



**DAYTONA
STATE COLLEGE**

**PURCHASING CARD
PROGRAM**

CARDHOLDER MANUAL

DAYTONA STATE COLLEGE PURCHASING CARD PROGRAM CARDHOLDER MANUAL

Daytona State College's **Purchasing Card Program** serves as an alternate and more efficient method for purchasing small dollar goods. A Purchasing Card is a state contract VISA CARD issued by Bank of America with special unique electronic coding for purchases of goods and services. The Card will allow departments to complete transactions for items **up to \$999.99** each, or as designated, without requiring a purchase order.

1. Requirements for Receiving a Purchasing Card

Before receiving a Purchasing Card, you are required to sign The Daytona State College Purchasing Card Cardholder Agreement (Attachment 1). By signing this agreement, you indicate that you understand the intent of the program, and will comply with all guidelines of this Manual as well as College Policies and Procedures relating to the expenditure of College funds.

2. Purchasing Card Maintenance and Closure

All contact with Bank of America for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Purchasing Card Administrator (Associate Director, Purchasing) who is located in the Purchasing Office.

The Purchasing Card Administrator is required to close an account if a Cardholder: (a) transfers to a different department, (b) moves to a new job in which a Purchasing Card is not required, (c) terminates employment or (d) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with College Policies and Procedures relating to disciplinary action and termination for cause:

- The Purchasing Card is used for personal or unauthorized purposes.
- The Purchasing Card is used to purchase alcoholic beverages or any substance, material, or service that violates policy, law or regulation pertaining to the College.
- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase to circumvent the limitations of the Purchasing Card.
- The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Purchasing Card.
- The Cardholder fails to provide Departmental Liaison with required receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all of the Purchasing Card policies and procedures.

A request for closing a Cardholder account will be submitted to Bank of America by the Purchasing Card Administrator. ***If a plastic card exists for the Purchasing Card account being closed, you should return it to your Departmental Liaison immediately.***

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3. Purchasing Card Use

The card works just like your personal credit card, except all charges are paid in full by the College. It is to be used only for the purchase of small dollar items. College spending parameters for each Purchasing Card issued are set at less than \$1,500 per transaction with a maximum established per month per card. **The College will adjust limits as determined by demonstrated need.**

The College requires that certain types of vendors be blocked from Purchasing Card use. Among these are travel, registration fees, entertainment, and cash transactions. Please refer to the listing in the back of this manual for the types of vendors at which the Purchasing Card may not be used (See Attachment 2). Transactions will be blocked at the point-of-sale level.

4. Purchasing Card/Account Number Security and Storage

Cardholders should always treat the College Purchasing Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. 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 lent to another person for any reason.

The Departmental Liaison assigned to each Purchasing Card will maintain the Cardholder's vendor receipts/packing slips/charge slips. All other documentation concerning the Purchasing Card program will be maintained by the Purchasing Card Administrator located in the Purchasing Office. This documentation includes, but is not limited to, applications, Cardholder Agreements, agency billing statements, reconciliation of accounting statements, WORKS program, and copies of transmittals and correspondence with Bank of America.

5. Cardholder Liability

The Purchasing Card is a corporate charge card and will not affect your personal credit. It is your responsibility to ensure that the card is used within stated guidelines of this Manual. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and disciplinary action in accordance with College Policies and Procedures relating to disciplinary action and termination for cause.

6. Lost, Misplaced or Stolen Purchasing Cards

Report any lost or stolen Purchasing Card immediately to Bank of America toll-free at **1-888-449-2273**. Bank of America representatives are available to assist you 24 hours a day, 365 days a year. Be sure to notify your Department Liaison about the lost or stolen card at the first opportunity during normal business hours.

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7. Completing a Purchasing Card Transaction

Follow these general guidelines when using your card or account number to make a purchase:

- Determine if the intended supply purchase is within spending and vendor guidelines.
- For face to face transactions provide the vendor with your Purchasing Card plastic or for telephone orders give the vendor your account number and expiration date.
- Obtain a copy of the charge slip, sales receipt and/or packing slips and reconcile to the Bank of America Cardholder statement.
- Provide Cardholder statement with attached receipts to Departmental Liaison.
- If order is by telephone or fax, provide Departmental Liaison with a copy of the order blank or description of the order.
- Notify Departmental Liaison of alternate accounting code for purchase to be charged against if different than the default accounting code assigned to the Purchasing Card.

