PROCUREMENT CARD APPLICATION AND CARDHOLDER LIMITED USE AGREEMENT

Use only official legal name as shown in employee records.

Name: _____ Date: _____
    Last   First   Middle Initial **(Required or enter NMN**)

Location: ☐ District Services   ☐ Cuyamaca College   ☐ Grossmont College

Department: _____

Business Telephone: _____ Email Address: _____

Procurement Card Default:

PCard   Key Code _____ /4310   **30-Day Limit: $**
                    SmartKey   Spend Category   **Single Purchase Limit:$**

FUEL   Key Code _____ /4357   **30-Day Limit: $** 5,000
Student Travel   SmartKey   Spend Category **Single Purchase Limit: $**1,500

Justification: *Select all that apply*

o No Admin Assistant
o In-Store Purchase   EX: _____
o Unique items from Vendors that do not take POs. No Assets/ Inventory items
o Meeting Expenses (NO Catering Services) - Admin Assistants Only
o Travel and Hotels - Admin Assistants and travel coordinators Only

- Employee Travel cards are limited to employees coordinating travel arrangements.
- Meetings cards are limited to Admin Assistants ONLY and must have prior approval by District Business Office.
- Employees other than Admin Assistants require approval by the President / Vice Chancellor-Business Services.

It is the responsibility of the Direct Manager to contact Purchasing to cancel the card when it is no longer needed.

_____   _____
Applicant Signature   Site Business Officer Name

_____   _____
Supervisor Name   Site Business Officer Signature   Date

_____   _____
Supervisor Signature   Date   President / Vice Chancellor Signature   Date

All signatures are required prior to form being submitted to District.Purchasing@gcccd.edu.

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CARDHOLDER LIMITED USE AGREEMENT

Please review the terms stated below and sign:

I agree to use this card <u>only for approved business expenses</u> incurred in accordance with District Procedures. I understand and acknowledge that use of the card may not be delegated to anyone other than myself as cardholder.

I have read the District Operating Procedures PU5 and/or PU7 and agree to abide by the procedures contained therein. I acknowledge that use of this card for any purpose other than GCCCD approved business expenses is prohibited and is grounds for corrective action, up to and including termination. In addition, I must reimburse GCCCD for such charges.

I agree to surrender the card immediately upon retirement, termination, or upon request of an authorized representative of GCCCD Purchasing and Contracts or Business Services Departments. I understand that use of the card after privileges are withdrawn is prohibited.

I agree to only use this card for ☐ Student Travel ☐ Instructional Supplies ☐ Meeting/ Travel Expenses
When POs are not accepted, NO Assets   No Catering Services

If the card is lost or stolen, I will immediately notify the issuing bank by telephone. I will confirm the telephone notification by mail to the issuing bank with a copy to the Purchasing and Contracts Department. I understand that failure to promptly notify the issuing bank of the theft, loss, or misplacement of the credit card could make me responsible for any fraudulent use of the card.

Bank Contact:
US Bank National Association
PO Box 6335, Fargo, ND 58125-6335
Customer Service: 800-344-5696

GCCCD Purchasing and Contracts Department:
Sr. Director, Purchasing and Contracts
8800 Grossmont College Drive El Cajon, CA 92020
Phone: 619-644-7585

Card Holder:

Name: _____

Signature: _____

Date: _____

Dept.: _____

Phone: _____

Business Officer:

Name: _____

Signature: _____

Date: _____

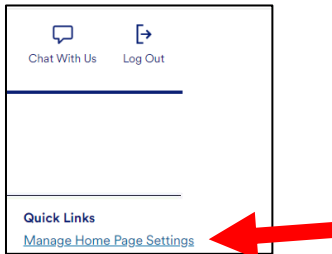Dept.: _____

Phone: _____

Purchase Card

Log into Web Address: https://access.usbank.com
Organization Short Name (OSN): CALCRD
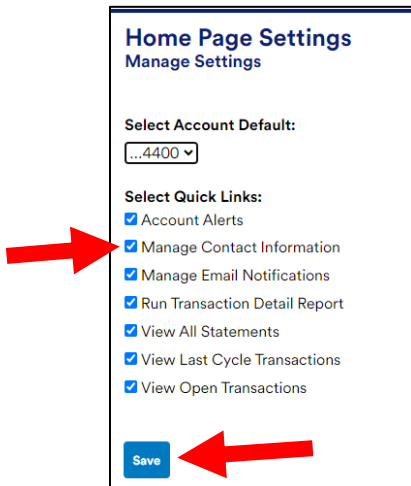
User ID: _____

