



Albion College

Name: Accounts Payable and Purchasing Policies, Procedures and Forms

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Introduction

In an effort to provide more efficient and effective service to the campus community we are providing the attached procedure manual as a guideline for handling payments, purchasing and the proper completion of Accounts Payable/Purchasing Office forms.

Please take the time to carefully read this entire document. While some of the discussed items are new, most are from existing policies and procedures which may not have been effectively communicated and/or enforced in the past. These guides have been prepared in detail with the intent of alleviating difficulties. Whenever possible, please plan to submit requests 2 to 3 weeks in advance of the need for payment, so that complete compliance with College policies can be ensured. Failure to do so may result in the delay or denial of payment requests.

Processing runs smoother if all paperwork associated with an order is sent to the Purchasing Team and invoices sent to accountspayable@albion.edu or the Accounts Payable Office.

The policies and procedures in this manual will supersede any previous policies and procedures and are effective immediately.

Please note that all forms reported here are available on the google drive or on the website under Purchasing. Forms you edit for specific purposes may be copied and saved as a template to your own G, H or Google drive once you've modified the forms.

We appreciate your cooperation and if you have any questions please contact the Accounts Payable office at x0470 or purchasing at x0970

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PRE-APPROVAL FORMS

Purchase and Travel Forms

[Purchase pre-approval](#) and [Travel pre-approval](#) forms must be completed and authorized prior to any purchase being made. Both of these forms can be found on the **Purchasing** page of the Albion.edu website. Each form has a three-tier approval process in place.

- Tier 1 - \$0 to \$600 requests need to have supervisor/chair approval,
- Tier 2 - \$601 to \$1,000 requests will need supervisor/chair and VP approval,
- Tier 3 - \$1,001 or more requests will require supervisor/chair approval, VP approval and CFO/President signed approval.

Pre-approval is required for all travel/purchases. If prior authorization is missing, the transaction will undergo additional review and may result in a delay in payment or be deemed non-reimbursable. Additionally, requests should not be broken apart to circumvent the appropriate approval.

Technology Request Form

A [technology request form](#) needs to be filled out for any and all technology hardware or software requests, to include software applications and add-ons. This form must be submitted in order for IT to assess system compatibility and determine if a request will be classified as a Purchase or CAPEX pre-approval form. IT will complete the required form on your behalf. Once the pre-approval form is completed and approved, Purchasing will order the item. When an item has arrived, IT will notify you and relay any next steps.

Capital Request Form (CAPEX)

A [CAPEX Form](#) needs to be filled out for purchases of computers or any item over \$1,000 that has a useful life of more than 1 year. e.g., software, equipment and furniture as well as larger construction projects to name a few.

Contract Form

A [Contract Form](#) needs to be filled out for any quote/contract that requires a signature. **Only the President and CFO are authorized to sign contracts for the College.** A contract is required for any and all services provided to the College (eg: All speakers, performers, outside venues, contractors, consultants, etc. Please contact the Business Office at 0289 to verify if a contract is required). The Business Office will review the contract and the contract form, and present to the CFO for signature and email a signed copy to the preparer and Purchasing. Purchasing will create a purchase requisition with the information from the contract. The requisition will then run through the approval process in Banner and create a purchase order, the purchase order will be sent to the vendor. Services may be used as allowed by the terms of the contract.

COLLEGE TRAVEL GUIDELINES

Occasionally, faculty or staff are permitted/requested to attend events, conferences, seminars, training, research programs etc... When these opportunities arise, the traveling employee will need to login to Collegiate Travel Planners (CTP) to make all their travel arrangements including flight, hotel, rental car, etc. Only College employee and faculty/staff led student travel arrangements can be made using CTP. If you plan to have a non-Albion employee attend with you, travel arrangements for the non-employee will need to be made separately.

Travel

All travel must start with the preparation of a [Travel pre-approval](#) form. Upon approval, travel arrangements can be made.

