

FRANCIS MARION UNIVERSITY

PURCHASING CARD PROGRAM MANUAL

**THIS MANUAL, REVISED [November 25, 2025](#) INCORPORATES THE CARDHOLDER
MANUAL AND THE POLICIES AND PROCEDURES MANUAL INTO ONE DOCUMENT.**

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1. Parties Involved/Definitions

The following parties are involved in the issuance, approval, and/or acceptance of purchasing cards and expenditures.

Agency – Francis Marion University, accepts liability for use.

Agency Head – Francis Marion University President - the individual charged with ultimate responsibility for the administration and operations of the Agency.

Bank- Bank of America, contracted by the State of South Carolina to issue purchasing cards, to bill the University for all purchases, and to collect payments on behalf of the vendors.

Cardholder – a permanent, part-time or full time or Grant time-limited State employee of the University approved by the Department Head to execute transactions on behalf of the University. The cardholder must attend a training session and sign a Cardholder Agreement at card issuance, which indicates understanding of the program and intended compliance with all guidelines of this manual.

Code – SC Consolidated Procurement Code

Department Head - University official who approves requests for a purchasing card, delegates transaction authority to the cardholder, and oversight / budgetary responsibilities to the liaison. Department Heads shall not be issued a Procurement Card (P-Card), except in the following cases: Student Health Services DNP and Campus Police Chief.

Group B Agencies – State colleges, universities, and technical schools that operate as lump sum agencies. Francis Marion University is a Group B agency.

Liaison – the “records keeper”, or employee responsible for administrative review of cardholder activity, records retention, and budgetary oversight. The liaison is also responsible for reviewing transactions of individual cardholders to ensure that transactions are appropriate.

P-Card Coordinator – Statewide P-Card Program Contract Administrator at DPS

Purchasing Card Administrator or PCA – the University central coordinator who administers the card program, conducts training, and acts as intermediary with campus cardholders, liaisons, and Bank of America.

Vendor - the merchant from whom a cardholder is making a purchase.

Works – Payment Management System by Bank of America

2. Introduction / Overview

As a state agency, Francis Marion University participates in a procurement card program in conjunction with Bank of America, designed to help better manage low-dollar supply purchases. It is a purchasing tool which offers an alternative method of purchasing and paying for supplies with a total value of \$2,500 or less and will enable you to purchase commodities by telephone, Internet, or in person directly from vendors. Some vendors do not accept purchase orders, making the card our only reasonable option. The program reduces administrative burdens and costs associated with traditional methods of payment.

The success of the card program depends on your participation and cooperation. **Be sure to read, understand, and follow the guidelines in this manual.**

The Purchasing Card (P-Card) is the only purchasing card authorized for use by employees of Francis Marion University.

The purchasing card is a corporate charge card and will not affect your personal credit, but it is your responsibility to ensure:

- Proper use of the card.
- Protection of the card's identity.
- Adherence to manual guidelines.
- Adherence to university policies relating to the expenditure of funds.

The card works just like a personal credit card, except the university pays all charges in full each month and no credit balance is maintained. **It is only for purchase of supplies, unless exceptions are approved by the Procurement Card Administrator.** If occasions arise that you feel may be an exception, call the PCA at 1160.

For each Procurement Card, the Cardholder, Liaison, and Department Head must be three separate individuals. While a person may hold multiple roles (Cardholder, Liaison, and/or Department Head), they may only be issued **one** Procurement Card.

Spending parameters for each card are set at a maximum of \$2,500 per individual card transaction with a monthly allowance of \$5,000. Transaction and monthly limits may be adjusted by the Program Administrator according to need and as approved by the Department Head.

Beginning July 1, 2017, by resolution of the Board of Trustees for Francis Marion University and at the discretion of the University, select Purchasing Department card holders, and the Travel Officer of the Accounting Department are allowed a maximum of \$10,000 per individual card transaction.

Bank of America Customer Service is available 24 hours a day, 365 days a year at 1-800-538-8788 for:

- Reporting a lost or stolen card
- Disputes or billing errors
- Account information

Emergency P-Card Use

The Agency Head or their designee may authorize the Agency to designate certain cards to be moved to Emergency Status in the event of an emergency or disaster affecting the Agency's mission. This

approval should designate the maximum STL that may be assigned to such cards.

