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# **George Mason University**

## ***Bank of America VISA Purchasing Charge Card***

### **Cardholder Manual**

**Prepared by Fiscal Services**

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## CHAPTER 1: INTRODUCTION

### OVERVIEW

The purpose of this manual is to provide a general overview of the GMU Purchasing Card (P-Card), its policies and various procedures. This manual is in compliance with the Virginia Department of Accounts CAPP Manual. The most current version of the CAPP Manual is available on the VA Dept. of Accounts Fiscal Website at [CAPP Manual](#).

### OBJECTIVES

The Cardholder Manual provides information on the following topics:

- “Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia” (hereafter referred to as ‘The Governing Rules’). These policies are structured to support the mission of higher education and to comply with the principals of the *Virginia Public Procurement Act*.
- Elements of the University’s University Policy Number 2106, “Purchase of Goods and Services”
- How to maintain security of the P-Card
- How to make purchases using the P-Card
- Rules and limitations when making P-Card purchases
- How to complete required forms and documents
- Process for making returns and disputing charges
- Information on record keeping and audits

### PURCHASE CARD RESOURCES ON THE WEB

The GMU *Fiscal Services* web site provides many of the policies, procedures and forms referenced in this manual. Visit *Fiscal Services* at <http://fiscal.gmu.edu/> to obtain the most current resources available to assist in the processing of fiscal transactions.

The VISA Works website also provides a valuable online service to P-Cardholders. This website allows the cardholders to monitor his/her spending and retrieve previous and current Bank of America Monthly Statements. [VISA Works](#) may be accessed through the following link - <https://payment2.works.com/wpm/action/login.logout>

For information on how to log in, please contact the P-Card Administrator staff at [pcardadm@gmu.edu](mailto:pcardadm@gmu.edu) or 3-2580.

## PURCHASING CARD

Purchase cards (P-Cards) offer State agencies and institutions the opportunity to streamline their procedures for procuring and paying for small dollar goods and services. The purchase card reduces the volume of accounts payable transactions by eliminating vendor invoices and consolidating vendor payments into one monthly payment. Standard P-Cards have single transaction credit limits of \$1,999 and monthly limits of \$25,000. Additionally, standard P-Cards have restrictions which prohibit the purchase of food, gas, rental cars and hotels. P-Cards may be issued to full or part-time employees, but not to contract workers.

## VIRGINIA PUBLIC PROCUREMENT ACT

George Mason University is required to abide by “*Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia, Governed by Subchapter 3 of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 4.10 §23-38.88 et seq.*) of Title 23 of the Code of Virginia (hereafter referred to as ‘*The Governing Rules*’.) These policies are based on the principals of the Virginia Public Procurement Act.

*“To the end that the Institution shall obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in an open, fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to the Institution's business and that no offeror be arbitrarily or capriciously excluded, it is the intent of the governing body of the Institution that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that the purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered. The Institution may consider best value concepts when procuring goods and nonprofessional services, but not construction or professional services. Professional services will be procured using a qualification-based selection process. The criteria, factors, and basis for consideration of best value and the process for the consideration of best value shall be as stated in the procurement solicitation.*”

§ 3. Competition is the Priority, *The Governing Rules* <https://vascupp.org/rules.pdf>

## **GEORGE MASON UNIVERSITY PURCHASING POLICY**

University Policy Number 2106, “Purchase of Goods and Services” provides the University’s policies and procedures regarding the purchase of goods and services. This policy delegates purchasing authority for many small purchases to certain employees at the department level.

Individuals with a P-Card may use it as one method to purchase goods and services that comply with GMU and Virginia purchasing policies. Purchases with the P-Card are limited to items costing less than \$2,000 per transaction. The full text of University Policy Number 2106, “Purchase of Goods and Services” is available on the *Fiscal Services* Web page at [Policy 2106](#).

Most goods and services must be purchased through eVA, Virginia’s electronic procurement system. Additional information is available in the [Basic eVA Purchasing Manual](#).

## CHAPTER 2: P-CARD BASICS

### HIGHLIGHTS OF THE PURCHASE CARD

- The P-Card may be used for purchases costing less than \$2,000.
- The P-Card offers a faster payment processing time than alternative methods.
- When P-Card information is entered in eVA, the P-Card becomes the default payment method for orders.
- **Purchases, other than over-the-counter, must be recorded or confirmed through eVA.**
- Cardholders with a single P-Card may charge a transaction to multiple fund or organization numbers.
- Cardholders may use the P-Card to charge sponsored research projects (fund numbers beginning with 2).

### CARDHOLDER AND SUPERVISOR TRAINING

P-Card applicants are required to attend in-person Basic eVA Purchasing and P-Card Cardholder training workshops prior to receiving the P-Card. These trainings are held twice a month on the Fairfax campus. To register for the trainings, please go to [Training Calendar](#) .

Additionally, the cardholder and his/her P-Card supervisor are required to complete the annual online training. These trainings are offered through the Commonwealth's Knowledge Center each spring. Cardholders and supervisors will be notified via email when the trainings are available. If either the cardholder and/or his/her P-Card supervisor fail to complete the training by the deadline date set by the Commonwealth each year, the P-Card will be suspended until the training is complete.

### PURCHASING LIMITS

Purchases made using the P-Card are limited to amounts less than \$2,000 per transaction. GMU P-Cards are also restricted to a total dollar amount less than \$25,000 per month. Although multiple transactions may be conducted in a single day, the dollar threshold for each vendor must remain under the \$2,000 limitation. Purchases exceeding the \$1,999 amount limitation must be processed through the **Purchasing Department** (3-2580) with an eVA purchase order. The single purchase limit must not be circumvented by "splitting orders".

#### *Splitting Orders*

A split purchase is the breaking down of a single purchase into two or more separate purchases that appear to circumvent the single purchase limit and the resulting requirement to submit the purchase to the Purchasing Department for award. Purchases may be identified as split purchases when:

- a single cardholder makes multiple purchases from the same vendor in a short period of time
- two or more cardholders in a unit purchase from the same vendor in a short period of time
- the total of those purchases exceed the single purchase limit

### ***Credit Limits***

A cardholder may request to temporarily or permanently raise his/her single transaction limit up to \$1,999 and his/her monthly credit limit up to \$25,000 by completing and submitting a P-Card Maintenance form (available on the fiscal website and in Appendix G). The form should be submitted to the attention of the P-Card Administrator by fax at 3-2589 or mail at MSN 3C1.

