

**EASTERN ILLINOIS UNIVERSITY
PURCHASING CARD
POLICY AND PROCEDURES MANUAL**

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This manual is intended to provide guidance on the proper use of the Eastern Illinois University Purchasing Card. A glossary is included to define certain words used herein. These terms are indicated in italics the first time they appear.

We hope this manual and card will assist you in acquiring the goods and services you need.

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1. Purpose

The *Purchasing Card (P-Card)* is designed to improve efficiency in purchasing low dollar goods and services by directly giving Departments buying power, thus eliminating many Purchase Orders and Requests for Payment.

J.P. Morgan Chase is the provider of the Eastern Illinois University MasterCard P-Card. MasterCard is readily accepted by most *vendors* and is a convenient purchase and payment tool for low dollar purchases.

NOTE: This card cannot be used for personal purchases.

2. Benefits

The use of the P-Card will:

- 2.1. Improve Eastern's purchasing process by allowing employees to obtain certain goods and services faster and easier;
- 2.2. Enable employees to be more efficient and to focus on the value-added aspects of their jobs;
- 2.3. Significantly reduce paperwork and processing time in obtaining goods and services;
- 2.4. Provide cost savings through consolidated payment (one monthly payment to J.P. Morgan Chase versus multiple vendor payments); and
- 2.5. Allow prompt payment to the vendor. Vendor should receive payment within 72 hours of transmitting purchase to bank.

3. Issuance of P-Card

- 3.1. The P-Card is issued by Eastern Illinois University in coordination with J.P. Morgan Chase. The *Cardholder* must be a full-time Eastern employee.
- 3.2. The following requirements must be met before a P-Card will be issued:
 - 3.2.1 The *Purchasing Card Application* must be completed.
 - 3.2.2 The *Conflict of Interest Disclosure* form must be completed.
 - 3.2.3 The Cardholder and the *Primary Approving Official* must attend a training session. Contact a P-Card Administrator to register.
 - 3.2.4 The *Purchasing Card Agreement* must be completed.
- 3.3. The Cardholder must pick up the P-Card in person in the Department of Procurement, Disbursements and Contract Services, 1135 Old Main. Photo identification is required.

- 3.4. The P-Card will display the Cardholder's Institution, Cardholder's name and the University's Tax Exempt number.
- 3.5. The Cardholder, as well as the Primary and *Secondary Approving Officials*, must have Internet access and an EIU e-mail account.

4. **How it Works**

- 4.1. Cardholder makes an authorized business-related purchase by charging it on their EIU P-Card. The Cardholder's *single transaction limit* is \$2,500.00 and the *monthly spending limit* is \$15,000.00.
- 4.2. Cardholder logs the transaction on the *Purchasing Card Transaction Control Log* and attaches all receipts and *supporting documentation*.
- 4.3. Cardholder reviews transactions daily/weekly on PaymentNet at www.paymentnet.com and, if necessary, reallocates each charge to the appropriate *Banner organization number*.
- 4.4. Primary Approving Official approves the Cardholder's transactions on PaymentNet. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.
- 4.5. The *Account Manager* is responsible for ensuring the receipts and Purchasing Card Transaction Control Log are reconciled to the *Commercial Card Statement* from J.P. Morgan Chase.
- 4.6. Cardholder maintains proper receipts and supporting documentation, Purchasing Card Transaction Control Log, and Commercial Card Statements within the department.
- 4.7. The vendor submits the transaction to their bank for payment.
- 4.8. Eastern Illinois University pays J.P. Morgan Chase once each billing cycle.

5. **Purchasing with the P-Card**

5.1. **Purchase in Person**

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the P-Card is the most appropriate tool to use for this purchase. Check the list of prohibited charges (see Section 7 on page 9) to make sure the item(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- Determine that the price quoted is the best price available from the vendor.

- Prime Vendor contracts need to be utilized whenever possible.
- Goods must be immediately available at time of purchase.
- Emphasize that no sales tax is charged. **Eastern's Tax Exempt Number is printed on the P-Card.**
- Obtain a receipt at the time of purchase. **The receipt must include:**
 - Vendor information (names, location, etc.);
 - Amount (itemized); and
 - Date of transaction.
- Follow your department's instructions regarding recording the purchase. Log the transaction on the Purchasing Card Transaction Control Log and attach receipt and supporting documentation. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The Cardholder is responsible for inspecting the goods at time of purchase.

