

I. Overview

Wesleyan University is pleased to provide all eligible staff and faculty with the JP Morgan Chase Purchasing Card (PCard) sponsored by **MasterCard**. The PCard is the preferred method of payment for low dollar, routine University purchases of goods and services as well as for University travel expenses. All departments within the University are expected to have at least one active PCard to process departmental expenses.

1. Benefits to the Cardholder and University

Benefits to the Cardholder

- Provides control, flexibility and convenience over purchase and payment of goods/services
- Immediate payment to supplier may allow you to obtain goods/services faster and capture early payment discounts
- Eliminates need to use personal funds and process reimbursements requests
- Reduces need for Petty Cash
- Access to online transaction review

Benefits to Wesleyan

- Reduces administrative costs associated with single voucher processing
- Consolidation of vendor base to increase ability to negotiate competitive pricing and excellent customer service
- Enables departments and administration to focus on value-added activities

2. Corporate Liability

The PCard is issued in the name of and on behalf of Wesleyan University. Although the employee's name appears on the card, Wesleyan is liable for all valid University-related charges and payments thereof. There is no impact on the cardholder's personal credit history.

3. University Use Only

All PCard purchases are subject to the University's [Travel and Other Expense Policy](#) as well as all other applicable policies governing the University's business. The card may only be used for purchases related to Wesleyan business. **Use of the card for personal purchases is strictly prohibited and subject to disciplinary action up to and including termination of employment.**

II. How to Obtain a PCard

To receive a Wesleyan PCard, the employee must complete a [Card Application](#) and obtain approvals from authorized Department Supervisor and Cabinet Member/Fiscal Manager. The default SmartKey for cost allocation should be confirmed with your Fiscal Manager.

The *standard monthly limit* on a card is \$2,500 per billing cycle. The *standard transaction limit* is \$1,000 for goods and services which are otherwise in accordance with Wesleyan terms, conditions, and policies. Other limits may be available with appropriate Cabinet member and Finance approval.

Submit completed application to Tami Sabo/Finance Office. A completed application consists of all required applicant information, a designated default SmartKey and signatures of applicant, department supervisor, and Cabinet Member/Fiscal Manager. Once the Finance Office receives all required information, the standard processing time is approximately 10 business days.

1. Issuance of Cards

All newly issued PCards will be mailed directly from JP Morgan to the University's Program Administrator in the Finance Office. Cardholders will be contacted to pick up their PCard from the Finance Office located at 287 High Street.

2. Card Activation

The cardholder is required to read the University's PCard Policy prior to the use of the card and comply with the terms set forth. PCard training sessions are periodically scheduled and available upon request. Contact Program Administrator at pcard@wesleyan.edu for details.

In order to activate the card, call the 1-800 number on the activation sticker found on the front of the card. The Voice Response Unit at this number will ask for the cardholder's account number, followed by a request for a security code, individual to the cardholder. Use the last four digits of your Wesleyan Employee ID for this security code. Once entered, the Voice Response Unit will give confirmation that the card has been successfully activated. Remove the sticker and sign the card immediately after activation and secure in a safe place.

3. Cash Advance

If available, activate your cash advance option on your card by calling 1-877-655-6837. To create your 4-digit PIN number, provide the automated voice response system your credit card number and last 4 digits of your WESID (not social security number) upon request. Your PIN number will be effective one business day following the activation date.

4. Reconciling your Cash Advance

An itemized reconciliation for cash advance withdrawals is required as a separate attachment on the related Pcard voucher along with all supporting receipts. Include statement of business purpose, destination, and travel dates on your reconciliation. Any unused funds must be deposited back to the appropriate SmartKey and

Account 82450. The approved deposit form should then be attached to the related Pcard voucher.

III. Using your PCard

The PCard may be used to purchase goods/services in person at the vendor's site, over the phone or internet, via fax, or by mail.

1. When placing your order

- Identify yourself as a Wesleyan employee.
- Inform the supplier that you are using a Wesleyan Purchasing Card.
- Provide the tax exempt status and tax exempt number listed on the front of your card.
- Inform the supplier that they are not to send a bill or invoice to the University.
- Provide Cardholder information (name, PCard number, expiration date).
- Provide delivery address, including building and room number.
- Provide description of goods/services to be ordered and confirm prices.
- Confirm total order, including shipping and handling does not exceed your single purchase limit.
- Obtain an itemized receipt from the vendor.
- If purchasing by phone or internet, be sure to retain statement/invoice when item(s) is/are delivered.
- Provide any other information necessary to make the purchase.

