

CONTACTS

Questions about enrollment, reporting, general purchasing questions, etc. should be directed to:

Purchasing Card Administrators: Lora Lidaywa or Cindy Baxter
Purchasing Office
Sherman Hall 227
Macomb, IL 61455
309/298-1819
309/298-1927 fax
Pcard@wiu.edu

Questions about account allocation, payment information should be directed to Business Services at 298-1811

Emergency Services or Lost Card: 1-800-307-7309

1. OVERVIEW OF PROCUREMENT CARD PROGRAM

1.1 PURPOSE

This program is designed to improve efficiency in purchasing low dollar (under \$5,000) goods and services.

NOTE: The procurement card cannot be used for personal purchases under any circumstances.

1.2 BENEFITS

The use of the procurement card will

- 1.2.1 Provide improved customer relations by allowing employees to obtain certain goods and services faster and easier.
- 1.2.2 Enable employees to be more efficient and focus on the primary aspects of their jobs.
- 1.2.3 Reduce paperwork and processing time at plant level as well as in Purchasing and Accounts Payable.
- 1.2.4 Provide cost savings through consolidated payments. The University will issue a monthly payment to the credit card provider instead of multiple supplier payments.

1.3 THE CREDIT CARD COMPANY

The program is provided by JP Morgan Chase which offers a web based software solution called PaymentNet 4 that simplifies and accelerates the reconciliation process.

2. WHERE TO GET HELP

1.1 DISPUTES

Before a transaction is disputed, you must first attempt to resolve the issue directly with the merchant. If the merchant fails to resolve the issue, an online dispute can be initiated in PaymentNet 4. Sales tax is not a valid reason to dispute a transaction. Do not dispute a charge if it has already been reported as fraudulent. Instructions are listed on the Cardholder Quick Reference Card.

JP Morgan
P.O. Box 2017
Elgin, IL 60121
Disputes: 888-297-0768

1.2 SUPPORT AND ASSISTANCE

Purchasing Card Administrators: Lora Lidaywa or Cindy Baxter,

3. PROCUREMENT CARD

3.1 ISSUANCE

The procurement card is issued by Western Illinois University in coordination with JP Morgan.

The Procurement Card Application is filled out by the web based program in PaymentNet 4. It can be found at <https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#applyc02be91e-b770-41d2-8257-47b1d2e4082c>. Cardholder Agreement must be completed, signed and returned to Purchasing before the procurement card will be issued.

The procurement card will include the Cardholder's institution and Department name.

All purchases are exempt from sales tax. The University exempt number is included on the goldenrod card issued with the credit card. The goldenrod card must be presented when each purchase is made in order for tax exemption to be granted by vendors.

Cardholder must attend training before procurement card will be issued.

Cardholder must pick up the procurement card in person in the Purchasing Office, Sherman Hall 227

Cardholder must sign the back of the procurement card in the presence of Purchasing personnel.

Cardholder must be a Western Illinois University staff member (students are not eligible to receive a card).

Cardholder's Manager (Approver) must have internet access to PaymentNet 4 in order to approve cardholder's monthly transactions.

3.2 PROCUREMENT CARD LIMITS AND RESTRICTIONS

3.2.1 Limits

- 3.2.1.1 10 purchases a day, typically (more than 10 purchases a day may be reviewed more closely by the PCard staff)
- 3.2.1.2 Dollar limit shall not exceed your simplified limit per transaction - \$5,000 normally
- 3.2.1.3 Monthly spending limit is usually \$15,000
- 3.2.1.4 Limits may be negotiated between the department and Purchasing
- 3.2.1.5 Higher Transaction Request form (found on page 17) must be completed and returned to the Purchasing Office after all approvals have been made.

