
Purchasing Card Policy

Table of Contents

PURCHASING CARD POLICY OVERVIEW.....	3
<i>Key Highlights of the P-Card.....</i>	3
<i>A. Purpose and Goals of the P-Card</i>	4
<i>B. Obtaining a P-Card.....</i>	4
<i>C. Card Security</i>	4
<i>D. Using the Card.....</i>	4
<i>E. Preauthorized Charges.....</i>	5
<i>F. Transfer within the College</i>	5
<i>G. Separation from the College</i>	5
<i>H. Card Cancellation</i>	5
<i>I. Making a Purchase with the P-Card.....</i>	6
<i>J. Recommended Uses for the P-Card</i>	6
<i>K. Prohibited Use of the P-Card.....</i>	7
<i>L. Billing Reconciliation and Verification.....</i>	7
<i>a. Monthly Reconciliation</i>	7
<i>b. Reconciliation Process.....</i>	7
<i>c. Expense Categorization.....</i>	8
<i>d. Supervisor Approval.....</i>	8
<i>e. Disputing a Charge.....</i>	8
<i>f. Returning Item(s).....</i>	8
<i>g. Termination/Cancellation of the Purchasing Card</i>	8
<i>h. Lost/Stolen Card</i>	9

PURCHASING CARD POLICY OVERVIEW

Unimarket is Teachers College's preferred source of procurement, and our goal is to perform all procurement transactions via Unimarket when appropriate. Given the enhancement made to the available vendors in Unimarket, it is no longer necessary to maintain a larger P-Card program. As such, the College will discontinue the P-Card Program for most users except for departments that need to maintain P-Cards for high-volume, recurring mission-critical activities that can

not be paid for via Unimarket. The purpose of this policy is to provide guidelines and consistency of use for the limited remaining P-Card users that meet such criteria.

The College sponsors the P-Card program to allow individuals designated by their department to make specific business-related purchases to be paid directly by the College. The College is liable to the Card Issuer, JPMorgan Chase, for all valid transactions and pays them directly.

It is the responsibility of all College personnel who participate in the P-Card program to review and understand this policy in its entirety. All forms related to the program are available through the Purchasing Office, Room 29 Zankel.

Transactions for a month will range from the 26th of the current month to the 25th of the subsequent month.

Key Highlights of the P-Card

- I. The P-Card can be used for:
 - a. High-volume, recurring mission critical purchases (e.g., Emergency, etc.) that cannot be paid via Unimarket
 - b. Goods and services that cannot be procured through Unimarket for various operational reasons (please contact Purchasing for additional assistance)
- II. Receipts need to be scanned and uploaded to Google Drive.
- III. Monthly statements will be uploaded to the Cardholder's Departmental folder.
- IV. There are limited Merchant Commodity Codes (MCC) associated with the P-Card, which restricts the types of purchases that may be made with the card.

A. Purpose and Goals of the P-Card

The P-Card program provides an efficient, cost effective method of purchasing and paying for high-volume, recurring mission-critical activities that cannot be paid for via Unimarket. These procedures provide the guidelines for the use of a Purchasing Card.

- The P-Card is similar to a standard charge card, except payment is made by the College.
- Each card is the property of the College and is to be used ONLY for College purchases as defined in this document.

B. Obtaining a P-Card

All prospective Cardholders must be a full-time employee of the College before a card can be issued. To request a card, an employee will need to complete and sign JPMorgan Application and TC Purchasing Card Agreement, obtain the necessary departmental approvals, and then forward the forms to the Purchasing Office.

C. Card Security

The P-Card and all account information should be kept in a secure place, and the card number should not be posted or visible in any place that is accessible by others. The Departmental Cardholder is directly responsible for the physical security of their card and account information. It is against policy for any individual other than the Departmental Cardholder to use the P-Card, and failure to abide by this may result in card revocation and/or other disciplinary action. If the Departmental Cardholder will be absent from the office for an extended period, the appropriate Vice President or Department Chair may request that the card be suspended, and a new Departmental Card be issued to a different individual for the duration of the absence.

