

UNIVERSITY OF NORTH ALABAMA PURCHASING CARD PROGRAM

The University of North Alabama Purchasing Card Program has been established to enhance purchasing options by reducing purchase order creation, check processing and the need for petty cash or requests for checks and reimbursements.

The University Purchasing Card Program is **NOT intended**:

- To avoid or bypass established procurement or payment procedures;
- To replace established travel policies and procedures;
- For personal use;
- For expenditures from Foundation Funds or Agency accounts.

The cards are intended exclusively to conduct *official University business*, defined as any business that directly provides a benefit to the University's educational and public service objectives.

Cardholders must be aware of and sensitive to the **State Bid Law**, and contact UNA Procurement for assistance *prior to making a purchase* if there is a question about the official purpose of a purchase or if the use of the Purchasing Card to make a purchase seems questionable.

The responsibility for card control ultimately rests with you as a purchasing card user. The guidelines contained in this program definition are designed to protect both you and the University.

Obtaining a Card

The Purchasing Card program is available to all University Employees who have direct or administrative responsibility for expenditures from a university budget. Each card holder must be pre-approved by the appropriate financial budget owner or direct supervisor, through a completed Purchasing Cardholder Application ([Appendix A](#)). In addition, the cardholder is asked to sign the UNA P-Card Agreement ([Appendix B](#)), and attend a brief orientation session before obtaining a card. Although the card is issued in the name of the individual your personal credit will, in no way, be affected.

Each Purchasing Card holder should have a designated proxy as well as an approved workflow for the approval of expenditures.

Purchasing Card Security

Each assigned cardholder must determine the best means for securing the purchasing card. In most cases, it is appropriate for individuals to carry the cards. If not, the cards must be stored in a secure place, such as a locked desk or locked cabinet. **In either case, the account number must be protected.**

Guidelines for Use of the Card

All credit card purchases must be made in compliance with University of North Alabama procurement policies and procedures, as well as the Alabama State Bid Law. As a cardholder, you are responsible for all charges made to the card and as one to whom purchasing authority has been delegated to ensure that all purchase activity is conducted in compliance with the NAEB Code of Ethics. Therefore, keep your card secure and protected at all times. **Use of the card for personal purchases is strictly prohibited.**

Individual Purchasing Cards will have a pre-approved limit of \$500.00 per transaction. Transactions for more than the authorized amount will be denied at the point of sale. Charges may not be split amongst several transactions in an attempt to circumvent these limits or the standard University Procurement policy. Pre-authorization may be granted by Procurement for purchases exceeding \$500 or as defined within University Travel Policy.

Examples of generally **Acceptable** purchases with the card include:

- Purchases less than \$500.00 (itemized receipts & purpose of expense)
- Athletic Team Travel or Other Student Group Travel (See travel policy)
- Annual Subscriptions
- Institutional memberships
- Conference registration fees
- Airline tickets (reference purpose of trip)
- Out-of-State lodging & Team travel (see travel policy)

Because of either a need for additional approvals or mandated reporting requirements, some items should not be purchased with the card.

Examples of items that are generally **Not Acceptable** purchases with the card include:

- Personal use or Non-Business expenses
- Any professional service
- Repairs to University Property
- Services billing labor only which may require a 1099
- In-State Employee travel expenses (follow UNA travel policy)
- Cash advances
- Cylinder gases
- Livestock and laboratory animals
- Maintenance or service agreements

Keep in mind that a contract or grant account may restrict the purchase of certain items. As the cardholder it is your responsibility to ensure that all purchases are in compliance with restrictions placed by the contract or granting agency. ***Any exception requires the approval of the University Controller.***

The cardholder is responsible for:

- Obtaining itemized receipts for all Purchasing Card purchases;
- Obtaining additional signatures from supervisor for all travel purchases & including with receipts for approval submission;
- Submitting all charged transactions with appropriate documentation for approval through the web-based system associated with the credit card in a timely manner;
- Retaining all original receipts for at least three (3) full fiscal years.

Tax Exemption

Remind the vendor of the tax-exempt status when making a purchase on behalf of the University. Most expenditures from University funds are exempt from Alabama Sales Tax. Purchases from other states and shipped into Alabama are normally exempt from tax. Verify whether or not a valid exemption applies prior to ordering. Tax exemption language may be obtained from the University Procurement Department.

Disputed Charges

If there is a discrepancy on the Purchasing Card statement, you should **first** contact the vendor to try to resolve the situation. If it is resolved, you should verify the correction within the on-line account.

