

# **WESTERN NEVADA COLLEGE**

## **PURCHASING CARDHOLDER PROCEDURES MANUAL**

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PURCHASING CARD PROCEDURES MANUAL  
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## OVERVIEW

The purpose of the Western Nevada College Purchasing Card Program is to establish a more efficient, cost-effective method of purchasing and paying for transactions within established usage limits. The program is designed to complement the use of department purchase orders. The purchasing card may be used at any merchant or service provider that accepts the card (except for those transactions listed on page 5).

The purchasing card is **NOT** intended:

- to avoid or bypass appropriate purchasing or payment procedures; rather it complements the existing processes available
  
- for personal use

The purchasing card can be used for both in-store purchases as well as mail, phone, Internet or fax orders.

All cards are issued for the use of a specific individual and card usage may be audited, and/or rescinded at any time. Pro Cards will not be issued to non-permanent employees, unless approved by the President or Vice President.

This manual provides the guidelines under which you may use your purchasing card. Please read it carefully. Your signature on the Western Nevada College Purchasing Cardholder Agreement (see Attachment 2) indicates that you understand the intent of the Program and agree to adhere to the guidelines established for the Program. You will be issued your purchasing card when both you and your supervisor sign the Cardholder Agreement. You may begin using it immediately upon receipt. Please contact your department purchasing representative or a designated purchasing card administrator in the Controller's Office if you have any questions about card usage.

Recordkeeping will be essential to ensure the success of the Program. As with any credit/charge card, you must retain sales slips, cash register receipts and invoices for your protection. In addition, some type of a purchasing card transaction log or folder for receipts should be maintained to expedite reconciliation and approval in Workday

You are responsible for the security of your purchasing card and the transactions made against the card. The purchasing card is issued in your name and any purchases made against the card will be your responsibility. **Use of the card not in accordance with the guidelines established for the Program may result in personal liability.**

Finally, remember you are committing college funds each time you use the purchasing card. This is a responsibility that cannot be taken lightly!

## **Some Restrictions Have Been Built into the Program...**

No individual transaction may exceed the cardholder's assigned Dollar Amount Per Transaction limit. In accordance with Purchasing Policies, no transaction may be broken into two or more smaller transactions to circumvent this restriction. Each card has been assigned credit and transaction limits by the department purchasing representative and the Controller's Office.

The general credit and transaction limits assigned to most, but not all, purchasing cards are as follows:

- Dollar Amount Per Transaction \$4,999.00
- Dollar Amount Per Cycle (monthly) \$10,000.00

These limits may be adjusted based upon the individualized needs of the cardholder in consultation with their supervisor and the designated purchasing card administrator. Any adjustments to a cardholder's credit limit, or other cardholder controls will be submitted to the Purchasing Card Administrator via email.

Some merchant categories have been blocked from usage in the Program. If you present your purchasing card to any of these merchants, the transaction will be declined. It is likely that any merchant you currently utilize as a source for products or services will accept your purchasing card. If you are declined and feel the decline should not have occurred, you may contact the bank customer service number indicated on your card or the Purchasing Card Administrator. They will explain if you were declined because of the merchant blocking or if you may have exceeded the monthly credit limit or single transaction dollar limit imposed on your purchasing card.

## **In summary...**

Merchants are paid within three days of your business transaction. Please indicate to merchants that they must not invoice the college as an invoice could result in duplicate payment. Request merchants to give detailed description of goods purchased, not just "misc."

The Program is designed to be simple and easy to use, providing you with the goods needed to perform your job more quickly and with fewer steps to accomplish the task. However, we need to maintain appropriate controls to insure the ongoing success of the Program.

We require you to exercise good judgment and act responsibly when using your purchasing card. The card is issued in your name and all activity is your responsibility. Keep track of your transactions through Workday and always retain your receipts!

In addition, card activity and receipts/sales slips will be audited for correctness and appropriateness. Documentation must be attached to each transaction that is coded in Workday. Documentation is defined as original cash register receipt, email receipt, or vendor invoice. If documentation is not available, an explanation as to why the documentation is not available must be attached as backup to the transaction in Workday. Any credit card charge with improper documentation or backup will be sent back to the cardholder for correction. Failure to attach the requested information will result in an explanation from the respective Director or Vice President. Consequences, ranging from

suspension of cards to appropriate disciplinary action, may be invoked for improper use of the purchasing card.

We continue to improve the way we conduct business. As with any process, it is difficult to anticipate every question or issue. Your use of the Program in conducting your daily business can help us make a significant change in eliminating a variety of manual transactions. If you have any questions about the Program or need additional information, please contact the Controller's Office at 445-4221.

