

SPCC Training Guide

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The Bank of America Visa Small Purchase Charge Card offers departments a payment method for making small purchases. This reduces paperwork and processing for the department as well as Finance. The use of the Small Purchase Charge Card provides cost savings through consolidated payment (one monthly payment to Bank of America versus multiple vendor payments). The Small Purchase Charge Card is the preferred method of payment for any purchases under \$5000. If the vendor accepts VISA, this method must be utilized. Small Purchase Charge Cards are issued to university employees only and supervisors are required to confirm applicants are active university employees.

JMU Contact Numbers:

Jennifer Hart Barb: Lead Program Administrator, extension 87396 or email hartjd@jmu.edu

Amanda Sherman: Program Administrator, extension 86888 or email shermaad@jmu.edu

Tish Leeth: Program Administrator, extension 83205 or email leethtc@jmu.edu

Departmental Mailbox: for questions, increases, exceptions, etc., email: appa@jmu.edu

Reconciliation Mailbox: for SPCC reconciliations only – spcc@jmu.edu

Bank of America 24 Hour Customer Service Number: 888-449-2273

Unacceptable Uses of Card:

The following are charges/uses that are not acceptable:

- Splitting orders that would cost more than \$4,999 to get them under the limit
- Narcotics or dangerous drugs
- Alcoholic beverages
- Firearms and ammunition
- Yearly maintenance agreements that are paid monthly (Copier Leases are OK)
- **Equipment Trust Fund** purchases
- Paid retail memberships (example: Costco, Sam's Club, Amazon Prime)
- Furniture (Purchased outside the VCE state contract, VCE charges under \$5,000 can be paid on the SPCC, any other furniture must have Procurement approval)
- Purchases from state employees
- Cellular Phones and Two-Way Radios
- Professional Services (e.g. Carpet Cleaner, Gardener)
- Kleenex, Break room Supplies, FM Supplies (Disinfectants, Hand Sanitizers), Coffee Makers/Coffee
- Payment of past due invoices
- Mini blinds, Curtains, Shelving, Signs, Heaters, A/C Units, Air Purifiers, Fans, Paint, Keys, Flooring), Light bulbs, Housekeeping Supplies (Contact someone in Facilities Management
- Advertising by departments for promotional purposes across all mediums without written approval from University Communications and Marketing. See Financial Procedures Manual Section 4205.324

Expenditures:

From Financial Procedures Manual: Section 4205 .100

All expenditures from University funds must be necessary, reasonable, and directly related to the goals and mission of the University. All persons authorizing expenditures should be mindful that such expenditures are subject to scrutiny by State authorities, sponsors, auditors, and other interested parties. To ensure prompt payment, departments and activities should appropriately explain and document all expenditures.

Examples of Improper Public Funds Expenditures: Section 4205.321

For examples of improper expenditures of public funds please refer to the Financial Procedures Manual:

<http://www.jmu.edu/financemanual/procedures/4205.shtml#.321ExamplesofImproperPublicFundsExpenditures>

Please remember no list can be all inclusive, if you have a question as to whether or not a purchase can be made please email appa@jmu.edu

From Financial Procedures Manual: Section 4220 .820

Payment for purchases that are not allowed by the state or a purchase made in error must be reimbursed to JMU from non-state funds. All charges originally purchased with state funds must be compliant with all state policies and procedures as these items are auditable by internal and state auditors.

Travel Expenses:

- *Travel Expenses including lodging, baggage fees, parking fees, rental cars and restaurant purchases may not be purchased with the SPCC; however, **airline and rail tickets, as well as conference registration fees and mass transit may be purchased with the SPCC as long as all other travel procedures are followed.**

* Please note: You must have the TA signed by a final approver before booking any travel-related items for international travel on the small purchase charge card.

* Travel must NOT be booked more than 180 days in advance.

