Delaware State University
Purchasing Department

Purchasing Card Education
## Where We Are & Where We’re Going

### Current

**PNC Bank**
- Emails/Phone calls to request P-Card
- Paper (manual) purchasing logs
- Approvals on the paper purchasing logs
- Manual lookup for appropriations
- University P-Card
- Person’s name on the P-Card

**M & T Bank**
- Application Form to request P-Card
- Online purchase logs
- Online (automated) approvals
- Automated lookup (drop down box, only selected accts)
- No University P-Card
- Person’s and Department’s name on the P-Card

### New
Purchasing Card (PCard)

Overview

- Applying for a purchasing card
- Cardholder responsibility
- Establishing a purchasing limit
- Training requirements
- Obtaining the Purchasing Card
- Submitting a Lost/Stolen request
Purchasing Card (PCard)

Applying for a PCard

- Complete and submit the P-Card Application.
- Complete all fields on your P-Card application, including name, employee ID, department name and number, date of birth and contact number.
- Be sure to obtain appropriate signatures and or approvals before returning the application.
- Send the signed P-Card application and cardholder agreement by email attachment to Purchasing@desu.edu. (please ensure to list the subject: as p-card application)
- The Purchasing Card Administrator will review the application and, if accurate, will transmit the information to the bank. Cards are typically available within 7 business days.
- Once approved, the P-Card financial institution (M&T) will mail the P-Card to the Purchasing Card Administrator DSU’s campus address.
Purchasing Card (PCard)

Cardholder Responsibility

- Protection and accountability for the DSU P-Card
- Responsibility for submission of receipts and proper tracking of purchase with the DSU P-Card
- Knowledge and compliance of DSU P-Card Policy
- Mandatory completion of P-Card training session
Purchasing Card (PCard)

Establishing a Purchasing Limit

Refreshing P-Cards:
- Maximum amount of a single item is $1,000
- Daily maximum is $2,500
- Card maximum is $5,000 (limits can be adjusted with a prior approval)

Declining P-Cards:
- Maximum amount of a single item is $1,000
- Daily maximum is $2,500
- Card maximum is subject to the grant balance (limits can be adjusted with a prior approval)
Complete The P-Card **Mandatory** Training

- All P-Card Applicants must undergo P-Card Policy education and process training before the P-Card is issued to the individual.
- The course will review the business processes, policies and procedures pertaining to proper use of the P-Card. The course is also highly recommended for expense approvers.
Purchasing Card (PCard)

Obtaining the Purchasing Card

- P-Cards can be obtained from the P-Card Administrator upon completion of training on the P-Card policy and processes.
- An email will be sent to the cardholder with a schedule for pickup when the card is ready.
- All cardholders must read and sign the Delaware State University P-Card cardholder agreement with complete understanding and acknowledgement of the DSU P-Card Policy upon issuance of the card.
Purchasing Card (PCard)

Submitting a Lost/Stolen Request

- P-Card holder must report the lost/stolen card by contacting M & T Bank at (800-VISA-911; 800-847-2911) or by submitting a request online to the P-Card administrator.
Policy Enforcement

- DSU P-Card can be suspended or terminated at any time by the DSU for non-compliance with policy and procedures.
- Transfers, resignation, and disciplinary action are grounds for immediate cancelation of the P-Card.
- Non-compliance with the card accounting reconciliations is a ground for closure/termination of the P-Card.
Purchasing Card (PCard)
DELAWARE STATE UNIVERSITY

Revised Travel Policy
Expectations

- Only reasonable and necessary expenses
- Expenses consistent with business and professional needs of DSU
- Required documentation submitted with PEs
- Timely submissions of PEs
- Timely processing of PEs
- Approved requisition in advance of travel
Major Changes

- M&T is DSU’s new banking partner
- Electronic submission of reimbursements
- No more cash advances
- Per diem based on destination
- Seven (7) days to submit for reimbursement
- Ten (10) day turnaround for PEs
- TAs no longer required
- Credit limit established for each cardholder
- Single Purchase transaction decreased to $2,500
Cardholder Responsibility:

- Protect card against loss or theft
- Integrity and accuracy of transactions
- Transactions must have a business purpose
- Submitting appropriate receipts
- Submitting to Disbursements Unit within seven (7) business days after end of business activity
Supervisor’s Responsibility:

• Approve travel card application
• Notifying Travel Card Administration of cardholder’s separation from DSU
• Approve travel reimbursement within three (3) business days
• Assist with audits
Per Diems

- Based on destination
  - Rates located at U.S. General Services Administration website
- Return and departure days @ 75%
- Student per diems remain at $28
- Per diem includes tips
Transportation

• Use the most practical and economical
  • Airline, rail, bus, personal vehicle, fleet vehicle, or rental car. Restricted funds must comply with “Fly America Act.”
  • Mileage reimbursement – personal car (based on IRS in effect at time of travel)
  • Gas reimbursement – rental car or when fleet gas card is not accepted
  • Rental cars –
    • Decline optional insurance
    • Refuel charges non-allowable
Non-allowable items

- Personal items
- Alcoholic beverages
- Entertainment
- Refueling charges
- ATM fees
- Priority boarding
- Meals covered by conference/event
- Tips in excess of incidental rate
- Full list beg. on page 9 of travel policy
If you promise...

• Submit approved reimbursements within seven (7) business days - (submission and approval)

We promise to...

• Process reimbursements within 10 business days
• Cash advance request – 10 days business days prior to trip

• Positive pay is not same day

• Requisitions should be approved in advance
Failure to Submit Reimbursements

- Reimbursements due 7 business days after returning from travel
  - 1\textsuperscript{st} Offense – email to cardholder
  - 2\textsuperscript{nd} Offense – email to cardholder & supervisor
  - 3\textsuperscript{rd} Offense – card placed on hold/mandatory training
  - 4\textsuperscript{th} Offense – card terminated
Unauthorized/Inappropriate Use

- Investigation of alleged misuse
- Referral to VP for Finance
- Forfeiture of privileges
- Recovery of unauthorized expenses through payroll deduction
- Termination of employment
Questions???