## **INDUSTRY RESTRICTIONS**

A standard P-Card is issued with the following industry restrictions:

- Travel
- Accommodation
- Gas/oil
- Vehicle rental
- Restaurant/food

Temporary or permanent removal or “lift” of these restrictions may be requested and will be considered by the Program Administrator on a case-by-case basis.

## **STATE RULES AND LIMITATIONS (SECTION 20310 CAPP MANUAL)**

The CAPP Manual dictates that all expenditures of State funds be considered essential to the operation of the University. Under the general rule set forth in Section 2.2-1822 of the Code of Virginia, the Department of Accounts may question any State-funded expenditure. As a result, all State-funded expenditures (including grants and contracts) are subject to public scrutiny, and anyone authorizing a purchase should not only determine that the benefit to the University justifies the use of State funds, but should consider the appearance of unusual purchases on the agency and on State government in general. Since individual circumstances may vary, adequate documentation for unusual purchases should always be included with the documentation.

### ***Improper Use of State Funds***

Following is a list of examples of expenditures that are considered improper uses of State funds. This list is intended to provide general guidance to cardholders in judging the appropriate use of State funds and does not include all restricted purchases. Any State-funded expenditure may be questioned, including those that are not listed below.

**Improper expenditures examples:**

- Gifts or flowers
- Charitable contributions
- Alcoholic beverages
- Snacks for employees
- Coffee service or supplies
- Retirement parties or employee going-away parties
- Group luncheons for employees
- Holiday cards or decorations
- Subscriptions, except for bona fide business purposes, and not to exceed one year
- Non-business related newspapers or magazines
- Books for classes (unless they remain the property of George Mason University)
- Picture framing (unless the item remains the property of George Mason University)
- Framing of award certificates
- Replacement of stolen or lost employee personal articles
- Personal items for employees
- Employee clothing (non-uniform)
- Tuxedos or formal wear
- Cash advances
- Personal space heaters
- Books loaded to personal digital devices such as Kindles and iPads

**REMEMBER**

**ALL GMU-FUNDED EXPENDITURES ARE SUBJECT TO PUBLIC SCRUTINY. CONSIDER THE APPEARANCE OF ANY UNUSUAL PURCHASE BEFORE YOU COMMIT THE UNIVERSITY.**

### ***Additional restricted P-Card purchases***

State guidelines may restrict or require additional authorization/approval for some purchases. When a purchase requires additional approval/documentation, the approval must be maintained with the P-Card records. The following types of purchases are subject to additional regulation:

1. **Office Supplies:** George Mason University has an exclusive contract with The Supply Room Companies for the purchase of office supplies. As a result, all office supplies must be purchased from The Supply Room Companies. The P-Card may be used to purchase these items from eVA via the punchout catalog provided by The Supply Room Companies. The P-Card may not be used to purchase office supplies from other vendors without prior approval from the Purchasing Department via [The Supply Room Companies Waiver form](#).
2. **Furniture:** All furniture, including chairs, computer tables, desks, filing cabinets, etc. must be purchased from Virginia Correctional Enterprises (VCE). Cardholders are not authorized to purchase furniture from any other source. If another vendor is desired, an approved VCE Waiver, located at [VCE Waiver form](#) must be submitted to the Purchasing Department along with the eVA requisition.
3. **Bulk Janitorial Products/Paper Supplies:** All janitorial products and paper supplies purchased in bulk must be purchased from the Virginia Distribution Center.
4. **Cellular Telephones, Accessories & Dataplan:** All purchases of cellular telephones must be coordinated through the Information Technology Unit (ITU) at 703-993-3542. All recurring monthly data plan charges are processed through Telecom utilizing the billing method that is used for office and cell phones. Information on this policy may be found at [Data Plans](#).
5. **Temporary Employment Services:** All employment services must be coordinated through the Human Resources Office at 703-993-2600.
6. **Individual Business Travel:** The use of the P-Card is not authorized for individual business travel related expenses except for airline and rail ticket purchases (see below under Special Considerations) and conference registration fees. Prohibited business travel expenses include, but are not limited to, hotel accommodations, meals, rental cars, travel insurance, shuttle service, taxis, hotel business center transactions, gasoline and oil. Individual travel related expenses must be paid for using alternative methods and then reimbursed through the GMU travel reimbursement process. Frequent travelers may apply for a Travel Charge Card (VISA). For additional information, contact the Travel Office at 703-993-2623 or visit [Visa Travel Charge Card](#) .
7. **Food and Beverage Expenditures:** The use of the P-Card is generally not authorized for food and beverage expenditures (see below under Exemptions to Restricted Purchases.) Food and beverage expenditures are subject to the requirements and limitations of University Policy 2102, "Food and Beverage Expenditures," available on the *Fiscal Services* web page at [Food and Beverages Expenditures Manual](#) .

8. **Sponsorships:** The P-Card is not authorized for sponsorship payments. The individual/unit requesting a sponsorship must process an eVA order and attach an approved [Sponsorship Justification](#) form, to the eVA order.
9. **Honorarium Payments:** The P-Card is not authorized for honorarium payments. For honorarium payments less than \$2,000, the individual/unit requesting the honorarium payment must complete the [Honorarium Payment Request](#) form. Honorarium payments for \$2,000 or more should be processed in eVA.
10. **Past Due Invoices:** The P-Card is not authorized to pay for past due invoices to circumvent Prompt Pay policies and procedures.
11. **Items for Personal Use:** The following items may be purchased provided the items are for communal use and not personal/private use, and the purchases are approved in advance by the approving official for the fund/org. Communal use is defined as being available for use by an entire department and visitors to that department. Personal/private use is defined as being used exclusively by a single individual (as in a private office). A statement citing the reason for the purchase and that the items are for communal, not personal use, must be prepared and signed by the approving official for the fund/org prior to the purchase. This approval statement should be submitted with the Bank of America Monthly Statement or retained with the receiving documents for other payment methods.
  - Band aides
  - First aid kits
  - Hand sanitizer
  - Tissues
  - Coffee makers (household quality). The coffee maker becomes and remains property of George Mason University.
  - Paper plates, paper napkins and plastic cutlery (only for student groups in support of a particular event, reimbursed with food and beverage items through the Food and Beverage process.)

### ***Special Considerations to Restricted Purchases***

**Airline and Train Tickets:** The P-Card is the preferred method to purchase airline and rail tickets for the cardholder and others in his/her department. Travel expenditures are subject to the requirements of University Policy 2101. “Travel Authorization and Reimbursement Policies” are available at the *Fiscal Services* web page at [Travel Policy](#) . A copy of the itinerary that reflects class of service should be retained with the P-Card records.