5.2. Purchase by Phone, Fax or Mail

5.2.1. Phone

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the P-Card is the most appropriate tool to use for this purchase. Check the list of prohibited charges (see Section 7 on page 9) to make sure the item(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- Determine that the price quoted is the best price available from the vendor.
- Prime Vendor contracts need to be utilized whenever possible.
- When you call, state that you are calling from Eastern Illinois University and that you will be making your purchase with a MasterCard.
- **Record the name of the person taking the order**, place the order, give the vendor your P-Card number and expiration date, and your name as it appears on the card.

- Emphasize that no sales tax should be charged. **Eastern's Tax Exempt Number is printed on the P-Card.**
- Request the vendor to indicate P-Card on their shipping label, packing slip, or receipt in place of where they would normally put a Purchase Order Number.
- Give the vendor a shipping address as follows:

Attn: Your Name
 Your Department Name
 Building Name and Room Number (delivery location)
 Eastern Illinois University
 Central Receiving
 University Drive and Hayes Street
 Charleston, IL 61920

- Request that a receipt and/or packing slip be sent with the purchase. Retain this with your record of the purchase. **The receipt must include:**
 - Vendor information (names, location, etc.);
 - Amount (itemized); and
 - Date of transaction.
- Follow your department's instructions regarding recording the purchase. Log the transaction on the Purchasing Card Transaction Control Log and attach receipt and supporting documentation. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The Cardholder is responsible for inspecting the goods when they are received.

5.2.2. Fax

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the P-Card is the most appropriate tool to use for this purchase. Check the list of prohibited charges (See Section 7 on page 9) to make sure the item(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- Determine that the price quoted is the best price available from the vendor.

- Prime Vendor contracts need to be utilized whenever possible.
- A fax cover sheet is available on-line at <http://www.eiu.edu/purchase/pcard.php>.
- Indicate the Tax Exempt Number on the fax cover sheet or order form. **Eastern's Tax Exempt Number is printed on the P-Card.**
- Request the vendor to indicate P-Card on their shipping label, packing slip, or receipt in place of where they would normally put a Purchase Order Number.
- Give the vendor a shipping address as follows:

Attn: Your Name
 Your Department Name
 Building Name and Room Number (delivery location)
 Eastern Illinois University
 Central Receiving
 University Drive and Hayes Street
 Charleston, IL 61920

- Retain a copy of the order form and, if available, a fax confirmation. Request that a receipt be sent to you. **The receipt must include:**
 - Vendor information (names, location, etc.);
 - Amount (itemized); and
 - Date of transaction.
- If the vendor requires that the original hard copy of the order form be mailed, be sure to clearly mark it **Confirming Order – Do Not Duplicate.**
- Follow your department's instructions regarding recording the purchase. Log the transaction on the Purchasing Card Transaction Control Log and attach receipt and supporting documentation. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The Cardholder is responsible for inspecting the goods when they are received.

5.2.3. Mail

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.

- Determine whether the P-Card is the most appropriate tool to use for this purchase. Check the list of prohibited charges (See Section 7 on page 9) to make sure the item(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- Determine that the price quoted is the best price available from the vendor.
- Prime Vendor contracts need to be utilized whenever possible.
- Indicate the Tax Exempt Number on the order form. **Eastern's Tax Exempt Number is printed on the P-Card.**
- Request the vendor to indicate P-Card on their shipping label, packing slip, or receipt in place of where they would normally put a Purchase Order Number.
- Give the vendor a shipping address as follows:

Attn: Your Name
 Your Department Name
 Building Name and Room Number (delivery location)
 Eastern Illinois University
 Central Receiving
 University Drive and Hayes Street
 Charleston, IL 61920

- Retain a copy of the order form and the address it was mailed to, and request that a receipt be sent to you for your records. **The receipt must include:**
 - Vendor information (names, location, etc.);
 - Amount (itemized); and
 - Date of transaction.
- Follow your department's instructions regarding recording the purchase. Log the transaction on the Purchasing Card Transaction Control Log and attach receipt and supporting documentation. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The Cardholder is responsible for inspecting the goods when they are received.