Password: _____

One Time Set Up

1. Click Manage Home Page Settings under Quick Links

2. Select all options and Save

This allows quick access to your account overview

Purchase Card

3. Modify your Account Alerts under your Profile
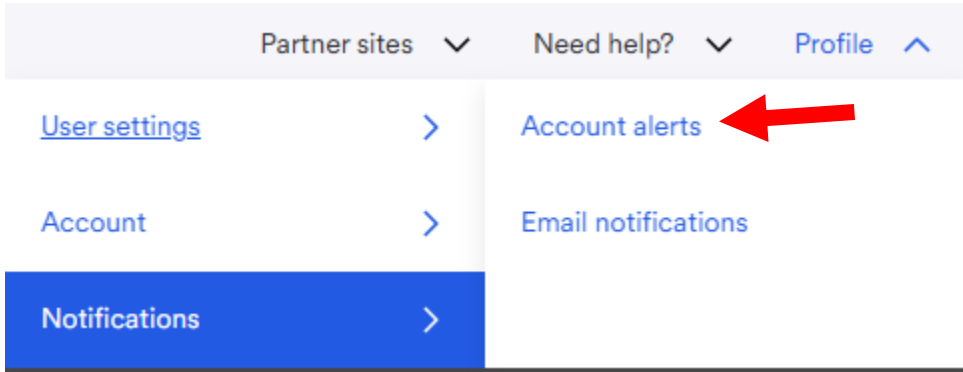
4. Enter your email address.

5. Choose the Purchase Alerts tab

  - Check Mark Email

  - Put **0.01** in Purchase amount exceeds.

Email Address

katie.loftusrapp@gcccd.edu

Mobile Number (U.S. and Canada only)

___-___-____

To find out if your carrier is supported, Contact Us.

Account Selection
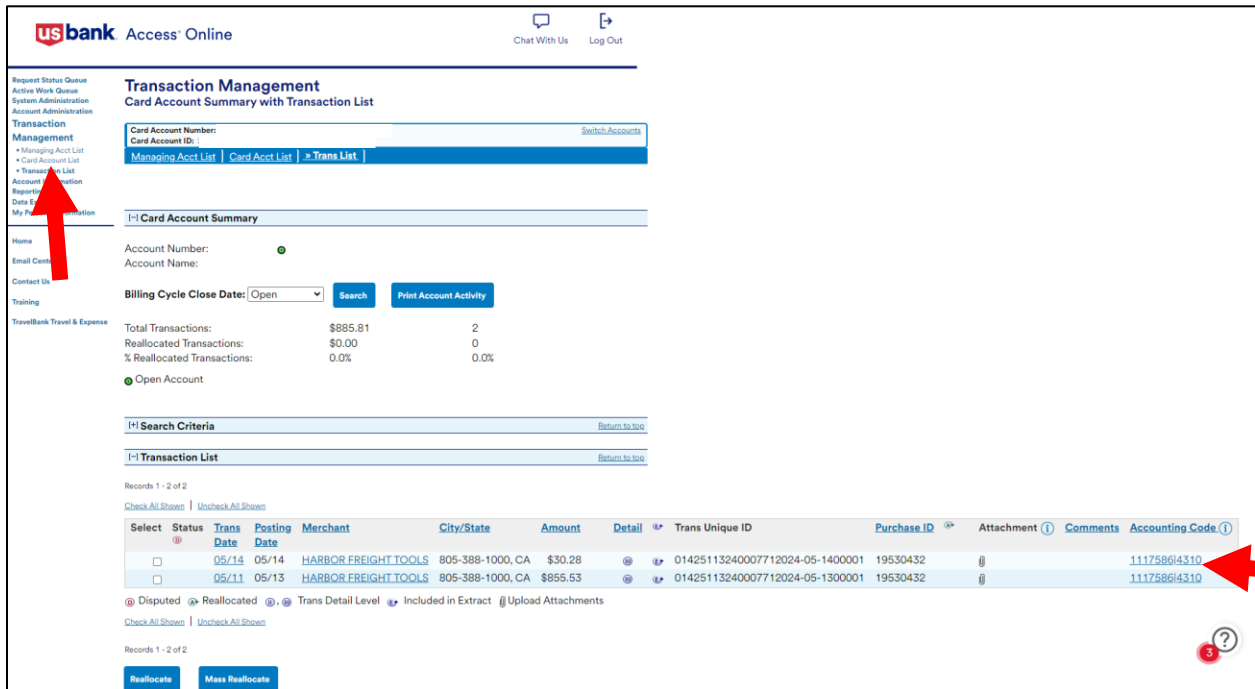
Account
KATIE L LOFTUS-RAPP - **4400 (Purchasing)

Preferred Output Language:
American English ▾

Alert Types

Fraud Alerts	Event Alerts	**Purchase Alerts**

Enrolling into an alert prevents others from enrolling into same alert for this account.