### **PURCHASING CARD FINANCIAL POLICY**

1. All cardholders must sign and accept the terms and conditions of the Western Nevada College purchasing card cardholder agreement. (Attachment 2)
2. All purchase transactions processed against a purchasing card must be made by the individual to whom the card is issued.
3. The purchasing card **cannot be used** for the following transactions:
  - a. Alcoholic beverages
  - b. Cash advances
  - c. Computers or hardware
  - d. Construction and renovations
  - e. Consulting services/Independent contractor services
  - f. Firearms/Weapons/Pyrotechnic
  - g. Host/Entertainment related expenses
  - h. Inventoriable equipment (equipment greater than \$4,999 or sensitive equipment)
  - i. Items of a recurring nature, which should be requisitioned in large quantities through purchasing
  - j. Participant Support Expense
  - k. Personal Items
  - l. Printers
  - m. Radioactive and hazardous materials
  - n. Service/Maintenance Agreements valued at \$4,999 or more
  - o. Sub agreements/Subcontracts
  - p. Tuition Fees/Scholarships
  - q. Utilities, including telephone bills
4. The purchasing card **may be used** for the following transactions with PRIOR approval:
  - a. Software (prior approval from Computing Services is required and must be attached to the Workday transaction)
  - b. Gift Cards (prior approval from the CFO is required and must be attached to the Workday transaction)
5. Travel and travel related expenses are assigned to specific card holders. Not all purchasing cards will have travel capabilities. This is dependent on job duties.

6. All purchase transactions cannot exceed the \$4,999 (including all delivery, shipping, and/or special handling charges) per transaction limit. A transaction is defined as one telephone call or visit to a vender per day. **Per Purchasing Policies, no transaction over \$4,999 may be broken into smaller amounts to circumvent this restriction.**
7. Purchases must be for the use and benefit of the College. No personal purchases are allowed.
8. It is the cardholder's responsibility to maintain the documentation for all transactions in accordance with the college requirements (see Recordkeeping and Documentation section).
9. It is the cardholder's responsibility to report the loss of the card immediately to the issuing bank and the college designated purchasing card administrator (see Lost or Stolen Credit Card section).
10. The cardholder's responsibility, as an agent of the college, is to ensure that State of Nevada sales tax is not charged. State of Nevada Sales Tax exemption letters are available on the WNC website or from the Controller's Office.
11. The cardholder is responsible for ensuring that the proper college work tag is charged for the purchase and that sufficient funds are available in the account prior to the purchase.
12. It is the cardholder's responsibility to attempt to resolve a dispute with the vendor within fifteen (15) days of receipt of a disputed purchase. If a resolution is not possible, the cardholder should contact the bank's customer service department. All disputes must be reported to the bank within 60 days of the last cycle in which the item was purchased.
13. As a WNC cardholder, it is your responsibility to assure that the purchasing card is secured at all times.
14. Upon termination of employment, the cardholder must return their purchasing card to the designated college purchasing card administrator.
15. Violation of these policies may result in revocation of the purchasing card.
16. Fraudulent use of the purchasing card may result in disciplinary action and personal liability of the cardholder.

## CARD CONTROL

### **To Obtain a Card**

After you have read and understand the procedures outlined:

- Complete the Cardholder Account Form (Attachment 1).
- Complete and sign the Western Nevada College Cardholder Agreement (Attachment 2).
- Your department Supervisor and/or Director must indicate approval by signing the Cardholder Agreement (Attachment 2).
- Forward the original signed forms to the designated purchasing card administrator in the Controller's Office.
- The designated purchasing card administrator will acquire your purchasing card from the card vendor. You will be notified when it is available to be picked up from the Controller's Office. You must pick it up and sign for receipt of your purchasing card. It will not be mailed. Photo ID may be required.

When you receive your card, call the 800 number to activate it, sign the back immediately and always keep it in a secure place! Although the purchasing card is issued in your name, it is the property of the College and is only to be used for College purchases as defined in this document.

### **Card Cancellation**

- To cancel a card upon cardholder request, upon termination of employment of the cardholder with the college, or upon request of the college, purchasing card administrator should be notified immediately and the card should be destroyed. The Purchasing Card Administrator will cancel the account within the system and ensure that all remaining charges have been coded.

### **Card Renewal**

- Cards are renewed automatically by JP Morgan and mailed to the designated Purchasing Card Administrator. The cardholder will have to personally pick up and sign for the new card from the Controller's Office.

### **Lost or Stolen Card**

- If your purchasing card is lost or stolen, immediately notify JP Morgan by calling the (800) number on the card or the Purchasing Card Administrator. The bank will automatically issue a new card.

