

Fayetteville Technical Community College

PROCUREMENT CARD MANUAL



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FAYETTEVILLE TECHNICAL COMMUNITY COLLEGE PROCUREMENT CARD MANUAL

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Introduction

Fayetteville Technical Community College (FTCC) began the Procurement Card (P-Card) Program to enable employees to make small purchases more quickly and efficiently by minimizing paperwork and processing time. The P-Card is a VISA card administered by Bank of America (BoA), similar to your standard VISA credit card. The P-Card may be issued to full time employees, excluding temporary employees, to purchase allowable goods and services on behalf of FTCC. P-Cards are for official use only and shall be used in accordance with guidelines established by the State of North Carolina and FTCC.

Some of the advantages of paying with a P-Card:

- Ability to make in-store or online purchases.
- Reduced call volume from vendors checking on small purchase payment.
- Vendors receive payment in a few business days verse within 30 days.

The use of a P-Card does not, in any way, eliminate the need to comply with purchasing policies, procedures and regulations established in the FTCC Procurement Manual. If there is a question about a purchase or vendor, please contact the Procurement Office before using the P-Card.

Requesting a P-Card

Employees must have approval from their supervisor to join the P-Card program. To request a P-Card, please visit the FTCC [Office of Procurement](#) website and complete "Request a P-Card" form. The Procurement Office will review and process the request.

Once the request has been approved, the P-Card Acceptable Use Policy will be sent through DocuSign to the proposed cardholder and their immediate supervisor for signature approval. This form will also be approved by the appropriate Associate/Assistant Vice President or Dean within your area. Once the signed document is received, the P-Card will be ordered by the Procurement Office and could take between 7-10 days to be delivered.

Bank of America (BoA) will send you an email to set up your account access in WORKs, a web-based application for P-Card administration. You will receive a second email from the P-Card Team welcoming you to the group. The email will provide links for you to review while you are waiting for your P-card to arrive. They are short and relate to what you will need to know to reconcile and sign-off on your P-Card transactions. If you have any questions, feel free to contact the Procurement Office.

Receiving a P-Card

The Procurement Office will notify you when your card is available, where to pick it up, and the credential you will need to sign for the P-Card. When picking up the card, you will be provided information needed to activate the card.

Activating P-Card (New or Renew)

There are two ways to activate the P-Card. Both are found on the label on the P-Card. Once the P-Card is active, you are recommended to register your card with Global Card Access (GCA).

Registering with Global Card Access (GCA)

GCA is a website that gives the cardholder more control over the P-Card, including viewing the PIN, changing the PIN, lock/unlock the card, set up alerts and much more. The GCA website link can be found on the back of the P-Card or the following link: www.bankofamerica.com/globalcardaccess. To register, click "Register Now" and follow the prompts. An email will be sent confirming your enrollment. After signing in, review and accept the Terms and Conditions to complete the registration.

The GCA is also available as an app for your phone.

Single Transaction Limit and Credit Limit

Most employees will have a single transaction limit and credit limit in the amount of \$5,000. The single transaction limit is the maximum amount you can charge on a single transaction. The credit limit is your monthly credit limit, the maximum you can charge in one month.

Certain employees may need a larger single transaction limit and/or a larger credit limit. The maximum single transaction limit and credit limit is \$25,000. To request a temporary or permanent increase, please visit FTCC [Office of Procurement](#) website and complete the "P-Card Increase Limit Request". The Procurement Office will review and process the request.

Cardholder's Responsibilities

P-Card Guidelines

The cardholder is the only person authorized to use the P-Card, and must make every effort to safeguard your P-Card from theft or misuse. Do not give your P-Card number or PIN to anyone. Do not give your P-Card number over the phone to place an order or allow a company website to store the card information for future purchases. The cardholder is responsible for validating an online site is secure for credit card transactions. The cardholder shall not give their P-Card to anyone else to make a purchase. The cardholder can use their P-Card for goods and/or services on behalf of another FTCC employee (example: A cardholder can pay for a registration of another employee, but the cardholder shall be the one making the purchase – do not give the card to the other employee to make the purchase). If you are unsure, contact the Purchasing Office for assistance.

