

ProCard Policy and Procedures

Effective November 2009

BACKGROUND

Wellesley College recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a procurement credit card (ProCard).

The ProCard program is designed to promote purchasing efficiency, flexibility, and convenience. The program provides for the rapid acquisition of primarily low dollar items. ProCard purchases shall be made in accordance with established purchasing rules and policies.

The ProCard procurement credit card program is administered by the Wellesley College Purchasing Department and is implemented at the institution level.

POLICY

All employees who hold positions that include the need for a ProCard (see criteria below) may receive a ProCard with which to transact on Wellesley College's behalf with the understanding that all related policies, practices and procedures will be **STRICTLY** adhered to.

ELIGIBILITY FOR A WELLESLEY COLLEGE PROCARD

A. Criteria for Eligibility for ProCard

The following criteria are provided in order to determine a position's eligibility for a ProCard account because of the nature of and expectations for job performance:

- 1) Primary Budget Holder:** The Position's primary responsibilities include overseeing the departmental budget per the Controller's Office "Authorized Budget Signers" list.
- 2) Primary Departmental Purchaser:** The Positions primary responsibilities include purchasing supplies / arranging services for the department.
- 3) Need for "Point of Purchase" Transactions:** The Position's primary responsibilities include the need to purchase items in person at the vendor's location and/or requirement to make purchases during non-business hours.

The Department head or Supervisor must sign the ProCard Application Form to validate the applicant's eligibility.

B. ProCard Oversight Responsibility

Department heads are responsible for identifying employees who hold positions that include the need for a ProCard. The department head is responsible for overseeing employee ProCard needs, for monitoring the business purpose of all ProCard purchases, for ensuring that Approvers review all transactions, for ensuring that all receipts are retained, for monitoring activity and for assessing the continued need of each position that requires use of a ProCard in order to better perform their job.

The Department head or Supervisor must read and sign the ProCard Application Form to confirm understanding of all ProCard cardholder **and** Approver's responsibilities. The names of the ProCard Cardholder or the Approver (or both) must appear on the Authorized Budget Signers List.

PROCEDURES FOR USING THE PROCARD

The following ProCard guidelines must be strictly adhered to by all holders of Wellesley College ProCards:

1. Each cardholder is responsible and accountable for his / her own ProCard. The cardholder must be familiar with all ProCard policies and procedures. The cardholder must know their card account limits and keep track of all purchases.
2. The Department Chair, Director or designated Department coordinator is responsible for the management of the ProCard Program within their respective department.
3. The ProCard may **not** be used for the following purchases:
 - Personal purchases of any kind
 - Travel (transportation, lodging, meals, etc...) and related expenses
 - Entertainment (including dining out at restaurants)
 - Alcohol
 - Cash advances or cash refunds
 - Consulting or personal services
 - Animals
 - Radioactive material
 - Prescription drugs / controlled substances
 - Any single purchase greater than the SPL (Single Purchase Limit)
 - Gifts not in compliance with the College's gift policy (see Business Conduct Policy, pages 9-10).
4. ProCard transactions should not be split to divide a larger purchase which exceeds the cardholder's single purchase limit.
5. It is the responsibility of the cardholder to attempt to resolve any disputes with a vendor. If resolution is not possible the cardholder should report the problem to Wells Fargo and the Purchasing Department.
6. The ProCard must be signed by the named cardholder. The cardholder may allow use of his/her card to a responsible colleague for online purchases. However, the cardholder is

ultimately responsible to ensure that the purchase is authorized and to obtain all receipts for purchases.

7. The Wellesley College Massachusetts Tax Exemption Number is printed directly on the card. The cardholder must ensure the appropriate use of this tax exempt number. Remember, tax exemption applies to purchases made in Massachusetts only. For more information on the College's tax exempt status, please contact the Purchasing Office.
8. The cardholder is responsible for reporting the loss/theft of her/his card immediately to Wells Fargo and the Purchasing Department.
9. The cardholder is responsible for logging into the Commercial Card Expense Reporting (CCER) system to record the business purpose of all card transactions and to reallocate FOAPALs for all transactions (when necessary) by the end of the cardholder review period every month (you will be receiving email reminders from CCER each month).
10. If items are purchased for delivery, the vendor should be given the proper delivery information. Please include the cardholder's name, department, building and room number.
11. For cardholders that have cards assigned to federal funds, charges against the card cannot be re-allocated to other College budgets.
12. Non-adherence to any policies or procedures will result in revocation of individual cardholder privileges and may result in revocation of departmental privileges as well.

