services. Please retain a copy of all logs, statements, and receipts in the department for a minimum of eighteen months.

3.7 Resolving Errors and Disputes

Problems with merchandise delivery or incorrect billing may occasionally arise. It is the Cardholder’s responsibility to initiate action to resolve all such issues by immediately disputing charge in the WORKS system. Cardholders must contact the supplier directly when a billing problem or a problem with merchandise or services is first noted. Cardholders should attempt to resolve such problems directly
with the supplier. When appropriate, ask the supplier to provide a credit to your P-Card account. *Under no circumstances, should there be a direct refund (cash) from suppliers for P-Card transactions.* If the vendor will not issue a credit for a return on the card, you (Cardholder) are personally responsible for the charge. **Cardholders cannot accept CASH from a vendor.** If a Cardholder is unable to resolve the credit problem directly with the supplier, the Cardholder should contact the Purchasing Card Coordinator for assistance.

**Important Note:** *All BoA disputes must be filed within 60-days of the transaction date. Do not use vendors who are not resolving errors within 30-days of the cycle date following the error or dispute.*

### 3.8 Lost or Misrouted Products

If a sufficient amount of time has elapsed without receiving the ordered product, please follow the steps in Section 3.9 below.

### 3.9 Incorrect Quantity or Defective Product

The Cardholder must always check any incoming order as soon as it is received to ensure the product/service matches what was ordered in terms of quantity, description, and quality. If there are discrepancies, e.g., damage or defects, you MUST do the following:

Contact the supplier to resolve the issue over the telephone. This should be sufficient to resolve most discrepancies.

If satisfactory resolution cannot be reached with the supplier, contact your GPC Purchasing Card Program Coordinator to file a dispute.

### 3.10 Cardholder Statement Discrepancies

If discrepancies are noted on the monthly Cardholder statement (for quantity, price, duplicate billing, no credits from prior transaction, billing for item not received, etc.) take the following steps:

- Contact the supplier and attempt to resolve the discrepancy.
- Make a note to file with the monthly statement.
- Keep a record of all communications to the supplier.

If satisfactory resolution cannot be reached with the supplier, contact your GPC Purchasing Card Program Coordinator to file and process a dispute.

### 3.11 Sales Tax Charged by a Supplier

As previously discussed in Section 1.4 Cardholder Responsibilities, GPC is exempt from paying sales tax on purchases of goods and services. Accordingly, suppliers should not bill sales tax. In the event sales
tax is charged by a supplier and appears on a Cardholder statement, the following steps need to be taken by the Cardholder:

- Contact the supplier and request that a credit be processed for the sales tax charged.
- Maintain written records of communications with suppliers regarding credits for sales tax.

If the supplier refuses to issue a credit or does not issue a credit within the next billing cycle, please notify the GPC Purchasing Card Administrator/Coordinator concerning your attempts to obtain a credit for the sales tax billed. DO NOT place any further orders with the supplier. The GPC Purchasing Card Administrator will notify all other Cardholders to refrain from doing business with the supplier.

Recovering charged sales tax requires time and effort that is not very productive for anyone. It is therefore essential that GPC departments make vendors aware that GPC is exempt from sales tax before making a purchase. The GPC Sales Tax Exemption form may be found at www.gpc.edu/~gpclogic/LogisticalForms.htm.

3.12 Restocking Fees

When goods are returned through no fault of the supplier, the supplier may charge a restocking fee. If this occurs, the restocking charge must be documented by the Cardholder to reconcile the charge with the monthly Cardholder statement.

3.13 Making Returns/Exchanges

Cardholders usually prepare a shipping order for all returns/exchanges of merchandise purchased using a purchasing card. Be sure to indicate on the shipping order this was a purchasing card purchase and state the credit due for the returned item. In some instances, a vendor may supply a return authorization (RA) which should be noted on the shipping order. If the supplier provides a material return authorization number, be sure to include that number on the shipping order. A copy of the shipping order should be kept to file with the monthly statement to verify return and show the credit amount to be provided by the supplier. All return credits must be applied to the purchasing card account, and must not be taken in cash. Be sure to note the shipping arrangements on the documentation, i.e., if the supplier or GPC paid for the freight.

It is the Cardholder's responsibility to follow up and obtain a credit for any recoverable amounts.