

# Purchasing Charge Card (VISA) Supervisor Training

*Presented by Fiscal Services*



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## Objectives

- Understand State and University policy
- Completion of forms
- Records maintenance
- Supervisor responsibilities
- Available resources



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## Agenda

- Overview
- Purchases
- Security
- Documentation



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## Why Use the P-Card?

- Ease of purchase transactions
- May be registered with eVA
- May charge multiple funds/orgs
- Over-the-Counter purchases under \$2,000



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## Account Limits

Two types of limits apply:

- 1) Transaction limit: up to \$1,999
- 2) Monthly limit: up to \$25,000

Limits set by supervisor based on purchasing requirements & may be changed

Know your limits! Never attempt to process a transaction that exceeds your set limits – this is a serious policy violation



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## Required Training

Yearly P-Card Training – on-line

- Required by Commonwealth
- Cardholder & supervisor training

Basic eVA Purchasing Workshop – in-person



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## Supervisor Responsibilities

- Knowing P-Card regulations
- Knowing what kinds of purchases are allowed and those that are not
  - When signing off on purchases, the cardholder and the supervisor are responsible for compliance to all P-Card rules and regulations



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## Split Orders

- Split Orders Prohibited
- Breaking down a single purchase into two or more purchases
- Appearance of circumventing single purchase limit (\$2,000)
- 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
- Supervisors must review cardholder purchases to ensure that orders are not split



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## Allowable Purchases

- Office supplies & equipment under \$2,000
- Common carrier transportation
- Conference registration fees
- Professional organization membership dues
- Subscriptions (one year only)

**“For Official Use Only”**  
**Purchases must be prudent and directly benefit the Commonwealth of Virginia**

*\*All purchases must be in compliance with University Policy 2106*



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## Unallowable Purchases

- Personal items
- Business travel expenses (except registration fees and common carrier transportation)
- Flowers
- Parking fees (including travel)
- Rental cars
- Furniture
- Food and beverage expenditures
- Cell phone service
- Temporary employment services
- Gift cards – Beth Baroody (3-2739) Reward and Recognition Coordinator has sole authority to order



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## P-Card and Travel Expenses

Most travel expenses\*

- should NOT be charged to P-Card
- should be paid by the traveler
- should be reimbursed via travel reimbursement voucher

\*Except common carrier transportation and conference registration fees



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## Food and Beverage Waiver

- Business use only
- Procedures
  - Contact P-Card Administrator via email ([pcardadm@gmu.edu](mailto:pcardadm@gmu.edu)) with detailed explanation of event
  - Fill out waiver form and fax to A/P



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## Purchasing Guidelines

- All purchases of goods and services must be entered in eVA unless specifically exempt by the Commonwealth
  - Individual travel and lodging
  - Registration fees for conferences
  - Over the counter purchases using the P-Card (VISA).  
Made at the site of sale and picked up by the individual card holder
  - Reimbursements
- Any custom order placed directly with a vendor must be entered in eVA as a Confirming Order



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## Purchasing Guidelines Cont.

- Exempt from VA sales tax
  - If charged tax in error, contact vendor immediately and request a credit for sales tax amount
- Laptop computers over \$1,000
  - Must go into university inventory
- Printing services



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## Card Security

- Only cardholder authorized to use P-Card
- Keep card in a secure location
- Do not fax, email, or mail card number
- Secured socket layer for internet purchases
- Report lost/stolen card
  - immediately contact Bank of America
  - then call P-Card Administrator (3-2651)



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## Canceling/Changing Card Info

Notify the P-Card Administrator if you:

- Leave the University
- Move to a new department
- Take extended leave
- No longer need the card

Or there is a change in any of the following:

- Phone Number
- Mailing Address
- Email Address

Use P-Card Maintenance Form



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## P-Card Documentation

- Purchase logs
- Receipts
- Statement
- Approval form



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## Purchase Logs

- Record all purchases and credits
- Indicate eVA order number or exempt
- Document discrepancies
  - Be on the lookout for incorrect or questionable charges



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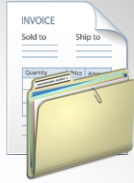
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## Receipts

- Retain all documents
  - Original Receipts
  - eVA orders
  - Invoices
  - Packing slips



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## Statements

- Closing date: 15<sup>th</sup> of month
- Statements only for months with activity
- Reconcile against logs
- Original to Accounts Payable with approval form no later than 10<sup>th</sup> of the following month
- Retain copy for records



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## Approval Form

- Must be completed and signed by cardholder and supervisor (or signature authority)
- Sent to Accounts Payable no later than 10th of the following month with the original statement
- Retain a copy for records



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## Record Keeping

- Cardholder is responsible for records
- Must be maintained for 3 years
- If grants charged, must maintain for 10 years
- Only send original statement and approval form to Accounts Payable



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## Review and Audit

- Transactions reviewed monthly
- Records may be requested for audit
  - Mason's P-Card Administrator
  - Internal Auditors
  - State Auditors



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## Bank of America

- All cardholders are automatically set up with a Works user account, where you can:
  - View transaction activity
  - View and print statement information
  - File Disputes
  - Print a PDF file version of your bill at: <https://payment2.works.com/>
- Bank of America Cardholder Customer Service is available 24 hours/day, 7 days/week at 1-888-449-2273



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## Resources

**Athena Walker**, P-Card Administrator, 3-2651  
**Maggie Dyre**, P-Card /eVA Support, 3-9691  
**Penny Smith**, Travel Manager, 3-2623  
**Regina Carter**, Travel Technician, 3-2652  
Purchasing and Accounts Payable, 3-2580



### Fiscal Services Website

[http://fiscal.gmu.edu/resources/purchasing\\_card.htm](http://fiscal.gmu.edu/resources/purchasing_card.htm)



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