3.2.2 P-Card Usage

3.2.2.1 Acceptable P-Card Use Examples

- 3.2.2.1.1 Books
- 3.2.2.1.2 Periodicals
- 3.2.2.1.3 Office and lab supplies
- 3.2.2.1.4 Small to retail purchases
- 3.2.2.1.5 Other small dollar items traditionally purchased on a purchase order or paid by DPA
- 3.2.2.1.6 Registration fees
- 3.2.2.1.7 Travel – lodging, airfare, train, car rental, taxi, etc.

3.2.2.2 Limited P-Card Use

- 3.2.2.2.1 Alcoholic Beverages (Foundation accounts)
- 3.2.2.2.2 Automotive Repairs – Garage use only

- 3.2.2.2.3 Printing including Business Cards must be purchased through DPS only
- 3.2.2.2.4 Furniture - Requires State of Illinois Central Management Services approval. Departments must obtain prior approval from the Purchasing Office to purchase furniture.
- 3.2.2.2.5 Charter Bus - must be arranged through Purchasing
- 3.2.2.2.6 Controlled and Prescription Drugs appropriate departments only (Beu Health Center)
- 3.2.2.2.7 Gifts/Gift Cards (see section 3.2.3.6 below)
- 3.2.2.2.8 Hazardous Chemicals and Materials (including radioactive material)
- 3.2.2.2.9 Logo/Licensing including items containing the University's logo such as t-shirts, etc. – needs prior approval from University Marketing
- 3.2.2.2.10 Telephone Equipment - must be approved by Telecommunications
- 3.2.2.2.11 Vehicle Purchases - must be approved by Transportation Services

3.2.2.3 Prohibited P-Card Use

- 3.2.2.3.1 Purchases requiring a University Contract Professional and Artistic Services - Contractual Services including Consultants and Speakers. Contracts are to be approved by the appropriate Vice Presidents.
- 3.2.2.3.2 Current Phase Order Contracts
- 3.2.2.3.3 Carpet/Flooring
- 3.2.2.3.4 Draperies
- 3.2.2.3.5 Cash Advances
- 3.2.2.3.6 Cash Refunds
- 3.2.2.3.7 Charter Airplane – must be arranged through Purchasing
- 3.2.2.3.8 Construction Services including Remodeling
- 3.2.2.3.9 Donations
- 3.2.2.3.10 Ethyl Alcohol (alcohol permit required)
- 3.2.2.3.11 Fines, Late Fees or Penalties, Interest and Finance charges
- 3.2.2.3.12 Internet gambling/gaming
- 3.2.2.3.13 Labor
- 3.2.2.3.14 Real Property Leases
- 3.2.2.3.15 Personal Items
- 3.2.2.3.16 Personal Meals – including meals while in travel status
- 3.2.2.3.17 Postage Stamps – must be purchased through DPS Mail Services
- 3.2.2.3.18 Purchasing involving Trade or Real Property – must be approved by Property Accounting
- 3.2.2.3.19 Purchases within the University (Brook Tech Computer Store, Foundation and inter-department services)
- 3.2.2.3.20 Utility Payments
- 3.2.2.3.21 Weapons/Ammunition – must be purchased through Purchasing
- 3.2.2.3.22 Employee expenses while in travel status, except for the purchase of hotel, air, rail or vehicle transportation. Travel status expenses are those expenses that can be reimbursed on a travel voucher (such as meals). All expenditures are to be made in accordance with University travel policies and regulations, including the reimbursable rates. Any over expenditure will be deducted from the employee's travel reimbursement or the employee will be required to reimburse the University.

visiting dignitaries.. The purpose of the refreshments must be listed in the transaction notes in PaymentNet 4. Refreshments purchased for purposes other than those listed requires the prior approval of the President or the respective vice president. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to monthly statement.

3.2.3.4 Meals - all requests for purchase of meals identify the group and provide a business purpose for the meal (indicate in Transaction Notes in PaymentNet 4). The list of attendees may be in summarized form. (Does not include meals while in travel status, which is prohibited) For additional, more complete information, please refer to the Policy on Business/Departmental Expenses <https://www.wiu.edu/vpas/policies/busexp.php>

3.2.3.4.1 Business meals involving University employees only - University funds cannot be used to purchase meals where only University employees are in attendance. Exceptions be made with prior approval of the dean (if applicable) and the respective vice president or president. The only exceptions will be considered by deans, vice presidents, or the president are those meals which the employee is expected to attend as part of his/her university employment. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to monthly statement.