8. Erroneous Declines

There may be certain situations when a vendor receives a decline message when processing your Purchasing Card transaction. If you do not know the reason for the decline, contact Bank of America at 1-888-449-2273 for an explanation. If the decline was in error, the Cardholder should immediately contact the Purchasing Card Administrator for assistance. If purchase is being made outside of normal business hours (and is a qualified purchase), the employee must find an alternate payment method or terminate the purchase and contact the Purchasing Card Administrator during normal hours.

9. Emergency Transactions

Emergency transactions over the individual card limit may not be handled with the Purchasing Card. For any transaction which does not meet the spending controls assigned to the card, the Cardholder must contact the Purchasing Office for assistance.

10. Credits

The vendor should issue a credit to your card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. *Under no circumstances should you accept cash in lieu of a credit to the Purchasing Card account.*

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11. Disputes & Billing Errors

You 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. Nearly all issues can be resolved using this process. If you are unable to obtain an acceptable resolution, the Cardholder must contact the Departmental Liaison for assistance and report the issue to the Purchasing Card Administrator. If an agreement cannot be reached with the vendor, Purchasing will contact Bank of America at 1-888-449-2273. Bank of America may request you to mail or fax to 1-757-843-7473 a signed Dispute Form to document the reason for the dispute.

The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on the Bank of America billing.

12. Sales and Use Tax

Daytona State College is a non-profit, tax exempt organization under IRS code 501(c)(3) and is exempt from paying sales tax on goods and services. The tax-exempt number is recorded at the bottom of each credit card. It is the Cardholder's responsibility to ensure sales tax is not added to the purchase of items.

13. Vendor Participation

If a vendor frequently used by College employees does not accept the Visa card, the Purchasing Office will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card. Cardholders should contact the Departmental Liaison when encountering vendors who do not accept the card.

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14. Audit Assistance

Your Department Liaison and the Purchasing Card Administrator will perform periodic audits of your compliance with the guidelines of the Purchasing Card program, College policies and procedures relating to the expenditure of College funds as well as Cardholder statements and other required documentation.

15. Customer Service

Bank of America Customer Service is available 24 hours a day, 365 days a year at **1-888-449-2273** for:

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

For all other questions or issues, please contact your Departmental Liaison or Purchasing Card Administrator.

ATTACHMENT 1

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| <p style="text-align: center;">DAYTONA STATE COLLEGE PURCHASING CARD CARDHOLDER AGREEMENT</p> |
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Requirements For Use

The Purchasing Card is to be used only to make purchases at the request of and for the legitimate business benefit of the Organization.

The Purchasing Card must be used in accordance with the provisions of the Purchasing Card Program Cardholder Manual and in accordance with the Purchasing Card policies and procedures established by the College.

Violations of these requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the Purchasing Card will be required to reimburse the College for all costs associated with such improper use.

I AGREE TO THE FOLLOWING REGARDING THE USE OF THE DAYTONA STATE COLLEGE PURCHASING CARD ASSIGNED TO ME FOR OFFICIAL COLLEGE BUSINESS ONLY.

- 1) I understand that I am being entrusted with a powerful and valuable tool and will be making financial commitments on behalf of Daytona State College by using “Preferred suppliers” as identified by the Purchasing Department whenever possible.
- 2) **I understand that under no circumstances will I use the Purchasing Card to make personal purchases, either for myself or for others. Willful intent to use the Purchasing Card for personal gain or unauthorized use will result in termination of employment and prosecution to the extent permitted by law.**
- 3) I will follow Florida law, purchasing policies and procedures of Daytona State College, and the established guidelines for using the Purchasing Card. Failure to do so will result in either revocation of my card privileges or other disciplinary action.
- 4) I have been provided a copy of the Purchasing Card Guidelines and attended training on _____ and understand the Purchasing Card Program. I have been given the opportunity to ask any questions to clarify my understanding of the Purchasing Card Program.
- 5) I acknowledge that the card may only be used for non-capital purchases that do not exceed \$999.99 per unit cost.
- 6) I agree to review and reconcile transactions within 5 working days from statement date and will maintain all applicable information and receipts. All original receipts will be attached to each monthly statement. It is my responsibility to meet with my supervisor to obtain written approval on my statement prior to forwarding to Accounts Payable.

