

ProCard and Travel Card Policy and Procedures

BACKGROUND

The ProCard and Travel Card program is administered by the Wellesley College Purchasing Department and is designed to promote purchasing efficiency, flexibility, and convenience. The program provides for the rapid acquisition of primarily low dollar items and travel related purchases. The Procurement Card can be used for equipment and supplies purchases and the Travel Card can be used for College related travel expenses. ProCard and Travel Card purchases should be made in accordance with established purchasing and travel rules and policies.

POLICY

All employees who hold positions that include the need for a ProCard or Travel Card (see criteria below) may receive a card 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 AND TRAVEL CARD

A. Criteria for Eligibility

The following criteria are provided for supervisors to assist in determining eligibility for a ProCard and/or Travel Card:

- 1) **Permanent Employee:** Must be a permanent employee, casual wage employee are not eligible.
- 2) **Primary Budget Holder:** Primary responsibilities include overseeing the departmental budget.
- 3) **Primary Departmental Purchaser:** Primary responsibilities include purchasing supplies and equipment for the department.
- 4) **Need for "Point of Purchase" Transactions:** Responsibilities include the need to purchase items in person at the vendor's location and/or requirement to make purchases during non-business hours.
- 5) **Travels or Arranges Travel for College Business:** Responsibilities include traveling or arranging travel for College related business.

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

B. ProCard and Travel Card Oversight Responsibility

Department heads are responsible for identifying employees who hold positions that include the need for a ProCard and/or Travel Card and for assessing the continued need of each position that requires use of a ProCard and/or Travel Card. The department Cost Center Manager is responsible for overseeing employee ProCard and Travel Card needs and for reviewing, monitoring and approving the business purpose and receipts for all ProCard and Travel Card purchases in Workday.

The Department head or Supervisor must read and sign the ProCard Application Form to confirm understanding of all Cardholder responsibilities.

PROCEDURES FOR USING THE PROCARD AND TRAVEL CARD

The following ProCard guidelines must be strictly adhered to by all cardholders:

1. Each cardholder is responsible and accountable for their own ProCard and/or Travel Card. The cardholder must follow all ProCard and Travel Card policies and procedures as well as the Purchasing Policy and Travel Policy which can be found on the Purchasing Department Website and the Controller's Office website. The cardholder must keep track of all purchases.
2. The Department Chair, Director or designated department coordinator is responsible for the management of the ProCard and Travel Card Program within their respective department.
3. The **Pro and Travel Cards** may **not** be used for the following purchases:
 - Personal purchases of any kind
 - Cash advances or cash refunds
 - Consulting or personal services
 - Animals
 - Radioactive material
 - Prescription drugs/controlled substances
 - Any single purchase of \$10,000 or more (unless approved by Purchasing)
 - Gifts not in compliance with the College's gift policy (see Business Conduct Policy, pages 9-10).
4. All charges for alcohol must be reallocated to the appropriate Workday spend category or Activity Worktag ACA31259.
5. ProCard and Travel Card transactions should not be split to divide a larger purchase which meets or exceeds the \$10,000 bid policy threshold.
6. 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 Bank of America and the Purchasing Department.
7. The ProCard and Travel Card must be signed by the named cardholder. The cardholder may allow use of their 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.

8. 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 Department.
9. The cardholder is responsible for reporting the loss/theft of their card immediately to Bank of America and the Purchasing Department.
10. The cardholder is responsible for regularly logging into Workday to verify their card transactions, providing the business purpose for all card transactions, and reallocating budget numbers (when necessary). **Please note that card transactions will not be applied to your budget until they are verified and approved in Workday. We recommend verifying ProCard and Travel Card transactions monthly (at a minimum). There will no auto reminder from Bank of America or Workday regarding your reconciliation.**
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 can result in revocation of cardholder privileges.

RECEIPT RECORDKEEPING

Cardholders are solely responsible and accountable for all receipts related to purchases made on their ProCard and Travel Card.

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

- ProCard receipts
- Packing slips
- Credit card slips
- Other information related to the purchase
- Travel Card receipts (transportation, hotel, meals, etc...)

You must upload receipts directly into Workday as a part of the transaction verification process. After receipts are successfully uploaded into Workday any paper copies can be discarded.

The Purchasing Department, Controller's Office and/or outside auditors can review receipts on any card transactions at any point in time.

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 problems, discrepancies and/or damaged goods. If you place an order by phone, remind the supplier to e-mail you a receipt or include it 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 on your card.

Cardholders 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

The vendor is paid by the bank usually between 24-48 hours of placing an order. Once the charges are posted with Bank of America, card transactions are then loaded into Workday on a nightly basis and will be available for the Cardholder to view, verify, and reallocate (if necessary).

Reallocation of charges can be done when verifying card transactions in Workday. **Charges will be posted to a budget only after card transactions have been verified and approved.** Any reallocations that need to be made after a charge has posted to a budget must be done via a Journal Entry in Workday.

DISPUTING A CARD TRANSACTION OR REPORTING FRAUD

If there is a charge that is not recognized, or it appears to be incorrect, you may dispute that charge. You should first contact the vendor and try to resolve the dispute. If an agreement cannot be reached, you should dispute the charge with Bank of America by calling the number on the back of your card.

If you are contacted by Bank of America to verify charges that the bank suspects are fraudulent it is your responsibility to work with the bank in a timely manner to resolve the issue they have contacted you about.

REPORTING A LOST OR STOLEN PROCARD

You must notify the bank immediately if your card is lost or stolen by calling 1- 888-449-2273. You should also notify the Purchasing Department and your department Cost Center Manager but **call the Bank's toll free number immediately before anyone else.**

Once you have called the bank they will immediately suspend your card and issue you 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 the bank has been notified.

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, Controller's Office, and outside auditors may review any receipt related to your ProCard or Travel card account. If misuse is found cardholder privileges can be revoked. If fraud is found cardholder privileges will be revoked and termination could result.

Missing Receipts must be accounted 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.