3.2.3.4.2 Meals involving Students - are permitted for student orientation, student recruitment or when students are being trained for employment. Reasonable faculty/staff

Place your order with the supplier. The supplier will need your card number, expiration date and tax exempt number. Give the supplier name, department, building name, room number and zip code so that they can make delivery to you. Ask the supplier to include an itemized invoice/receipt. It may be a good idea to keep a record of these orders so that you can be sure your order is received. Attach all receipts for the month to the statement and forward to the Business Services for scanning.

3.3.3 Over the Web

Please only utilize web based ordering with supplier encrypt data transmission for security. Ask the supplier to include an invoice/receipt. Make a copy of the order page; many companies provide an on-line invoice that may be printed at the time the order is placed. Remember an itemized receipt is required. Attach all receipts for the month to the statement and forward to Business Services for scanning.

3.4 TRAVEL

The procurement card may be used for transportation and lodging expenses while employees are in status. Cardholders are responsible for ensuring that charges are within the allowable rates set by the State of Illinois and the University. Include in the designated fields the name of the person traveling, destination and dates. List the purpose of travel in the transaction notes.

All original receipts are to be attached to the employee travel voucher. Copies of the receipts should be attached to the monthly credit card statement. The Business Office will calculate the travel voucher amount. Indicate on the travel voucher what was paid on the procurement card. If the charges made on the procurement card exceed the allowable rates, then the employee will be reduced accordingly. If the per diem will not cover the overage then the employee is responsible to refund to the University any amount overspent.

3.5 WHAT IF MY CARD IS DECLINED ?

Cardholders can review their transactions in real time, under the Transactions drop down and select Authorizations/Declines. You may also contact JPMorgan customer service at 1-800-270-7760. Their customer service representatives are available 24 hours per day.

The most common reasons for decline are: the merchant entered a wrong expiration date; dollar amount of the transaction exceeds the single transaction limit on the card; or the MCC has been blocked from your card.

3.6 TAX EXEMPTION

The University is tax exempt and will not pay for sales tax. The Cardholder is responsible for insuring that sales tax is not charged at the time of purchase. If sales tax is charged, the cardholder is responsible for getting a credit issued back to the P-Card or reimbursing the University for the tax. A copy of the current tax exempt letter is included on page 21 of the manual. A copy is also available on the Purchasing Office website (www.wiu.edu/vpas/purchasing). Amazon began collecting sales tax in Illinois on February 1, 2015. As a State agency, Western Illinois University is exempt from sales tax. The University must ensure that personal and business purchases made on the same Amazon account.

3.7 RECEIPTS

An original itemized receipt from the vendor must support each and every purchase. Copies or facsimiles are acceptable when the original is available. The receipt must include:

Attach all of the month's receipts/invoices/approvals to the statement and forward them to the Business Office for scanning. If statements are received after the following month, they are subject to 100% review.

In order to reduce fraud cardholders should black out all but the last four digits of their card number, expiration date and/or security code on any of the receipts before submitting them to the Business Office.

3.9 RETURNS, DAMAGED GOODS, CREDITS

The Cardholder is responsible for making any necessary returns. The Cardholder should work directly with the supplier. Here are some guidelines:

- 3.9.1 Always retain boxes, containers, special packaging slips, etc., until certain the goods will be kept. Some items such as software or fragile pieces be returned without the original packing materials.
- 3.9.2 Read all enclosed instructions carefully. Often a phone number and other instructions for returning goods are included in the packing slip and/or receipt.
- 3.9.3 Many companies require Return Merchandise Authorization (RMA) number before they will accept a return. If the number is not obtained, the package may be refused and no credit issued.
- 3.9.4 In some cases there may be a restocking fee (a percentage of the purchase cost). This should only be charged if the vendor is not responsible for the return.