- Travel by your personal motor vehicle will generally be reimbursed at the Federal Standard Mileage Rate. Reimbursable mileage is determined by taking the total miles driven less the traveler's daily commute miles (distance between home and college times 2). (Please Note, If the standard mileage cost exceeds what it would cost for airfare to the destination, college will determine the need for a personal vehicle in determining how much the employee is reimbursed.
- For trips beyond a radius of 30 miles, it is strongly encouraged that college fleet vehicles be used. Contact Campus Scheduler in Facilities for reservations and procedure.
- If traveling by air, the employee will need to login to (CTP) to make all travel arrangements. Additional costs associated with any premium seating will be considered the responsibility of the employee and would require the employee to enter a personal credit card for any upgrade.

Lodging

The College employee will use (CTP) to book all lodging in advance. If the employee is attending a conference, all lodging reservations should be completed through the conference registration. The corporate card will hold the room, but a personal credit card or College procurement card (p-card) will be required at check-in/out. Options for employees who do not have a p-card are to prepare a [Cash Advance Form](#) prior to traveling for the College portion of the hotel stay or complete a reimbursement request at www.concursolutions.com, with a detailed receipt upon their return from said travel.

In most cases daily lodging expenses should not exceed \$118.00 (Average Federal Standard). Sometimes, market conditions in certain destination cities will dictate higher lodging rates and these instances will be reviewed at the time of the pre-approval request. Typically the College will approve the cost of a single room for a single employee or a double room if it is to be shared by two employees. Additional costs for larger rooms for accompanying family are the responsibility of the employee and not reimbursable.

Meals

In most cases daily meal expenses should not exceed \$15.00 for breakfast, \$16.00 for lunch and \$29.00 for dinner. Again, sometimes, market conditions in certain destination cities will dictate higher meal rates and in these instances requests will be reviewed at the time of the reimbursement request based on the information available. Every effort should be made to keep meal expenses within these guidelines. As a gauge, these rates closely follow the standard per diem rates established by the IRS. Additionally, each individual meal expense is independent of others; unused monies for one meal do not carry over to the next or in the case where a conference provides a continental breakfast and lunch, and only the dinner portion of the per diem rate will be considered reimbursable. Also, in many cases, events, conferences, seminars and training include meals in their cost. In these instances, the college expectation is that a traveler would not incur per diem meals where meals were paid for and provided.

The College requires detailed, itemized receipts for all food expenses. If meals are charged to a hotel

room, an itemized receipt should be attached to the hotel receipt. In most cases restaurants and hotels will provide these receipts if requested. If detailed, itemized receipts are not provided then reimbursement for these items may not be approved.

When providing meal money to students/athletes please develop a daily roster whereby each student may sign for the meal money they receive.

If an employee chooses to take a per diem allowance for meals while traveling. Note the federal per diem rate includes all tax and tips. Therefore receipts are not necessary for college purposes but may be required as support for your personal tax return. Also note that per diem amounts will be adjusted in the case of conferences that provide meals as part of their cost.

Please note that in most cases the College does not reimburse for purchases of alcohol or tobacco. The College President can grant exceptions in special cases where circumstances are deemed appropriate.

In addition, the College is a tax-exempt organization. As such, the College will generally not reimburse sales tax on the purchase of goods/services. Exceptions of this rule include airfare, car rentals, prepared meals and hotels. The college tax exempt certificate can be provided by the procurement team when requested. It is to be used strictly for College purchases.

Expenses for personal items that are lost or damaged are generally the responsibility of the employee and are not reimbursable.

REIMBURSEMENT FORM

Employee Reimbursements

After travel or expense is completed, a reimbursement request must be completed by the traveler or a designated employee in www.concursolutions.com (Concur). Please put **ALL** expenses from the month on one reimbursement request form. Scanned copies of detailed receipts will be required for all purchases. Tax will only be reimbursed for gas, restaurants, and hotels. After fully completing the reimbursement request form, submit the form electronically to the department head for approval. After the supervisor/chair approves, the form will be electronically routed to the Business Office for final sign off prior to being paid. Purchase or Travel pre-approval forms **MUST** be attached to the reimbursement form when submitting it.