D. Using the Card

If transactions cannot be acquired through Unimarket and are greater than \$500, please contact the Purchasing Office for assistance in procuring Goods/Services in this situation.

All P-Card holders must comply with these guidelines and holders may be personally responsible for charges not in compliance with these guidelines.

When placing your orders, you should supply the following information:

- Identification as a Teachers College employee
- Cardholder Name/Department
- Individual card number
- Expiration date of the card and CVV number
- Teachers College New York State Tax-exempt status and number. This information is contained on the face of the card
- Delivery address (Teachers College, Attn: Person name, 502 West 121st St, Russell Hall Basement, New York, NY 10027)

E. Preauthorized Charges

If arrangements have been made for preauthorized charges such as a marketing platform subscription or membership and the Cardholder leaves the College, the vendor must be notified that the account has been closed and all preauthorized charges should be stopped. Failure to contact the vendor regarding a closed account number that a vendor has on file will result in future transactions being placed on the card, regardless if the account was closed.

F. Transfer within the College

Cardholders who transfer within the College to another department must surrender their P-Card and all supporting documentation to their immediate supervisor before transferring to close the account. If the Cardholder will require the use of a P-Card in his/her new position, he/she must submit a new TC Purchasing Card Agreement signed by the individual's new unit head authorized to sign for P-Cards and then forward them to the Purchasing Department.

G. Separation from the College

Prior to separation from the College, Cardholders must surrender their P-Card and corresponding support documentation to their immediate supervisor. It is the unit's responsibility to assure the return of the P-Card and notify the Purchasing Department (purchasing@tc.columbia.edu) to immediately cancel the card.

H. Card Cancellation

An e-mail message should be sent from the Department to the Purchasing Department requesting the Cardholder's account be closed. If a card is to be cancelled due to theft or fraud, an email should be sent immediately to the Purchasing Department. If the card is to be replaced, an e-mail

message from the department head is required before the Purchasing Department will request a replacement card.

I. Making a Purchase with the P-Card

The Cardholder must confirm that the selected merchant accepts MasterCard.

When making purchases in person, the Cardholder must sign the charge receipt and retain the customer copy. The Cardholder must have the itemized original receipts to support their purchases. The Cardholder should verify that either the charge receipt or sales receipt complies with the requirements for supporting documentation. Teachers College is exempt from New York and New Jersey state sales tax. It is the Cardholder's responsibility to ensure that this tax is not charged. The College's NYS tax exempt number is printed on the front of the card in the bottom left hand corner beneath the Cardholder's name. When making purchases via telephone, the Internet, and mail order, Cardholders should give the merchant the account number embossed on their card and direct the merchant to include the following on the shipping label and/or packing slip: The delivery address (Teachers College, Attn: Person name, 502 West 121st St, Russell Hall Basement, New York, NY 10027).

Regardless of who receives the shipment, the Cardholder is responsible for obtaining all documentation (packing slips, mail order form copies, etc.) related to the purchase and verifying that the documentation complies with the requirements for supporting documentation – See Billing Reconciliation and Verification below.

J. Recommended Uses for the P-Card

P-Card usage for authorized cardholders are limited to high-volume, recurring mission critical purchases that cannot be paid via Unimarket to fulfill their duties as an employee of the College. Transactions that are placed on the P-Card should not conflict with any of the College's Policies. Personal purchases may not be made with the card, even if the Cardholder's intent is to reimburse the College. Personal purchases made with the card subject the Cardholder to disciplinary action up to and including possible card cancellation and/or termination of employment.

K. Prohibited Use of the P-Card

In addition to items listed in Appendix A on page 9, the use of departmental P-Card's to purchase gift cards/e-gift cards is prohibited. To adhere to College and Federal regulations, the College has a Gift Card Policy to guide users through the process. For additional information contact Purchasing at 212.678.3136.

Violation of College policy may result in disciplinary action and the revocation of the user's P-Card privileges.