Always make sure the return is properly credited to your account. The credit must be credited to the same account number and detail object code as the original charge.

3.10 REIMBURSEMENTS TO THE UNIVERSITY

Individual cardholders must reimburse the University for unapproved or improper expenditures placed on their Pcard, including the payment of taxes which the University is exempt. A copy of the check deposited and the deposit slip must be included with the statement along with a written statement of why the deposit was necessary.

4. FINANCIAL ACCOUNTING SYSTEM (FRS)

Transactions from PaymentNet 4 will be charged against University account on a weekly basis. Only transactions that have been reviewed and approved by the Card Approver will be entered into FRS. Credit card transactions appear with the transaction ID followed by the vendor name. Details of the transaction can be traced to PaymentNet 4 using the transaction number.

5. WHAT IS AN MCC CODE?

An MCC or Merchant Commodity Code is a four-digit code assigned to every supplier that accepts MasterCard. The bank that processes the supplier's card assigns the MCC to that supplier. WIU has no control over what MCCs are assigned to suppliers. Each vendor is assigned only one MCC.

For every purchase transaction, the supplier's MCC is compared to the list of authorized MCCs for the procurement card being used. If a supplier has an MCC that is not included as an authorized code, the transaction will be refused. The MCC and the card limits provide the University and the Cardholder with additional security that the procurement card will not be misused.

Procurement card users are assigned the MCC Group that relates to their needs as a purchaser.

6. REPORTING LOST OR STOLEN CARDS

Immediately call JPMorgan and report the lost or stolen procurement card. JPMorgan representatives are available 24 hours per day, seven days per week. Advise that the card is a WIU procurement card. This notification must be made immediately as the University is responsible for all charges until the notification is made. The JPMorgan number is:

Lost or Stolen Card: (800) 270-7760

Also, notify the Procurement Card Administration at 208-1819 or by e-mail to Lora Lidaywa at LJ-Lidaywa@wiu.edu, Cindy Baxter at CA-Baxter@wiu.edu, or PCard@wiu.edu.

7. SPLITTING OR STRINGING PURCHASES

Splitting or stringing purchases is the practice of making multiple charges to obtain like items or services, with the willful intent to circumvent the purchasing policy of splitting bids. Splitting or stringing is prohibited. Repeated occurrences may result in cancellation of the card.

8. PAYMENTNET 4 RECONCILIATION

- 8.1 Procurement card transactions are available for review and approval by Cardholders and Approvers on a daily basis as they are received from the bank, through PaymentNet 4 at <https://www.paymentnet.jpmorgan.com>. Cardholders should review transactions on a daily basis as charges will not be deducted from the University Account (ARS) until approved. All transactions must be reviewed and approved within 30 days to avoid P-Card suspension. A reminder will be e-mailed daily. Cardholders who have transactions available for review and Approvers will get a daily e-mail if they have transactions awaiting their approval. The e-mail comes from moreplies@paymentnet.jpmorgan.com and the subject line states PaymentNet: New transactions for Review (or Approval depending on the case).
- 8.2 Card Approvers must reconcile the individual posts to the on-line transaction view in PaymentNet 4. Do not wait for your statement to arrive, review and approve as they post to PaymentNet4.
- 8.3 Any discrepancies in billing must be marked as disputed charges using the on-line system. Departments should initially dispute with the supplier then if unresolved follow the dispute procedure in PaymentNet. Information is automatically forwarded to JPMorgan through PaymentNet 4.
- 8.4 Cardholder Statement of Account is available either by mail or downloaded through PaymentNet 4. Statements are issued to each Cardholder. Billing is provided from the 20th of one month to the 19th of the next. The exception is if the 20th falls on a weekend or holiday. Statements are available for download for up to 24 months.
- 8.5 Cardholder Statement of Account along with itemized receipts and backup documentation must be forwarded by the Cardholder or Card Manager to the University.