In case of a declared emergency or during a time of an emergency affecting an Agency's mission such as a natural disaster (ice storm, forest fire, tornado, etc.), the PCA may move cards to Emergency Status with prior approval. The Agency Head or their designee must grant approval for Group B Agencies such as Francis Marion University. When there is an emergency, approved Bank of America P-Cards will be activated and allowed to access an emergency profile.

The PCA shall notify Division of Procurement Services of those cards that have been assigned a single transaction limit more than \$10,000 for the purposes of responding to the emergency as soon as practical after doing so.

Francis Marion University shall keep a spread sheet documenting every emergency purchase over \$10,000. The spreadsheet should identify the emergency event, dates of the emergency event, cardholder making the purchase, what was purchased, the amount of the purchase, and the date of the purchase. Once the Emergency is over, the PCA must move cards in Emergency Status back to their normal status including reducing any increased STL's to normal limits.

3. How to Obtain a Purchasing Card

A P-Card applicant must:

1. Complete a card application (receive from the Program Administrator ext. 1160)
2. Obtain approval signatures from his/her appropriate Department Head.

The applicant's Department Head is required to:

3. Designate a liaison.
4. Designate the appropriate supply budget (standard default budget) to which all transactions will be charged unless notified otherwise.
5. Authorize the cardholder (by his or her signature) to make departmental supply purchases within the limits of the card without prior approval for each transaction.
6. Forward the completed application to the Program Administrator.

The ~~Program Administrator~~ Purchasing Card Administrator is required to:

7. Review the individual request for the Procurement Card to determine whether or not issuing a P-Card to the individual is appropriate.
8. Review the application for completeness.
9. Submit a request to the card issuer for a card in the name of the applicant.

Upon the Procurement Card Administrator's approval:

1. Procurement Card Administrator will coordinate with cardholder to receive appropriate P-card Training.
2. Must pass all assessments with 85% or higher.
3. The Cardholder must sign the Cardholder Agreement.

4. Agency Roles and Responsibilities:

The Agency Head [Francis Marion University President] has responsibility for P-Card program compliance with the Code, this Policy, and the agency's internal P-Card policy. The Agency Head has delegated administrative responsibilities, as outlined in the State P-Card Manual (updated October 1, 2025; see pages 4–6), to one or more P-Card Administrators or Department Liaisons.

5. Training:

All Cardholders, supervisors, liaisons, and P-Card Administrators are required to take State and university specific training annually:

- FMU-specific training program that addresses matters specific to the Agency's P-Card Policy and ensure Cardholders, Supervisors/approving officials, and Liaisons take this training annually.
- Cardholder training is the initial training all Cardholders, Cardholder Supervisors/approving officials, liaisons, and P-Card Administrators must take prior to issuance of a P-Card or assignment of a P-Card oversight role.
- P-Card Oversight training is training all Cardholder Supervisors/approving officials, liaisons, and P-Card Administrators must take prior to assignment of a P-Card oversight role.
 - Cardholder, P-Card oversight, and FMU- specific trainings are offered as online training in the FMU LMS, Blackboard.

6. Infrequent Use:

If a P-Card goes more than 180 days without use, the PCA shall determine if the card is still necessary. If the PCA determines that the card is no longer needed, the PCA must cancel the card after providing notification of its cancellation to the cardholder, the cardholder's supervisor, and liaison. The supervisor is responsible for turning in the card in to the PCA immediately for destruction.

If a situation exists that justifies infrequent use of the P-Card, the PCA may place the card in suspended mode until needed. This temporarily prevents the card from being used without cancelling the card. When needed, the PCA may move the card out of suspended mode and then return it suspended mode once the transaction has been completed.

7. Cardholder Responsibilities:

A Cardholder may not serve as liaison or department head for his or her own card.

All Cardholders are purchasing agents for their agency and the state. Accordingly, all Cardholders must have a minimum understanding of State purchasing laws and regulations as contained in the Code, and internal purchasing rules.