5.3. Purchase via the Internet (www)

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the P-Card is the most appropriate tool to use for this purchase. Check the list of prohibited charges (See Section 7 on page 9) to make sure the item(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- Determine that the price quoted is the best price available from the vendor.
- Prime Vendor contracts need to be utilized whenever possible.
- Indicate Tax Exempt Number. **Eastern's Tax Exempt Number is printed on the P-Card.**
- Request the vendor to indicate P-Card on their shipping label, packing slip, or receipt in place of where they would normally put a Purchase Order Number.
The receipt must include:
 - Vendor information (names, location, etc.);
 - Amount (itemized); and
 - Date of transaction.
- Give the vendor a shipping address as follows:

Attn: Your Name
Your Department Name
Building Name and Room Number (delivery location)
Eastern Illinois University
Central Receiving
University Drive and Hayes Street
Charleston, IL 61920
- When placing an order on a web site, check to see if the site is running a secure web server by looking at the key or lock symbol in the lower corner of the web browser. If the icon is broken, the web server is not secure and your credit card number will be sent across the Internet in plain text. Although the chances are small, someone intercepting your message would be able to read your credit card number. If the icon is solid, the web server is running secure web server software and your credit card number will be encrypted. Encryption transforms data into unreadable form to ensure privacy. Department policies and good judgment should be used when ordering over the Internet. As with other purchases, the Cardholder is ultimately responsible for purchases made with their card and is therefore responsible to determine if a web site is the most appropriate method to use to make a given purchase.
- Print copies of web screens showing products, pricing, completed order forms, etc.

- Follow your department's instructions regarding recording the purchase. Log the transaction on the Purchasing Card Transaction Control Log and attach receipt and supporting documentation. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The Cardholder is responsible for inspecting the goods when they are received.

5.4. Avoid Duplicate Shipments

When using the P-Card, there is no need to submit a requisition or Request for Payment to the Department of Procurement, Disbursements and Contract Services.

If an unnecessary form is submitted for a P-Card purchase and a duplicate shipment is received, the Cardholder is responsible for resolving the issue.

5.5. Returns, Damaged Goods, Credits

If goods purchased with a P-Card need to be returned, the Cardholder should work directly with the vendor. Here are some tips:

- Request a credit receipt for returned items. Some vendors may not provide this receipt unless requested.
- Always retain boxes, containers, special packaging, packing slips, etc., until you are certain you are going to keep the goods. Some items such as software or fragile pieces cannot be returned without the original packaging materials.
- Read all vendor supplied instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- Many vendors require you to obtain a Return Authorization (RA) Number (assigned by vendor) before they will accept a return. If you neglect to indicate this number on the return, the package may be refused and/or no credit issued to your account.
- In some cases, there may be a restocking fee (usually a percentage of the purchase price). If the vendor is completely responsible for the error or problem, you should not have to pay this or any other fee. However, if they are not fully responsible, you may have to pay. You may use the P-Card to pay this fee as long as it does not exceed any of your pre-approved limits.

- Make sure that the charge for the returned items:
 - Never appears on your monthly statement, or
 - Is credited properly.

If this does not happen, refer to Section 10 (Disputed Transactions) for instructions on how to resolve the problem.

5.6. Conflict of Interest

The P-Card cannot be used to make a purchase from any State of Illinois employee, or any State of Illinois employee who owns more than seven and one half percent (7 ½%), or together with a spouse or minor child more than fifteen percent (15%), of the total distributable income of the business enterprise.

6. Authorized P-Card Use

- 6.1. Only the Cardholder whose name is embossed on the P-Card is authorized to use the card. The Cardholder is ultimately responsible for the card and ensuring all charges made with the card are in compliance with the P-Card Policy and Procedures Manual.
- 6.2. The total value of any one charge made with Eastern's P-Card may not exceed the single transaction limit (\$2,500.00).
- 6.3. Common uses of the P-Card may include, but **are not limited to**:
 - Books;
 - Lab supplies (For exceptions see "Prohibited P-Card Use", Section 7);
 - Periodicals; and
 - Subscriptions.