If you need to book a travel-related item outside of the 180 day window please contact Tina Wells, Manager of A/P. You must not book the travel-related item before you receive the approval from the Director of A/P. If you do not follow this guideline, your card will receive an email warning or may be suspended.

Food Purchases:

The credit card comes with a restaurant block on it. If you have an event that falls under one of the four Food and Beverage Functions (see on the A/P webpage under the Travel Section: "Food and Beverage Procedures) then you may purchase food/beverages. (Keep in mind you may first need to complete the Restaurant Exception Form.) We have a contract with Aramark on campus; therefore, we should utilize their services whenever possible; however, they have given cardholders two exceptions:

- 1) You may bring pizza onto campus; however, you first must fill out a Restaurant Exception Form found in the forms index of the Financial Procedures Manual. Please click on AP Forms on the left-hand side, find the Restaurant Exception Form, fill it out, and scan it to appa@jmu.edu for approval.
- 2) You may purchase food at local stores under \$50 without Aramark approval. Any purchases over \$50 you must have prior written approval from Aramark. Note: if your event is off campus, you may purchase over \$50 because Aramark would not be able to provide food for an off campus event.

Please be certain the meals are kept within the applicable per diem (See the M&IE link under the Travel section on the A/P webpage.)

- *** Declining Balance Cards:** The Financial Procedures Manual specifically states declining balance cards (gift cards) are not to be purchased and used as incentives or non-monetary recognition awards. The only time an exception is usually granted is through externally funded sponsored-program research and then it is only granted when the funding agency specifically states that payment cards may be used as the incentive. The state does not allow this type of expenditure and therefore the university must follow the same protocol; failure to do so can result in obligation to repay the university/state funds from non-state resources.

Before you purchase declining balance cards you must get permission from the SPCC Program Administrator. To begin the process please go to the Cash and Investments webpage and fill out the Declining Balance Exception Form found under Forms. Please then scan the form to the appa@jmu.edu mailbox.

- ***Card cannot be used for personal use. If you use your card for personal use it is considered fraud and you will be reported to JMU Internal Audit under policy 1603.***
- If a card is used in the wrong manner the card can be suspended or permanently revoked for continued misuse. The cardholder is responsible for all charges made to their card.

Incentives/Awards

Please refer to the Financial Procedures Manual section 4205.390-4205.396 for further clarification:
<http://www.jmu.edu/financemanual/procedures/4205.shtml#.391Incentives>

Large Purchases over \$4999/Split Purchasing:

Every card on campus has a transaction limit of \$4999. If you have a large ticket item(s) you would like to put on the credit card, you must contact Cash and Investments first by emailing the appa@jmu.edu mailbox. Please be sure you include the PCO/DO information, the name of the vendor, the merchandise description, the amount and when you plan to make the purchase. Please Cc your supervisor asking them to respond with an approval. The PA will consult with Procurement on the request. Once all required information has been obtained and provided everything is in order, the lift will be made and you will receive an email approval and *at that time you may pay the invoice or make the purchase with the SPCC.*

Purposely circumventing the \$4999 transaction limit on your SPCC to purchase items that should have gone through Procurement first can result in suspension of your SPCC.

You may never split orders to get them under the \$4999 limit. Please keep in mind if you order items from the same company, within the same two weeks and the total comes to over \$4999 you must obtain prior approval from Cash and Investments for a lift to be made on your SPCC.

Monthly Limit Increase:

If you need to have your monthly limit raised, please ask your supervisor to email appa@jmu.edu . Please let us know what limit you are requesting and if it is for a permanent or temporary increase. If it is for a temporary increase, please provide the end date. A monthly limit can be anywhere between \$4999 and \$25,000 and if need be we can go up to \$100,000.