Cardholder responsibilities include:

1. Receive appropriate to follow all University P-Card requirements herein, and to follow all South Carolina Purchasing Card policies and procedures. SC Purchasing Card policies and procedures may be found at https://procurement.sc.gov/files/State_P-Card_Policy_10-1-25_AC_9-25-25_0.pdf

- a. Cardholder shall remain in correspondence with Procurement Administrator for updates and changes to these policies.
 - b. Cardholder shall maintain knowledge of State P-Card policies and procedures.
 - c. Cardholder shall maintain knowledge of FMU P-Card policies and procedures.
 - d. Cardholder shall follow the purchasing requirements of the Code and all Agency internal procurement policies, procedures, and processes.
 - e. Cardholder shall ensure use of established statewide term, multi-agency, or agency contracts when available.
 - i. **Cardholder shall ensure that all purchases made from an established contract have the contract detail page included with the documentation.**
 - f. Cardholder shall distribute purchases from sources other than established contract sources among the population of qualified suppliers.
2. Obtaining an itemized receipt or itemized invoice, in addition to obtaining sales slips, register receipts, packing slips, or other related documentation for each transaction.
 - a. **Cardholder shall sign and maintain a copy of all receipts and invoices as required by State and internal P-Card policies (every receipt must be signed).**
 - b. Sign Monthly Bank Statements - Sign (complete signature, no initials) and date the cardholder monthly bank statements attesting to the accuracy and completeness of the statement. Note the date of signing on the statement. All signatures and dates must be original signatures and dates. Signatures made with rubber stamps are prohibited.
 3. Reconciling transaction documentation and approving all P-Card transactions in Works.
 - a. **The Cardholder must upload all signed receipt/invoices to appropriate transaction (charge) in the BOA Works system.**
 - b. The P-Card Reconciliation Program in Works allows for daily reconciliation of transactions. The Cardholder is notified via e-mail each time a transaction is posted from the Bank and allows for immediate reconciliation in lieu of waiting for the monthly bank statements to reconcile the charge.
 4. Submitting all documentation (all original signed receipts and invoices) to the liaison for reconciliation and approval each month.
 - a. If cardholder losses a receipt and cannot obtain a duplicate, the cardholder may use a "Lost Receipt Affidavit." The Agency shall not allow a cardholder to use this form more than three times in any one fiscal year.
 5. Notifying the liaison if the budget account number should be modified for any card transaction.
 6. Ensuring that the card is used only for legitimate university business purposes within limits of this Manual. **Misuse could subject the cardholder to disciplinary action, up to and including termination for cause;** see Section 7.
 7. Ensuring that any Information Technology purchases are compatible with campus systems and/or agreements. **State Contracts exist for many of these items and software licensing issues and current contracts must be utilized. Always contact the PCA prior to making these types of purchases.**
 8. Maintaining the card in a secure location with the account number carefully guarded. Security of the P-card should be handled with the same level of care as personal credit cards. **It is not a departmental card. Use by anyone other than the approved cardholder is strictly prohibited.**

9. Adhering to maximum purchase limits. **The cardholder must not split purchases to circumvent the \$2,500 procurement competition threshold. Examples of splitting purchases include, but are not limited to:**
- Purchasing from the same vendor at different times of the day and different days of the week.
 - Asking a vendor to back date/ change dates on an Invoice.
 - Using several different departments for 1 single purchase over the single transaction limit.
10. Properly identifying phone and Internet orders for delivery. **The following are the only addresses to be used for billing / shipping information when requested by vendors:**

Bill to Address

Francis Marion University
 Accounting Office
 P.O. Box 100547
 Florence, S.C. 29502-0547

Ship to Address

Francis Marion University
 Central Receiving Department
 (Your department or other identifier)
 4822 E. Palmetto Street
 Florence, S.C. 29506

Ship to address may only be changed for an individual purchase with a written request from the department head to the PCA, and final written approval by the Purchasing Administrator.