**Food & Beverages Purchases** – To temporarily receive a Food & Beverages restriction lift, the cardholder or his/her P-Card supervisor must submit a written request to [pcardadm@gmu.edu](mailto:pcardadm@gmu.edu). The request must include:

- Description of the event for which the food/beverages are being purchased
- Proposed vendor
- Estimated cost

- Number (or estimated number) of Mason faculty/staff who will be present
- Number (or estimated number) of Mason students who will be present
- Date and length of time for the Food & Beverages restriction lift

If approved, the cardholder must then submit a properly completed and signed Food & Beverages Restriction Waiver, available at [P-Card Food and Beverage Waiver](#).

The cardholder must ensure that his/her food and beverage purchases comply with all provisions of the Mason [Food and Beverages policies](#) including the maximum allowable amounts

**Gift Cards and Gift Certificates:** The purchase of gift cards and/or gift certificates with the P-Card is prohibited. The Human Resources Reward and Recognition Coordinator (3-2739) manages gift cards/gift certificate purchases for the sole purpose of employee recognition.

**GMU Publications:** All official George Mason University Publications such as conference brochures require review from Creative Services to ensure compliance with the GMU Visual Standards Manual. In addition, all printing services that are performed by vendors outside the University require a waiver from University Publications. Documentation of approval must be retained by the cardholder with the monthly P-Card records.

**Hotel Conference Rooms:** The P-Card may only be used to reserve a conference room at a hotel or pay for a conference which is being processed through a hotel. For information on how to process a hotel payment through the P-Card, please contact the P-Card Administrator at 3-2580 or [pcardadm@gmu.edu](mailto:pcardadm@gmu.edu).

**Photocopying Services:** All photocopying services not performed by the University's Print Services Office require prior approval from Print Services. Documentation of approval must be maintained with the monthly P-Card records.

**Group Transportation:** Group transportation includes the transport of Mason groups to events or activities. The standard P-Card is issued with a vehicle rental restriction, and use of the p-card to rent any type of vehicle including rental cars/vans as well as shuttle and rental busses is generally prohibited. Possible alternatives include the GMU Motor Pool and the GMU shuttle contract with Reston Limousine. A request for a temporary or permanent removal or "lift" of the vehicle rental restriction to accommodate a group transportation event will be considered by the Program Administrator on a case-by-case basis.

## **Tax Exempt**

George Mason University is a State Agency and therefore, exempt from paying most **Virginia** sales taxes. It is the responsibility of the cardholder to work with the vendor to remove any Virginia sales tax included in the purchase. A copy of the GMU Tax Exempt Certificate is available online at [Sales and Use Tax Certificate of Exemption](#) as well as in Appendix D of this Manual. Cardholders are encouraged to avoid any vendors who refuse to remove Virginia sales tax. The University does pay Virginia sales tax for prepared food, lodging and gas. Purchases with Virginia sales tax are subject to compliance reviews and may result in the temporary or permanent loss of P-Card privileges.

## George Mason University Liabilities

George Mason University is liable to Bank of America for all purchases by authorized users, provided the purchase is within the single per transaction dollar amount of \$1,999. George Mason University will not accept liability for:

1. Unauthorized use of the P-Card
2. Fraudulently used account numbers
3. Purchases made with stolen or lost cards that are beyond the maximum liability of \$50 and the maximum length of liability of 24 hours after discovery and the reporting of card loss or theft.

### MISUSE OF THE CARD

The delegation of procurement authority entrusts the cardholder with the responsibility to conduct procurement transactions in a manner above reproach in every respect and to obtain high quality goods and services at reasonable cost. Certain areas of ethics in public purchasing are covered in *The Governing Rules, § 57. Ethics in public contracting*. The Institution and its governing body, officers and employees shall be governed by the Ethics in Public Contracting provisions of the *Virginia Public Procurement Act, Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of Title 2.2 of the Code of Virginia.*, Article 6 illustrates two important aspects of the program: the importance of accurate, detailed record keeping and the penalty for misuse.

**§ 2.2-4376. Misrepresentations prohibited.** -- No public employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact; knowingly make any false, fictitious or fraudulent statements or representations; or make or use any false writing or document or know the same to contain false, fictitious or fraudulent statement or entry.

**§ 2.2-4377. Penalty for violation.** -- Willful violation of any provision of this article (Virginia Public Procurement Act) shall constitute a Class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment.

### SECURITY OF THE PURCHASE CARD

Authorized use of the P-Card is limited to the individual whose name appears on the face of the card. Cardholders may not lend the card to another person under any circumstance, and eVA will not allow dual registration of a P-Card. If a cardholder anticipates being absent from work for an extended period, a new card may be issued to another employee for the duration of the absence.

When not in the cardholder's physical possession, the card must be kept in an accessible but secure location within the office, such as a locked filing cabinet or desk. The P-Card account number should never be posted or left in a conspicuous place.

Faxing, mailing or emailing of the P-Card account number is prohibited. The P-Card account number may also not be included in an attachment to an email. Order forms may be faxed to a vendor omitting the account number. The P-Card number should then be provided to the vendor by phone. The card must never be photocopied.

The individual department maintaining the card is ultimately responsible for lost or stolen cards. If the card is lost or stolen, immediately notify Bank of America at 1-888-329-6262 so that the compromised account will be closed. The cardholder must also notify the P-Card Program Administrator to have a new card generated.

### ***Secured Internet Source (https://)***

When making purchases through an internet source, it is the responsibility of the cardholder to ensure that the vendor meets security requirements prior to placing an order. The vendor must have Secure Socket (SSL) version 2.0 or higher. To ensure that a vendor has a SSL, the *Address* bar must start with https://. This may not be visible until the payment information is requested. For more information about the vendor's security certification, check under *Help* on the browser's tool bar. For additional information, Appendix A of this manual contains the Commonwealth's E-commerce policy.

## **PURCHASE CARD SUPERVISOR-ROLES AND REPONSIBILITIES**

The P-Card supervisor is responsible for monitoring all spending on the P-Card and ensuring that all purchases comply with University and State policies. The P-Card supervisor is responsible for knowing where all P-Card documents and receipts are kept in the office and is the primary contact when the cardholder cannot be reached. The P-Card supervisor is responsible for completing the annual P-Card Supervisor training each spring. Reminder emails with instructions for completing the training are sent in early spring.