Technology – iPad App Purchases:

The University should not purchase apps for an employee's personal equipment. If the University purchased the product, the app should be purchased with the departmental small purchase credit card. In this case, the app must be for a justified business purpose, and a justification memo should be included with the SPCC reconciliation paperwork turned into Cash and Investments in the same month the charge appears on the SPCC. If the individual cannot justify the purchase of the app for University business, the app should not be purchased by the department. *Please note: The department is responsible for ensuring the justification is clear and accurate. The submission of a justification does not guarantee approval. Cash and Investments, after review and investigation, may determine the justification is not adequate for use of state funds. In these situations, the individual will be required to reimburse the University for the app purchased.

Industry Restrictions:

The following types of business are restricted on your small purchase charge card. If you try to make a purchase at one of these vendors the charge will be rejected by Visa.

- Gas/Oil
- Car Rental
- Restaurant/Food (can be lifted by filling out restaurant exception form for PIZZA Purchases ONLY)
- Accommodations

Fraud Table

Fraud: Each card also has "Fraud Tables" on each card which will not be removed. These fraud tables include categories such as pawn shops, beauty salons, bars and financial institutions.

Listed on the following page are the Merchant Category Codes (MCC) that are on JMU's Fraud Table as well as the Car Rental, Gas/Oil, Restaurant/Food and Accommodation tables.

COVC001 (E) <u>Car Rental Table</u>	<u>Description</u>
3350-3499 7512	Car Rental Agencies Automobile Rental Agency
COVG001 (E) <u>Gas/Oil Table</u>	<u>Description</u>
5541 5542 9752	Service Stations (with or without Ancillary Services) Fuel Dispensers, Automated U.K. Petrol Stations
COVR001 (E) <u>Restaurant Table</u>	<u>Description</u>
5422 5441 5451 5462 5499 5811 5812 5814 5921 5993 9751	Freezer and Locker Meat Provisioners Candy, Confectionery, and Nut Stores Dairy Products Stores Bakeries Miscellaneous Food Stores, Convenience Stores, Markets, Specialty Stores & Vending Machines Caterers Eating Places-Restaurants Quick Payment Service - Fast Food Restaurants Package Stores, Beer, Wine and Liquor Cigar Stores and Stands U.K. Supermarkets, Electronic Hot File
COVR002 (E) <u>Modified Restaurant Table</u>	<u>Description</u>
5422 5441 5451 5462 5499 5812 5814 5921 5993 9751	Freezer and Locker Meat Provisioners Candy, Confectionery, and Nut Stores Dairy Products Stores Bakeries Miscellaneous Food Stores, Convenience Stores, Markets, Specialty Stores & Vending Machines Eating Places-Restaurants Quick Payment Service - Fast Food Restaurants Package Stores, Beer, Wine and Liquor Cigar Stores and Stands U.K. Supermarkets, Electronic Hot File
COVA001 (E) <u>Accommodation Table</u>	<u>Description</u>
3500-3999 7011 7012	Hotels Lodging - Hotels, Motels, Resorts Time Shares
COVF001 (E) <u>COV Fraud Table</u>	<u>Description</u>
4829 5813 5933 6010 6011 6050 6051 7273 7297 7995 9222 9223 9401	Money Transfer Merchants Bars, Cocktail Lounges, Discotheques, Nightclubs & Taverns - Drinking Places (Alcoholic) Pawn Shops Financial Institutions (Manual Cash Disbursements) Financial Institutions (Automated Cash Disbursements) Quasi Cash Member Financial Institution Quasi Cash Merchant Dating and Escort Services Massage Parlors Betting (Including Lottery Tickets, Chips at Gaming Casinos, Off - Track Betting & Wagers at Race Tracks) Fines Bail and Bond Payments Food Stamps

Yearly Spending Analysis:

Department of Accounts in Richmond requires you to have a Yearly Spending Analysis on file, yearly. A good time to do this is after you receive your monthly VISA statement. A Yearly Spending Analysis helps determine what you've spent each month for the year and if you need to lower or increase your monthly limit. You can find this form on the Cash & Investments webpage under Forms. Upon filling this out please remember you do not have to send it to Cash and Investments unless you need your monthly limit changed. If there are no changes, please keep this on file in your office.