11. Notifying **Bank of America immediately at 1-800-538-8788 (24 hours a day, 365 days a year) to report lost or stolen cards. A cardholder must also notify the Program Administrator of a lost or stolen card.**
12. Returning the card to the liaison upon terminating employment with the university or transferring departments within the university.
13. Resolving disputes or billing errors directly with the vendor and preparing and submitting the dispute form (Appendix A) if the dispute cannot be satisfactorily resolved with the vendor.

It is the cardholder’s responsibility to ensure card usage within the guidelines of this Policy as well as FMU policies and procedures relating to the expenditure of FMU funds.

A cardholder may not approve payment for cardholder’s own transactions or of the cardholder’s monthly bank statements. All purchases must be reviewed and approved following all policies in this manual. Review and approval responsibilities cannot be delegated to someone else without the consent of the Procurement Card Administrator.

STANDARDS OF CONDUCT State employees expending public monies hold a public trust; their conduct must meet the highest ethical standards. All State government employees must use the P-Card only to purchase supplies and services within the guidelines of this Policy. Cardholders and the Cardholder’s Supervisor who make false statements on the P-Card records may be terminated from their position and may be fined, imprisoned, or both, as stated in the S.C. Code Ann. § 16-13-210.

FMU assigns a single transaction limit (STL) to each P-Card. This limit places a cap on the amount of a purchase (including taxes and other charges and fees) for which the Cardholder may use the P-Card. Cardholders must not split purchases to circumvent this amount.

Cardholders are encouraged to survey the State of South Carolina Certified Small and Minority (OSMBA) vendor web site for the availability of goods and services. A list of state contracted minority vendors is available at <http://www.oepp.sc.gov/osmba/>.

A partial list of unallowable card purchases is listed below.

- Personal purchases or charges are strictly prohibited. Examples include, but are not limited to: personal licenses, clothing for personal use, decorative items for personal spaces, gifts or items for personal celebrations, personal electronics, and cleaning supplies for non-business use.
- Purchases of goods or services currently under a SC State Term Contract from another vendor that is not on that State contract (a listing of SC State Term Contracts can be found at www.procurement.sc.gov)
- Cash advances in any form which include but are not limited to cash advances, use at ATM's, use inside banks or cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
- Gift cards, stored value cards, calling cards, pre-paid cards or similar products.
- Alcoholic beverages or any material or service that violates university policy, or any existing law or statute.
- Registration, airline tickets, hotels, meals, car rentals or travel related expenses. **See exceptions, page.**
- Entertainment, including but not limited to:
 - Social activities: This includes spending on amusement, diversion, and recreation.
 - Associated costs: Related expenses such as tickets to shows or sporting events, and meals that are part of a recreational activity
 - in-room movies.
- Equipment required by the OCG to be capitalized.
- Tobacco products.
- Fuel for vehicles.
- Services (repairs, consultants, temporary employment, freight/delivery charges, etc.). *Select services may be purchased with written permission from the Purchasing Department.*
- Advertising
- Maintenance or lease agreements.
- Food for consumption by any FMU or other State Employee. ~~See exceptions, page.~~
- Microwaves, refrigerators, or freezers unless specified for laboratory purchases.
- Flowers/Florists, etc except under special circumstances for approved cardholders.
- "1099" reportable (payment to an individual) charges.
- Payment of State and local taxes to the Department of Revenue.
- Telephone or other utilities charges
- 4-fund transactions (See Grant Section)
- Payment on 'open' accounts maintained with vendors (P-Card shall only be used to pay one transaction at a time and cannot be used to pay the accumulated balance of an account).

Failure to comply with these policies and procedures may result in unauthorized procurement.

An unauthorized procurement requires a written determination as required by Regulation 19-445.2015. The cardholder may also be required to reimburse the state for any such purchase as determined by the agency. The agency may also take disciplinary action in accordance with its internal policies.

8. Liaison Responsibilities:

A liaison may not serve as liaison or department head for his or her own card.

The liaison will maintain the cardholder's receipts and invoices for all transactions in a monthly card statement file for a period of no less than 3 years, consistent with the State record retention requirements. The liaison can contact the PCA for further information regarding State record retention requirements.