## **P-CARD MAINTENANCE**

The cardholder may permanently or temporarily alter the status of his/her P-Card using the P-Card Maintenance form. Credit limits, P-Card supervisor, mailing address or employment status may be modified. This form is available online at [Forms and Instructions](#) and should be submitted through fax at 3-2589 or by mail at MSN 3C1.

### ***Changes to cardholder status***

Cardholders must notify the P-Card Administrator whenever a change to the cardholder's GMU status occurs. In instances such as termination of employment or transfer to another department, the cardholder must immediately notify the P-Card Administrator.

To update cardholder status with the P-Card Administrator, the cardholder must complete and submit a P-Card Maintenance form, found in Appendix G or at [Forms and Instructions](#). The form must include the cardholder's new position, including department, P-Card supervisor, email address, default fund/org, and mailstop number. The form may be faxed at 3-2589 or sent campus mail at MSN 3C1.

### ***Credit Limit Adjustments***

A cardholders may request to permanently or temporarily raise or lower his/her single transaction and monthly credit limits by completing and submitting a P-Card Maintenance form, found in Appendix G or at [Forms and Instructions](#). Any requested adjustments must remain within the University limits of \$1,999 per transaction and \$25,000 per month. Any proposed transaction that exceeds these amounts must be processed through the Purchasing Department (3-2580).

### ***P-Card Termination***

If a P-Cardholder's employment with Mason is terminated or if the P-Card is no longer required, written notification must be provided to the P-Card Administrator as soon as an exit date is known. This correspondence should include the date the card should be closed and the name of the cardholder's supervisor. The cardholder must also complete and submit a P-Card Maintenance form, found in Appendix G or at [Forms and Instructions](#). The form may be faxed at 3-2589 or sent via campus mail to MSN 3C1.

### ***Inactive P-Cards***

To limit liability, P-Cards that are unused for six or more months may be permanently terminated by the P-Card Administrator. To keep the P-Card active, the cardholder or his/her P-Card supervisor must provide a written request for the P-Card to remain open to the P-Card Administrator. The request must include the reason for the P-Card to remain open.

### ***Changing P-Card Supervisors***

A P-Card Maintenance form found in Appendix G or at [Forms and Instructions](#) should be used to change or update a cardholder's P-Card supervisor. The form must list the previous P-Card supervisor and be signed by the new P-Card supervisor, as well as include the new P-Card supervisor's contact information. The form may be faxed to 3-2589 or sent through campus mail to MSN 3C1. A cardholder with an inactive P-Card supervisor for seven or more days may have his/her P-Card suspended until a replacement P-Card supervisor is provided.

## **P-CARD AND eVA**

eVA is a web-based procurement system that supports the Commonwealth of Virginia's decentralized purchasing environment. Buyers at GMU use the eVA e-Mall application to purchase goods and services that cost less than \$2,000. This application allows items to be purchased through a web-based "punchout" catalog or as "non-catalog items" identified in a

vendor's independent online or paper catalog. Orders are submitted electronically to a number of registered vendors, but may also, at the vendor's option, be submitted by fax or mail.

The Commonwealth of Virginia **requires** all state agencies, including colleges and universities, to process purchase transactions through eVA unless a purchase meets one of the exemption criteria established by the state. For more information on eVA, please contact GMU's eVA support specialists at 3-2580.

eVA is required for all purchases unless the purchase is specifically exempt. To complete a P-Card purchase through eVA, follow the steps outlined below.

1. Register the P-Card with eVA (see Appendix C) or [Registration Instructions](#).
2. Identify an eVA vendor that sells the required good or service and accepts a VISA credit card as a form of payment.
3. Create a requisition in eVA for the items desired. The P-Card will be the default payment method once the card is registered.
4. Record the transaction on the Purchase Card Monthly Purchase Log. Instructions on completing the log may be found on the Fiscal Services website: <http://fiscal.gmu.edu>
5. Print a copy of the eVA order (PCO) and retain with other original documentation such as receipts, packing slips, etc.

In cases where an eVA vendor's website contains essential ordering details making it a more efficient method of purchasing, cardholders may place the order directly with the vendor. A confirming order, or "record" of the purchase, must be entered in eVA. The eVA confirming order should be entered immediately after the order is placed at the vendor's web site except in situations where multiple orders from the vendor's web site are anticipated during the P-Card billing cycle which runs from the 16th of one month to the 15th of the next month. All confirming orders should be entered in eVA in the same billing cycle as the order at the vendor web site and not later than the 15th of each month.

This confirming order process is essential since the penalty for non-compliant purchases has the potential to reduce University funding.

A copy of the order must be retained with P-Card documentation and the transaction should be entered in the Purchase Card Monthly Purchase Log.

Purchases may also be conducted over the counter with the P-Card by the cardholder. Inform the vendor that you are purchasing on behalf of the University and are tax-exempt. Retain receipts for the purchase and record the purchase in the Purchase Card Monthly Purchase Log. Since these types of purchases are exempt, no eVA entry is required.

Additional information is available in the [Basic eVA Purchasing Manual](#). Quick Reference Guides are also available for confirming orders. If the vendor is self-registered or state-entered, use this guide: [Confirming Order - eVA Listed Vendor](#) . If the vendor is un-registered in eVA, use this guide: [Confirming Order - Un-Registered Vendor](#) .

## PAYMENTS TO FOREIGN VENDORS

P-Card holders should contact the International Tax Office at [inttax@gmu.edu](mailto:inttax@gmu.edu) or 3-5223 before processing a P-Card payment to a foreign person as defined below. A foreign person is a:

- non-resident alien individual
- foreign corporation
- foreign partnership
- foreign trust
- foreign estate
- and any other person that is not a U.S. person

The International Tax Office monitors and approves payments to the foreign persons for compliance with federal withholding tax regulations and applies withholding tax to such payments when appropriate.

Listed below are types of payments that have been observed at Mason that are potentially taxable types. This list is provided for information purposes only. The International Tax Office will conduct a formal tax review of each proposed payment.

- A payment to a foreign person for independent (non-employee) services provided in the U.S. is subject to 30% tax withholding unless it is exempt from the tax withholding by the Internal Revenue Code or the tax treaty between the U.S. and the country provides for a reduced rate or exemption.
- A payment to a public entertainer is subject to 30% withholding unless a reduced rate of withholding under a central withholding agreement (CWA) has been approved by the IRS and provided to George Mason University.
- A royalty payment to a foreign person is subject to 30% withholding tax; if an intangible property is intended for use within the U.S. Royalty payments include license fees, payments for use of copyrighted materials such as photos and movies, software usage fees, etc.

Listed below are payment types that are not subject to the withholding tax.

