

Purchasing Card Program

- Overview

Where can you use the P-Card? The P-Card can be used anywhere VISA is accepted.

Cardholder Responsibilities

1. Receipts: each transaction **must** have an itemized receipt supporting the transaction on the P-Card statement. P-Card statements w/ all necessary receipts should be returned to Business Operations, Revere Center, by the 15th calendar day of the month. On the rare occasion you cannot obtain a copy of a receipt, the *Missing Receipt Form* (found on the Business Operations website) should be completed and returned with your statement.
2. Additional back-up to receipts: Always remember the five W's when providing back-up documentation – **Who? What? Why? Where? When?** This information is needed to complete and submit your allocations online.
3. Account distributions (Fund – Account – Cost Center – Sub account – Project – Work Order): must be allocated online
4. Manager approval: Manager will approve allocations online.
5. Security: The P-Card is issued in your name; no other person is authorized to purchase. No Exceptions.
6. Cycle credit limit: \$ threshold which automatically refreshes each month. Cycle limit refreshes on the 25th + 1 business day (if day occurs on Sat or Sun, the limit refreshes the following Monday).
7. Dispute Inquiries/Fraudulent Charges: Contact the vendor and try to settle the dispute. If vendor does not resolve the disputed charge, complete the Billing Inquiry Form on the back side of the statement and return to Business Operations
8. Lost or Stolen Card: First, call the cardholder 24 hour support hotline 1(800) 685-4039 (phone number is imprinted on back of P-Card) and report lost or stolen. Subsequently, report lost or stolen P-Card to Business Operations. If your P-Card is stolen, report to police and send a copy of the police report to Business Operations.
NOTE – It is recommended to retain the 1(800) phone number in a location readily accessible other than back-side of P-Card.
9. Tax Exemption: Robert Morris University is a 501c3 tax exempt organization. The University's PA tax exempt identification number is imprinted on the front of each card. For a complete listing of state tax exempt certificates, go to the following menu path: RMU Intranet / Sentry Secured Services / Administrative Business Forms for Employees / Sales Tax Exemption Forms.
NOTE – please make certain vendors/suppliers are aware of our sales tax exemption status.
10. Fuel Purchases: The P-Card is only to be used for fuel purchases if you are using an RMU-owned vehicle or a rental car while making the purchase. Expenses for fuel purchases made while using a personal vehicle should be submitted on a Travel and Business Expense Form.
11. International Transactions: An extra fee may be charged when using your P-Card for a purchase in or from another country.
12. All guidelines listed on the 'Employee Visa Purchasing Card Usage Agreement' form must be followed by the P-Cardholder. In the event one of the guidelines is violated, Business Operations will review directly with the P-Cardholder. If three violations occur, the Director of Business Operations will contact the P-Cardholder directly.

- Next Steps

13. Activating your card: 1(888) 339–2228. You will be prompted to provide your security activation code (last 4 digits of your SS #).

- Cardholder Support PH -1 (800) 685-4039 - Call to:

- a) Dispute Inquiries
- b) General Account inquiries
- c) Lost or stolen card