- 8.6.1 Any backup paperwork (VP Approvals) must be attached to statement.
- 8.6.2 Receipts must be submitted with statement, otherwise, do not submit the statement.
- 8.6.3 Receipts must be in order as listed on the statement.
- 8.6.4 White-out all but the last 4 digits of account number.
- 8.6.5 Must submit statement within 30 days to avoid card suspension.

8.7 Missing receipts. Cardholders must contact the vendor to request a copy of the receipt. If the cardholder is unable to obtain the copy, then contact Cindy Baxter (CindyBaxter@wiu.edu or 298-1819) in Purchasing for assistance.

9. REVIEW OF TRANSACTIONS

The Procurement Card Administrators will periodically review transactions made by departments. They will review expenditures for the following:

- 9.1 Purchase of restricted items
- 9.2 Split ordering
- 9.3 Personal purchases
- 9.4 Spending in excess of transaction limit
- 9.5 Appropriateness of items purchased
- 9.6 Appropriate use of non-prime vendor suppliers
- 9.7 Forwarding of documents to the Business Office
- 9.8 Return authorization for returned goods
- 9.9 Credit receipts for returned goods
- 9.10 Accuracy of transaction records
- 9.11 Timely reconciliation in PaymentNet 4
- 9.12 Funds available to cover charges
- 9.13 Verification of tax exemption on purchases
- 9.14 Disputes identified and settled in a timely manner

The Business Office/Foundation staff will audit transactions on a daily basis. Transaction notes must include enough information to be audited. If additional information is needed to audit transactions the following procedures will be followed:

- 1st contact – may be by email or phone
- 2nd contact – if information is not completed within week of first contact a second contact is made. The second contact may be a phone call but must also have an email. The email should be sent to the cardholder, reviewer and approver.
- If information is not completed by the date given in the email (2e), it will be forwarded to P-card Administrator (Cindy Baxter).

Travel transactions must have the following information added to the transaction custom fields: traveler last name, traveler first name, destination, travel date (mmddyyyy), and travel date (mmddyyyy). The purpose of the travel must be added to the transaction notes. Expenditures will be checked for appropriateness, correct object codes, appropriate approvals and appropriateness of the expense to the charged. They will then check the Audit box in PaymentNet 4.

10. RESPONSIBILITIES:

10.1 ASSISTANT TO VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

- 10.1.1 Responsible for contracting with an insurance to support the Procurement Card program.

10.2 PURCHASING BUSINESS A

or fraudulently uses their procurement card and informs department head and other appropriate individuals.

10.5.7 Never requests or directs a cardholder to purchase which violates any portion of the policy and procedures, the Use Guide or any other relevant rules, regulations or guidelines.

10.6 MANAGER/CARD APPROVER responsible for each Cardholder's transactions they are to reconcile

10.6.1 Responsible for documentation. Ensures that all statements and receipts are forwarded Business Office for scanning. Documentation includes:

10.6.1.1 Itemized receipts

10.6.1.2 Monthly cardholder statements

10.6.1.3 VP Approvals

10.6.2 Reviews transactions on a regular basis

12. CARDHOLDER EMPLOYMENT CHANGES

12.1 Transfer

The Card Manager or Cardholder must notify the Business Office. If the Cardholder will retain procurement card privileges, then the Procurement Card Administrator will make the changes in PaymentNet 4 to reflect the new approvals, accounts, etc. If the Cardholder will no longer use the card, then the card will be cancelled and must be surrendered to the Procurement Card Administrator. The Cardholder should come to the Purchasing Office to make the appropriate changes or to turn in the card. In no case, should the Cardholder continue purchasing items as the incorrect accounts will be charged.

12.2 Termination of Employment

Should a Cardholder terminate employment, the Card Manager or the Cardholder must return the Procurement Card to the Purchasing Office. Card Managers should notify the Procurement Card Administrator as soon as possible of terminating employees holding credit cards.