Alert Type	Email	Text
Purchase is declined	☐	☐
Purchase amount exceeds	☑	☐
$0.01		

Purchase Card
Update Smartkey user Accounting Code

1. On the Left hand side choose **Transaction Management**

2. **Card Account List**

3. Choose your **Account Number**

    Note: You may have multiple card accounts to review

4. Your current charges will show under Transaction List
5. Review your Accounting Code to identify which codes should be changed.

6. When Accounting Code default needs to be updated to correct SmartKey, click on the code you need to correct.

7. Update the **Smartkey** and **Spend** in the Transaction Summary **Allocations Tab**
8. Click **Save Allocations**

9. Click on the **Comments tab** and enter a detailed description of the charge. EX: Plane Ticket, Car Rental, Subscription Fee, tools, paper, food, catering, etc.
10. Click **Save Comments**

Purchase Card
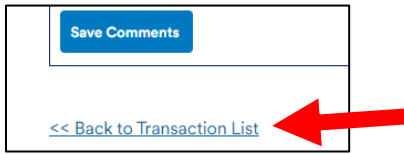
11. Click **Back to Transaction List** to update additional charges.

You have until the 22nd of every month to update Accounting Codes before your statement is sent to Accounting. If the 22nd falls on a weekend, your statement will end the prior Friday. Avoid using your card the last week of your statement to ensure statement can be updated and receipts can be received on time.
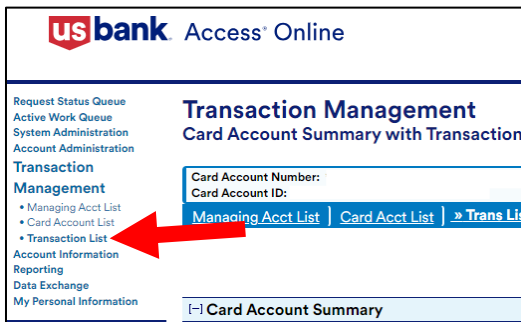
12. **Print your statement to be signed**
13. **Go to Transaction Management/ Transaction List**
14. **Billing Cycle Close Date:** Choose Cycle that just ended
15. **Search**
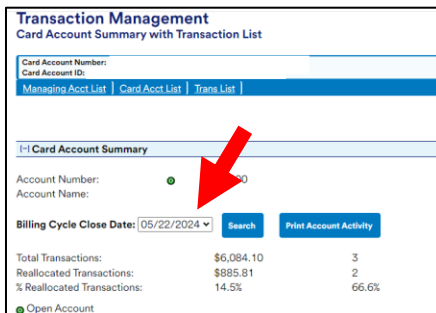
16. Click **Print Account Activity**
17. This will be the Statement you turn into to your Direct Manager and Accounting with receipts.
18. The Accounting Code on this Activity Report will be sent to Account. Ensure this code is correct prior to the 22nd to **avoid expense transfers.**

Grossmont-Cuyamaca
COMMUNITY COLLEGE DISTRICT

Purchase Card

us bank

Cardholder Activity

| Name: | | Account Number: | **4400 | | Cycle End Date: | 05/22/2024 |

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total Allocation Amount	Source Currency Accounting Code	Currency Amount
05/11/2024 05/13/2024	HARBOR FREIGHT TOOLS 805-388-1000, CA	$855.53 $855.53	USD 13950924310	855.53
05/14/2024 05/14/2024	HARBOR FREIGHT TOOLS 805-388-1000, CA	$30.28 $30.28	USD 13950924310	30.28
05/18/2024 05/20/2024	DOCUSIGN 866-219-4318, WA	$5,198.29 $5,198.29	USD 11175864310	5,198.29

| Activity Totals $6,084.10 | Purchases $6,084.10 | Payments $0.00 |

Cardholder Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

AND PRINT TRANSACTION DETAIL: SUMMARY FOR YOUR IMPACT STATEMENT AND JUSTIFICATION

19. To print transaction detail report, choose Reporting then Reports

us bank Access® Online

Dashboard   Accounts ⌄   Transactions ⌄   Reporting ⌃   Program ⌄

Reports

Data exchange

Financial Management

20. Choose Financial Management

Reporting

Program Management
General program management activities and monitor company policy compliance.

Financial Management
Monitor expenditures, track variances and manage account allocations.

Transaction Detail
Detailed transaction data including merchant detail, allocation (accounting code) information, and transaction log data.

6

21. Date: choose the date after the close of the cycle

Financial Management
Transaction Detail

By default this report will return all results associated with blank fields, unless otherwise noted. To limit results, enter specific criteria in blank fields.

