

SPCC Training Guide

SPCC Training Guide

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 \$10,000 and under. 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

Racheal Estep: Program Administrator, extension 86771 or email esteprm@jmu.edu

Kristin Johnston: Program Administrator, extension 88061 or email john32km@jmu.edu

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

Departmental Mailbox: for questions, increases, exceptions, etc., email: appa@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 without written approval from Cash & Investments Office:

- Splitting orders that would cost more than \$10,000 to get them under the limit
- Narcotics or dangerous drugs
- Alcoholic beverages
- Firearms and ammunition
- **Equipment Trust Fund** purchases
- Paid retail memberships (example: Costco, Sam's Club, Amazon Prime)
- Furniture (Purchased outside the VCE state contract, VCE charges 10,000 and under can be paid on the SPCC, any other furniture must have Procurement approval)
- Purchases from state employees
- Cellular Phones and Two-Way Radios, must have Telecom Approval and Cash & Investments Approval
- Professional Services (e.g. Carpet Cleaner, Gardener)
- Kleenex, Break room Supplies, FM Supplies (Disinfectants, Hand Sanitizers), Coffee Makers/Coffee
- Payment of past due invoices (invoices over 30 days must be sent to Accounts Payable to pay)
- Mini blinds, Curtains, Shelving, Signs, Heaters, A/C Units, Air Purifiers, Fans, Paint, Keys, Flooring), Light bulbs, Housekeeping Supplies, Vacuums (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
- Amazon Purchases without prior written approval from Procurement
- International Visa processing fees without written approval from Center for Global Engagement
- EZ Passes without approval from Cash and Investments
- Tolls/Fines
- Paying for JMU Conferences

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.

UAH's, Directors, Deans, or other Approving Authorities are not authorized to grant exceptions to university Procurement or Financial policies and procedures. Please contact a Program Administrator for assistance.

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.

JMU SPCC Workflow Center in PeopleSoft

Beginning August 1, 2021 all SPCC form will be able to be initiated through JMU SPCC Workflow Center in PeopleSoft Finance. Beginning September 1, 2021, this will be the only way to request exceptions and submit forms related to your SPCC. Forms initiated in PeopleSoft will be electronically routed to your supervisor for approval and then to the Cash and Investments Office. You will receive an email once every from is approved for your records. Additional training on these forms will be available on the Cash and Investments webpage. The following forms will be available in the workflow center for cardholders to initiate:

- SPCC Application
- Manage Reconcilers(formally SPCC Information Form)
- Cancel SPCC
- Monthly Credit Limit Increases
- Single Transaction Increases
- Exception Request

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 PA approved in Chrome River by the 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 Accounts Payable. You must not book the travel-related item before you receive the approval from the Manager of Accounts Payable. 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 in the Financial Procedures Manual Section 4205.314: Food and Beverage Procedures) then you may purchase food/beverages if you have an Exception Request filled out through JMU SPCC Workflow Center in PeopleSoft Finance, approved by your supervisor and approved by Cash & Investments. With the restaurant block lifted on your SPCC, you may only purchase food from a pizza vendor for pizza only or at a grocery store vendor under \$50. The form can be found in the Financial Procedures Manual at:

<http://www.jmu.edu/financemanual/procedures/1020.shtml> . A FBCF must be filled out for every food purchase made. 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; with the Restaurant Block lifted on your SPCC, you may purchase from a pizza vendor only and only purchase pizza. No other restaurants maybe used that are not pizza vendors without written approval from Cash and Investments.
- 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.)

- ***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 \$10,000/Split Purchasing:

Every card on campus has a transaction limit of \$10,000. If you have a large ticket item(s) you would like to put on the credit card, you will fill out the single transaction increase form from the Initiate Forms JMU Workflow Center in PeopleSoft Finance. Please be sure you include the PCO/EP information, the name of the vendor, the merchandise description, the amount and when you plan to make the purchase. Once initiated by the cardholder the form will be electronically routed to your supervisor to approve either through the JMU Workflow SPCC Center in PeopleSoft Finance or through MyApprovals in MyMadison.

The PA will consult with Procurement on the request if needed. Once all required information has been obtained and provided everything is in order, the lift will be made and you will receive an email that the Program Administrator (PA) has approved your form through the JMU Workflow Center in PeopleSoft Finance and at that time you may pay the invoice or make the purchase with the SPCC.

Purposely circumventing the \$10,000 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 \$10,000 limit. Please keep in mind if you order items from the same company, within the same two weeks and the total comes to over \$10,000 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, you will fill out the monthly transaction increase form from the Initiate Forms JMU Workflow Center in PeopleSoft Finance. Once initiated by the cardholder the form will be electronically routed to your supervisor to approve either through the JMU Workflow SPCC Center in PeopleSoft Finance or through MyApprovals in MyMadison. Once all required information has been obtained and provided everything is in order, the lift will be made and you will receive an email that the Program Administrator (PA) has approved your form through the JMU Workflow Center in PeopleSoft Finance.