If the dispute cannot be resolved with the vendor, card owner must formally dispute the charge with the credit card carrier and notify the Office of Procurement. Disputed items should be reported within 60 days of the statement date. Any disputed items reflected on the monthly statement will be assessed to a appropriate university budget and credited to the same budget once it is resolved.

Lost/Stolen cards

If a Purchasing Card is lost or stolen, the owner is responsible for immediately contacting the Controller, Procurement or Accounts Payable. The card will be canceled and a new one issued.

Employment Termination/Card Expiration

No Purchasing Card transactions will be allowed during the month in which you plan to terminate your employment. Please cut your card in half and return it to the appropriate Department Head or send it directly to Procurement/Grants.

When your Purchasing Card expires, cut your card in half and return it to the appropriate Department Head or send it directly to Procurement/Grants.

Appendix A

UNIVERSITY OF NORTH ALABAMA P-CARD PROGRAM CARDHOLDER APPLICATION

Please Print or Type

Cardholder name: _____

Department name: _____ UNA Box #: _____

Email address: _____ Phone #: _____

Last 4 digits of Social Security Number: _____

(To be used for identity verification by Regions Bank Customer Service/Fraud Dept only)

Date of Birth: ____/____/____

Type of card: _____ (Regular or Study Abroad)

Requested credit limit: _____ (monthly estimate of use)

Please list all UNA budgets for which this card will need to make purchases.

The cardholder will not be able to charge an expense to any budget not designated below.

Any changes to this list will require additional authorization and update by UNA Card Program administrators.

Foundation accounts and/or Agency Fund accounts are not allowed. Non-University Funds are not available for use in this program.

Please provide the approver (cost center head) of each budget. This is required, even if same as cardholder name.

Fund	Organization	Program	Budget Owner/Cost Center Head

attach list if more lines are needed

Another employee may be given Proxy access to this card but this is not required.

Proxy: allows a user to view transactions and submit them for approval (assign budgets/upload receipts/add documentation). Budget Owner cannot be a proxy. Each user will have his/her own login account to the online system.

Proxy access: _____ Email & Last 4 of SSN for Proxy: _____

Cardholder is ultimately responsible for all activity on the card and agrees to abide by UNA policies and procedures.

Cardholder signature: _____ Supervisor's signature: _____

Appendix B

University of North Alabama Purchasing Card Agreement

University of North Alabama has agreed to provide you with a Purchasing Card ("Card") to make certain purchases on behalf of the University. By accepting the Card, you assume the responsibility to protect the University from unauthorized and improper use of the Card. **In recognition of that responsibility, I, the undersigned, acknowledge receipt of the University of North Alabama Purchasing Card and hereby agree to the following items: (please initial each statement).**

_____ I have been provided:

- A copy of the University of North Alabama Purchasing Card Program Guidelines
- Training on the use of the Card
- An opportunity to ask questions to clarify my understanding of the Purchasing Card Program

_____ I shall comply with the terms and conditions of this Agreement and with all the provisions of the University Purchasing Card Guidelines, which are incorporated herein by reference.

_____ I understand the Purchasing Card is State property as are the goods and services purchased with the Card.

_____ I understand that when I make purchases using the Card, I make the University liable for those purchases in accordance with its agreement with the card provider (bank).

_____ I shall protect and properly use the Card as outlined in this agreement and the Program. I shall use the Card solely and exclusively for authorized University purposes in accordance with the program guidelines, university policies, and the laws of the State of Alabama.

_____ I understand that I cannot, and will not, use the Card to purchase certain restricted items.

_____ I agree that I cannot, and promise that I shall not under any circumstances, use the card for personal purposes, I will not make cash advances or make any personal purchases for any other person when using the Card.

_____ I will keep receipts for the required retention period of three (3) years and will resolve any discrepancies concerning my Card purchases, and shall follow proper Card security measures.

_____ I will immediately report to the Purchasing Office any Card purchases that appear unauthorized or made by someone other than the undersigned.

_____ I will immediately report the loss or theft of the Card to the bank and to the Purchasing Office @ 256-765-4206.

_____ **I understand that fraudulent, improper, or unauthorized use of the Card may subject me to disciplinary action, including termination of my employment.**

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

_____ I understand that the University of North Alabama may terminate my use of the Card at any time without reason or cause. Upon request by the University or upon termination of my employment by the University, I shall immediately return my Card to the purchasing office.

_____ I understand the Purchasing Card Transaction limits that have been assigned to me for individual and daily limits and that all purchases are subject to authorized budget availability.

Cardholder Name (Printed) _____

Cardholder Signature _____ Date _____