Securing the P-Card

Each cardholder is responsible for their P-Card. Keep your P-Card and related documentation in a secure place. Please do not email or fax your P-Card number. Do not provide the P-Card number over the phone, unless absolutely necessary. Cardholder's should always monitor their transactions for vendor errors and fraudulent activities. Contact the Procurement Office immediately if a problem arises.

Using the FTCC P-Card

Making purchases with a P-Card does not change the rules and regulations set by FTCC and the State of North Carolina for procuring goods and/or services. The P-Card is just another form of payment. Cardholders must follow the procurement policies detailed within the FTCC Procurement Manual and are authorized only for small purchases. It is always a good idea to check with the Procurement Office regarding suppliers, state contract items, and to determine whether the purchase should be made through requisition and purchase order instead of P-Card. The cardholder is responsible for ensuring budget availability before placing an order.

When you make a purchase, inform the vendor that the goods are to be taxed at the current rate. With a few exceptions (bookstore resale items), FTCC is not tax exempt. When you are ready to complete your purchase, make sure you give the following information to the vendor for shipping purposes:

- a. Cardholder's Name, Building and Room No.
- b. Have the vendor state "P-Card" and recipients name on the front of packages.
- c. Request an itemized receipt in the package
- d. Confirm that the goods will be shipped to FTCC, 284 Devers St. Fayetteville, NC 28303. You **shall not** mail items to your home address unless prior approval from the Senior Vice President of Business & Finance.

The cardholder is responsible for the shipment. If the shipment does not arrive, the cardholder must contact the vendor to inquire about the shipment and receive credit on the card if necessary. Cardholders should treat a credit just like any other transaction, making sure you get documentation for the credit.

Lastly, the P-Card is NOT to be used for personal purchases. Intentional abuse of the P-Card is cause for suspension of purchasing privileges and/or cancellation of the P-Card. Unintentional use, as determined by the P-Card Administrator, will be handled on a case-by-case basis. Repeated offenses, unintentional or not, is cause for P-Card suspension or cancellation.

Statewide Term Contracts, HUB Participation, & Seeking Competition

Cardholders must adhere to the order of preference requirements as outlined in the Procurement Manual. Employees must first check to see if the items are available through

Correction Enterprises, statewide term contracts, or nonprofit work centers for the blind or severely disabled. FTCC does have purchasing flexibility that allows for purchasing goods that are on state contract from other vendors if the purchase price, including cost of delivery, is less than the cost under state term contracts (the items must be the same or of substantially similar in quality, service, and performance). For items not on statewide term contracts, cardholders should attempt to get quotes/bids from at least 2 vendors, but it is recommended to receive quotes/bids from 3 vendors in order to get the best price available. In addition, FTCC cardholders should seek and use HUB (Historically Underutilized Businesses) vendors when possible and practical. Cardholders are encouraged to obtain quotes from and place orders with certified HUB vendors when competitive prices are offered and required delivery schedules can be met. If unsure of which vendor is HUB certified, visit the following website and search by product category or a vendor's name. <https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h>. If in doubt, contact the Procurement Office for assistance.

Disputing a Transaction

In the event the cardholder has a transaction or charge that is being disputed, it is the cardholder's responsibility to resolve the dispute. The cardholder should first make good faith efforts to settle a claim or dispute directly with the merchant. If this does not resolve the dispute, the cardholder will need to complete the Bank of America Dispute Form on the BoA Works website.

Authorized Uses

As a cardholder you are allowed to purchase goods and/services on behalf of FTCC. This includes, but not limited to, the following:

- Pre-approved travel, including registration fees, hotels (not allowed: extra fees such as Wi-Fi, room service, personal convenience fees, personal charges, etc.), airline tickets (economy class – not allowed: flight upgrades, seating requests/upgrades, flight insurance), shuttle and taxi services (only when necessary – example: to and from airport), and parking fees (cannot use valet if self-parking is available). Meals or fuel that are employee travel related are NOT allowed to be charged on the card. Travel requests, which must indicate what will be paid by a P-Card, must be approved prior to charging on a P-Card.
- Professional membership fees
- Subscriptions
- Pressing needs and emergencies – must be approved by the Procurement Office.
- Purchases from vendors that do not accept purchase orders.
- Office supplies – Eligible only for employees who have online access to state contract for office supplies. Employees may use P-Card for non-state contract office supplies.
- Cleaning Supplies – Eligible only for employees who have online access to state contracts for cleaning supplies. Employees may use P-Card for non-state contract cleaning supplies.