If a vendor you regularly use does not currently accept MasterCard, contact Olga Bookas, Procurement Manager at obookas@wesleyan.edu or phone at x2122. Provide name, address and phone number of the supplier so vendor may become MasterCard capable.

2. Tax Exempt Status

As a nonprofit institution of higher education, Wesleyan University may be eligible for exemption from Connecticut State Sales Tax as well as sales tax in other applicable states. Wesleyan's Connecticut Sales Tax Exemption #00291 is printed on the front of your Purchasing Card. This number should be given to all vendors by the cardholders at the time of purchase. If additional tax information is required by the vendor, contact Accounts Payable at ap@wesleyan.edu

If sales tax is billed incorrectly to the cardholder's account, it is the responsibility of the cardholder to dispute the charge.

3. Documentation & Receipts

All charges must be supported by itemized receipts, invoices, or other vendor-generated document which includes the following information:

- Vendor name and address

- Date of charge
- Itemized list of goods/services purchased
- Amount of charge
- Payment method

Examples of acceptable documentation include but are not limited to:

- original, itemized vendor generated sales receipts
- packing slips with dollar amount
- on-line order confirmation for internet purchases
- subscription or dues forms
- conference registration forms

*Note: All PCard expenses require a brief description of business purpose on the receipt/invoice, the voucher, or as a separate attachment to your voucher. Be sure to retain all receipts for reconciliation.

If missing a receipt, indicate on the statement "missing receipt". Provide a list of items purchased and a brief description of business purpose. Any charge not supported by an itemized receipt may be subject to personal reimbursement by the cardholder. Repeated missing receipts will result in the suspension of cardholder privileges and/or permanent cancellation of the card.

4. Travel Expenses

All travel expenses made with the PCard are governed by the University's Travel and Other Expense Policy . Documentation of business purpose should include dates of travel, destination, and purpose of travel. If all charges on a voucher apply to one trip, indicate required detail once in the "Message to AP" field on your voucher. An itinerary may be an acceptable form of documented business purpose for reconciliation purposes.

5. Business Meals

A detailed itemized receipt is required for all business meals greater than \$20, unless lower threshold limits are required by departments. For most meals, both the credit card summary receipt as well as an itemized receipt listing items ordered should be submitted. In addition, all business meals require a documented business purpose, including names of attendees if fewer than 10. Any purchase of alcohol must be accounted for separately using account 84535.

6. Disputing a Transaction/Unauthorized Charges

The cardholder is responsible for reporting and following up with a vendor for any erroneous charges, defective merchandise, incorrect amounts, sales tax charges, duplicate charges, credits not processed, etc. The cardholder should first contact the vendor to resolve any outstanding issues. If successful, obtain a written confirmation of the credit from the vendor. A credit should be received from the supplier within 30 days of the purchase. If a credit is not received from the vendor

within 30 days, the cardholder should formally dispute the purchase by contacting MasterCard customer service at 1-800-316-6056. Credits will appear within 60 days of the dispute process.

All unauthorized/fraudulent charges must be reported to customer service at 1-800-316-6056. Have your account number and basic transaction information (vendor, dollar amount) ready. JP Morgan requires cardholders to report a dispute within 60 days of the transaction date. Any charges in dispute not reported to JP Morgan more than 60 days from the transaction date will have no recourse for restitution.

7. Returning an Item

Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to determine that proper credit is posted for any returned item.

Cardholders may not receive cash back or in-store credits for any refunds or exchanges of items. Such amounts must be credited back to the P Card account. If a supplier mistakenly issues a refund check, funds must be submitted to the Finance Office within five (5) business days of receipt by the cardholder.

IV. Settlement System

PCard charges are settled on-line in the Wesleyan Financial System (WFS). All cardholders with charges posting during a given billing cycle are required to settle or arrange for the settlement of their PCard charges.

