

Procedures

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PURPOSE

To outline the necessary procedures and associated roles and responsibilities, regarding the proper administration of University [Purchasing Card Policy 6.2](#).

The University Purchasing Card shall be referred to as P-Card throughout this procedure.

General Principles

- It is vital to the financial well-being of the University that financial transactions are handled in a business-like manner and on time.
- Required documentation must be retained in accordance with [Policy 6.2](#) and as outlined in this procedure.
- The University Internal Audit Department will periodically perform audits of selected departmental records to ensure compliance with these policies.

SCOPE

This procedure applies to all authorized individuals using a University-issued P-Card, reviewing credit card transactions, or approving credit card transactions.

DEFINITIONS

Approver: Department staff person who has been given authority to approve P-Card transactions.

Billing Cycle: Interval between P-Card statements showing purchases of products and services.

Cardholder: Department staff person, who has been assigned a University P-Card in his/her name, to be used for University business.

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Credit Card Coordinator: Employee of the Business Service Center Department, who has overall responsibility for the University’s P-Card program.

Business Service Center Specialist: Individual assigned by the University, who acts as a coordinator for P-Card activity, who is responsible for reconciling P-Card transactions, who notifies Approver that transactions are ready for approval, and who verifies purchases are consistent with University policy and procedures.

PROCEDURES:

1. CARDHOLDER

How to Become a Cardholder

- Determine necessity for P-Card.
- Request a P-Card using the online P-Card Agreement form located on the Strategic Sourcing website.
- Approval in accordance with the University [Expenditure policy 3.1.1](#) is necessary.
- Complete on-line P-Card training successfully.

Responsibilities

- Proper security of the P-Card.
 - Maintain in a safe and secure location.
 - Report lost or stolen P-Card to the bank immediately by calling 1-800-688-7070. Notify Credit Card Coordinator by email, P-Card@creighton.edu, or phone call, (402) 280-2920, immediately following bank notification.

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- Immediately report suspected fraudulent activity to the Credit Card Coordinator upon discovery.
- Use the card appropriately as outlined in University [Purchasing Card Policy 6.2](#) and these procedures.
- Supply the tax exempt number, which is located on the card in the upper right hand corner of the P-Card, to the merchant.
- Obtain the required documentation which consists of:
 - Receipts or invoices, which include supplier name, supplier location, date of transaction, total cost, and detailed listing of items
 - For business meals and entertainment, documentation must also include list of attendees and business purpose.
- At minimum, weekly submission of all documentation to the Business Service Center.
 - Contact the organization or business for any lost or missing receipts.
 - Document steps taken to obtain lost or missing receipts.
 - i. If a replacement cannot be obtained, complete a [Missing Receipt Form](#).
 - Contact the Credit Card Coordinator immediately, should you either terminate employment in your specific department or with the University, or take another position within the department or University, which does not necessitate you having a P-Card account. Return the credit card to the Credit Card Coordinator.

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2. CUSTODIAN

- The Business Service Center Manager will designate a Business Service Center Specialist to serve as Custodian for each cardholder.

Responsibilities

- Maintain documentation, in date order, for all P-Card transactions in the Business Service Center for a minimum of 18 months. After 18 months, file all documentation in long term storage for 7 years.
- Contact the Credit Card Coordinator immediately, should a Cardholder either terminate employment in his/her specific department or with the University, or take another position within the department or University which does not necessitate his/her having a P-Card account. Ensure that the credit card is returned to the Credit Card Coordinator.
- Reconcile documentation to Cardholder's transactions, using CCOR, on routine basis.
 - Obtain required documentation for each transaction from the Cardholder.
 - Log in to [CCOR](#).
 - Access Cardholder's account.
 - Review each posted transaction for business purpose, as well as policy and procedure compliance.
 - Enter the fund/org/account codes that are applicable to the transactions into [CCOR](#).
 - Mark transactions "Reviewed" if above conditions are met. If not, go back to Cardholder for further discussion.

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- Email Approvers to notify them of Reviewed transactions awaiting approval as needed.
- If required documentation is missing:
 - Verify the Cardholder made every reasonable effort to obtain required documentation.
 - Direct Cardholder to complete Missing Receipt Form with detailed explanation of the efforts made to obtain the documentation.
 - Enter notes on the on-line Expense Description field.
 - If missing receipt form is received, mark the receipt box to read “MRF”. If no missing receipt form is received, mark “No”.
 - If neither the receipt form nor Missing Receipt Form is received, note the description field and mark as reviewed.
- Submit on-line transactions for final approval according to the P-Card Processing Schedule.
- Use of the P-Card Routing Form (PRF) as necessary.
 - Attach only required receipts/invoices.
 - Route to Accounting Services as required per University Policy.

3. APPROVER

How to Become an Approver

- University management will designate an appropriate area employee to have approval responsibility for the department’s P-Card usage.

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- Approver designee must fill out online form using the “New Approver/Change Approver” option.
- Online and classroom Approver training must be successfully completed.

Responsibilities

- Final approval of all transactions must be completed according to the P-Card Processing Schedule.
- Determine that purchases are only for University business and comply with applicable laws, regulations, and University policies and procedures.
- Verify that the fund/org/account codes are correct for the transaction.
- Revoke Cardholder privileges for non-adherence to policies, lack of control, or unauthorized use.
- Replace Cardholder for failure to follow policy and procedures.
- Contact the Credit Card Coordinator immediately, should a Cardholder either terminate employment in his/her specific department or with the University, or take another position within the department or University, which does not necessitate his/her having a P-Card account. Ensure that the credit card is returned to the Credit Card Coordinator.

ADMINISTRATION AND INTERPRETATION:

The University’s P-Card program is administered through the Business Service Center by the Credit Card Coordinator. Any questions regarding these procedures may be directed to the Credit Card Coordinator by contacting the Business Service Center by email, at P-Card@creighton.edu, or by phone, at (402) 280-2920.

AMENDMENT/TERMINATION OF THESE PROCEDURES

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Creighton University reserves the right to modify, amend, or terminate these procedures at any time.