- Maintenance repair items – Items may be on state term contract. Inquire with Procurement Office before using P-Card.
- Athletic expenditures including but not limited to: meals, lodging related to approved games, events, and recruiting.
- Gift Cards – as a prize for a specific event, for student recipients only (no employees). **There are special criteria when purchasing and delivering gift cards, for which you shall contact the Procurement Office to discuss before making the purchase.*

Unauthorized Uses

The use of the P-Card does come with restriction. This includes, but is not limited to the following:

- No backorders – All items must be available to ship at the time of the transaction
- No cash advances
- No paid telephone calls, internet services or telephone service fees
- No portable computing devices such as tablets, PDAs, computers, etc.
- No IT purchases unless approved by the FTCC Director of MIS.
- No personal purchases of any kind.
- No printing orders, unless approved by FTCC Marketing & Public Relations and the FTCC Print Shop.
- No personal membership purchases (unless you have prior approval)
- No Recurring Payments or payments that are set up to occur in the future.
- No payment of contractual services with a P-Card. Contractual services (1099 vendors) shall not be paid with P-Card since FTCC is legally responsible for reporting this income to federal and state governments.
- No splitting purchases into multiple transactions to avoid the Single Transaction Limit (STL) rule or state purchasing guidelines.

Reconciling a Transaction

Cardholders are responsible for reviewing, adjusting, uploading receipts and signing off of all their transactions. All transactions will be reconciled using the BoA Works website. To reconcile a transaction, review each transaction to validate it is correct, assign the appropriate budget code and add comments, if necessary. Attach (upload) to this transaction the approval to purchase, appropriate itemized receipts, approved travel request forms and other supporting documentation. Confirm that the information is accurate and you have the correct documents attached, then, Sign-Off.

Transaction(s) need to be reconciled no more than (5) business days after appearing in Works.

If a cardholder does not have a receipt for a transaction, they must make every effort possible to get a copy of that receipt. That means going back to the business and attempting to have the receipt re-printed. In the event the cardholder still does not have a receipt for the transaction, the cardholder must submit a memo, that gets routed through

their supervisor, with receipt information date, amount, vendor and a detailed explanation of what happened. This would be upload and attached to the transaction, as your receipt. Make a note in Comments about the memo in lieu of the actual receipt. This all needs to be done within those (5) business days.

Lost or Stolen Card

If the cardholder encounters a lost or stolen card, the cardholder must notify Bank of America at 1-800-822-5985, then, contact the Procurement Office immediately. They will gather as much information as possible and proceed to close your account.

If the cardholder registered the P-Card with Global Card Access (GCA) and misplaced it, the cardholder can go into GCA and lock the P-Card. If the P-Card is found, go to GCA and unlock it. If it is not found return to the first paragraph and follow the directions.

Procedure Compliance

Disciplinary Actions

Misuse of the P-Card or failure to abide by the rules in this manual will result in the cardholder disciplinary actions. If there was a personal or unauthorized purchase, whether it was intentional or unintentional, the cardholder is responsible for reimbursing FTCC immediately upon notification. Disciplinary actions would be determined based on a case-by-case review. Depending on the outcome of the review, P-Card privileges could be temporarily suspended, permanently revoked or the cardholder may face termination of employment.

Employees who are on a performance improvement plan are not eligible for the P-Card program. Employees who are placed on a performance improvement plan after receiving the P-Card will have their card deactivated until the employee has successfully completed the plan.

Reinstating P-Card Privileges

A memo from the department head needs to be submitted explaining the reason for the issue, which caused the suspension, and what steps will be taken to prevent it from happening again.

Discontinuing Employment

Upon retirement, resignation or termination of employment, the cardholder is required to return the P-Card to FTCC Procurement Office no less than 7 days prior to their departure and confirm that ALL open transactions have been reconciled and signed-off. Be sure this is completed BEFORE the P-Card is returned to the Procurement Office. Once the card is surrendered, it will be shredded and the account closed.