The Liaison is responsible for:

1. Receive appropriate trainings to follow all University P-Card requirements herein, and to follow all South Carolina Purchasing Card policies and procedures. SC Purchasing Card policies and procedures may be found at https://procurement.sc.gov/files/State_P-Card_Policy_10-1-25_AC_9-25-25_0.pdf
 - a. Liaison shall remain in correspondence with Procurement Administrator for updates and changes to these policies.
 - b. **Signing the 'Purchasing Card Agreement', along with the cardholder.**
2. Collecting monthly statements, vendor receipts and/or paid invoices (signed by cardholder), and other transaction details as required from cardholders. Diligently checking over transactions for allowable/non-allowable purchases.
 - a. Review the cardholder's transaction activity each month, document this review using a Liaison Purchasing Card Review Checklist for each cardholder's monthly bank statement, and keep a record of the review in the monthly P-Card file. A sample Liaison Purchasing Card Review Checklist is located at <https://procurement.sc.gov/contracts/p-card>
 - b. There must be corresponding documentation for each transaction on the monthly billing statement.
 - c. **The Liaison must review and verify all signed receipts have been uploaded and sign off on the corresponding transactions in the BOA Works system by the 15th of each month.**
3. Determine that the cardholder is complying with State and Agency P-card Policies and Procedures in this Policy, ensuring no prohibited transactions are taking place, there are no split transactions, no transactions exceed the single transaction limits, and that no transactions have been made under blocked MCCs.
4. Initialing all cardholder monthly statements signifying review of cardholder statements and receipts.
5. Notify the supervisor and PCA if a card has not been used in more than ninety (90) days.
6. Approving budget modifications of cardholder accounts by sending a completed Procurement Card Budget Modification Form (Appendix B) to the Program Administrator prior to the 15th day of the month. **Forms received after the 15th of each month cannot be processed in the normal monthly posting of charges. (See Section 10 - Budgets – Allocation of Charges).**
7. Identifying transactions requiring the submission of use tax by sending a completed VENDOR/TAX INFORMATION FORM (Appendix D) to the Program Administrator prior to the 15th of each month.

Forms received after the 15th of each month cannot be processed in the normal monthly posting of charges. (See Section 11- Sales and Use Taxes). It is not necessary to send any monthly card information to the Program Administrator if all charges relate to the standard default budget and there are no out-of-state tax payments to report.

8. Attempting to resolve disputes with a vendor and/or Bank of America not resolved by cardholder.
9. Notifying the PCA of unresolved disputes and noting the reason for dispute.
10. Notifying the PCA of lost or stolen cards or terminated employees.
11. Receipts for purchases made from Federal funds must be maintained for five years. All other receipts must be retained for the present year plus the prior three years, or as otherwise indicated in guidelines specific to a particular grant (see Section 14 – Grants).

9. Department Head Responsibilities:

A department head may not serve as liaison or department head for his or her own card.

1. Receive appropriate training to follow all University P-Card requirements herein, and to follow all South Carolina Purchasing Card policies and procedures. SC Purchasing Card policies and procedures may be found at https://procurement.sc.gov/files/State_P-Card_Policy_10-1-25_AC_9-25-25_0.pdf
 - a) Department Head shall remain in correspondence with Procurement Administrator for updates and changes to these policies
2. Complete application for person to obtain procurement card authorizing the cardholder (by his or her signature) to make departmental supply purchases within the limits of the card without prior approval for each transaction:
 - a) Designate a liaison for the prospective cardholder.
 - b) Designate the appropriate supply budget (standard default budget) to which all transactions will be charged unless notified otherwise.
 - c) Forward the completed application to the PCA.
3. After liaison has reconciled transactions and initialed cardholder(s) monthly statement, review cardholder(s) monthly statement and liaison's documentation, then sign and date the statement (Manager's signature) attesting to accuracy and completeness of documentation, and signifying approval for payment.
4. Notify PCA in writing of a role change or departure from the University for cardholder or liaison.
 - a. Upon separation of a Cardholder for any reason, it is the responsibility of the cardholder's supervisor, to notify the liaison and PCA within three (3) days to immediately cancel the P-Card. The supervisor must also turn the P-Card in to the PCA for destruction.