- Payments to foreign persons for conferences outside of the U.S.
- Payments to foreign persons for tangible goods (books, samples, hardware, etc.)
- Payments to foreign persons for services provided outside of the U.S.
- Payments to hotels and restaurants located outside of the U.S.

If a P-Card payment to a foreign person is found to be subject to the U.S. withholding tax and is reportable to the Internal Revenue Service, the International Tax Office will request that the unit provide a fund/org to charge for the withholding tax.

## CHAPTER 3: MONTHLY REPORTING

### MONTHLY RECONCILIATION AND REPORTING TO ACCOUNTS PAYABLE

An individual using the P-Card is responsible for reconciling his/her records with those of Bank of America. After reconciliation, the Purchase Card Payment Approval form must be submitted to the P-Card Administrator. The following procedures describe the requirements for all purchases using the P-Card.

#### *Purchase Card Monthly Purchase Log*

All P-Card purchases must be immediately recorded on the Purchase Card Monthly Purchase Log. The log and instructions for completing the log are available on the Fiscal Services web site at [Fiscal Services Forms and Instructions page](#). The Purchase Card Monthly Purchase Log must be retained with the monthly P-Card records.

The Purchase Card Monthly Purchase Log requires all purchases to be recorded using account codes that categorize each purchase. The following account codes are frequently used:

- 73110 Express Mail Services
- 73210 Dues Professional Organizations
- 73220 Publications & Subscriptions
- 73680 Non-GMU Skilled Services
- 73830 Domestic Airline and other Public Carriers -*Employees and other non-candidates*
- 73832 Airline and other Public Carriers –*Candidates*
- 73894 Foreign Airfare -*Employees and other non-candidates*
- 74120 Office Supplies
- 74410 Lab Supplies
- 74872 Equipment less than \$5,000
- 74874 Computer Systems & Components less than \$5,000

Departments/units may record purchases using additional account codes consistent with business needs. The Purchase Card Monthly Purchase Log may be customized to allow the cardholder to use these additional account codes. A list of frequently used purchasing account codes is available at [Expenditure Account Codes](#) .

#### *Purchase Card Payment Approval Form*

Each cardholder is responsible for completing a Purchase Card Payment Approval form each month and submitting it to the attention of the P-Card Administrator (MSN 3C5). Microsoft Word, Excel and PDF versions of the Purchase Card Payment Approval Form are available on the [Fiscal Services Forms and Instructions page](#). The cardholder may alter the Account or Fund codes on the standard form to accommodate his/her business needs. However, the format and

orientation should remain the same. Forms will be returned to the cardholder for reprocessing if the format is significantly altered.

### ***Bank of America Monthly Statement***

A Bank of America Monthly Statement will be mailed directly to each cardholder at the mail stop number indicated on his/her application. It is the responsibility of the cardholder to contact the P-Card Administrator if his/her Bank of America Monthly Statement has not been received from Bank of America. Non-receipt of the Bank of America Monthly Statement is not an excuse for late P-Card statement submissions.

### ***Accessing Bank of America Monthly Statements online – VISA Works***

A cardholder may access his/her account information and Bank of America Monthly Statement online using the VISA Works website at [Works Log-in](#). This is an excellent option if the cardholder does not receive the Bank of America Monthly Statement in the mail.

For login information, please contact the P-Card Administrator at [pcardadm@gmu.edu](mailto:pcardadm@gmu.edu).

### ***Mailing Address***

To update or verify a mailing address with the P-Card Administrator, please complete and submit a P-Card Maintenance form, found in Appendix G or at [Purchase Card forms](#). Please record the updated mailing address and fax the form to 3-2589 or send to MSN 3C1 via campus mail.

### ***Monthly Document Reconciliation***

Each cardholder must reconcile the Bank of America Monthly Statement with his/her Purchase Card Monthly Purchase Log. Discrepancies, such as incorrect billing, returns, or missing items, should be highlighted or noted on the Bank of America Monthly Statement. (Please see the section on Returns, Credits, and Disputed Items for more information on procedures for reconciling billing issues.) State policy requires the total amount of the University's P-Card invoice to be paid in full each month. Credits or other corrections may appear on the next month's Bank of America Monthly Statement.

The Purchase Card Monthly Purchase Log is used to summarize all transactions on the Purchase Card Payment Approval form. Forms are available on the Fiscal Services web site at [Purchase Card forms](#). Purchases are recorded on the Purchase Card Payment Approval form using a summary, by account code, of all purchase transactions on the Purchase Card Monthly Purchase Log. Expenditures may be allocated to more than one fund or org code.

When complete, the Purchase Card Payment Approval form must be reviewed and signed by the cardholder as well as an Approving Official for the org or fund code(s) used. Various approvers may be associated with a fund/org. For further information on approved signers, please contact the P-Card Administrator at [pcardadm@gmu.edu](mailto:pcardadm@gmu.edu).

### ***Submitting monthly documents***

Only the completed Purchase Card Payment Approval form and the original Bank of America Monthly Statement or a statement downloaded from Bank of America Works must be submitted to the P-Card Program Administrator (MSN 3C5) for payment. A copy of each submitted document must be retained with the cardholder records. Additional documents, such as the Monthly Purchase Log, must also remain with the cardholder records. These additional documents should not be submitted unless requested by the P-Card Administrator.

### ***Late Statements***

The Bank of America Monthly Statement and Purchase Card Payment Approval form are due on the tenth of each month following the end of the billing period. Both the Bank of America Monthly Statement and Purchase Card Payment Approval form must be fully and accurately completed. If information is not provided or is incomplete, both documents will be returned to the cardholder for correction.

If the Purchase Card Payment Approval form is not received by the P-Card Administrator by the tenth of the month, all charges for the Bank of America Monthly Statement date may be automatically posted to the org or fund code indicated on the application or most recent P-Card Maintenance Form. Cardholders are strongly encouraged to contact the P-Card Administrator ([pcardadm@gmu.edu](mailto:pcardadm@gmu.edu)), if the Bank of America Monthly Statement and Purchase Card Payment Approval form will be late. A cardholder who submits forms late will have his/her P-Card suspended until the documentation is received. A cardholder who submits forms late more than **twice** in one fiscal year may have his/her card cancelled.

### ***Credits and Zero Balances***

A cardholder will receive a Bank of America Monthly Statement each month unless there has been no activity on the account for that period. Bank of America Monthly Statements that contain only credits applied to the card account must be submitted to the P-Card Program Administrator with a completed Purchase Card Payment Approval form, indicating the org or fund and account codes to which the credit should be applied. Bank of America Monthly Statements showing a zero balance do not require submission.