If entertaining on behalf of the College, reimbursement requests pertaining to entertainment items must include the number of guests in attendance, their names, the purpose for the meeting and the location of the entertainment or event. If attending a regional or group event, please be as specific as possible with names or companies involved.

Please note that an individual cannot approve their own reimbursement request. If you are a supervisor/chair, the reimbursement request should be routed to the division vice president for approval.

It is **EXTREMELY IMPORTANT** that employees have direct deposit for payables set up in Banner to receive reimbursements. If you do not, email businessoffice@albion.edu the following message;

“I authorize the business office to direct deposit any of my reimbursements to my current bank account listed with the payroll office.”

If you wish to use a different bank account for reimbursement please contact the Business Office.

Student Reimbursements

Please use the [Student Reimbursement Form](#) for any reimbursable student expenses. This form must be

completed and signed by both the student and the supervisor/chair. All receipts must be taped to an 8.5 x 11 sheet of paper or include a map showing the total mileage driven. The student reimbursement form then needs to be sent to Accounts Payable for payment processing.

Student per diem daily meal expenses should not exceed \$7.00 for breakfast, \$8.00 for lunch and \$14.00 for dinner.

General Reimbursement

- **FACULTY PLEASE NOTE:** When using funds from an FDC Development Grant or any non-operating accounts, the form will be routed to the Executive Assistant to the Provost.
- Incomplete reimbursement requests or requests that do not adhere to College policies will not be processed and will be returned to the person submitting the request.
- As a rule, **one reimbursement form should be submitted per month** which would include all reimbursable expenses incurred for that month. Reimbursement requests that are completed in excess of **45** days from the month being reported will not be honored unless approved by the VP for Finance and Management. *All fully approved reimbursements will be processed by Accounts Payable the 2nd and 4th Friday of each month.*

CASH ADVANCES

Cash advances are available to employees under certain circumstances, for examples if an employee is going on extended travel with significant costs; If a coach is taking a team to an away game and must provide each team member with meal money; If an employee is traveling and has not been issued a college credit card; If an employee is administering a student event or activity that has significant costs.

All cash advances must be requested using the [Cash Advance Form](#). After opening the form, click file, make a copy and save your revision to your google drive.

Please complete the form and print 2 copies. The original is to be submitted to the accounting office, and the 2nd copy to be kept by the person receiving the advance. It is the second copy that is to be submitted with a Reimbursement form by the employee receiving the advance upon return from the travel or event.

To receive consideration for a cash advance, the requestor must provide specific details regarding the request. Details might include: destination(s), numbers of students/participants and purpose for travel to name a few.

All cash advance requests must be authorized by your supervisor/chair and your Divisional Vice-President and the Controller regardless of amount.

Authorized advances of \$50.00 or less may be picked up in the form of cash at the cashier window in the accounting office once approved forms have been submitted.

An employee may have only **one** cash advance outstanding at any given time.

Cash advances must be reconciled with submission of the [Cash Advance Reconciliation Form](#) within 10 business days of returning to campus from the travel or event.

Students are generally not permitted to receive cash advances.

LINE-BY-LINE INSTRUCTIONS

1. Enter the name of the non-student employee that will be receiving the advance.
2. Enter the departmental KC Box number.
3. Enter the Employee vendor number of the person receiving the advance. (If unknown, please

- contact the Accounting Office).
4. Enter the dollar amount of the request.
 5. Provide signatures and with dates of the supervisor/chair and Divisional Vice President.
 6. The explanation must include:
 - a. the date of the request,
 - b. the date the funds will be needed,
 - c. reason the advance is needed: destination(s), number of participants, purpose of travel and/or the need to have cash available,
 - d. expected date the person will return to campus.

Submit this completed document in the Accounting office. All authorized advances will be presented to the Controller for approval.

Please note that all cash advances are charged to 11000-13099 (the College's miscellaneous receivables account) and treated as a receivable in the employee receiving the advance's name and would be considered due from that individual until a reimbursement form is completed by the employee upon return. The receivable will be canceled and related expense charged to the appropriate accounts as accounted for on the employee's [Cash Advance Reconciliation](#) form upon completion and submission to accounting.