1. Requirements to settle PCard charges

- all purchases are in conduct with University business and are for the sole benefit of Wesleyan University.
- all purchases are in accordance with University policy
- all applicable charges are supported by itemized receipts/invoices
- a clear business purpose is documented for all charges
- SmartKeys/Accounts have been verified and/or edited

All Pcard vouchers must be reconciled and submitted within 30 days after the close of each billing cycle. Failure to comply may result in the suspension or permanent cancellation of your card.

2. Viewing your current charges in WFS

[Viewing current PCard transactions](#)

Users may view current PCard transactions in the Purchasing panel of WFS. PCard purchases are posted to the system within one to three business days. Any unauthorized charges should be immediately reported to JPMorgan. Users may also edit SmartKeys/Accounts and provide business purpose. Viewing charges in Purchasing is optional unless a charge is related to a PO. PCard charges related to

a PO must be “tied” in this panel prior to the voucher create process at the end of the billing cycle. Failure to do so will result in a duplicate charge to your budget when PCard vouchers are created.

3. Reconciling and submitting your PCard voucher in WFS

Reconciling & submitting your PCard voucher

PCard vouchers are normally created two business days after the 20th of each month. All cardholders and users are notified by email when PCard vouchers are available for settlement. If charges did not post during a given billing cycle, a voucher will not be created nor a reconciliation due.

To complete reconciliations:

- review and verify all charges on the voucher were authorized
- attach valid itemized receipts/invoices to support all charges on the voucher
- provide business purpose for all charges or group of charges on the voucher
- for travel-related charges, include destination, travel dates, and purpose of travel.
- edit SmartKeys/Accounts if necessary prior to submitting the voucher
- verify all pending credits were properly applied
- Identify any disputed charges on the voucher and note action taken
- Identify any unauthorized charges on the voucher and note action taken

When submitting your PCard voucher, the cardholder is acknowledging all charges were authorized, are in accordance with University policy, and made for the sole benefit of the University. If a user other than the cardholder submits a PCard voucher, the cardholder must be inserted as an approver to document cardholder review.

All PCard vouchers are routed for approval based on SmartKey(s) used. A cardholder cannot approve his/her own PCard voucher. Please review workflow and insert appropriate approver if necessary.

4. SmartKey Reallocation

All charges on a PCard voucher will default to the cardholder’s designated SmartKey identified at the time of application. All charges default to an account based on the vendor used. SmartKeys and accounts may be edited prior to submitting a PCard voucher. For SmartKeys outside a user’s security, a reallocation request can be forwarded to the department’s fiscal manger within executive level or to pcard@wesleyan.edu when outside executive level.

V. Reporting Lost or Stolen PCards

Immediately report cards Lost/Stolen to JP Morgan by calling customer service at 1-800-316-6056. Cardholders must also contact the PCard Administrator, Tami Sabo, as soon as possible by email, tsabo@wesleyan.edu or phone at x2958.

VI. Card Cancellation

Wesleyan University may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the card upon request, to any authorized agent of Wesleyan. Use of the card or account after notice of its cancellation may be fraudulent and may cause the University to take legal action against the cardholder.

Cancellation of the card may result from:

- Voluntary Termination
- Involuntary Termination
- Move to another Department within the University
- Card misuse/abuse

1. Voluntary Termination

Employees terminating employment must notify the Finance Office as soon as possible prior to leaving the University. Purchasing cards for such terminating employees will be canceled within 10 working days prior to termination date. All outstanding statements and receipts should be submitted to the supervisor or forwarded to the Finance Office prior to termination. After the card is closed, the card must be cut in half and forwarded to the cardholder's supervisor, fiscal manager or to the Finance Office.

2. Involuntary Termination

In the event of an involuntary termination, individuals with budget responsibility for the default account used on purchasing cards must immediately notify the Finance Office and take possession of the card.

3. Move to another Department

In the event a cardholder transfers to another department within Wesleyan University, the existing PCard will be deactivated, and should be returned to the PCard Program Administrator. If the employee requires a PCard in his/her new department, the employee must submit a new approved PCard application.

4. Card Misuse/Abuse

The card is a privilege representing the University's trust in you to use University funds to obtain goods and services for the benefit of the University. Personal purchases may not be made with the card. The rights and privileges of the Card cannot be transferred, assigned, or used by anyone other than the Cardholder. As the cardholder, you assume the responsibility for the protection and proper use of the Purchasing Card.