## **RETURNS, CREDITS AND DISPUTED ITEMS**

Accounts Payable is required to pay the total amount billed on the Bank of America Monthly Statement. Any discrepancies with the billed amount must be coordinated by the cardholder directly with the vendor. Any corrections will be made through credit entries on subsequent cardholder Bank of America Monthly Statements.

Cardholders are responsible for follow-up and resolution of any discrepancies or disputes. In most cases, discrepancies will be resolved directly between the cardholder and the supplier of the

goods or services.

The cardholder must use the following guidelines when returning an item:

1. When an item must be returned, the cardholder must send the item(s) back to the supplier in the agreed upon manner.
2. The vendor should issue a credit for the item(s) that are returned. In most instances, this credit will appear on a subsequent Bank of America Monthly Statement.
3. Documentation of the return (such as a credit receipt) should be issued by the vendor. All documentation pertaining to returns must be kept on file for reconciliation of the Bank of America Monthly Statement. The return must be entered in the Purchase Card Monthly Purchase Log.
4. If the cardholder and the vendor are unable to resolve an issue, the cardholder should use Bank of America Works to dispute the charge. Disputes cannot be discussed over the phone.

## **RECORDS AND REVIEWS**

State regulations require that accurate records be maintained by the cardholder and his/her department. These records must be kept for a minimum of three years in the cardholder's department or ten years if charging sponsored research funds. Records are departmental and must not be transferred with individuals moving from one department to another. These records are subject to periodic reviews by the Mason's P-Card Program Administrator and Internal Audit staff as well as audits conducted by the Commonwealth of Virginia. Commonwealth of Virginia auditors typically look for specific information when reviewing records: they want to ensure that no sales tax has been charged and that there are no questionable items, missing signatures or incomplete documentation. Records that must be presented in a review or audit include the following:

- A Purchase Card Monthly Purchase Log for each month (do not keep a cumulative log).
- A copy of the Purchase Card Payment Approval form for each month (maintained by Accounts Payable).
- Copy of the Bank of America Monthly Statement (original maintained by Accounts Payable)
- All original receipts and packing slips, as well as copies of any and all waivers, Food & Beverage Authorization forms, travel reimbursements and eVA purchase orders.
- A copy of the P-Card checklist used for reviews and audits is available in Appendix B of this manual. This document contains a list of all documentation required at the time of an audit or compliance review.

## **CHAPTER 4: CARD RENEWALS**

### **CARD RENEWALS**

P-Cards are renewed automatically. No action is required on the part of the cardholder. Cardholders will be notified when the card expires, as well as information on the date, time and place the new card will be available for pick up. Cardholders must submit a P-Card Employee Agreement Form in exchange for the replacement P-Card. Current cards are valid through the last day of the month of expiration.

Cardholders who have registered the P-Card in eVA must update the system with the new expiration date upon renewal of the card. This is not an automated process. Please see instructions in Appendix C of this manual.

## CONTACTS

For questions regarding <i>P-Card procedures</i> :	P-Card Administrator Ext. 3-9691
For questions regarding eVA	eVA Customer Support Ext. 3-2580
For questions regarding <i>Food and Beverages Expenditures</i> :	Accounts Payable Ext. 3-2580
For questions regarding expenditures on <i>grants and contracts</i> :	Sponsored Programs Ext. 3-4806
For questions regarding Fiscal Services Training, including eVA training:	Training Manager Ext. 3-2089
For general comments about the purchase and payment process:	Director, Fiscal Policy and Communications Ext. 3-2620 University Controller Ext. 3-2660

## **APPENDIX A**

Commonwealth of Virginia  
Department of General Services  
Division of Purchases and Supplies

### Electronic Commerce Policy

Security Requirements – In order to procure goods or services through the Internet, the vendor must have a Secure Socket Layer (SSL) Version 2.0 or greater. It is this agency's responsibility to ensure the vendor meets the SSL 2.0 requirement before placing an order and using the SPCC as a method of payment. To ensure the vendor has a SSL, the Address Window must begin with https://. This may not occur until the payment information is requested. For information about the vendor's security certification, check under Help on your browser's tool bar. Buying through the internet might subject an agency or institution to the vendor's terms and conditions if no MOU exists. Agencies are encouraged to establish a MOU with vendors whom they conduct business with on a regular basis. See DGS/DPS web site for sample MOUs.

**APPENDIX B**  
**Purchase Card Check List**

Cardholder Name \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Org or Fund \_\_\_\_\_

Period of  
Review \_\_\_\_\_

- |   |       |
|---|-------|
| 1. Is the original monthly statement sent to AP?                                  | Y / N |
| 2. Is a copy of the monthly statement filed with original receipts?               | Y / N |
| 3. Have all transactions been entered on the monthly purchase log?                | Y / N |
| 4.  | Y / N |
| 5. Is the payment Approval form completed properly?                               | Y / N |
| 6. Is the payment Approval form signed by cardholder and Approving Official?      | Y / N |
| 7. Are all transactions appropriate and allowable under University policy?        | Y / N |
| 8. Is an approved F&B filed with statements in which there are food transactions? | Y / N |
| 9. Does the purchase log match the expenditures on the statement?                 | Y / N |
| 10. Is the card and related documents secured?                                    | Y / N |

For the purchase of airline tickets:

- |   |       |
|---|-------|
| . Is a copy of the itinerary on file?                           | Y / N |
| 13. Does the itinerary specify that travel was not first class? | Y / N |
| 15. Is a follow up review required?                             | Y / N |

Comments: \_\_\_\_\_

Purchase Card Reviewer \_\_\_\_\_ Date \_\_\_\_\_

Renewal/Replacement Received

\_\_\_\_\_  
Signature of Cardholder Date \_\_\_\_\_

## Managing P-Card Information in eVA

To access the P-Card information screen, follow these steps:

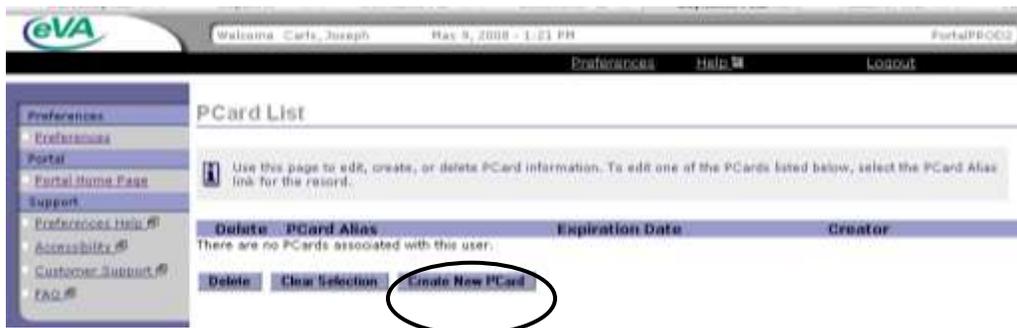
1. Access the eVA homepage at <http://eva.virginia.gov>
2. Login as a buyer
3. The portal homepage will display. Click “Preferences” above Knowledge Center as shown below:



4. Click on “Manage P-Card Information”



5. The P-Card list will show all registered cards on the eVA account:



## Adding a new P-Card in eVA

To add a new P-Card to the list, follow these steps:

1. Click on the **Create P-Card** button at the bottom of the P-Card List screen.
2. The P-Card Details screen will display with several required fields indicated by an asterisk.

The screenshot shows the 'PCard Details' form in the eVA system. The form is titled 'PCard Details' and includes a navigation menu on the left with options like 'PCard List', 'PCard List Page', 'Preferences', 'Portal', and 'Support'. The main form area contains a header with 'Submit' and 'Cancel' buttons, followed by an information icon and a note: 'Enter details for your PCard. Create a unique alias to identify your PCard so that it can be selected on the Purchase Request. If the Expiration Date on the PCard is only identified by month and year, use the last day of the month. Asterisk (\*) indicates required field.' Below this is the 'PCard Information' section with fields for: PCard Number (Max Length = 16 digits), PCard Number (confirm) (Max Length = 16 digits), PCard Alias, PCard Holder Name (Must match name on PCard), Personal Liability (No), PCard Type (Purchase Card), and Expiration Date (MM/DD/YYYY). The form ends with 'Submit' and 'Cancel' buttons.

3. Enter the card number into the **P-Card Number** field. Confirm the number by re-entering the card number in the next field.
4. The P-Card Alias should contain your **eVA username and the last four digits of your card number** (example: jcarls1234).
5. Enter the card holder's name as it is shown on the card.
6. Leave the Personal Liability field as "No"
7. Leave the P-Card type as "Purchase Card"
8. Enter the expiration date on the card (MMYY) in the following format MM/DD/YYYY. For the day,, enter the last day of the expiration month. For example, if card expiration date is 10/10. Enter 10/31/2010.
9. Click on the **Submit** button. A screen confirming the creation of the P-Card will follow.
10. Click on the **Ok** button to return to the P-Card List screen.
11. Click on **Return to Portal Home Page** to return to the eVA menu.

\*\*P-Card will be available for use the following day. \*\*

## Updating an Existing P-Card in eVA

When P-Cards expire or users obtain a new card, the card information must be manually changed in eVA. Follow the instructions below:

1. On the P-Card list, click on the **P-Card Alias** of the card to modify.



2. Enter the updated information using the instructions for initial P-Card entry.
3. Click the **Submit** button.

\*\*Updated P-Card will be available for use the following day. \*\*

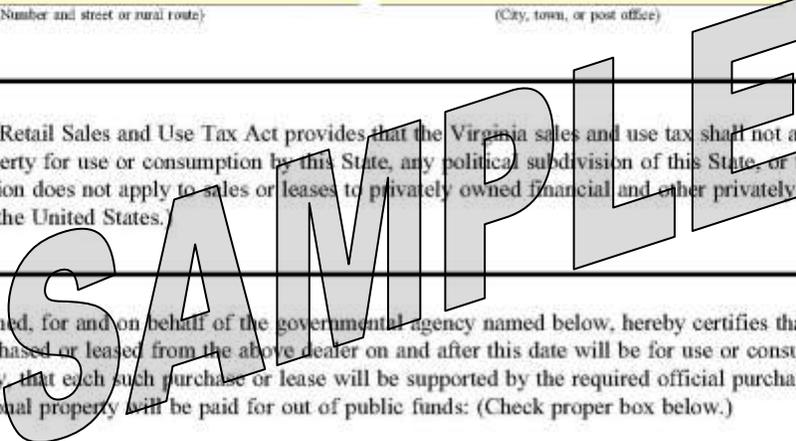
### COMMONWEALTH OF VIRGINIA SALES AND USE TAX CERTIFICATE OF EXEMPTION

(For use by the Commonwealth of Virginia, a political subdivision  
of the Commonwealth of Virginia, or the United States)

To: \_\_\_\_\_ Date: \_\_\_\_\_  
(Name of Dealer)

\_\_\_\_\_  
(Number and street or rural route) \_\_\_\_\_  
(City, town, or post office) \_\_\_\_\_  
(State) \_\_\_\_\_  
(Zip Code)

The Virginia Retail Sales and Use Tax Act provides that the Virginia sales and use tax shall not apply to tangible personal property for use or consumption by this State, any political subdivision of this State, or the United States. (This exemption does not apply to sales or leases to privately owned financial and other privately owned corporations chartered by the United States.)



The undersigned, for and on behalf of the governmental agency named below, hereby certifies that all tangible personal property purchased or leased from the above dealer on and after this date will be for use or consumption by a governmental agency, that each such purchase or lease will be supported by the required official purchase order, and that such tangible personal property will be paid for out of public funds: (Check proper box below.)

- 1. Tangible personal property for use or consumption by the Commonwealth of Virginia.
- 2. Tangible personal property for use or consumption by a political subdivision of the Commonwealth of Virginia.
- 3. Tangible personal property for use or consumption by the United States.

**George Mason University**

(Name of governmental agency)

\_\_\_\_\_  
(Number and street or rural route) \_\_\_\_\_  
(City, town, or post office) **Fairfax** \_\_\_\_\_  
(State) **VA** \_\_\_\_\_  
(Zip Code) **22030**

I certify I am authorized to sign this Certificate of Exemption and that, to the best of my knowledge and belief, it is true and correct, made in good faith, pursuant to the Virginia Retail Sales and Use Tax Act.

By: \_\_\_\_\_ **Director of Purchasing/Accts Payable**  
(Signature) (Title)

*Information for dealer:* — A dealer is required to have on file only one Certificate of Exemption properly executed by the governmental agency buying or leasing tax exempt tangible personal property under this Certificate.