* = required

Date

◉ Cycle Close Date Range: ○ Calendar Month Range: ○ Posting Date Range: ○ Transaction Date Range:

☐ Enable Cycle Day

Start Date: (MM/DD/YYYY)   End Date: (MM/DD/YYYY)

`11/25/2024`   📅▾ to `11/25/2024`   📅▾

22. In Additional Details, check mark
    - Display Transaction Custom Fields
    - Display Transaction Comments and choose all comments
    - Display Allocation Detail

Additional Detail

☑ Display Transaction Custom Fields   ☑ Display Allocation Detail

☑ Display Transaction Comments   ☐ Display Merchant Data (Excel Only) ⓘ

`All Comments (Most Recent and Historical)` ▾

Note: Selecting all comments will add additional content to the report and alter its existing format.

23. Change Report Output to PDF

Report Output

Output Type:

`PDF` ▾

Purchase Card

24. Group Report will be your account. If this field does not show your card, use the search for accounts and select your account.

Group Report By

○ Processing Hierarchy Position: *

    If selected, a processing hierarchy position is required.

Bank:	Agent:	Company:	Division:	Department:	
1425	3075				Search for Position or Add Multiple

◉ Account Number(s):*

    If selected, at least one account is required. Separate multiple accounts by a comma and no spaces.

************4400	Search for Accounts

25. Run Report

Note. Page Bre

Run Report

26. Print PDF and attach to your Cardholder Activity print out with hard copy receipts.
    - Notes from online account will show up on this report.

Transaction Detail - Summary

Trans Date	Posting Date	MCCG Code	MCC	Merchant Category Code Description	Merchant Name	Merchant State/Province	Taxpayer ID Number (TIN)	Trans Amount
Name: KATIE L LOFTUS-RAPP	Account Number: **4400	Optional 1:	Optional 2:	Lost/Stolen Account:	Replacement Account:	Billing Type: Centrally E		
10/28/2024	10/30/2024	47972	4214	MOTOR FREIGHT CARRIERS	AUTO TRANSPORT	AZ	454782239	$ 885.00

Allocation Accounting Code Amount: $885.00   Allocation Accounting Code Value: 14606014310
Allocation Source: USER   Allocation Last Changed By: Loftus-Rapp,Katie
View Comment History
Comments: Delivery Fee for donated 2022 Chevy Silverado 1500 and 2020 Chevy Traverse

| 11/01/2024 | 11/04/2024 | 501745 | 5734 | COMPUTER SOFTWARE STORES | COMPLIANCELY.COM | AR | 223876667 | 17.00 |

Allocation Accounting Code Amount: $17.00   Allocation Accounting Code Value: 11185015350
Allocation Source: USER   Allocation Last Changed By: Loftus-Rapp,Katie
View Comment History
Comments: TIN Check overage fee

GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

Purchase Card

You can view your Statement under Account Information/ Statement/ Account Overview, but this will not show reallocated accounting codes. **Do not use this statement to turn in your receipts.**
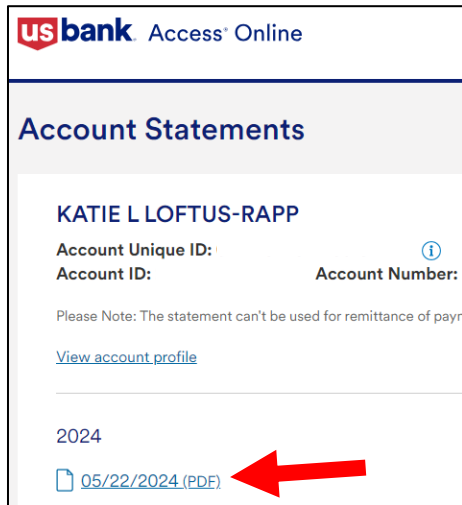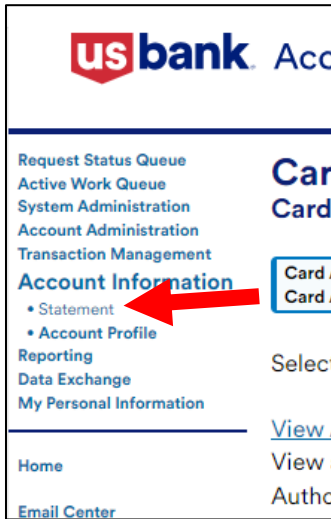
27. **Signed Card Holder Activity statements with receipts are due to the District by the 10th of the following month.**
28. Statements will be reviewed by Accounting and Internal Auditor.
29. Transactions found in non-compliance will be addressed. Non-compliance on the third statement, a Card holder account will be suspended.