Misuse of the Purchasing Card include but are not limited to:

- Lack of proper and timely reconciliation of individual cardholder account
- Splitting an order to avoid single-purchase limit
- Use of the card for items restricted by purchasing and travel policies

Abuse of the Card includes but is not limited to:

- Personal charges
- Assignment or transfer of an individual card to another person
- Use by a suspended or terminated employee

Improper use of the card will result in disciplinary action up to and including termination of employment. In cases of cardholder abuse, the University reserves the right to deduct from amounts payable to the employee, including regular pay, an amount equal to the total of the improper purchases.

The Finance Office may suspend or cancel the card at any time for any reason. The cardholder will surrender the card upon request, to any authorized agent of Wesleyan. Use of the card or account after notice of its cancellation may be fraudulent and may cause Wesleyan University to take legal action against the cardholder.

VII. Expiration of Cards

Purchasing cards expire every two years, on the last day of the month embossed on the front of the card (expiration date). Renewal cards are automatically mailed to the Finance Office within one (1) to three (3) weeks prior to the expiration date. The cardholder will be notified when renewal cards arrive at the Finance Office. Be sure to update expiration date with any vendor you may have recurring charges with.

VIII. Purchasing Card Compliance Review

To ensure the success of the Purchasing Card Program and to meet the audit and tax requirements of Wesleyan and various government agencies, the Finance Office will perform periodic audits to verify that items purchased have been received and that policies and procedures are being followed. Failure to meet audit standards will result in the loss of Purchasing Card privileges.

IX. Summary Table of Responsibilities

A successful PCard Program relies upon a system of Internal Controls designed around the roles and responsibilities of the cardholders, supervisors, and Finance. The table below lists key responsibilities for both the cardholder and manager. Please review the entire table carefully so that both roles are understood.

Cardholder Responsibilities	Approver Responsibilities
Comply with all applicable Wesleyan Procurement and Travel Policies.	Be correctly identified and listed on the Wesleyan Purchasing Card Program Application as the manager/supervisor of the cardholder.
Maintain security of the card and corresponding account number. PCards are never to be shared among staff, faculty or students.	Ensure cardholder purchases are authorized, reasonable, appropriate, and cost effective.
Retain all itemized receipts/invoices for purchases made with the PCard. Ensure proper receipt of products and services ordered with the PCard.	Review supporting detail, if necessary, to ensure items purchased are legitimate business expenses.
Timely settle or arrange for the settlement of PCard charges in WFS. Verify charges were authorized and legitimate expenses incurred on behalf of the University. Ensure appropriate supporting documentation and description of business purpose is included for all charges. If settlement is handled by another employee, ensure you are included in workflow as an approver to document cardholder review.	Timely review and act on all PCard vouchers routed to you for approval. Ensure that each transaction is appropriate and that business purpose is accurate. Report questionable charges to the PCard administrator for further review. A cardholder cannot approve his/her own Pcard voucher. Insert approver if necessary.
Resolve delivery and credit disputes with suppliers. Contact JP Morgan if unresolved within 30 days.	Communicate with cardholder(s) to ensure that monthly reconciliation processes are met in a timely manner.
Contact JP Morgan immediately if card is lost or stolen. Also contact Program Administrator by phone or email.	
Contact the PCard Program Administrator and return the card when the cardholder resigns, terminates, or moves from one department to another.	Retrieve PCard when cardholders resign, terminate, or move from one department to another. The PCard should then be forwarded to the PCard Program Administrator for cancellation/destruction.

X. Contact List

JPMorgan Cardholder Support

24-Hour Customer Service
800-316-6056

From outside US, call collect
847-488-3748

To report lost or stolen card
800-316-6056

To dispute a charge
888-297-0768

To report fraudulent a charge
888-297-0778

To activate cash advance option
877-655-6837

Accident Claims
800-622-7747

JPMorgan Guide to Benefits
888-297-0782

Wesleyan Finance Office Contacts

Direct questions to pcard@wesleyan.edu or contact:

Tami Sabo
Program Administrator
860-685-2958
tsabo@wesleyan.edu

Olga Bookas
Purchasing Manager
860-685-2122
obookas@wesleyan.edu

Crystal Flores
Lynne Gambell
Tammy Harley
Accounts Payable
ap@wesleyan.edu