L. Billing Reconciliation and Verification

Departments are responsible for the monthly reconciliation of their card statements. The monthly cardholder statement received from JPMorgan Chase has the detail charges made during the billing cycle. This information must be reviewed promptly for accuracy. There will be a central repository folder setup in Google Drive for each department to scan receipts. It is the expectation of each cardholder/reconciler to reconcile their monthly transactions in a timely fashion and have the records accessible for random audits and review.

a. Monthly Reconciliation

The billing cycle runs from the 26th of the previous month to the 25th of the current month. All reconciliations must be completed on-line (SmartData) no later than seven (7) days after the 25th to ensure the transactions are available for TC's monthly closing.

b. Reconciliation Process

- After closing of billing cycle, a copy of the monthly transaction statement is uploaded to the Cardholder's Departmental folder and an email sent to their Supervisor for review and approval.
- Each cardholder receives a monthly email on the 26th from JP Morgan entitled "Monthly P-Card Reconciliation Reminder"
- The cardholder is required to reconcile each charge on the statement to the corresponding original receipt for each billing cycle (26th to 25th). The reconciliation must be finished within 7 days after the 25th, so the transactions are available for TC's monthly closing.
- All original receipts corresponding to P-Card transactions need to be scanned to the Departmental folder for the respective billing cycle ([Google Drive P-Card Monthly Cardholder Documentation](#)). All hardcopies will also need to be retained with the department.

- If the recipient of the goods and/or services is different than the cardholder, then the recipient should sign the receipt, packing slip, or other documentation.

c. Expense Categorization

Each month the cardholder should review expenses on-line (SmartData) and assign any charges to the appropriate Index and Account number. The cardholder will have up to seven days after the close of the billing cycle to assign the appropriate Account codes.

d. Supervisor Approval

To ensure the appropriate business purpose, and accuracy of transactions, supervisors are required to review and approve transactions in a timely manner upon receiving notification that the monthly statements have been uploaded to the Departmental folders.

e. Disputing a Charge

Disputed billing can result from failure to receive goods or services, fraud, incorrect amounts, duplicate charges, etc. The cardholder should contact the supplier first to resolve any outstanding issues. Notify JPMorgan Chase Customer Service at 1-800-270-7760, in case of a dispute and contact the Purchasing Office.

Note that, by law, suppliers are not allowed to bill your card for purchases until the items have been shipped.

f. Returning Item(s)

It is essential that the supplier be contacted for a return authorization. Items should be returned directly to the supplier by whichever means the supplier requires. Retain supporting documentation on file. The cardholder is responsible for ensuring that proper credit is posted for any returned item(s).

Contact the Purchasing Office, if any assistance is required.

g. Termination/Cancellation of the Purchasing Card

Purchasing cards may be cancelled if a department or individual does not comply with policies and procedures stated in this document.

h. Lost/Stolen Card

Immediately notify JPMorgan Chase at 1-800-270-7760 and the Purchasing Office, if the card is lost or stolen.

APPENDIX A – Excluded Merchant Category Codes (MCC)

The following is a list of the Merchant Category Codes (MCC) that are blocked in the Standard Exclusion Template.

Accounting, Auditing and Bookkeeping Services
All Airlines
All Car Rental Agencies
All Hotels, Motels, and Resorts
Aquariums, Seaquariums and Dolphinariums
Automobile Rental and Leasing
Bus Lines
Cleaning And Maintenance Janitorial Services
Employment Agencies Temporary Help Services
Financial Institutions-Automated Cash Disbursement
Financial Institutions-Manual Cash Disbursements
Financial Institutions-Merchandise Services/Convenience Checks
Florists
Gift Cards/e-Gift Cards
Local + Suburban Pass Transportation Including Ferries
Passenger Railways
Railroads
Restaurants/Deli/Delivery Apps
Stenographic And Secretarial Support Services
Taxicabs-Limousines
Tolls Road and Bridge Fees
Travel Agencies and Tour Operators
Video Amusement Game Supplies