All departing employees must have their separation papers (clearance form) signed by the Procurement Card Administrator (or their designee) to indicate return of the card. A clearance form will not be signed if a cardholder has not made arrangements to clear up any outstanding transactions.

13. CANCELLATION OF CARD

13.1 Immediately notify the Procurement Card Administrator.

13.2 Return card to the Purchasing Office.

13.3 Purchasing will notify JPMorgan and the account will be closed.

13.4 Card Managers should ensure that all final documentation (invoices/receipts) have been reconciled and forwarded to the Business Office with the final statement.

14. SUSPENSION OF CARD

14.1 Email to cardholder and supervisor stating cardholder privileges have been suspended.

14.2 Cardholder must review all transactions to the 30 day reconciliation.

14.3 Supervisor approves all transactions in Paymentnet4 and then sends an email to Cindy Ba* the ca

released to them. If the cardholder has any outstanding P-Card statements, the card will not be issued until Purchasing has received them.

17. AMAZON PRIME MEMBERSHIP



WI
IL
UNIV

____ As a Cardholder

prior to a UT Q BT 39 00.50 25.04 Tm [(e)10(r)7(2)8(6)8(,)6(2657.u8(,)6(e57.me57.nT /TT0 1 Tf 0 Tc 0 Tw 8.9829 0 0 9 55.68 620.58 Tm (t)Tj

Procu
Card
the Q

Admir

or ma
and a

Sancti

the U

depar
be ha
West
West
Unive



As Fisca
for theC

Purch



Fir
WII
Wo
Ca



Inc

Inc

Re

—

—

—

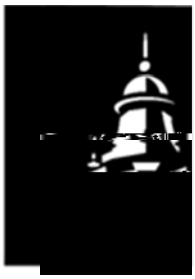
—

Ter

—



3



**WESTERN
ILLINOIS
UNIVERSITY**

PROCUF APP FOR PAYMENT NON-CARDH

CARDHOLDER INFORMATION

Applicant's Name	
Department Name	
Department Phone Number	
Applicant's E-Mail Address	
PaymentNet Password	western1 (temporary)
PaymentNet User ID (For Purchasing Use Only)	

PAYMENTNET INFORMATION

Cardholder Access Level (Please Check One)

- 0 – Cardholder access (Views only his/her transactions)
- 1 – Cardholder Approver access (View all Cardholders' transactions)
- 2 – Manager access (Views all Cardholders' transactions within their beneath their department)
- 3 – Other – Please give explanation _____

APPROVAL SIGNATURES

Applicant Signature & Date

Applicant Name

Fiscal Agent Signature & Date

Fiscal Agent Name

Purchasing Signature & Date

Purchasing Officer



WESTERN
ILLINOIS
UNIVERSITY

PROC C/

**Please initial
Proc**

____ As a Cardholder, I agree to comply with the training is mandatory prior to a Proc

____ As a Cardholder, I agree to accept that the Procurement Card is intended University will review the use of the understand that I am accountable for

____ If the Card is lost, stolen or Procurement Card Administrator.

____ I agree to the following respo

1. Not to use the P
2. Not to use the Ca
3. To purchase from
4. To purchase ethical of businesses which
5. Not to loan my P
6. To obtain an item Services.

____ I certify that the materials/services purchase of these services or materials Board of Trustees of Western Illinois

____ I understand that the University return the Card to the University immediately

____ Non-adherence to any of the in revocation of all departmental provisions violation of University Policy and will fail to use the Procurement Card provisions payable to me, an amount equal to the recoverable amounts owed by me under

Cardholder's Printed/Typed Name

 X

Date New



1

UN



First Name:

WIU ID: _____

Work Phone

*|

*By
to of
for p
Ama
Afte
only
non-
addi
or fr
from
will I



R

—
—



**F
V
P
A**



**R
N
A
D
—
—
D
C**