Note: Departments are encouraged to use existing University contracts.

7. Prohibited P-Card Use

The P-Card cannot be used for the following transactions or purchases:

- Alcohol;
- Audio visual equipment which has not been approved by Media Services;
- Backorder items;
- Biological agents;
- Capital Development Board purchases;
- Carpeting and draperies;
- Cash advances;
- Charter bus and charter air;
- Chemicals and gases;
- Coin-operated devices;

- Computer equipment, peripherals, and software which have not been approved by Connie Downey, Department of Procurement, Disbursements and Contract Services;
- Construction/renovation;
- Contracts – two party signed agreements for goods and/or services, including professional and artistic services and maintenance agreements; services involving labor, indemnity, and/or insurance requirements (for example, tent rental, leases, catering, on-site repairs or those with independent contractors which may require IRS 1099/1042S forms);
- Controlled and prescription drugs;
- Donations;
- Equipment for which information has not been submitted to the Business Office (Fixed Asset Records);
- Explosives;
- Fines, late fees or penalties;
- Fuels (except when purchased for a rental car being used for University business);
- Furniture;
- Imported goods that must go through customs;
- Items purchased from University employees, their spouses, or children; business concerns of which an employee (spouse or children) is a sole or principal owner; corporations of which an employee (spouse or children) is a major officer or primary employee;
- Live animals;
- Logo/licensing items which have not been approved by Steve Rich, Alumni Services;
- Office telephones and cellular phones, calling cards, pagers;
- Personal items;
- Postage;
- Printing which has not been approved by Ted Hart, Copy Express;
- Purchases involving trade of University property;
- Radioactive materials;
- Travel expenses: meals and entertainment;
- Vehicles (unless for rental use only);
- Weapons, ammunition; and
- Wireless communication equipment

Additional items may be added to this list at the discretion of the individual department head or the Department of Procurement, Disbursements and Contract Services.

7.1. Penalties for Misuse of P-Card

7.1.1. The P-Card must never be used to purchase items for *personal use or for non-University purposes even if the Cardholder intends to reimburse the University.*

7.1.2. A Cardholder who makes an unauthorized purchase with a P-Card, as defined in Section 7, or uses the P-Card in an inappropriate manner may be subject to disciplinary action including card cancellation and possible termination of employment. A Cardholder may also be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. When appropriate, notification of fraudulent use will be shared with both the Campus Police and

with the Charleston Police Department for possible criminal prosecution. Approving Officials are encouraged to contact the P-Card Administrator to report misuse and coordinate appropriate disciplinary actions.

7.2. Splitting or Stringing Purchases

When using the P-Card, *splitting or stringing* of orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card.

An example of stringing is if a Cardholder wants to purchase items totaling \$2,600.00 at one time from a vendor. The Cardholder knows that the single dollar limit per transaction is \$2,500.00. Some items are then bought on one transaction and the other items are bought on a second transaction, thus avoiding the transaction limit.

7.3. Department Warning

Purchasing shall give warnings to the Cardholder and/or Primary Approving Official for any of the following occurrences:

- Failure to review and approve transactions by the designated deadline;
- Abuse by Cardholders; or
- Improper documentation provided during department audit.

8. Declined Cards

During a transaction, a Cardholder's P-Card could be declined due to *Merchant Commodity Codes (MCCs)*, single transaction, or monthly spending limits, etc. If this should occur, you can call one of the Assistant P-Card Administrators at 581-CARD or J.P. Morgan Chase at 1-800-270-7760.

For every transaction or purchase, the MCC of the vendor is compared to the list of authorized MCCs for the P-Card being used. If a vendor has a MCC that is not included as an authorized code, the transaction will be refused. MCCs and card limits provide the University and the Cardholder additional security that the P-Card will not be misused.