Sales Tax:

- You need to make sure Sales Tax is not being charged on your purchases in the state of VA. **The only charges that may be charged tax are prepared food purchases (catering, meals).**
- If you are purchasing from Wal-Mart you must let them know you have a Wal-Mart tax-exempt sticker on your card before any purchases are made.
- If you were charged Sales Tax:
 - Contact the vendor ASAP
 - Have vendor issue a credit for the sales tax amount

If you need a **tax-exempt certificate**, please contact Kim Strawderman at 568-7397. She will need the vendor's name/address, fax number and to whose attention the form should go to.

eVA:

If an eVA vendor accepts VISA then a Bank of America VISA Small Purchase Charge Card should be used. One exclusion to eVA is Point of Sale transactions using your Small Purchase Charge Card. Point of Sale means you to go to the vendor, purchase the item and bring it out of the store with you. If you place an order outside of eVA and it is not an eVA exclusion then you must do a confirming order in eVA. (Sign up for eVA training through MyMadison)

For those goods and services excluded from eVA by Section 14.9.b of the Agency Procurement and Surplus Property Manual (APSPM) and purchased via the internet, not through eVA, the vendor must have a Secure Socket Layer (SSL) Version 2.0 or greater. To ensure the vendor has a SSL, the address window must start with https://.

If you have questions directly concerning eVA please contact the eVA Help Desk at 568-4382.

Reconciling your monthly cardholder statement:

Each Cardholder is responsible for retaining documentation of purchases and returns. In your monthly folder you should have the coversheet (with signatures), charge card record, all invoices/receipts, business meal certification forms for food/beverages (pizza or a purchase under \$50 at a grocery store) and copies of TA's for international made on the card. For a complete list of items that need to be sent to Cash and Investments when reconciling your SPCC please refer to the list on the Cash and Investments webpage: http://www.jmu.edu/financeoffice/spcc/spcc_recon_needed.pdf

The statement runs from the 16th of one month to the 15th of the following. If you do not have any charges for the month you do not need to reconcile nor will you receive a statement from Bank of America.

The person who will be reconciling your card will need to sign up for training through MyMadison. The course number is **IT611**.

You will receive an email letting you know when you may go into PeopleSoft to reconcile. Please do not go into PS to reconcile until you receive this email. For “Reconciliation Dates” for the year you may find these on the Cash & Investments webpage under Small Purchase Charge Cards. An SPCC Program Administrator will be available to help guide you through the reconciliation process. If you need assistance with reconciliation, please contact the SPCC PA team via email at appa@jmu.edu to schedule an appointment for assistance and/or additional training.

Each month you will print off a coversheet and a charge card record for your Small Purchase Charge Card through PeopleSoft. Please sign the coversheet, along with your supervisor and scan that form, the charge card record and any BMCF/food receipts to SPCC@JMU.EDU **by the 10th of the following month**. Example, the coversheet for the October 15th statement is due to Cash and Investments by November 10th. If you would like to further explain a purchase on your charge card record you may make notes on the coversheet or you may send over a memo with your reconciliation.

Accessing Statement:

You will receive a paper statement; however, you can also access your statement online throughout the month. The web address to do this is <https://payment2.works.com/wpm/bookmark>.

For information on how to access your charges please go to the Cash & Investments webpage and under Small Purchase Charge Cards you will see a link called “Obtaining Your Monthly Small Purchase Charge Card Holder Statement from WORKS”

Adding/Deleting a Reconciler or Department to your SPCC:

Please go to the Cash & Investments webpage and under Small Purchase Charge Cards choose the link “Adding or Deleting Dept’s/Reconcilers” or go to the Financial Procedures Manual Form Index:

<http://www.jmu.edu/financemanual/1000.shtl> look for the form named: **SPCC Information Form**

Miscellaneous:

- Forget to reconcile in PS? Go to the Cash & Investments page and under Small Purchase Charge Cards choose the link “Manual Reconciliation”
- Want to catch up on addt’l info for the credit card?: Go to the Cash & Investments page under Small Purchase Charge Cards choose the link “Newsletters”
- See something on your statement called International Transaction Charge: The company you placed the order from may be located in the U.S.; however, their parent company may be located outside of the U.S. Bank of America adds a fee of .8% to the U.S. dollar amount of any transaction that is made outside the U.S. even if you pay in U.S. dollars. The International Transaction Fee for transactions made in foreign currency will remain at 1%. For this charge on your statement please be sure to use the same account code as used for the item(s) you are purchasing.
- Extended Leave: If you are on extended leave from the university (greater than 2 weeks) please notify the appa@jmu.edu mailbox so your SPCC can be set to a limit of zero dollars until you return and your card temporarily suspended to prevent unauthorized use.

Changes or Canceling a SPCC Card:

- If you have any changes that need to be made to your card, please email the departmental mailbox of appa@jmu.edu . **NO CHANGES WILL BE ACCEPTED OVER THE PHONE.**
- Changes that can be made include: address, phone number or name. Please note if your name has changed we will need to contact Payroll for verification of the change.
- To cancel a card, please email appa@jmu.edu. Once you have emailed the Program Administrator the cardholder needs to destroy the plastic. **CARD CANCELLATIONS WILL NOT BE ACCEPTED OVER THE PHONE.**
- The cardholder must surrender the card immediately upon the request of the Program Administrator or upon termination of employment (including retirement). Completed logs and receipts are also expected to be submitted at this time.

Returns, Credits and Disputed Items:

- If a return is needed the cardholder is to contact the vendor and return the item as agreed upon.
- The cardholder then requests a credit be applied to their SPCC for the returned item. Store Credits are not acceptable.
- The receipt of the credit should be placed in your folder.
- For other disputes and questionable charges, if the cardholder and vendor cannot resolve the issue, the cardholder should email appa@jmu.edu. Disputes must be reported to the Program Administrator within 30 days of the date of purchase.
- Fraudulent charges (not authorized by the cardholder) that appear on the statement must be reported **immediately** to the Program Administrators by emailing appa@jmu.edu

Lost or Stolen Cards:

- If your card becomes lost or stolen please contact Bank of America at 1-888-449-2273 and your Program Administrators (x87396 or x86888) immediately.

Location of VISA and Sharing Card Number:

You are required to keep your VISA in a locked and secure location. It is best not to carry your card in your wallet.

Never share your full card number with anyone other than a vendor you are doing business with.

- **DO NOT** share you card with anyone. The card is only to be used by the person whose name appears on the front of the card. The only exception to this is if the cardholder has associated another eVA user with their card. If the cardholder has associated another eVA user with their card the only time the associated person can use the card is in eVA. No one else can ever use your card for any other reason!
- **DO NOT mail/fax/email/scan a full account number (even in an attachment)**

File Retention:

Please keep the current year's reconciliation plus three years prior.

Continued Training:

- Each spring you will be emailed and asked to review the newest version of the training guide. This is a great refresher on what is expected for each cardholder.
- Every three years you will be emailed and asked to complete a new employee agreement. This is also a great refresher on what is expected of you as a cardholder.
- You will also need to check the Cash & Investments webpage and Financial Procedures manual periodically for updates.

Penalties for infractions on charge cards

Listed below are the penalties for infractions against small purchase charge cards. The penalties will be standard to all cardholders and no exceptions will be made. Infractions remain on the cardholder record for two years. If you have any questions please contact appa@jmu.edu .

Small Purchase Charge Card

Misuse of Restaurant Block being lifted:
Block placed permanently back on card

All other infractions:

1st time: email warning

2nd time: 15 day card suspension

3rd time: 30 day card suspension

Permanent revocation of cards is also a possibility, depending upon the severity of the infraction(s).

Last edited: 8/2/16