PURCHASING CARD CARDHOLDER AGREEMENT (continued)

- 7) **I agree that, should I violate the terms of the agreement and fail to keep or turn in all required receipts, I will be subject to disciplinary action up to and including termination of employment and that I will reimburse Daytona State College for all non-official charges and any cost related to the collection of such charges.** Additionally, any such charges that I owe the College may be deducted from any money which would otherwise be due and owing me, including salary or wages.

- 8) I agree to return the card immediately upon request or upon termination of employment (including retirement). In addition, if I am involved in any organizational change or transfer to another department or cost center, I will return my card and arrange for a new one if deemed necessary by my supervisor.

Employee Name (Print)

Supervisor Signature

Employee Signature

Department Head Signature

FOR PURCHASING OFFICE USE ONLY

Issuance Date _____

Purchasing Card Account Number: _____

Department _____

Monthly Credit Limit: _____

Phone # _____

Issued By: _____
(Purchasing Card Administrator)

Received by: _____
(Print Cardholder Name)

Cardholder Signature: _____

Date: _____

ATTACHMENT 2

Listed below is a partial summary of products/services that employees are “NOT” authorized to purchase with the Purchasing Card:

Advertising/Marketing expenditures

Airline tickets

Any cash advances

Any cash refunds

Antique Shops

Appliances

Art Dealers

Banking services

Capital equipment (i.e., individual items costing \$1,000+ beginning 7/1/05)

Car Rentals

Carpet

Caterers

Cellular phone airtime services

Cigarettes

Clothing stores

Computers and computer related equipment

Construction services

Copier leases, lease-purchase, maintenance

Courier services

Draperies/Blinds

Drug Stores

Electronics

Elevator maintenance

Entertainment providers

Food services

Furniture

Garbage pick-up services

Gasoline/diesel fuels (must utilize a College gasoline card)

Government services

Hazardous chemicals/disposal

Hobby Shops

Hotel rooms/room service/movies/personal phone calls

Gift Certificates

Insurance Services

Liquor/Beer/Wine

Leases of any type

Minor Equipment

Definition: equipment valued at \$100 to \$999, with a useful life of 1 year or more.

Allowable: minor equipment may be procured from \$100 - \$499, but must be reported to Property Management for College ID, using object code 66506/66507.

Pawn Shops

Personal care services

Personnel temporary services

Personal Items (such as, a frame for your diploma, holiday decorations for the office, or departmental social function supplies)

Pest control services

Printers

Printing of any College publication with College name/logo

Professional memberships

Professional services

Registration Fees (Out-of-District)

Restaurants

Retail Stores (Other – to include furniture, carpet, draperies, appliances, electronics, caterers, antique shops, drug stores, pawn shops, art dealers, and toy and hobby shops)

Software

Telecommunication services

Toy stores

Transportation (Public and Personal)

Travel expenditures (All travel related items must be recorded through the travel authorization process under a PT)

*****Always use common sense and ask the Purchasing Card Administrator, if in doubt*****

Call Sam Phillips (386) 506-3064 or email phillis@daytonastate.edu

Attachment 3



DAYTONA STATE COLLEGE

PURCHASING CARD REQUEST FORM

Please complete one form for each card requested

| | | |
|------------------------------------|---------------------------|----------------------------|
| _____ | _____ | 386-_____ |
| Employee Name (printed) | CARS ID# | Office Phone |
| _____ | _____ | |
| Email Address | Bldg/Room No. | |
| _____ | _____ | |
| Campus | Department | |
| _____ | _____ | _____ |
| Supervisor's Name (printed) | Cost Center Number | Monthly Card Limit* |

*Purchasing Card Monthly Credit Limits are a minimum of \$500. If, at a later date, it is determined that there is a need for a higher monthly limit; a request should be submitted by the Department Head.

“Employee” means one must be employed directly by the College.
(Tri-State or other contract individuals are not authorized to obtain this credit card.)

Supervisor's Signature _____

Phone _____

Date _____

After receipt of this request, and approval from the VP of Administrative Services, the Purchasing Card will be ordered. As soon as it arrives in the Purchasing Office, the Purchasing Card Program Administrator will contact the Cardholder. A meeting date and time will be set for review of Purchasing Card procedures and receipt of card.

Additional Comments/Questions:

Please return this form to the Purchasing Dept., Bldg. 1100, Room 120, Attn: Sam Phillips