VENDOR SETUP

A [Vendor Form](#) should be submitted for all new vendors prior to entering into agreement with the vendor. Please contact the purchasing team to determine if a W-9 is on file for a vendor before you purchase from them as the College cannot pay a vendor if we do not have a W-9 on file. (Please do not retain completed W-9 requests in your department, these contain confidential tax information and should be retained only by the Purchasing Team)

PURCHASE REQUISITIONS (REQ)

All purchases must have approval prior to placing the order. Once the Purchasing Team receives a completed approval/approved form, they will create a REQ. REQs must be completed and approved and rolled into a PO **PRIOR** to the making of any arrangements with the vendor.

A REQ is the means by which a potential purchase on behalf of the college is approved and authorized. When the REQ has cleared the approval process in Banner, which will include approvals by the chair or director of the department, and if necessary the division VP and/or the Business Office, the Purchasing team will convert the REQ into a PO.

Under **no** circumstances should a REQ number be supplied to a vendor as the authorization to ship goods or perform services. These are unofficial internal document numbers only. (The **PO** would be this authorization.)

PURCHASE ORDERS (PO)

A PO initiates a contract between Albion College and the vendor stating we would like to place an order and we will pay on credit terms. Once a REQ is processed through the approval process in Banner, it is converted to a PO. The Purchasing Team processes POs at least three times each week. If the pre-approval requests that the Purchasing Team place the order, it will be placed when the PO is printed. For orders that will be placed by the requestor, the PO will be emailed to the requestor for them to place the order. Sent POs will indicate to the vendor that the College has authorized the order as outlined on the PO and that they may complete the order.

The requestor will receive an email and the Purchasing Team will keep a GREEN copy of the PO. Once the order is complete and all goods and services have been received and are satisfactory, the Purchasing

Team will send a Green copy of the PO and the vendor invoice to Accounts Payable for payment.

Open Purchase Orders

POs may be used both for direct immediate purchases and to set up future purchases/payments from a single vendor (Open PO), say for supplies for your department. Be careful to allocate appropriate amounts and accounts for the items you will be purchasing. A PO for supplies should never be utilized for anything other than its created purpose. Please complete an [Open PO Request Form](#) and upload to the [Purchasing Template Submission Form](#).

When an Open PO is created, the requestor will receive an email copy. The PO number should be written on the invoice and signed by an authorized signer and forwarded to the Accounts Payable Office. Once the final shipment has been received or the maximum amount of the PO has been reached, the GREEN copy should be sent to the Accounts Payable Office with a note stating the PO is complete and should be closed.

Please note that an Open PO will encumber funds in your budget for the total amount of the request at the time it is created. The encumbrance will be reduced as items are expended against the Open PO. You should manage your department's encumbrances and if at year end there are still amounts encumbered, you should instruct the Purchasing Team to close out the encumbrance.

If an Open PO is made for a recurring invoice the Purchasing Team will have the greens to ensure on time payments for these invoice. The requestor will receive an email copy and be notified of each invoice, these will be for your records.

Purchase Order Increase

Occasionally, vendors increase their prices or an additional quantity is needed on a particular order. If this substantially increases the dollar amount of the Open PO, a [Purchase Order Change Form](#) will need to be completed and uploaded to the [Purchasing Template Submission Form](#). You will be notified by the Purchasing Team if the increase is processed. Please be specific when completing to avoid delays.

PURCHASES WITHOUT PRE-APPROVAL

Central Stores

We have a Central Store on campus where you may request many office supply items, including normal office supplies, batteries (AA, AAA, 9V, C and D) as well as coffee (ground, K-cups, Coffee, Tea, Creamer, Sugar and Cups). Please use the Office 360 website for the office supply items and the other items are to be ordered by work order. We are in the process of creating a sheet for you to order all items for Spring 2023. If you don't have access to the Office 360 website, please contact the Purchasing Team for assistance.