10. Purchasing Card Administrator Responsibilities:

The Purchasing Card Administrator oversees all elements of the card program and is responsible for:

1. Acting as University liaison with Bank of America.
2. Reviewing and submitting completed card applications to Bank of America.
3. Issuing cards and providing training to cardholders and liaisons.
4. Reviewing Bank of America invoices.
5. Processing departmental budget charges and use taxes for submittal to Accounting.
6. Reviewing usage of purchasing card data for appropriateness.
7. Handling disputed charges or discrepancies that remain unresolved by the liaison.
8. Securing revoked or cancelled cards.
9. Performing periodic internal audits of the card program.
10. Maintaining all documentation concerning the program.
11. Remaining abreast of all P-Card Policies and Procedures from the State of South Carolina. State P-Card Policy and Procedure can be found at https://procurement.sc.gov/files/State_P-Card_Policy_10-1-25_AC_9-25-25_0.pdf In the event of a change in policy from the State of SC, PCA confers with Director of Purchasing to update the University's P-Card Policy, then provides instructions to cardholders, liaisons, and department heads as appropriate regarding specified changes.

11. Policy Violations Procedures:

Misuse of the P-Card may be deemed as an unauthorized procurement. Unauthorized procurements must be ratified with a Ratification of Unauthorized Procurement form which will be provided by the purchasing department. This form is completed by the cardholder and signed by the department head, The President of the University, and the Director of Purchasing, in that order.

If the offense is deemed to be fraudulent or willful misuse, appropriate action will be initiated immediately, up to and including termination of employment. Employees who are found to have inappropriately used the Purchasing Card may be required to reimburse the State for all costs associated with improper use.

Depending on the significance and nature of the violation, one or more of the following are consequences that may be deemed suitable by the Director of Purchasing, Executive Vice President, and/or the President of the University.

- Completion of a Ratification of Unauthorized Procurement form. A copy of the form will be placed in the cardholder file.
- Personal repayment of the transaction to reimburse the University for the purchase.
- Return of the item to the vendor.
- Termination of the Cardholder's participation in the P-Card Program.

Other consequences may be considered at the discretion of the Director of Purchasing, Executive Vice President, and/or the President of the University.

In all cases, notification of the violation will be provided to the cardholder's liaison and department head.

12. Vendor Blocking/ Erroneous Declines:

Each vendor who accepts major credit cards is issued (by the bank) a Merchant Category Code Grouping (MCCG) that identifies types of business entities. The State of South Carolina allows Francis Marion University the option to block select MCC codes at point-of-sale by restricting selected MCCG groups.

A procurement card transaction may be declined for any of the following reasons:

- The MCCG code is blocked / restricted
- Exceeding the monthly credit limit (\$5,000)
- Exceeding the single transaction limit (\$2,500)
- Deterioration of your card's magnetic strip

If you experience a vendor decline that you believe should not have been blocked or declined:

- 1. Call Bank of America immediately at 1-800-537-8788.**
- 2. Notify the PCA as soon as possible after you have made the call to the bank.**

13. Lost, Misplaced or Stolen Cards:

Report lost or stolen Purchasing Cards immediately to Bank of America, toll-free at 1-800-538-8788.

Representatives are available to assist you 24 hours a day, 365 days a year. Be sure to notify your department liaison and the PCA about lost or stolen cards at the first opportunity during normal business hours.

14. Budgets - Allocation of Charges:

A standard default budget account is assigned to each purchasing card and all card transactions will be charged to that budget unless the department liaison submits a completed Procurement Card Budget Modification Form (Appendix B) to the PCA prior to the 15th of the month. liaisons are responsible for ensuring that charges are posted to the correct budget. (See Section 5 – Liaison Responsibilities)

15. Sales and Use Tax:

South Carolina vendors are responsible for collecting retail sales tax at the point of sale. You have no responsibilities for taxes due for in-state transactions, or for purchases you make out of state, in person.

The university is responsible, however, for remitting sales taxes on out-of state purchases shipped to the university, even if the vendor does not indicate the amount of taxes due or the amount that was collected on the invoice or packing slip.

