FINANCIAL AND BUSINESS SERVICES POLICIES AND PROCEDURES

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<th>Area:</th>
<th>University</th>
<th>Number:</th>
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<tr>
<td>Subject:</td>
<td>P-Card User Guide</td>
<td>Issued:</td>
<td>April 1, 2019</td>
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<td>Applies To:</td>
<td>University</td>
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<td>Sources:</td>
<td>Procurement &amp; Logistical Services</td>
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Purpose

The purpose of this procedure is to provide guidance for University personnel regarding use of the State of Georgia issued procurement card (P-Card).

Definitions

Billing Cycle: A predetermined time frame that all P-Card transactions occur in. The billing cycle spans from the 28th of the current month through the 27th of the following month. Example: January 28th – February 27th is 1 full billing cycle.

Supervisors/Managers/Approvers: An individual who has attended both P-Card and WORKS training and approves cardholder transactions. This individual must review the transactions for validity and appropriate general ledger (speed chart and account code) information. The cardholder and approver cannot be the same person. The most important internal control is the monthly review of the cardholder’s submittal package by the approving official.

Cardholder: A permanent employee of the University whose name appears on the P-Card. A cardholder is a defacto state purchasing agent who has attended both P-Card and WORKS training. THE CARDHOLDER IS THE ONLY AUTHORIZED USER OF THE ASSIGNED P-CARD.

Card Profile Limits: (otherwise known as cycle and single transaction limits)
- Single transaction limit: $1,000.00 for each transaction, no single or split purchase/transaction may exceed this limit. Unless the appropriate waiver is granted by the State.
- Cycle limit: one of the following amounts that a cardholder is able to spend during a given cycle: $5K, $10K, $15K, $20K, or $25K. Any limit over $25K must be approved by DOAS and OPB.

Reconciler: This individual is responsible for reviewing and approving each transaction in WORKS prior to the predetermined due date. This individual also has the ability to change the funding.

Proxy Reconciler (WORKS only) – An individual who has been granted authority by the department head to complete WORKS duties for individuals within the department/group. Proxy reconcilers may complete WORKS (only) duties for individual cardholders or approvers or for entire departments/groups. A completed and signed Proxy User Request form must be submitted to the P-Card Coordinator before changes can be made. ALL proxy reconcilers must complete P-Card & WORKS training before he/she is granted access to WORKS. The proxy reconciler cannot serve as proxy reconciler and proxy approver of a single card. The reconciler and approver must be two separate individuals.
Reconcile: A WORKS process. The process of reviewing transactions to check for accuracy and validity, reviewing general ledger allocation(s) to ensure funding for the transaction is correct, adding comments to explain what items/services were purchased and how they are to be used, and signing off.

New P-Card Request Form: A P-Card administrative form to be used by a cardholder to request:

- a P-Card

P-Card Change Request Form: A P-Card administrative form to be used by a cardholder to request the following:
  - Transfer of P-Card privileges from one department to another.
  - Change in Speedchart, Address, Phone Number, Email Address, etc…
  - increase or decrease of delegated purchasing authority (single-transaction limit) greater than $1,000.00
  - increase or decrease of delegated purchasing authority (cycle limit) greater than the present amount
  - any other exception to state purchasing card policy

Obtaining & Maintaining a P-Card

Any permanent employee’s job duties that utilize a P-Card must complete the “New P-Card Request Form.” All applicable fields must be completed and all required signatures must be present before the request form can be processed. In addition to the cardholder and the Department Budget Manager, the applicable Vice President, the Vice President of Business and Finance and the P-Card Administrator must sign the request form to authorize initial issuance of the P-Card. Furthermore, the employee’s position number must be approved by Department of Administrative Services (DOAS) and Office of Planning and Budgets (OPB) for Georgia Southern University’s P-Card Plan to be in compliance with State of Georgia P-Card requirements. Amendments, i.e. additional position numbers, to the University’s P-Card Plan must be submitted in advance to DOAS and OPB, by the University President.

Any employee applying for a new P-Card must successfully pass a background check. In addition to background checks for all cardholders, O.C.G.A. 50-5-83 requires credit checks on all employees issued a P-Card. Credit checks must be conducted through existing statewide contract vendors. Additionally, credit checks must be run at the time of account renewal.

If statewide contract vendor denies an employee’s credit check, the employee will have an opportunity to submit an appeal to Human Resources via email. The appeal allows the employee to dispute inaccurate data found on the credit report.

Making Purchases

The P-Card may be used to place orders with any Supplier who accepts the P-Card as long as the cardholder obtains prior approval with the P-Card Approval Form and the item(s) cannot be located in ePro GeorgiaFirst Marketplace.

Sales Tax: When making a purchase, cardholders are required to provide the supplier with a copy of the tax exemption form prior to placing the order and items being shipped to the University. If the supplier refuses to remove taxes, the cardholder must make the purchase from a different supplier whenever possible. Cardholder is responsible for obtaining a credit in the event Sales tax has been charged to their account.