Amazon

If you wish to purchase from Amazon, please request a Business Amazon Account from the Purchasing Team and submit an [Open PO Request Form](#). Place the order online and continue to checkout, you will be asked for a PO number, Department, Ship To, Deliver To. Once completed, click submit order. Once submitted, it will come to the Manager of Budgets and Procurement for approval and then it will be sent to your supervisor/chair for the pre-approval to purchase. Once approved, the Manager of Budgets and Procurement will approve to place the order. Item will then be delivered to the Albion College dock address, where our Facilities Team will deliver to the listed name. If you do not have an open PO, a one time use PO will be created for you to order the specific requested item.

Internal Charges

Use of general campus services will not need pre-approval. These services include speciality printing, postage, on campus dining, and use of fleet vehicles.

Business Cards and Name Badges

Please fill out the [Business Card/ Name Tag Template](#) and upload it to the [Purchasing Template Submission Form](#) to order Business Cards or Name Badges.

INVOICES (INV)

Please be sure all INV are directed to accountspayable@albion.edu. If a PO number is listed on the INV, the INV will be entered into Banner for approval. If there isn't a PO number listed, AP will scan the INV and send it to the Purchasing Team. The Purchasing Team will contact the department to verify if the item has been received. If so, Purchasing will send the Green receiver and the INV with the PO number written on it to Accounts Payable for payment.

Note: Please contact your vendor if INVs are not mailed/emailed to Accounts Payable. Not directing these documents directly to Accounts Payable may prolong on-time payments and may result in a missed or late payment. Your department will be assessed for any added late fee charges that may occur.

DIRECT PAYMENT REQUEST FORM (DPV)

A DPV is to be used for any situation where an invoice will not be issued (e.g. honorariums, prizes or non-employee reimbursements). In general, it should be a rare circumstance when the Direct Pay Form is used.

Make a copy of the [Direct Pay form](#) to save to your google drive. Complete the form and return it to the Accounts Payable office for payment to be completed.

DPV Detailed Line by Line Instructions

Please include the complete name and address and vendor ID, for new vendors this is supplied after the vendor form is completed, of the individual or business to be paid. The top line should be the name as it is to appear on the check. A valid address is required for all requests regardless of if we have used the vendor in the past as addresses can change. Please read vendor documentation to ascertain the correct vendor address.

1. Provide the department name,
2. the complete FOAPAL to be charged,
3. the name of the account. (i.e. Library S&E),
4. a detailed description.
 - a. include all dates, and names as appropriate,
 - b. memberships and/or subscriptions must include beginning and ending dates. Where available, the order form should be attached,
 - c. for conference fees, attach the completed registration form and note on the direct pay to include the registration form with the check.
 - d. **All** checks will be distributed to the payee unless otherwise indicated,
 - e. Amount requested per item,
5. total payment requested,
6. signature of requestor and signature of approval by supervisor/department chair. - two signatures may be necessary depending on the structure of your department or division,
7. all payment requests must be approved by the Accounts Payable Office.

The Accounts Payable Office only requires one copy of the direct pay form. If a copy of the direct pay form needs to accompany the check please provide a second copy and indicate this or any special instructions in the special handling area of the form. Likewise, if a copy of any membership form or subscription form needs to accompany the check please provide a second copy for Accounts Payable records

CASHIER SERVICES

EMPLOYEE CHECK CASHING

- The Cashier will cash personal checks up to a maximum of \$100.00 per person per day. Personal checks should be made payable to "Cash" or payable to "the name of the remitter". The back of the check should be endorsed as well. Proper ID in the form of your Albion College ID card is required.

DEPOSITS

If your department receives payments in any form, the department must provide a receipt to the person remitting the payment. **The College preference is that all receipts be directed to the cashier window in the Accounting Office and that Departments do not take payments.**

- When a department is preparing to send money collected to the Accounting Office the following information should be listed on a [Cash Remittance Form](#).
 - Checks should be listed separately. The form allows for 15 items, additional forms should be used as necessary.
 - If multiple FOAPALs are used, group by FOAPAL and provide subtotals for each FOAPAL.
 - Deposits should be hand delivered to the cashier in the Accounting Office. Please do not send money through the campus post office.
 - The cashier will verify the deposit you submit while you wait. Once verified, the deposit will be posted to the appropriate accounts
- Please **DO NOT HOLD MONEY IN YOUR DEPARTMENT OR OFFICES** (Checks or cash). Funds collected should be deposited soon after received.