Procurement Card Statement Process

- **Cardholder** updates **smartkey, spend category** and uploads **receipts** online for all applicable charges. Journal Entries to move funds is a backup only. Account codes are required to be updated prior to statement closing. Set up account alerts to receive an email when transactions are processed.
- Cardholder's will only be issued **ONE card.**

  Web Address: **https://access.usbank.com** Organization Short Name (OSN): CALCRD

- Procurement cards are NOT authorized to be used at any company that accepts Purchase Orders or when established online order accounts are available, regardless of the purchase amount. Examples: Amazon, Lowes, Home Depot, Grainger, Guitar Center, Michaels, Blick Art, Office Depot, Sweetwater Sounds, B&H Photo, CDW-G, etc.
- Assets over $500 are NOT authorized for purchase on PCards and a REQ must be submitted in Workday for Purchasing to place the order.

- Statement closes for the month around the **22nd**; Cardholder may download monthly Activity Statement two days after statement closes.
- **Cardholder must update smartkey prior to statement closure. Make all updates prior to the 22nd.**
- Organize original receipts matching the order on the statement, and submit completed packet to Direct Manager by the **1st of the following month**. (Eventually the process will be 100% online)
- **Cardholder** is responsible for submitting completed packets with receipts before the Direct Manager signs the activity statement.

- **Direct Manager** may delegate the review process to their **admin assistant**.
- **Direct Manager** will ensure packets are complete.
- **Direct Manager** will address Non-Compliance findings with cardholder and report findings to Business Office.
- **Direct Manager** signs all complete cardholder packets and submits documents to the Business Office by the **5th day of the month** or submit directly to **District Accounting** no later than the **10th**.
- **Direct Manager** shall request procurement cards from cardholders that have three (3) non-compliance packets.
- **Direct Manager** shall collect and turn in cards from employees that resign.

- **Business Office** will request missing statements from **Direct Manager** when notified.
- **Business Office** will update Non-Compliance Log on District OneDrive. Non-compliance findings include: missing statements, missing receipts, card used at a vendor that takes POs, and fraud.
- **Business Office** will submit all completed packets to District Accounting by the **10th** of the month.
- **District Accounting** will file completed packets alphabetically per site.

OVERVIEW

Procurement cards are available in order to expedite small, one time supply purchases when a vendor does not take purchase orders and an online order account has not been established. Procurement cards shall not be used when purchase orders are accepted. This procedure describes the process for activating, managing, and reconciling authorized supply purchases using the District's Procurement Card.

FORMS USED:
GCCCD Cardholder Application, PU5.F1
GCCCD Cardholder Agreement, PU5.F2
Procurement Card Definitions, PU5.A1
Procurement Card Quick Reference, PU5.A2
Procurement Card Authorized/Prohibited Purchases, PU5.A3
Procurement Card Review Monthly Site Summary
Business Account Summary (R090)
Cardholder Statement of Questioned Items (CSQI)
IMPAC Financial Summary (R060)
Card Activity Summary
Vendor Data Record (STD 204)

CODES, REGULATIONS, AND DISTRICT POLICIES RELATED TO THIS PROCEDURE
Government Code 19990, 54201-54202
California Education Code section 40002, 85231

PRIMARY STAKEHOLDER: Vice Chancellor-Business, Director of Purchasing and Contracts, District Controller, Site Business Officers

COMMENTS

The procurement card is an expedited payment mechanism available to approved District employees. The Supply card may be used for purchasing small goods, commodities, supplies, postage under $50, or repair parts when a vendor does not take POs or checks. These must be coded for object code 4310.

STEP	TASK PERFORMED BY	DESCRIPTION

PROCUREMENT CARD APPLICATION AND ACTIVATION

STEP	TASK PERFORMED BY	DESCRIPTION
1	Director of Purchasing and Contracts (P&C)	**Designate Approving Officials** Appoint the Business Officers as Approving Officials.
2	Business Officers	**Designate Site Cardholders** Distribute application packages, including: • GCCCD Cardholder Application, PU5.F1 • GCCCD Cardholder Agreement, PU5.F2 Collect, evaluate, and approve Cardholder application packages. Forward approved application packages to the Director of P&C.
3	P&C	**Process Approved Applications** Review and if correct/complete: Fill out the Cardholder Account Set-up Information via online portal. **Maintain Cardholder Agreement File** **Perform Ongoing Training and Issuance** • Review procedures • Summarize Cardholder responsibilities • Review ramifications of any misuse
4	Cardholder	**Activate Card** Upon receipt of the Procurement Card, activate by telephone immediately. Note: The bank may cancel cards that are not activated upon receipt for security reasons.