Monthly Cycle Limits: Refer to State of Georgia P-Card Policy for card limits. Cardholder may request an increase via P-Card Change Request Form located on the Procurement & Logistical Services website.
**Delivery:** Orders made with the P-Card should be addressed to the department for delivery. For UPS deliveries, the address should be provided in the following format:

<table>
<thead>
<tr>
<th>FORMAT</th>
<th>EXAMPLE</th>
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<tbody>
<tr>
<td>Georgia Southern University</td>
<td>Georgia Southern University</td>
</tr>
<tr>
<td>Department Name</td>
<td>Procurement &amp; Logistical Services</td>
</tr>
<tr>
<td>Building Name AND Room Number*</td>
<td>Central Warehouse</td>
</tr>
<tr>
<td>Street Number AND Street Name</td>
<td>375 Lanier Drive</td>
</tr>
<tr>
<td>Statesboro, GA 30458</td>
<td>Statesboro, GA 30458</td>
</tr>
</tbody>
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* The room number should be the departmental office or other office where it is reasonably expected someone will available M-F from 8:00 to 5:00 to accept delivery.

Cardholders and departments are responsible for notifying Central Receiving of any impending shipment. Additionally, cardholders should request the Supplier identify the department or person to whom the item is consigned. Failure to do so may cause unnecessary delays in delivery to the department or possible refusal of the shipment. If delivering to Central Receiving, use the address listed in the example.

**Vendor/Contract Order of Precedence**

In accordance with the Georgia Procurement Manual, the purchase of goods and/or services must follow the order of precedence listed below.

- Statewide Contracts (examples include but are not limited to furniture and copiers)
- Agency Contracts (examples include but are not limited to letterhead and uniform services)
- Georgia Correctional Industries (GCI), Georgia Enterprises for Products & Services (GEPS) or other state agencies that may offer discounted pricing for products designated as mandatory (examples include filing cabinets from Georgia Correctional)
- Convenience Contracts, Non-Mandatory Source Contracts and/or GEPS products designated as preferred /Open Market (any items or services not listed on a mandatory source contract or with a contract Supplier may be purchased from a non-contract Supplier, such as Wal-Mart)

Additionally, Cardholders must follow University Preferred Purchase Method matrix.

**Returning Goods**

If an item needs to be returned to the Supplier due to defect, damage, or any other reason, notify the Supplier immediately and request a ship to address and a return authorization form/number. Cardholders should then request a refund or credit from the Supplier for the transaction. Reimbursements for items are only to be attained in the form of a credit/refund/reimbursement to the P-Card of the purchasing employee. If the credit/refund has not posted to the cardholder’s account, the cardholder should contact the Supplier to resolve the issue. If a resolution has not been provided, contact Procurement & Logistical Services.

**Disputes**

Some charges are found to be made accidentally by Suppliers and/or fraudulently by another party. These transactions are to be reported to the P-Card Coordinator immediately. Bank of America can only reimburse Georgia Southern University within 60 days of the original transaction date.

Disputes with the Supplier over pricing, shortages, damaged merchandise, taxes, etc., are the responsibility of the cardholder. In the event that a solution is not achieved between the Supplier and the
cardholder, Procurement & Logistical Services may be called upon for assistance. Do not use Suppliers who do not resolve errors within 30-days of the cycle date following the error or dispute.

Lost or Stolen Cards

If a card is lost or stolen, the cardholder has the responsibility to notify the P-Card Coordinator on the first available business day during normal business hours. The P-Card Coordinator will notify Bank of America for follow-up action. The cardholder will be notified when the new card arrives.

Billing & Deadlines

Billing verification and reconciliation must take place each month that the cardholder’s account exhibits activity. The cardholder must access their Monthly Billing Statement through WORKS. The WORKS deadline for cardholders and managers signing off transactions for a billing cycle is the 4th of each month. On the next business day (5th), Financial Accounting sweeps all transactions for the cycle and makes allocation changes impossible. Cardholders who do not sign off on transactions will experience a system-generated reduction in their cycle purchasing limit until cardholders sign off (and comment) on transactions even after the accounting sweep has occurred.

Submittal Packages

The submittal package must be completed and submitted to Procurement & Logistical Services via email (pcard@georgiasouthern.edu) by close of business on the 18th or next available business day of the month. The order for submittal package documentation is as follows (in order as they are listed):

- Monthly Transmittal Form
- WORKS Monthly Billing Statement
- Any applicable Missing Receipt Forms
- P-Card purchase prior approval
- All receipts, packing slips and/or email confirmations

All purchases must be accompanied by an itemized receipt or other itemized form proof of purchase. If missing a receipt, use the Missing Receipt Form located on our website. **NOTE:** Use of the form by any cardholder more than three times in one fiscal year will result in suspension of card privileges until the following fiscal year.