DEPARTMENT CHARGES TO STUDENT ACCOUNTS (equipment or travel costs)

- To facilitate this process the Accounting Office will create a detail code that will post directly to a student's bill. As charges are posted, these items will credit the department's pass-through account. When the department makes payment for the related ordered goods or services they charge this same account. If costs are properly calculated the net result is a zero balance and the department doesn't have the responsibility of holding cash and/or collecting from students. All the department needs to provide is a roster of students to be charged with corresponding amounts, Accounting will do the rest.

PETTY CASH

Petty Cash is typically used for purchases that must be made immediately or on weekends and are less than \$100. If a department makes many such purchases, they may want to consider requesting a Petty Cash rather than doing frequent and low dollar Expense Reimbursements.

- The department must designate one person to be the custodian, responsible for the oversight of its petty cash fund.
- A Petty Cash Fund must be requested through a [Petty Cash Request Form](#).
- It should be filled out and signed by the supervisor/chair. Please send the completed form to the Controller in the Business Office for approval. Approval will be made on a case-by-case basis

based on an assessment of the department's need for a petty cash fund. Petty Cash funds must be kept in a secure separate location (lockable cash box or bank bag preferred) in a locked desk or office. The Business Office reserves the right to revoke any Petty Cash Fund, at any time, and without justification.

- As Petty Cash is expended, the original, itemized receipts must be placed in the box or bag. Petty cash funds are replenished by attaching receipts to a direct pay form and then being authorized by the department supervisor/chair. The direct pay form is then to be submitted to the Accounting office and a check will be produced in the name of the custodian to replenish the funds. Petty Cash funds must be returned to the Accounting Office by the end of the school year unless the department continues normal business operations during the summer, at which time it will be returned on or before June 30. **Any discrepancies between the balance on the books and the actual cash on hand will be expensed to the department's budget and may result in the revocation of the department's future petty cash funding.**
- Departments issued petty cash funds are considered the custodians of these college funds and therefore required to enforce college spending policies, especially with regard to rules regarding reimbursements for sales tax and alcohol or tobacco.

STANDARD TRANSFER FORM

The [Standard Transfer Form](#) is to be used to adjust or correct line items (budgets and/or ytd) within the same department or to transfer expenses from one department/fund to another. There are 3 options to choose which are outlined below.

When completing this form, please use the entire FOAPAL code necessary and hash total the charge plus the credit. (I.e. if you are crediting an account \$4.00 and charging another account \$4.00 the hash total of the charge plus the credit is \$8.00) This is used in Banner as a balancing tool even though the net accounting effect of the transaction would balance to zero.

PERMANENT BUDGET ADJUSTMENT

- Occasionally it is necessary to adjust the line item budget of your organization within the current fiscal year to address an unforeseen situation. This option is to be used to make a budget transfer of funds. This option should be used rarely and should be done in consultation with your Division Vice President. Please indicate the purpose of the adjustment on the appropriate line.

ADJUSTING JOURNAL ENTRY

- Occasionally it may be necessary to correct the FOAPAL charged within your department. For example: A supply expense may have been inadvertently coded as a travel expense The journal entry option allows you to make a correction posting a charge to the correct account and a credit to the improper account it was charged to. Or further, one department may want to charge a second department for the second's use of the first department's supplies. In this case the first department would charge the second department's supply account and credit its own supply account as it did not expend them. Please indicate the purpose of the adjustment on the appropriate line.

