



# Purchasing Card Policy

NAME:	<b>Purchasing Card Policy</b>
ISSUING DEPARTMENT:	<b>Vice President for Finance &amp; Administration</b>
ISSUED DATE:	<b>July 2015</b>
REVIEWED DATE:	<b>November 24, 2020</b>
APPROVING AUTHORITY:	<b>President's Cabinet</b>
DATE REVISED:	<b>October 16, 2019</b>

## **PURPOSE**

Mansfield University's purchasing card program is designed to improve efficiency in the processing of high volume low dollar purchases. This policy defines the limits and acceptable uses of the purchasing card.

## **SCOPE**

The purchasing card program is for OFFICIAL UNIVERSITY PURCHASES ONLY. Use of the purchasing card reduces the use of departmental purchase requisitions and purchase orders when procuring appropriate items with a cost of \$1,000 or less. The purchasing card program also eliminates the need for petty cash accounts held by departments. The University receives one monthly invoice for all purchasing card charges; eliminating processing of individual invoices and vendor checks.

## **FORMS**

[Purchasing Card Enrollment Form](#) found on the Forms webpage

[Purchasing Card Acceptance Form](#) found on the Forms webpage

## **RESPONSIBILITY**

Controller's Office

## **PROCEDURE**

Mansfield University's purchasing card is an internationally accepted credit card issued to authorized University personnel to be used for business purposes only. The purchasing card is designed primarily for small dollar purchases of supplies and merchandise only.

**Supervisors are responsible for any purchasing cards issued to their departments.** They may delegate use of the card to administrative support personnel or other selected individuals but they are still responsible for the following:

1. Monitoring monthly purchase activity to ensure proper use in accordance with purchasing card and university policies and procedures.
2. Verifying that sufficient funds are available in the departmental budget prior to authorizing any purchase.

3. Reviewing and verifying the accuracy of all charges. This includes ensuring the following:
  - a. No unauthorized purchases.
  - b. No sales tax paid.
  - c. No split transactions to avoid bid/card limits.
  - d. All receipts are complete and are attached to the reconciliation.
  - e. Food Purchase Approval & Justification Form or Justification Approval Form for Gifts & Awards is attached when required.
4. Verifying the cardholder contacted the vendor concerning any discrepancies or erroneous charges listed on the statement.
5. Approving cardholder transactions on the purchasing card log record and provided to the Controller's Office by the due dates established.
6. Notifying the Controller's Office, in writing, when a cardholder's privileges have been revoked or the cardholder is leaving the department or University.

**Cardholders are responsible for:**

1. The proper use and safeguarding of cards issued to them. The card number, the card itself, and all documents related to the card transactions must be treated with security at all times.
2. Maintaining accurate records of all purchasing card transactions, and promptly report any lost or stolen cards to the Controller's Office.
3. Ensuring all purchases using the purchasing card are made in accordance with the PASSHE Expenditure of Public Funds and MU's Supplemental Policy on public funds expenditures. A cardholder who makes unauthorized purchases or carelessly uses the credit card may be liable for the total dollar amount of such unauthorized purchases. The cardholder may also be subject to University disciplinary action.
4. Obtaining credit card slips, cash register receipts, packing slips, etc. to provide documentation for each transaction. Receipts must include purchase amount and item descriptions that are as specific as possible.

The responsible employee designated by the department head to make purchases on behalf of the department must complete the Purchasing Card Enrollment Form and the Purchasing Card Acceptance Form, as they will be the cardholder. Their supervisor or department head must approve them as an authorized user. The Mansfield University Controller must grant final approval before a card is requested or issued on the cardholder's behalf.

Purchasing card procedures should be consulted for allowable and prohibited uses of the purchasing card as well as more detailed information on the purchasing card program. This procedure document can be found on the Purchasing website.

**DISTRIBUTION**

This policy will be posted to the Policies and Procedures web page and maintained by the Controller's Office.