File Retention

Each cardholder must retain a copy of all P-Card submittal packages for a minimum of the previous 12 calendar months. Should a cardholder terminate employment, the cardholder’s supervisor shall be responsible for maintaining these files.

Card Limitations & Prohibited Purchases

Refer to **State of Georgia P-Card Policy** for all allowable and prohibited purchases while using the P-Card.

Refer to the **University P-Card Policy** for violation information.

Please be aware that Bank of America will provide corporate liability protection under Visa®’s Liability Protection Coverage; however, certain conditions apply. The principal condition is that the employee has been terminated and Bank of America is notified of the termination within TWO DAYS of its occurrence.
Bank of America will rely on and shall be protected in acting on issuance requests or other requests or instructions which the bank believes to be genuine and to have been signed by a State of Georgia P-Card Administrator.

Georgia Southern University Ethics and Compliance Reporting Hotline

Georgia Southern University recognizes that an ethical, efficient and effective work environment is essential to our continuing to successfully accomplish our mission. As a result, we have always placed a high priority on assuring that each member of our university community has the opportunity and means to convey any matter that could compromise that environment. In keeping with our efforts to expand alternatives for reporting matters of significance, we have now added Hotline reporting through a service provided by an independent company. This service is available 24 hours a day, 7 days a week, and allows you to voice your concerns, and to remain anonymous, if you prefer.

Audits and Violations

It is imperative that cardholders follow proper procedures with regards to timely submittal of monthly statements and proper use of the card. Procurement & Logistical Services is responsible for documenting receipt of monthly statements. Transactions and submittal packages may be audited by Procurement & Logistical Services, internal auditors, Board of Regents auditors and/or DOAS auditors. State policy states that “cardholders or supervisors/approving officials who knowingly, or through willful neglect, fail to comply with the following may be subject to suspension or termination of card privileges or other disciplinary action, up to and including termination of employment and criminal prosecution to the fullest extent of the law:

- Official Code of Georgia sections related to governmental purchasing
- Applicable requirements of the Georgia Procurement Manual
- State P-Card Policy
- Internal policies and procedures governing procurement and the P-Card program

Georgia Southern University has a written procedure for card misuse, card abuse, and fraud. Transactions are viewed monthly by the P-Card Program Coordinator. Any incidences of misuse or abuse of the P-Card is reported to the cardholder, department budget manager, applicable Vice President and Vice President of Business & Finance via University P-Card Violation Memorandum.

Violations will be treated as follows:
- 1st violation- University P-Card Violation Memorandum is sent to the cardholder, department budget manager, applicable Vice President and Vice President of Business & Finance.
- 2nd violation- University P-Card Violation Memorandum is sent to the cardholder, department budget manager, applicable Vice President and Vice President of Business & Finance. The card will be suspended for two full cycles
- 3rd violation- University P-Card Violation Memorandum is sent to the cardholder, department budget manager, applicable Vice President and Vice President of Business & Finance. Loss of card privileges and card account will be cancelled.

Violations are counted/tracked on a fiscal year basis and reset at the beginning of the fiscal year.

Terminations of Employment

Should a cardholder terminate employment with Georgia Southern University, the cardholder must surrender the card to the Controller’s Office as part of the termination/checkout procedures. The cardholder’s department is obligated to notify the P-Card Coordinator of a cardholder’s termination in order to cancel the card as soon as possible.
Transfer to another Department

Any cardholder transferring to a new department within the University must complete a P-Card Change Request Form, obtain necessary signatures and forward to Procurement & Logistical Services.

Surrendering P-Card

Should a cardholder need to surrender the P-Card for any reason, the cardholder must surrender the card to the Controller's Office.

Inactive Account

Inactive accounts (those with no activity for 6 consecutive months) are to be suspended in accordance with DOAS guidelines and University Policy. Out of courtesy, the cardholder and Budget Manager will be notified via email upon 5 months of inactivity. The cardholder shall then have 1 month to use the P-Card. If the P-Card is not used by the end of the 6th month, it will be suspended. Once suspended the Budget Manager must submit a justification memo to the P-Card Coordinator with in 1 month of the suspension. The justification memo must include reasons that condone keeping the P-Card. If a justification memo is not submitted within 1 month then the P-Card will be canceled.

Leave of Absence

If a cardholder is away for an extended period of time (30 days or greater) and will not be using his/her P-Card, the cardholder can notify the P-Card Coordinator in order to place the card in a suspended or inactive status. This will help to protect against potential losses and fraudulent charges. The suspension time will not have a negative effect on the regularly monitored 6 months of inactivity. Upon return, the cardholder should contact the P-Card Coordinator for reactivation.

P-Card Coordinator Contact Information

CURRENT P-CARD COORDINATOR: Jessica Hersey
PHONE NUMBER: (912) 478-5714
EMAIL ADDRESS: jhersey@georgiasouthern.edu
PO BOX: PO Box 8123
BUILDING: Central Receiving Warehouse