TRANSFER (IN) OUT

- Occasionally it may be necessary to transfer departmental funds from a non-operating FOAPAL (e.g. Temporarily Restricted FOAPAL) to the department's operational FOAPAL to provide additional funding to cover operating expenses e.g. a charge to FOAPAL 31000-11814-81101-530 and credit to FOAPAL 11000-11814-81101-530 will move funds from the General Athletics department Temporarily Restricted fund to the General Athletics department current operating fund. Transfers generally only occur when current year budgets don't cover a special event and a department has gift funding to support these extra costs. This option is used

rarely and only in consultation with the Business Office. Please indicate the purpose of the adjustment on the appropriate line.

PROCUREMENT CARD PROGRAM (P-CARD)

The Albion College P-Card is intended to provide an efficient, cost-effective method of purchasing and paying for travel transactions within established usage limits. [Purchase pre-approval](#) and [Travel pre-approval](#) forms must be completed and authorized prior to any purchase being made. The P-CARD may be used with any merchant who accepts Visa, either in-store, by phone, mail, fax, or online. Using the P-CARD may provide a quicker turn-around time on your orders, greater flexibility in ordering goods, and reduce paperwork processing.

Cardholder Responsibilities:

Responsibilities Include:

- Pre-approval is required prior to initiating any payment using the P-CARD,
- is only to be used for legitimate business purposes,
- only assigned cardholders may use their issued P-CARD,
- purchase limits and restrictions of the individual P-CARD are the holders responsibility
- cardholder is responsible for timely uploading of original receipts, descriptions and FOAPALs to the [PNC ActivePay](#) website,
- credits (refunds) must be applied to the P-CARD and not paid in cash to the cardholder, such activity could be considered grounds for revocation of the P-CARD,
- must immediately notify the Procurement Card Administrator (PCA), during normal business hours or PNC Cardholder Hotline (800-685-4039) after hours if a card is lost or stolen.
 - PCA is located in the Business Office
- if a vendor does not accept Visa contact the Purchasing Team for alternatives,
- must report store declines and emergency (not pre-approved) transactions to the PCA during normal business hours.

Cardholder Eligibility:

Criteria to potentially receive a P-CARD

- Applicant must be an employee of Albion College,
- applicant request for P-CARD must be first approved by his/her Department Head,
- the Department Head must submit the [Procurement Card Justification Form](#) to the Business Office,
- once approved by the Business Office, the card will be ordered and an email will be sent to the Department Head,
- when the card arrives, the cardholder will receive an email notification stating that the card may be picked up in the Business Office,
- Each individual Cardholder receives instructions on uses and must sign a Cardholder Agreement in the presence of a business office employee.

Procurement Card Security and Storage

- The Cardholder should always be in possession of their issued P-CARD, Cardholders should always treat the P-CARD with at least the same level of care as one does with their own personal credit cards. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be loaned to another person for any purpose.

Store Declines

- Should a vendor erroneously decline the P-CARD, the Cardholder should immediately contact the PCA for assistance. If purchase is being made outside of normal Albion College business hours, the employee must find an alternative payment method or terminate the purchase and contact the PCA during normal business hours.

Unresolved Disputes and Billing Errors

- The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors within thirty days of the statement date. If the matter is not resolved with the vendor, the cardholder should:
 - Contact PNC Bank directly at 888.561.1874 directly for assistance.
 - Call the PCA to start the dispute process.
 - The total amount billed by PNC Bank for disputed transactions will need to be reconciled to an account and the credit needs to be reconciled to the same account.

Procurement Card Reconciliation

- Cardholder is responsible for reconciling transactions monthly (by the 8th of the following month) to the [PNC ActivePay](#) Statement.
- The cardholder must contact the vendor within 30 days for any discrepancies to file a dispute.
- If the dispute is not corrected the department is charged for the discrepancy until such time it is ultimately resolved.
- The cardholder will follow the [Reconciliation of PCard](#) instructions to reconcile each transaction on the PNC ActivePay website. This must be completed by the 8th of the following month. Habitual tardiness will result in revocation of the P-CARD.
- The divisional approver assigned on the PNC Website will follow the [PNC ActivePay Approver Job Aid](#) instructions to approve all transactions. This secondary approval must be completed by the 10th of the following month.
- The PCA will review all transactions and spot check receipts for each cardholder.
- Additional resources are available in the [PNC ActivePay Transaction Management User Guide](#).