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:

The Commonwealth of Virginia Department of Accounts requires cardholders 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 Forms Index of the Financial Procedures Manual: <http://www.jmu.edu/financemanual/procedures/1020.shtml> 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. Cardholders will be required to produce their most current Yearly Spending Analysis when audited.

Sales Tax:

- You need to ensure Sales Tax is not being charged on your purchases in the Commonwealth of Virginia.
- If you are purchasing from Wal-Mart you must let them know you have a Wal-Mart tax-exempt number. The number is located on the card sleeve you received when you picked up your SPCC.
- 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**, it can be found in the forms index of the Financial Procedures Manual: <https://www.jmu.edu/financemanual/procedures/1020.shtml>. The Sales and Use Tax Certificate of Exemption (VA Form ST-12) can be sent to a vendor who is requesting proof of sales tax exemption for JMU purchases.

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 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 Memo Statement from Bank of America, invoices/receipts for each transaction, Food & Beverage certification forms for food/beverages (pizza or a purchase under \$50 at a grocery store) and copies of PA's for international made on the card and any approved exceptions (note the form number).

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.

Charges can be reconciled as soon as a charge posts in the Bank of America WORKS system. All cardholders will receive access when applying for a card. You may assign another employee as an additional reconciler on your card by filling out the Manage Reconcilers form in PeopleSoft Finance. During the reconciliation process in WORKS you will upload your receipt and allocate charges to the correct department budget number and expenditure account code. Once you have reconciled a transaction it will be electronically routed in WORKS to the approver for your card for final approval. Transactions fully approved will post to your departmental budget within a few business days. All transactions must be reconciled and approved by the 25th of the month for the previous billing cycle (example charges posted to the May 16th statement must be reconciled and approved by May 25th). If you need assistance with reconciliation, please contact the SPCC Program Administrator team via email at appa@jmu.edu to schedule an appointment for assistance and/or additional training. A training guide is available on the Cash and Investments webpage.

Auditing:

The Small Purchase Charge Card will be audited by the Cash and Investments Office. At least once annually, the Cash and Investments Office will do an onsite audit of each cardholder. In addition to onsite audits, the Cash and Investments Office will run weekly and monthly reports to monitor the program. Transactions will be questioned randomly based off these reports. Cardholders and supervisors are expected to respond to any audit requests from Cash and Investments in a timely manner. An audit checklist template is available for use by cardholders as a guideline for ensuring SPCC reconciliations/documentation are compliant with university and state requirements. The form can be found at: http://www.jmu.edu/financeoffice/files/cash-investments-files/spcc_audit_report_2020.xlsx

Accessing Statement:

Monthly statements reports need to be printed from the Bank of America WORKS site, no paper statement will be mailed to you. The web address to do this is <https://payment2.works.com>
For information on how to run your Memo Statement, please refer to the Reconciliation Training Guide.

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. If the cardholder is unexpectedly out it is the responsibility of the supervisor to contact appa@jmu.edu to notify of the cardholders extended leave.

Vendor Surcharging:

Suppliers that accept VISA are to be paid via that method per the Commonwealth of Virginia for efficiency purposes, including allowable surcharges assessed by registered vendors. University departments do not have the option of selecting a check payment to avoid paying the surcharge. In order for a vendor to charge a surcharge, the following must be in place first:

- US Merchants must first notify VISA and their acquirer of their intent to surcharge at least 30 days prior to implementing (effective January 27, 2013)
- Disclose the surcharge as a merchant fee and clearly alert consumers to the practice, both in store and online, and on every receipt.
- Must be able to provide you the VISA registration number
- No merchant may charge more than a 4% surcharge

It is the responsibility of the cardholder to verify with the vendor, by obtaining their VISA registration number; they are registered to charge the surcharge. If the vendor cannot provide the VISA registration number then the cardholder may not charge the surcharge.

Miscellaneous:

- 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.

Changes or Canceling a SPCC Card:

- If you have any changes that need to be made to your card, use the JMU Workflow Center in PeopleSoft Finance . **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, use JMU Workflow Center in PeopleSoft Finance and choose Cancel SPCC. 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 Cash & Investments immediately at appa@jmu.edu if it is a non-working hour please contact Bank of America at 1-888-449-2273.

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 on your person.

Never share your full card number with anyone other than a vendor you are doing business with. This includes others in your office.

- 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:

Keep the current year's reconciliations plus three years prior for charges reconciled in PeopleSoft Finance. For charges reconciled in Bank of America WORKS, invoices are uploaded during reconciliation and paper copies are required to be kept for current fiscal year plus one prior fiscal year.

Continued Training:

- Each spring you will be emailed and required 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 required 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

Failure to retain transactional documentation or Failure to complete timely approved reconciliations:

1st time: 15 day card suspension

2nd time: 30 day card suspension

3rd time: permanent revocation

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 a possibility for any infraction, depending upon the severity of the infraction(s).