

FRANCIS MARION UNIVERSITY

PURCHASING CARD PROGRAM MANUAL

**THIS MANUAL, REVISED [JUNE 7, 2022](#) INCORPORATES THE CARDHOLDER MANUAL
AND THE POLICIES AND PROCEDURES MANUAL INTO ONE DOCUMENT.**

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1. 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. In fact, many Internet providers will not accept purchase orders, making the card our only reasonable option.

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 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 Program Administrator – Purchasing Department.** If occasions arise that you feel may be an exception, call the Program Administrator at 1160.

For any one Procurement Card; the Cardholder, Liaison, and Department Head shall be three different individuals. An individual may hold more than one role as a Cardholder, Liaison, and/or Department Head.

Multiple Procurement Cards shall not be issued to one individual.

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

2. Parties Involved

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

Agency – Francis Marion University, which issues cards to approved employees and accepts liability for use.

Cardholder - an 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.

Card Issuer - 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.

Department Head - University official who approves requests for a purchasing card, delegates transaction authority to the cardholder, and oversight / budgetary responsibilities to the liaison. New Department Heads and/or Department Heads shall only be issued a P-Card (e.g. Student Health Services DNP, Campus Police Chief)

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.

Purchasing Card Program Administrator – 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.

3. Card Set-up

To complete the application process the 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 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 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.

4. Cardholder Responsibilities:

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

Cardholder responsibilities include:

1. Receive training from the Procurement Administrator 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/contracts/p-card#ditem-8472>
 - a. Cardholder shall remain in correspondence with Procurement Administrator for updates and changes to these policies.
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.
3. Submitting all documentation to the liaison for reconciliation and approval.
4. Notifying the liaison if the budget account number should be modified on any card transaction.
5. Ensuring that the card is used only for legitimate 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.
6. 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 Program Administrator prior to making these types of purchases.**
6. Maintaining the card in a secure location with the account number carefully guarded. **It is not a departmental card. Use by anyone other than the approved cardholder is strictly prohibited.**
7. Adhering to maximum purchase limits. **The cardholder must not split purchases to circumvent the \$2,500 procurement competition threshold.**
8. 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
Office of Business Affairs-
Accounting
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 Purchasing Administrator, and final written approval by the Purchasing Administrator.

9. 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.**
10. Returning the card to the liaison upon terminating employment with the university or transferring departments within the university.

11. 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.
12. Purchasing items offered on existing State Contracts.

Contact the Program Administrator if you have questions regarding State Contracts.

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.
- Cash advances in any form.
- Gift cards, plaques, or any item intended to be awards or door prizes. **See exceptions, page.**
- 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.**
- 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
- Microwaves, refrigerators, or freezers unless specified for laboratory purchases
- Entertainment and food, florists, etc except under special circumstances for approved cardholders.
- “1099” reportable (payment to an individual) charges.
- Telephone or other utilities charges
- 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).

5. Liaison Responsibilities:

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

The Liaison is responsible for:

1. Receive training from the Procurement Administrator 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/contracts/p-card#ditem-8472>
 - a. Liaison shall remain in correspondence with Procurement Administrator for updates and changes to these policies.
2. Collecting monthly statements, vendor receipts and/or paid invoices, and other transaction details as required from cardholders.
3. Reconciling statements by check marking each line item of statement denoting that the particular line item has been reviewed along with its corresponding vendor receipt. P-Card audits from the State of South

Carolina require that evidence of reconciliation (check mark or other mark) is indicated for each individual transaction on the statement.

4. Initialing all cardholder monthly statements signifying review of cardholder statements and receipts.
5. Retaining all charge slips and receipts with their corresponding monthly statement for audit by internal and external auditors for the present year plus the most recent prior three years. **There must be corresponding documentation for each transaction on the monthly billing statement.**
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 Program Administrator of unresolved disputes and noting the reason for dispute.
10. Notifying the Program Administrator 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).

6. Department Head Responsibilities:

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

1. Receive training from the Procurement Administrator 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/contracts/p-card#ditem-8472>
 - 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 Program Administrator.
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).
4. Notify Program Administrator in writing of a role change or departure from the University for cardholder or liaison.

7. Program Administrator Responsibilities:

The Program 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/contracts/p-card#ditem-8472>. In the event of a change in policy from the State of SC, Program Administrator 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.

8. 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, Vice President for Finance and Facilities, 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, any or several of the following are consequences as deemed suitable by the Director of Purchasing, Vice President of Finance and Facilities, 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.

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

9. 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 and the university require that certain types of vendors be “blocked” at point-of-sale. This is accomplished 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

In any event, if you experience a vendor decline:

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

10. 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 Program Administrator about lost or stolen cards at the first opportunity during normal business hours.

11. 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 Program Administrator 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)

12. 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 the majority of cases, no taxes will have been charged. Therefore, in the absence of notification the Program Administrator 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 Program Administrator 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)**

13. 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.**

14. 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 fax the document.