Lost, Misplaced, or Stolen Procurement Cards

- Cardholders are required to immediately report any lost or stolen Procurement Cards to the Business Office, during normal business hours or directly to PNC at 888.561.1874

Card Termination

The PCA is required to close an account if a Cardholder:

1. Moves to a new job at the College in which a P-CARD is not required,
2. employment is terminated for any reason,
3. for any of the following reasons which may also subject the Cardholder to disciplinary action in accordance with Albion College Policies and Procedures relating to disciplinary action, termination for cause and/or criminal prosecution:
 - Their P-CARD is used for personal or unauthorized purposes.
 - Their P-CARD is used to purchase any substance, material, or services that violate policy, law or regulation pertaining to Albion College.
 - The Cardholder allows the card to be used by another individual.
 - The Cardholder splits a purchase to circumvent the limitations of the P-CARD.
 - The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or limitations of the P-CARD.
 - The Cardholder fails to provide, when requested, information about any specific

purchase.

- The Cardholder does not adhere to all of the P-CARD policies and procedures.
- The Cardholder accepts cash in lieu of credit for refunds.

FAQ's:

1. **Bookstore** - Barnes & Noble - please prepare a pre-approval form and get a PO number prior to making purchases from the Bookstore. The bookstore manager should be copied on the PO and given 24-48 hours prior to you visiting the store. Once you purchase, please take your receipt to the Purchasing Team so they can match it with your Green receiver and get it to Accounts Payable.
2. **Metz, Foundry Bakehouse and Deli and Downtown Albion Hotel** - all require POs to place orders or reservations.
3. **Membership Fees/Renewals** - Please send two copies, one for Accounts Payable and one to mail with the check.
4. **Vendor Numbers** - Staff, Faculty and Student IDs can all be found in Banner on FTMVEND for all Reimbursement, Cash Advance and Direct Pay Forms. If you have a new Vendor. Please fill out the [Vendor Form](#) to have the vendor added to Banner.
5. **Sam's Club** - Please use @00269845 as the vendor number on the pre-approval form. On the form, insert a copy of your shopping cart. When approved, The Purchasing Team will contact you to see if you would like your order shipped or if you would like to pick it up and then place the order. If you would like it picked up, note that in your pre-approval form, please indicate the person picking it up, and the date and time to be picked up.
6. **Amazon** - an Open PO is required to place orders on Amazon as well as being a member on the Business Account. Please reach out to a member of The Purchasing Team with any questions.
7. **Hungry Howie's Pizza** - The delivery receipt is the only receipt provided for payment. Please tape the receipt to an 8 ½ x 11 sheet of white paper. Please sign and include the purchase order number and send it to the Purchasing Team to match with the PO. Please attach a signed list of attendees of the class/event.
8. **Pizza Hut** - Prepare a pre-approval form and Purchasing will create a purchase requisition for you. When approved, provide them with your PO number and place the order. Pizza Hut will provide an invoice to the college for payment.
9. **Food** - All Food purchases must have an individual PO. Please complete a pre-approval form and include the event name and the name of people attending. Please send your receipt to Purchasing to be matched with the PO.
10. **Gift Cards** - The purchase of Gift Cards is strictly against college policy. Under special circumstances, only the CFO may approve the purchase of Gift Cards.
11. **Receipts and envelopes** - please provide detailed receipts for all purchases made on behalf of the college. Paper Clip any return envelopes to the back of Direct Pay Forms or invoices you are sending in for payment.
12. **Petty Cash request/replenishment** - Please send two copies of the Petty Cash Form.
13. **Dates of travel or event date** - This should be on POs, Reimbursements, Cash Advance Forms and Direct Pay Forms. (Try and use Who, What, Where, Why and When).
14. **Reimbursement Form** - The Travel Ending date should be the last date of travel or today's date.
15. **Chart of Accounts** - The current Chart of Accounts is on the W:\ drive as "Master Chart of Accounts".

We thank you for your cooperation and assistance as we strive to improve the College's processes. Please let us know if you have any questions.