9. Reconciliation

- 9.1. Transactions are posted on PaymentNet daily as they are received from the bank.
- 9.2. Cardholder reviews transactions on PaymentNet and, if necessary, reallocates each charge to the appropriate Banner organization number.
- 9.3. Primary Approving Official approves the Cardholder's transactions on PaymentNet. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.
- 9.4. The Primary Approving Official must reconcile the receipts to the on-line transaction file. **The Approving Official shall not reconcile and approve their own purchases.**
- 9.5. Any discrepancies in billing may be marked as disputed charges on PaymentNet.

- 9.6.** The Cardholder's Commercial Card Statement must be signed by both the Cardholder and Primary Approving Official, verifying that all charges made within the billing cycle match the charges on the statement. Billing cycles run from the 26th of one month to the 25th of the next month. The exception is if the 25th falls on a weekend or holiday. (See Billing Cycle Schedule.) Be sure and mark out the first twelve digits of the credit card number on the statement. Statements sent through the mail have the credit card number printed on it in three places; statements printed off of PaymentNet have the credit card number printed on it in two places.
- 9.7.** The signed Commercial Card Statement, Purchasing Card Transaction Control Log, and all receipts shall be retained by the department. Departments are responsible for retaining documentation for grants according to the grant's guidelines. If any receipts or supporting documentation contain all sixteen digits of the credit card number, please mark out the first twelve digits in order to keep your credit card information secure
- 9.8.** If receipts are missing, the Cardholder must request a copy from the vendor. If unable to obtain a copy from the vendor, the Cardholder can request a copy from J.P. Morgan Chase. The bank will provide a copy for a fee of \$10.00, which will be charged to the Cardholder's P-Card account.
- 9.9.** If a transaction is not approved by the required date (see Billing Cycle Schedule), the following action will take place:

If not approved within:

- 10 days: An e-mail reminder will be sent to the Cardholder and Primary Approving Official;
- 20 days: The Cardholder's default organization will be charged;
- 45 days: The P-Card will be cancelled.

10. Disputed Transactions

10.1. Dispute of Statement Item

Items that appear as daily on-line charges from J.P. Morgan Chase may be disputed, as long as the disputed transaction is reported to J.P. Morgan Chase within sixty (60) days from the transaction's Post Date.

If there is a problem with a charge, the Cardholder or the Primary Approving Official should first contact the vendor where the purchase was made and try to resolve the discrepancy. If this does not remedy the situation, the Cardholder or the Primary Approving Official should immediately dispute the transaction on PaymentNet.

During J.P. Morgan Chase's investigation, they will not issue a credit to the P-Card account in question for the disputed amount until the dispute has been resolved.

When the investigation is complete, the Cardholder or Primary Approving Official will be notified of the resolution. Account adjustments will be made as necessary.

11. Payment

Eastern Illinois University pays J.P. Morgan Chase once each billing cycle.

12. Audits

The Department of Procurement, Disbursements and Contract Services and Internal Auditing will conduct random and scheduled audits. Inappropriate use of the P-Card will be dealt with in accordance with this policy and procedures manual.

13. Lost, Stolen, Misplaced or Damaged Cards

Cardholders are responsible for always keeping the P-Card secure.

Immediately upon realizing the P-Card is lost, stolen, misplaced or damaged, the Cardholder must notify all of the following:

- J.P. Morgan Chase 1-800-270-7760
- Department of Procurement,
Disbursements and Contract Services 217-581-5313
- Account Manager

14. Cancellation of Cards

If a Cardholder terminates employment, transfers to another department or assumes different duties that do not require the use of a P-Card, the *Purchasing Card Maintenance Form* should be completed immediately and submitted to the P-Card Administrator.

15. Updating Cardholder/Department Information

Changes to update Cardholder or Department information must be submitted on the Purchasing Card Maintenance Form.

When a new Approving Official assumes responsibilities for existing Cardholders, the Purchasing Card Maintenance Form must be completed. If any other changes are necessary, contact the Department of Procurement, Disbursements and Contract Services for assistance.

16. Definitions

16.1. Account Manager: The Eastern Illinois University employee who has been assigned responsibility for an account through an approval process.

16.2. Assistant P-Card Administrators: The Eastern Illinois University employees from the Department of Procurement, Disbursements and Contract Services (along with the P-Card Administrator) responsible for administering the P-Card Program for the University.

