



Purchasing Card and Accounts Payable Updates

December 2013

Purchasing and Accounts Payable (AP) Policies

- Only original invoices and receipts are acceptable. Receipt and invoice copies are not acceptable.
- The purpose of the purchase should be written on all PCard receipts.
- Proper approval signatures should be evident on all purchase requisitions and all accompanying invoices.
- A confirmation or print-screen should be submitted for all online PCard purchases.
- PCards may not be used for personal purchases.
- Reimbursement requests for meal expenses should include a detailed receipt of what was purchased along with the actual credit card receipt.
- A description of the event and/or purchase should also be included with all reimbursement requests.
- Gifts given to anyone for occasions such as birthdays, weddings, Christmas, baby showers, going away, or any similar event will not be reimbursed and should not be purchased using Elizabethtown College funds.

Purchase Approval Limits

- The Department Head is not required to sign the invoice or receipt for purchases under \$1,000.
- Purchases between \$1,001 - \$5,000 require a signature approval on the invoice, purchase requisition, or purchase order.
- Payment requests for \$5,001 and over should be processed using a Purchase Order.

Transaction Amount	Approval Department Head	Approval Senior Staff	Approval VP for Finance
\$1,000	x		
\$1,001- \$5,000	x	x	
\$5,001 and over	x	x	x

Personal Expense Reimbursement Policy

Using the PCard for personal items is not acceptable. Should the card be used in error, cardholders are required to reimburse the college within 30 days of the charge. If reimbursement is not made within 30 days, the PCard will be permanently deactivated. The cardholder will also permanently relinquish all rights to obtain a new PCard.

- Frequent personal use will lead to card deactivation.
- The PCard Reimbursement form must be completed and submitted with all PCard reimbursements.



Purchasing Card

Elizabethtown College policies, as well as good business practices, must be followed in using the PCard.

- The PCard functions as an alternative to a check, the same approval limits apply to both.
- Transactions cannot be split to circumvent the \$1,000 limit.
- Card limits will **NOT** be increased.
- Cards cannot be shared.
- Allocation and statement submission is required (Monthly).
- PCard training is required for new cards.
- PCards will be deactivated for non-compliance.

Payment Alternatives to the PCard

1) The Business Office PCard

Submit an approved purchase requisition, along with the invoice, to the Business Office for processing.

2) Personal Reimbursement

You may pay with a personal credit card and be reimbursed by submitting an approved purchase requisition. Checks are produced every Friday for check requests received by 12 p.m. on the preceding Wednesday.

PCard Responsibilities (Monthly)

Responsibility	Task	Due Date
Online Allocation (Cardholder)	Use ActivePay website to assign the correct budget number and transaction description.	10 th of each month (January allocations due February 10 th)
Statement and Receipt Reconciliation (Cardholder)	Attach original receipts and missing receipt forms to the signed statement and submit to Statement Approver for signatures.	The last day of the next month (January statements due February 28)
Statement Review & Approval (Cardholder's Direct Report)	Review PCard transactions within area of responsibility to ensure appropriateness. Verify receipts are included and documented according to PCard Policies. Sign Missing Receipt forms if applicable. Initial the bottom of the cardholder's statement and submit completed statements to the Purchasing Department by the due dates.	The last day of the next month (January statements due February 28)



PCard Statement & Support Documentation

Support documentation is required for ALL PCard transactions. Attach the matching documentation/receipts to the corresponding statement.

- Travel and entertainment receipts must include number of people present and purpose.
- The Cardholder and the Department Head are required to sign the statement.
- Statements can be found on the ActivePay website.

Statement Reconciliation & Approval Signatures

The cardholder and Department Head must sign the statement as confirmation of reconciliation and approval.

PCard Deadlines & Deactivations

If PCard procedures are not followed, the PCard will be suspended until the proper documentation/paperwork is received. Card suspensions and deactivations are at the discretion of the PCard Administrator.

Reasons for suspension and/or deactivation include:

- Transactions not allocated by the due date.
- Statements not submitted by the due date.
- Excessive use of the Missing Receipt form.
- Use of the PCard for non-business related items.

AllocationDue the 10th of each month

(Example: January allocations due February 10th)

Transactions not allocated by the 10th will be unavailable for allocation changes via the website or by request of a journal entry.

Statement & Support DocumentationDue the last day of the month

(Example: January statements due February 28th)

- Statement documentation not received by due date WILL BE considered delinquent!
- Delinquent account/cards will be suspended the day following the due date.
(Per above: 30 days from close of cycle) for a minimum of 10 days, plus time necessary to complete the review process.
- Should a statement be missing in between months (i.e.-Jan. and Mar. received but not Feb.) account will be suspended until missing statement is received and reviewed.
- Upon suspension-Card Holder, Approver/Director/ Department Head, and Allocator will be notified.

Forms & Guides on the Web

The following forms are available under the downloadable forms section of the Business Office website (www.etown.edu/businessoffice).

- Faculty Research Grant Funds Request Form
- Professional Development Funds Request Form
- Purchase Requisition
- Travel Voucher

PCard guides and forms can be found under- Tiffany Wells/ public folder/ PCard.

Contacts

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