PURCHASES AND RETURNS

1   Cardholder

Obtain Goods

Obtain supervisor authorization prior to purchase. Supplies may be purchased either in person, by telephone, or via the Internet. Purchases must be in conformance with District purchasing rules (i.e. not for personal use and a PO cannot be used). Obtain an *itemized* invoice or receipt from the vendor, which includes:

- Description of the commodity purchased
- Quantity purchased
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if any (consistent with signed agreement with the District)
- Last 4 numbers of Card on receipt

In some cases, vendors do not automatically provide an itemized receipt or invoice. If this happens, request and obtain an itemized receipt.

Report declined purchases to P&C

Do not make any purchase or commitment when existing contracts/bids are in place. (Example: office furniture, printers, computer peripherals, etc.) If in doubt, call Purchasing and Contracts prior to making a purchase with the Procurement Card.

Refer to Prohibited Purchases, and Quick Reference.

Note regarding expenditures
Card expenses will be charged to the default smartkey-object allocated on your statement. Default code is assigned to your account based on your application. You are required to update the smartkey-object on your online profile when applicable. Expenditure Transfer should be avoided.

2   Cardholder or Accepting Employee

Receive Merchandise and Approve Itemized Receipt
The Cardholder may designate another person to Merchandise may be picked up by a person other than the Cardholder. If the accepting employee is other than the Cardholder, the individual picking up the purchase should sign the invoice "for", as in "John Doe for Mary Smith".

If the vendor provides a credit card voucher along with an itemized receipt, sign both the voucher and the receipt and attach them together.

Give cardholder name to vendor when item will be shipped to warehouse.

3   Cardholder

Return Merchandise When Necessary
Returns must be credited back to the bank. Cash refunds are not allowed. Add comment on bank charge noting credit will be applied.

Cardholder must verify returns are credited on their next statement.

RECONCILIATION

1   Cardholder

Reconcile Monthly Statement of Account
Procurement Card use will be charged against the departmental budget. In addition, each Cardholder will receive an individual Statement of Account (SOA) directly from the bank, but do not use this document. Two days after the statement closes, download bank activity statement:
- Review the activity statement for accuracy
- Attach itemized receipt for each transaction to the activity statement.
- Retain charge-back receipts until the credit transaction shows up on the bank statement

If there is <u>not</u> a receipt for an authorized purchase:

- Explain reason on the statement with a copy of the order confirmation (for example, "Vendor ships receipts with merchandise, merchandise not received yet"). Write a brief memo stating why receipt is not available, list receipt information as stated above (description, quantity, price), attach memo to statement to be used as receipt.
- When the receipt is received, forward the original to P&C with a note identifying the cardholder name and statement month to which the receipt should be attached. Digital copy of receipt is acceptable.

If there are **Unauthorized Charges**:
- Call the bank immediately at (1-800-227-6736). The Card will be blocked.
- Inform the Business Officer of the Unauthorized Charge
- Dispute the item as described below

If there are **Disputed Charges**:
- Write "Disputed" on the description line of the statement
- Complete the Statement of Questioned Item (SQI) bank form and attach along with other receipts to the statement.
- Retain one copy of the SQI and attach another copy to the SOA. Mail the original SQI to:
  > IMPAC Card Services
  > PO Box 6346
  > Fargo, ND 58125-6346
- Follow up with IMPAC and verify charges are reversed when appropriate.

Sign and date the activity statement. Forward the Cardholder package to the immediate supervisor by the 1st of the month**. The packet is due to the District by the 10th of the month.** Failure to forward appropriate documented package within the limit could result in card revocation.

2	Cardholder Direct Manager	**Approve Purchases, Review/ Sign Statement, and Forward to the Business Office**

Approve Purchases, Review/ Sign Statement, and Forward to the Business Office

Review statement to ensure that purchases are:
(1) Appropriate supply purchases for department
(2) Not on the prohibited list
(3) Have a properly approved itemized receipt for each transaction (including description).

Sign off and forward to the Business Office. Forward the package by the 5th of the month or directly to the District by the 10th. Failure to forward an appropriately documented package could cause card revocation.

3   Business Office

Reconcile
The Business Account Summary (R090) is a composite statement of all assigned individual cardholders with posted activity during the last billing period. The Business Office receives it from the bank before the first of each month.

Distribute R090 to Direct Managers.

Document on the Onedrive procurement card file when statements are in non-compliance.

Communicate via email any late or unsigned statements to the Cardholder. If possible, help resolve issues.

Forward cardholder statements, Monthly Site Summary, and Business Account Summary (R090) to District by the 10th of the month following the statement date.

4   Accounting/ Internal Auditor

Review and Approve
Spot check statements for non-compliance.