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

15. 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, copies of monthly statements with supporting documentation that will allow review of expenditures (register receipts, sales slips, packing slips, etc.) must 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 30-45 days prior to the end of the grant expiration date depending on grant guidelines.

16. Audit:

The State Budget and Control Board – Materials Management Office will conduct procurement audits on a three-year rotational basis to include review of card use and maintenance. Additionally, there will be periodic departmental audits performed by the Program Administrator to be documented in the file with copies of results forwarded to the department head. Random audits will be performed by the Program Administrator and will require 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.

17. 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: Generally, no. See exceptions, page 12.

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

18. Exceptions

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

1. The Purchasing Office is authorized to utilize procurement cards for supplies exceeding the maximum limit. 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 Card Program Administrator 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 Program Administrator 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 excluded from contractual agreements in place. The Physical Plant will establish internal procedures to ensure compliance with all travel reporting requirements.
5. Procurement Cards issued for the Honors Program may be utilized for entertainment during Honors Program trips with prior written approval from the Purchasing Department.
6. Procurement Cards issued to Human Resources – Other Instruction may be utilized for advertisement of open positions as an item exempt from the Consolidated Procurement Code.
7. The Program Administrator may authorize select procurement cards to be utilized for purchases of food exclusively for activities funded by appropriate accounts (i.e. student activity fees, approved employee events and entertainment functions) in accordance with **GUIDELINES FOR ENTERTAINMENT** policies as listed in Accounting Policies and Procedures. For complete information, see www.fmarion.edu/about/Accounting
8. Rogers Library – Acquisitions is authorized to order books and periodicals exceeding \$2,500.00 as an item exempt from the Consolidated Procurement Code.
9. The Procurement Card issued to the individual 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.

Commercial Card Claims/Statement of Disputed Item

Instructions: Your company should first make good-faith efforts to settle a claim for purchases directly with the merchant. If assistance from Bank of America is required, please complete this form, and fax or mail with required enclosures within 60 days from the billing close date to:

Bank of America – Commercial Card Services Operations
P. O. Box 53101
Phoenix, AZ 85072-3101
Phone (800) 300-3084, FAX (888) 678-6046

Company Name: _____

Account Number: _____

Cardholder Name: _____

Statement close date
(The statement the charge appears on): _____

Transaction Date: _____

Reference Number: _____

Merchant Name/Location: _____

Posted Amount: _____ Disputed Amount: _____

(Cardholder Signature) (Authorized Participant Signature) (Date) (Phone Number)

Please Check Only One

1. **Unauthorized Transaction:** I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. My Bank of America card was in my possession at the time of the transaction.
2. **Charge Amount Does Not Agree With Order Authorizing the Charge:** The amount entered on the sales slip was increased from \$ _____ to \$ _____. I have enclosed a copy of the unaltered sales slip.
3. **Services Not Received:** I have not received the merchandise or services represented by the above transaction. The expected date of delivery of services was _____. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and their response.)
4. **Defective or Wrong Merchandise:** I returned the merchandise on _____ because it was (check one):
_____ defective; _____ wrong size; _____ wrong color; _____ wrong quantity.
(Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them, their response and proof of the return of merchandise. Please provide a detailed description of the wrong or defective nature of the merchandise.)
5. **Recurring Charges After Cancellation:** On _____ (date), I notified the merchant to cancel the monthly/yearly agreement. Since then my Bank of America account has been charged _____ time(s). (Please enclose a copy of the merchant's confirmation of your cancellation request.)
6. **Recurring Charges Already Paid by Other Means:** I already paid for the goods and/or services represented by the above charge by means other than my Bank of America Commercial Card. (Please provide a copy of the front and back on the cancelled check, money order, cash receipt, credit card statement, or other documentation as proof of purchase/payment. Describe your efforts to resolve this matter directly with the merchant, the date(s) you contacted them, and their response.)
7. **Credit Appears as a Charge:** The enclosed Credit Voucher appeared as a charge on my Bank of America Commercial Card account.
8. **Credit From Merchant Not Received:** I did not receive credit for the enclosed Credit Voucher within 30 calendar days from the date it was issued to me by the merchant shown above. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and their response. Provide a detailed statement explaining your reason(s) for disputing this charge.)
9. **Hotel Reservation Cancelled:** I made a reservation with the above hotel, which I later cancelled on _____ (date) at _____ (time). I received a cancellation number, which is _____. (Please describe how the reservation was cancelled, proof of cancellation and attempts to resolve this issue with the merchant.
_____ I was not given a cancellation number.
_____ I was not told at the time that I made the reservation that my account would be charged for a "No Show".
_____ I was not informed of the cancellation policy.
10. **Double or Multiple Charges:** My Bank of America Commercial Card Account has been double charged. The valid charge appeared on _____ (date). The duplicate charge(s) appeared on _____.
11. **Do Not Recall the Transaction:** The statement has an inadequate description of the charge. Please supply supporting documentation.
12. **Other; Above Descriptions Do Not Apply:** Please attach a detailed letter explaining the reason for your dispute and your attempts to resolve this issue with the merchant.

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.