When you make purchases that are shipped to you from vendors located outside the state, the receipt or packing slip provided by the vendor should indicate whether sales taxes were paid. In most cases, no taxes will have been charged. Therefore, in the absence of notification the PCA will automatically assess 8% on all out-of-state transactions.

If documents received indicate that taxes were charged by the out-of state vendor, it is the responsibility of the liaison to advise the PCA by completing and forwarding a Vendor/Tax Information Form (Appendix C). **Forms received after the 15th of each month cannot be processed.** (See Section 5 – Liaison Responsibilities)

16. Credits:

If you have a need to return an item for credit, it is important that you have the vendor issue a credit to your card account for any returned item. **Under no circumstances should you accept cash in lieu of a credit to the Purchasing Card account.**

17. Disputes & Billing Errors:

The cardholder should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with the vendor, the liaison should prepare a signed Statement of Disputed Item form (Appendix A) documenting the reason for the dispute. Follow the directions to complete the form and email the document.

Note: All transactions will remain charged to departmental default budget accounts until credits are issued for the disputed transactions.

18. Grants:

Procurement Cards used for purchases pertaining to grant funds must be used in compliance with the grant. If the grant guidelines are not adhered to, the grant principal investigator will be held responsible for reimbursement of unallowable purchases.

In addition to cardholder and liaison retention responsibilities, for purchasing card purchases funded with grant funds, copies of monthly statements with supporting documentation (register receipts, sales slips, packing slips, etc.) must also be sent to the Grants Office – Stokes Administration Building. This documentation will be retained in official grant files.

Procurement Cards issued for grants may be cancelled prior to the end of the grant expiration date depending on grant guidelines.

Certain grants may prohibit the use of a P-card for procurement; it is important to review the grant terms before making a purchase.

19. Audit:

The State Budget and Control Board – Materials Management Office conducts procurement audits on a three-year rotational basis to include review of card use and maintenance.

The PCA will audit at least ten P-Card holders per year by conducting twice annual random audits of five P-Card holders requiring the liaison to verify, at a minimum that:

1. A complete record of cardholder statements is retained for the present year plus the prior three years, or five years for Federal grants.
2. Adequate security is provided for the cards.
3. Statement transactions have corresponding invoices, register receipts, packing slips, or proofs of purchase.
4. Charges appear to be fair and reasonable.
5. All cardholder statements have been approved and signed by the Department Head, eliminating single employee control over an entire transaction.
6. Evidence that transactions were for official university purposes.

7. Multiple transactions with a single vendor for potential split purchases are reviewed.
8. Vendors with greater potential for abuse are reviewed, i.e. Office Supply, Computer Stores, Wal-Mart, Lowe's, etc.

The PCA, in coordination with the Assistant Director of Purchasing, and Director of Purchasing, will review the charges on the University's monthly statement to determine that:

- Charges appear to be fair and reasonable.
- Charges were for official university purposes.
- Multiple transactions with a single vendor were not split to circumvent P-Card and Procurement policy.

When a charge is identified for reviewed for this purpose, the PCA requests from the cardholder (copying the liaison) a copy of the itemized paid receipt and related documentation, and the reasoning/purpose for the purchase in writing. Upon review, this documentation is kept with the monthly file on record to evidence monthly reviews of the statement.

Annual Independent Audits

The Agency's Internal Auditing Department or other auditor independent of the Agency's P-Card program, must audit the Agency's Administration of the P-Card Program annually and provide Agency management and DPS with a written report of all findings. The auditor shall conduct this audit per Section V of the State P-card Policy & Procedures. The Agency will respond to all audit findings, if necessary, and provide corrective action plans to DPS. The Agency must provide DPS a copy of its annual audit and its corrective action plans by October 1 of each year. The Agency shall keep a copy of these audits in its Procurement files for three years as required by the State's record retention policy.

20. Frequently Asked Questions

Q: Can other members of my department use my card to purchase departmental items?

A: No, the card is not a “departmental card”. The name of the individual on the face of the card is ultimately responsible for transactions associated with it. Depending on purchase need, more than one individual in a department may be issued a card.

Q: May I use my card to pay for travel expenses that result during a trip that is work related?

A: It is to be used for acquisition of supplies only unless expressly approved otherwise. The P-Card is not a substitute for existing travel policies.