5   Vice Chancellor- Business

Review
Review Monthly Site Summaries.
Evaluate/ Recommendations

6	Accounting	**Make Payment**
		Make payments to the bank after receiving CSV file.

CARDHOLDER AND BUSINESS OFFICER CHANGES

1	Cardholder	**Submit Changes as Required**

Submit the bank's Account Maintenance Form to the site Business Officer whenever:

- A change in the Cardholder name, address, or phone number occurs
- The Cardholder leaves or transfers to another functional area within the District. If leaving or transferring, return the following to the site Business Officer :
  - Procurement Card
  - Account Maintenance form
  - Logs and receipts for the current year.

2	Business Officer	**Evaluate & Submit Account Maintenance Form**

For Cardholder changes, review the information on the Cardholder's Account Maintenance form, and if appropriate, complete the "Approving Official Only" section.

For Business Officer changes for address, phone number, or office limits, complete the "Approving Official Only" section of the Account Maintenance form.

Forward the Account Maintenance form along with any returned Procurement Cards to the Director of P&C.

Immediately notify P&C of any Cardholder employee terminations.

3	P&C	**Coordinate Changes With Bank**

WORN OUT AND DEFECTIVE CARDS

1	Cardholder	**Request Replacement for Procurement Card** Submit a memo to the Director of P&C along with the worn out or defective Procurement Card.
2	P&C	**Coordinate With Bank to Replace Card**

LOST AND STOLEN CARDS

1	Cardholder	**Notify Bank, Site Business Officer, and the Director of P&C** Provide the following information: • Name as shown on the Procurement Card • Card number • Date reported to Police (if applicable) • Date reported to the bank *US Bank can be contacted at:* *1-800-227-6736 (24 hr/7 day)*
2	P&C	**Coordinate With Bank to replace card**

Grossmont-Cuyamaca Community College District
Supply
Procurement Card
<u>Authorized/Prohibited Quick Reference</u>

<u>AUTHORIZED PURCHASES</u>
One time Supply purchases from vendors that **do not take POs** or checks
Transactions limited to $50 or less:
> Postage
> Federal Express
> UPS
> Duplicating/copying of material

<u>PROHIBITED PURCHASES</u>
Furniture
Equipment over $500
Printers, regardless of cost
Computer equipment, regardless of cost
Services of any kind
Software (all software must be approved by IT/ Cyber Security)
Consultants, instructors, and speakers
Personnel costs/labor charges
Items for personal use
Maintenance or service agreements
Rental agreements, facility leases or rentals, equipment rental etc.
Lease/purchase agreements
Facility improvements
Membership purchases including Amazon Prime, Costco, etc.
Travel expenses (air fare, ground transportation, lodging, conference fees, meals, uber, lyft)
Food, meals or refreshments for meetings – authorization required
Food/refreshments for office celebrations or parties
Party decorations
Postage, Federal Express, UPS over $50
Duplicating/copying of material over $50
Off-site printing
On-line data base subscriptions requiring a signed agreement
Fees
Anything not considered a supply item

<u>PROHIBITED PRACTICES</u>
Cash refunds
Cash advances
Split orders of multiple items into two or more transactions
Using card two times for one purchase
Using cards from two employees for one purchase, splitting cost between cards
Transferring cards between individuals
Using a card issued to a different employee
Allowing another department to use card, then transferring expense
Using card for personal purchases, then reimbursing District later
Using card for District purchases, then shipping to a non-GCCCD address, such as home address
Asking the vendor to bill in two increments either the same day or the next day
Similar type purchases made to same vendor over course of a couple days

GCCCD PROCUREMENT CARD- Travel

<u>DEFINITIONS</u>

Actual Receiver	The person who incurs the travel expense.
Approving Official	The Business Officer who, as the Approving Official, has the authority to review, approve and ensure that program guidelines are adhered to.
Approving Official Change	Change to an Approving Official's address or phone number, made on the VISA Card Account Maintenance Form.
Billing Cycle	The block of time that begins on the 23rd of one month and ends on the 22nd of the next month.
Cardholder	The specific employee authorized to complete charge transactions on a Procurement Card.
Cardholder Business Account Summary (R090)	A monthly control report from US Bank National Association that summarizes charges for each cardholder assigned to the Approving Official.
Cardholder Change	Change to a Cardholder's address, phone number, etc., made on the VISA Card Account Maintenance Form.
Cardholder Package	The signed Statement of Account (SOA) with all supporting documentation attached.
Cardholder Statement of Questioned Items (CSQI)	The US Bank form used to document disputed items.
Contractor/Provider	A business providing travel services to the District.
Credit Invoice	Used by the vendor when merchandize is returned for credit indicating the amount previously paid to the vendor to be returned back to the Cardholder's procurement card account.
Debit	The amount owed when a charge transaction is made.