16.3. Banner Organization Number: The Eastern Illinois University general ledger organization numbers assigned to a P-Card. Each P-Card will have a primary default organization number assigned to it. All charges made with the P-Card will

be posted to the default organization number if the charges are not reallocated in the PaymentNet system by the designated deadline.

- 16.4. Cardholder: The Eastern Illinois University employee who has been authorized by the Account Manager and the P-Card Administrators to make purchases on the P-Card. This person is accountable for all charges he or she makes with that card.
- 16.5. Conflict of Interest Disclosure*: The form that must be completed to identify an actual or potential situation in which the personal interests of a vendor or employee are, or appear to be, in conflict with the best interests of the University.
- 16.6. Commercial Card Statement: A report available from J.P. Morgan Chase through **PaymentNet** detailing transaction activity for an individual card account number for purchases made during the monthly billing cycle.
- 16.7. Merchant Commodity Code (MCC): The MCC is a four digit code assigned to every vendor that accepts MasterCard. Examples: The MCC #5411 – County Market Grocery Stores, #5251 – Ace American Hardware.

MCCs are assigned by the vendor's bank. Eastern Illinois University has no control over what MCC is assigned to a vendor.

- 16.8. Monthly Spending Limit: The total amount of charges allowed per card per month.
- 16.9. PaymentNet: An Internet-based financial reporting system owned by J.P. Morgan Chase. The system is a secure web site, which is derived and maintained by J.P. Morgan Chase, using the vendor's internal servers. Access to PaymentNet requires a secure password for the Cardholder and Approving Official in order to review, change and approve P-Card transactions. The P-Card Administrator sets up your password.
- 16.10. P-Card Administrator: The Eastern Illinois University employee from the Department of Procurement, Disbursements and Contract Services responsible for administering the P-Card Program for the University and acting as the main contact between Eastern Illinois University and J.P. Morgan Chase.
- 16.11. Primary Approving Official: The Eastern Illinois University employee within each Department who is primarily responsible for approving a Cardholder's transactions for payment in the PaymentNet system. Primary Approving Officials have the ability to reallocate individual charges to multiple organization numbers. A Primary Approving Official may oversee more than one Cardholder account, depending on how the Department elects to manage its accounts. The Primary Approving Official is also responsible for verifying that all charges against the Cardholder's account for that Department are backed up by the appropriate supporting documentation and that the documentation is received and retained by the Department
- 16.12. Purchasing Card (P-Card): A J.P. Morgan Chase MasterCard issued to an employee of Eastern Illinois University for the purpose of making authorized business-related purchases on behalf of the University. The University will issue payment to J.P. Morgan Chase for charges made with the P-Card.

- 16.13.** Purchasing Card Agreement*: An agreement form signed by the Cardholder and the Account Manager, which verifies that the Cardholder has read and understands the guidelines set forth in the P-Card Program Policy and Procedures Manual and agrees to comply with them.
- 16.14.** Purchasing Card Application*: The form to be completed by prospective Cardholders to obtain a P-Card.
- 16.15.** Purchasing Card Maintenance Form*: The form that must be completed to update Cardholder information or to cancel a card.
- 16.16.** Purchasing Card Transaction Control Log*: A log (document/record) that identifies all card activity (charges/returns, etc.). A transaction log must be maintained by each Cardholder and used to reconcile receipts to the Commercial Card Statement.
- 16.17.** Secondary Approving Official: Assumes responsibilities in the absence of the Primary Approving Official.
- 16.18.** Single Transaction Limit: The total dollar amount (as determined by P-Card Administrators) allowed for a single purchase. The single purchase may include multiple items but the total dollars expended may not exceed the Cardholder's limit.
- 16.19.** Splitting or Stringing: Splitting or stringing purchases is the practice of processing multiple transactions with a vendor in order to avoid the transaction limit.
- 16.20.** Supporting Documentation: A vendor-produced or non-University document that records the relevant details for each item purchased including quantities, dollar amounts, a description of what was purchased, the total charge amount, and the vendor's name and address (i.e. sales receipt, original invoice, credit receipt, etc.).
- 16.21.** Vendor: One who sells goods or services.

*All forms can be found on-line at <http://www.eiu.edu/purchase/pcard.php>.