RECIPT RECORDKEEPING

ProCard holders are solely responsible and accountable for all receipts related to the purchase made on their ProCards.

For record keeping purposes, at least one of the following items should be maintained to verify proof of purchase:

- Sales receipts
- Packing slips
- Credit card slips
- Merchandise advertisements
- Other information related to the purchase

You must be able to produce any and all ProCard receipts upon request.

The Commercial Card Expense Reporting (CCER) system is Wells Fargo's proprietary software for tracking ProCard expenses. It is an interactive web-based system that allows the cardholder real-time access to the transactional data on their card account. It is the ProCard holders responsibility to log onto the CCER system at least once per month to enter the "business purpose" of each transaction and reallocate FOAPALs (as necessary). Any discrepancies identified should be investigated with "action taken" recorded in the comments section. Monthly statements can also be generated in the CCER system. The statements, along with support documentation (receipts), should be maintained in the department. Records are to be retained for seven years.

The Purchasing Department, Controller's Office or outside auditor may ask for copies or original receipts on any card transactions at any time. It is strongly advised that receipts be filed by date to allow for prompt reply on these receipt requests.

RECEIPT OF MATERIALS AND SERVICES

Though the Purchasing Department will be happy to assist, it is the cardholder's responsibility to ensure receipt of materials and services and to follow up with vendors to resolve any delivery problems, discrepancies and/or damaged goods. If you order materials by phone, remind the supplier to include a sales receipt with your package. You will need this for your documentation. If you do not receive a sales receipt, contact the supplier immediately.

In case of returns, you are responsible for coordinating returns directly with the vendor, as well as securing the appropriate credit.

ProCard holders MUST NOT take cash credits for card purchases! All returns and credits must go to the card account that was charged for the original purchase.

BILLING AND PAYMENTS

As with an individual credit card, the vendor is paid by the bank usually between 24-48 hours of your placing your order. Charges are transmitted to the College in statement form, by cardholder and by department. Your card transactions are available for viewing via the CCER system.

Wells Fargo will submit one summary bill of all College ProCard transactions for each billing period to the Purchasing Department. The summary bill will be submitted to the Controller's Office who will electronically pay the bill in full and distribute the charges to your budget. Any changes or reallocation of charges from your card's designated account will be made through logging into the CCER system by the end of the cardholder review period every month. Late changes and changes to other ORG codes must be done by a Journal Entry request through the Controller's Office.

DISPUTING A CARD TRANSACTION

You may dispute any charge that appears on your statement. If there is a charge that is not recognized, or it appears to be incorrect, you should first contact the vendor and try to resolve the dispute. If an agreement cannot be reached, you should contact the Wells Fargo Team Service Center at 1-800-932-0036.

You should also note that the charge is under dispute in the in the Expense Description Field in CCER.

REPORTING A LOST OR STOLEN PROCARD

You must notify the bank immediately if your ProCard is lost or stolen by calling **1-800-932-0036**. You should also notify the Purchasing Department and your Department Coordinator but **call the toll free number immediately**.

Once you have called, the bank will immediately suspend your ProCard and issue a new card.

NOTE: It is imperative that you contact the bank immediately as the College is responsible for all charges made on the card until it has been canceled by the bank!

CARD TERMINATION

When a cardholder leaves the College, the department should reclaim the ProCard and return it to The Purchasing Department. Failure to do so may result in revocation of all departmental card privileges.

CARD ACCOUNT AUDIT

The Purchasing Department may request a copy or original of any transactional receipt related to your ProCard account. Failure to produce requested receipts within seven (7) to 10 (ten) business days may result in revocation of all departmental card privileges.

Missing Receipts must be account for by use of the Controller's Office "Lost/Missing Receipt Form". Cardholders must make every effort to obtain a duplicate receipt from the vendor prior to submission of a Lost/Missing Receipt Form. The form must be signed by the cardholder's supervisor and must contain a detailed description of the transaction including the Business Purpose.