Decline	A response back from the bank to the vendor stating that an attempted credit card transaction has failed.
Disputed Item	Any item on the SOA that is not in agreement with the supporting documentation.
US Bank CALCRD	International Merchant Purchase Authorization Card.
Financial Summary (R060)	The official invoice which is sent to the District Controller each month, containing total charges for each Approving Official and assigned Cardholders made during the billing cycle.
Invoice	A bill from a vendor with a detailed list of merchandise sold.
Monthly Limit	The maximum spending limit on a cardholder's cumulative purchase transactions in a given month.
Office Limit	The total amount that can be spent by the Cardholders assigned to an Approving Official.
Over the Counter	When a Cardholder actually goes to a merchant or vendor's location to make the purchase transaction.
Over the Telephone	When a Cardholder places an order over the telephone by providing the merchant with his or her name, procurement card number, and expiration date.
PC	A code that may appear on the SOA to indicate a disputed charge from a previous billing cycle. The PC is a temporary offset from the Bank until the dispute is cleared.
Reconciliation	Cardholder and Approving Official action to review the items listed on the SOA and the supporting documentation for each item to determine if the item is valid or needs to be disputed.
Split Orders	A prohibited practice of making more than one order to bypass the Cardholder's Transaction Limit on the procurement card.

SOA	The Statement of Account lists all charge transactions made on the Cardholder's account during the billing cycle.
Transaction Limit	The maximum limit for any single Cardholder purchase.
U S Bank National Association	The contractor in the Master Service Agreement with the State of California that provides IMPAC VISA Cards to State employees as a payment method for travel and small purchases.
Vendor Data Record (STD 204)	Collects information from the vendor for tax purposes.
VISA Charge Slip	Charge slip made out by the vendor when the Cardholder makes an Over the Counter purchase with the procurement card.

REASONS FOR DISPUTED CHARGES

Unauthorized Mail/Phone Order	Does not apply if sales slip is signed or imprinted with the Procurement Card.
Duplicate Processing	Multiple billings, transaction amounts the same.
Merchandise Not Received	Applies if purchase is cancelled.
Credit Not Received	Credit not posted to the account within 30 days from the date of the credit voucher or acknowledgement.
Alteration of Amount	Dollar amount altered without the Cardholders permission.
Inadequate Description/ Unrecognized Charge	Cardholder does not recognize the transaction description.
Copy Request	Charge is recognized, but a copy of the sales draft is required prior to processing for payment.
Not as Described	Expenses were not as described at the time of purchase. The written document of what was received

must be different from the itemized receipt.

Cardholder Dispute — Used in instances such as defective merchandise that the vendor refuses to replace or credit.

GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT

PROCUREMENT CARD QUICK REFERENCE

Disputed Transactions:	800-227-6736
Lost & Stolen (24 hr/7 day)	800-227-6736

Task Performed By	*Responsibility:*

Cardholder
- Make purchases and returns as required
- Maintain monthly tracking logs
- Reconcile monthly SOA against monthly log
- Dispute unauthorized charges with bank
- Submit changes (address, phone etc.) to Business Office
- Submit monthly log with receipts to Direct Manager by the 1st of every month.

Cardholder Direct Manager
- Reconcile Monthly SOA against US Bank Invoice (R090)
- Review and approve reconciled R090
- Sign SOA and submit to Business Officer by the 5th of every month or to District by the 10th.

Business Officer
- Designate site Cardholders
- Make/ evaluate revocation recommendations
- Notify P&C of Cardholder changes, lost/stolen cards, worn out cards, or defective cards
- Submit approved SOA with receipts to District by the 10th of every month.

Purchasing and Contracts (P&C)
- Process Procurement Card Applications
- Close Card accounts when applicable
- Coordinate replacement cards
- Coordinate Cardholder changes w/ bank

Director, (P&C)
- Appoint Approving Officials
- Set monthly site limits

Vice Chancellor-Business
- Evaluate Procurement Card processing

Accounting
- Process authorized bank payments
- Retain receipts and logs for current year plus previous three years

Grossmont-Cuyamaca Community College District
Travel
Procurement Card Authorized/Prohibited Purchases and Practices

AUTHORIZED PURCHASES
Travel (Air Fare, Ground Transportation, Lodging, Conference Fees)

PROHIBITED PURCHASES
Equipment
Services
Consultants, Instructors, and Speakers
Maintenance Agreements
Service Agreements
Personal Items
Personal Services
Rental Agreements
Lease/Purchase Agreements
Facility Improvements
Membership Purchases
Software
Meals

PROHIBITED PRACTICES
Cash Refunds
Cash Advances
Split Orders (using the card more than once for one purchase over $500)
Transferring Cards between individuals