### **Purchasing Card Security**

- **ONLY THE AUTHORIZED CARDHOLDER MAY USE THE PURCHASING CARD.**

- Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.

## **CARDHOLDER RESPONSIBILITIES**

### **Receipt of Materials and Services**

- The cardholder is responsible for ensuring receipt of materials and services and will follow-up with the vendor to resolve any delivery problems, discrepancies and damaged goods.
- For telephone or catalog orders make sure complete shipping address and instructions are given along with your name (e.g., name, center, city, state and zip code).
- Purchases made with your card must be delivered to your main campus, unless prior approval has been provided by the Controller's office.

### **Recordkeeping and Documentation; Sample Statement of Account (Attachment 3)**

- To facilitate the reconciliation and approval process, the cardholder is responsible for obtaining all credit card slips, cash receipts, invoices, etc. and attaching them to the appropriate transactions when coding them in Workday. Coding can be done daily, but at a minimum, at least once a week.
- The cardholder's copy of the credit card slip must contain a description of the merchandise purchased or be accompanied by an itemized receipt or invoice.
- When ordering by phone, or if a receipt is lost, a documented explanation is required. This explanation needs to be attached to the transaction in Workday.

### **Supervisor Responsibility**

Familiarize yourself with the Purchasing Card Procedures Manual before authorizing the issuance of a ProCard for your department or staff.

Review monthly transactions and back-up documentation before you approve any coded transaction in Workday.



## **SALES AND USE TAX**

Western Nevada College, as an agency of the State of Nevada, is exempt from payment of State of Nevada sales or use tax on its purchases as provided by NRS 372.325, NRS 374.330 and NRS 377A, when applicable.

Information on the college's tax-exempt status appears on the front of the purchasing card. **BE SURE TO REMIND THE VENDOR OF THE TAX-EXEMPT STATUS WHEN MAKING A PURCHASE.**

A tax-exempt letter can be obtained from the Controller's Office webpage.

### **RESOLVING ERRORS, DISPUTES, RETURNS AND CREDITS**

- The cardholder is responsible for following up with the vendor or bank on any erroneous charges, disputed items or returns as soon as possible.
- The cardholder will contact the vendor first to resolve any outstanding issues (most exceptions can be resolved this way).
- If the cardholder is unable to reach agreement with the vendor, the next step is to contact the bank's Customer Service Center.
- The bank must be notified of any disputed item within 60 days of the last cycle in which the item was purchased. The bank will credit the cardholder's account and conduct an investigation. Upon completion of the investigation, the cardholder is notified of the resolution. If the dispute is not settled in the cardholder's favor, the account is charged for the previously credited disputed transaction amount.
- If unable to reach an acceptable solution, the cardholder should call the Purchasing Card Administrator in the Controller's Office.
- Documentation should be kept explaining each credit received for returns or exchanges.



**Western Nevada College**  
**Cardholder Agreement**

Western Nevada College is pleased to present you with the purchasing card. It represents the College's confidence in you as a responsible employee of the College entrusted to safeguard and protect College assets.

As a cardholder, I agree to comply with the terms and conditions of this agreement and the stated provisions of the Purchasing Cardholder User Manual provided to me. I acknowledge receipt of the user manual and confirm that I have read and understand its provisions. I understand that the College is liable to JP Morgan for all charges made by me.

As the holder of this purchasing card, I agree to accept responsibility for the protection and proper use of this card as outlined in the agreement and the user manual. I understand that the College **WILL** audit my use of this purchasing card. I understand that **I CANNOT** use the purchasing card for the purchase of goods or services listed on the back of this agreement and that the purchase of such goods, or services, shall be deemed an improper use of the purchasing card.

I further understand that improper or fraudulent use of this purchasing card may result in disciplinary action and/or personal liability. Should I fail to use this purchasing card properly, I authorize the College to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the College to collect any amounts owed by me even if, the College no longer employs me. If the College initiates legal proceedings to recover amounts owed by me under agreement, I agree to pay legal fees or collection costs incurred by the College in such proceedings.

I understand that the College may terminate my right to use the purchasing card at any time for any reason. I agree to return the card to the College immediately upon request or upon termination of employment.

APPLICANT:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Social Security#:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Phone#:** \_\_\_\_\_

As department purchasing representative or Director, I approve the issuance of a purchasing card to this staff member and assume overall responsibility for the card.

**Approved**

**By:** \_\_\_\_\_

Department Supervisor/Director

I hereby acknowledge receipt of purchasing card # \_\_\_\_\_ Exp.Date \_\_\_\_\_ (To be completed when card is picked up)

Signature \_\_\_\_\_ Date \_\_\_\_\_

Activate and sign your card **immediately** upon receipt