Purchase Card Administrator  
 MSN: 3C5  
 Tel: 3-2580

## Purchase Card (PCard) Payment Approval Form

**Instructions:** Send this form with original signatures and monthly statement to the Purchase Card Administrator no later than the 10<sup>th</sup> of the month. Failure to submit on time may result in automatic card cancellation. All supporting documentation must be retained in the Department for three years. For charges on funds that begin with a 2, all supporting documentation must be retained in the Department for ten years.

Department: \_\_\_\_\_ Statement Date: \_\_\_\_\_

Cardholder Name: \_\_\_\_\_ Card Number: \_\_\_\_\_ Statement Total \* \_\_\_\_\_  
 (Use last six digits of card number)

Fund or Org Number	Account Code	Amount	**Entered in eVA or Exempt: Yes/No
	73110 – Express Mail Services		
	73210 – Dues Professional Organizations		
	73220 – Publications/Subscriptions		
	73680 – Non-GMU Skilled Services		
	73830 – Domestic Airline and other Public Carriers - <i>Employees and other non-candidates</i>		eVA Exempt
	73832 - Airline and other Public Carriers - <i>Candidates</i>		eVA Exempt
	73894 - Foreign Airfare - <i>Employees and other non-candidates</i>		eVA Exempt
	74120 – Office Supplies		
	74410 – Lab Supplies		
	74872 – Equipment less than \$5,000		
	74874 – Computer Systems and Components less than \$5,000		
	- Other (Describe)		
	<b>*Total Amount (Must Agree with Statement Total)</b>		XXXXXXXXXX

\*\*Indicate Yes only if all transactions for an account code meet this requirement. Otherwise, enter No.

### Note: Both Cardholder and Supervisor Must Sign This Form

Cardholder: I hereby certify that this payment is for goods and/or services received in accordance with State and University purchasing regulations.		
Signature: _____	Print Name: _____	Date: _____

Prepared by: Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date: \_\_\_\_\_  
 (If different from Cardholder)

Supervisor/Reviewer: I hereby certify that I have reviewed the expenditures, each transaction is a valid business purchase, and all purchasing policies were adhered to.		
Signature: _____	Print Name: _____	Date: _____

Obtain signatures below for any charges to a fund or org for which your supervisor *does not have signature authority*:

<u>Fund or Org Number</u>	<u>Signature of Approving Official on Fund or Org</u>
_____	_____
_____	_____

January 2012



Purchase Card Administrator  
 MSN: 3C5  
 Tel: 3-2580

**Purchase Card (PCard) Monthly Purchase Log**

*This form must be retained in the department with receipts for three years. For charges to Sponsored Research funds (usually funds that begin with 2), all supporting documentation must be retained in the department for ten years.*

Department:	Cardholder:
Billing Date:	Card Number (Use last six digits of card number):

*(Billing closing date is the 15<sup>th</sup> of each month)*

*Account Code 73110 – Express Mail Services*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73110, Express Mail Services: \$ \_\_\_\_\_

*Account Code 73210 – Dues Professional Organizations*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73210, Dues Professional Organizations: \$ \_\_\_\_\_

*Account Code 73220 – Publications/Subscriptions*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73220, Publications/Subscriptions: \$ \_\_\_\_\_

*Account Code 74120 – Office Supplies*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 74120, Office Supplies \$ \_\_\_\_\_

*Account Code 74410 – Lab Supplies*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 74410, Lab Supplies \$ \_\_\_\_\_

*Account Code 74872 – Equipment less than \$5,000*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 74872, Equipment less than \$5,000 \$ \_\_\_\_\_

*Account Code 73680 – Non-GMU Skilled Services*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73680, Non-GMU Skilled Services: \$ \_\_\_\_\_

*Account Code 73830 – Domestic Airline and Other Public Carriers (Employees/other non-candidates)*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73830, Domestic Airline and Other Public Carriers (Employees/other non-candidates): \$ \_\_\_\_\_

*Account Code 73832 – Airline and Other Public Carriers (Candidates)*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73832, Airlines and Other Public Carriers (candidates) \$ \_\_\_\_\_

*Account Code 73894 – Foreign Airfare (Employees and other non-candidates)*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73894, Foreign Airfare (Employees and other non-candidates) \$ \_\_\_\_\_

*Account Code 73680 – Non-GMU Skilled Services*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73680, Non-GMU Skilled Services: \$ \_\_\_\_\_

*Account Code 73830 – Domestic Airline and Other Public Carriers (Employees/other non-candidates)*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73830, Domestic Airline and Other Public Carriers (Employees/other non-candidates): \$ \_\_\_\_\_

*Account Code 73832 – Airline and Other Public Carriers (Candidates)*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73832, Airlines and Other Public Carriers (candidates) \$ \_\_\_\_\_

*Account Code 73894 – Foreign Airfare (Employees and other non-candidates)*

Date of Purchase	eVA Order # or Exempt	Vendor Name	Description of Purchase	Amount of Purchase	Fund/Org	Notes/Comments

Total for account code 73894, Foreign Airfare (Employees and other non-candidates) \$ \_\_\_\_\_



Send to: Purchase Card Administrator,  
Purchasing, MSN 3C5

# Purchase Card Maintenance Form

Name: \_\_\_\_\_

Account No. (last 6 digits only): \_\_\_\_\_

Department/MSN: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Employee G#: \_\_\_\_\_

Default Fund or Org: \_\_\_\_\_

Supervisor/Reviewer Name: \_\_\_\_\_ Email address: \_\_\_\_\_

### Cardholder Supervisor/Reviewer Name Change

Previous Supervisor/Reviewer Name: \_\_\_\_\_

New Supervisor/Reviewer Name: \_\_\_\_\_

### Default Fund or Org Change Information

Default Fund or Org Number Changed From: \_\_\_\_\_ To: \_\_\_\_\_

Office of Sponsored Programs must approve default funds that begin with a 2.

### Cardholder Last Name Change

Last Name as it currently appears: \_\_\_\_\_

Last Name as it should appear: \_\_\_\_\_

### Cancellation

Delete/Close Account (please specify):

\_\_\_\_ Employee leaving university      \_\_\_\_ Employee changing departments      \_\_\_\_ Card no longer needed

### Credit Limit Adjustment

Single Transaction Limit Increase From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_

Single Transaction Limit Decrease From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_

Monthly Credit Limit Increase From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_

Monthly Credit Limit Decrease From: \$ \_\_\_\_\_ To: \$ \_\_\_\_\_

Limit Adjustment Justification: \_\_\_\_\_

\_\_\_\_\_

### Signatures

Cardholders Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor/ Reviewer Signature: \_\_\_\_\_ Date: \_\_\_\_\_