Q: May I carry the card in my wallet or purse?

A: Stated policy is that the card and its identity should be kept secure. Departments may choose to comply in various ways. If your work needs are such that it is necessary to carry the card, there is no restriction; however it is not advisable if there is no need.

Q: When do I provide my documentation to the liaison each month?

A: Budget modification requests and tax information must be provided to the Program Administrator by liaisons no later than the 15th of each month. This means that all documents from cardholders should be provided to the liaison well before the 15th to allow him/her adequate time to process and validate all transactions and modification forms.

Q: How long should I keep receipts and invoices?

A: Corresponding documentation should be retained for each card transaction for the present year plus the most recent prior three years, five years for grant related purchases.

Q: Is it acceptable to buy gift cards with the procurement card?

A: No.

If you have any questions at any time regarding to the procurement card program, call the Procurement Card Administrator at extension 1160.

21. Exceptions

Listed below are exceptions currently authorized by the Card Program Administrator:

1. The Purchasing Office is authorized to utilize procurement cards for supplies and services up to \$10,000. Appropriate documentation to support competition, State Contract Purchase, Emergency, or Sole Source purchases will be maintained in the file in accordance with requirements established by the Consolidated Procurement Code.
2. The PCA may authorize individual cardholders to utilize cards for exceptional uses on a case-by case basis, provided there is documentation in the file explaining the rationale for that action.
3. Physical Plant Motor Pool and Grounds Maintenance are authorized to utilize procurement cards for repairs. Physical Plant must establish internal procedures to ensure proper controls and record retention regarding contracted services budgets charged to credit cards, with notification of default changes forwarded to the PCA prior to the 15th of each month.
4. The Director of Physical Plant may designate Physical Plant departmental cardholders to utilize procurement cards to secure vehicles for university travel needs that are not met by contractual agreements in place with the university or the State of South Carolina. The Physical Plant will establish internal procedures to ensure compliance with all travel reporting requirements.
5. Procurement Cards issued to Human Resources may be used to purchase items classified as “Other Instruction” such as advertisements for open positions, which are exempt from the Consolidated Procurement Code.
6. For the purchase of food not for consumption by an FMU or other State Employee (i.e. candy giveaway for a student event), an exception request must be submitted in advance to the PCA for review and PCA approval prior to the purchase of those items. The PCA may approve the use of select procurement card holders for the purchase of food and related items specific departments that support relevant activities (i.e. student activities). All such purchases must comply with the Guidelines for Entertainment as outlined in the Accounting Policies and Procedures. For complete information, refer to www.fmarion.edu/about/Accounting
 - This exception applies only to departments that provide programs or services to the general student population, rather than to specific student groups or organizations. Examples of such departments include, but are not limited to, Student Life and Housing (Residence Life).
 - Upon completion of any approved purchase involving food, an Entertainment Expense Form must be completed and submitted with all supporting documentation and receipts to the PCA.
7. Rogers Library – Acquisitions is authorized to order books and periodicals exceeding \$2,500.00 as an item exempt from the Consolidated Procurement Code.
8. The Procurement Cards issued to the individuals in the University’s Accounting Office who is responsible for securing University travel and processing travel requests may utilize the procurement card for registrations, airline tickets, hotels, meals, car rentals or travel related expenses.

Procurement Card Budget Modification Form

****MUST BE SUBMITTED TO PURCHASING PRIOR TO THE 15TH OF EACH MONTH****

Statement Date ____ / ____ / ____

Cardholder Name _____ Liaison Name _____ Date ____ / ____ / ____
 (USE A SEPARATE FORM FOR EACH CARDHOLDER MODIFICATION REQUEST)

Standard Default Department _____ Budget _____
 (Name) (Number)

List individual transactions that are to be charged to other budgets below. Fill in all transaction information associated with your modification request. **DO NOT** list transactions from your statement that **don't** require modification from your standard department default budget.

Vendor Name(s)	Transaction Amount(s)	Budget(s) to be charged	Amount(s) to charge
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$

It is the responsibility of the liaison to retain documents approving budget modifications that fall **outside** of their departmental budget authority.

