



# **PURCHASING CARD PROGRAM USER'S GUIDE**

**Program Administrator**

**Office of Procurement**

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**[www.montgomerycollege.edu/Departments/procure](http://www.montgomerycollege.edu/Departments/procure)**

*Purchasing Card Program Procedures*

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## **PROGRAM OVERVIEW**

The purpose of the Montgomery College Purchasing Card Program with M&T Bank is to establish a more efficient, cost-effective method of purchasing and payment for small-dollar transactions. The program is designed to replace a variety of processes, including petty cash, check in advance, and certain purchase orders.

**All cards are issued at the request and approval of your Primary Account Manager. Card usage may be audited and/or rescinded by the Director of Procurement at anytime. The card is issued to the Montgomery College employee, not the department. You are the only person entitled to use your card!**

This booklet provides the procedures under which you may utilize your Purchasing Card.

**Your signature on the Cardholder Agreement (see Appendix) indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program.** You will receive your M&T Bank Purchasing Card upon receipt of the signed *Agreement to Accept the M&T Bank Visa Purchasing Card*, and you may begin using it immediately upon activation. As you use the card, please contact your Account Manager or the Office of Procurement if you have questions.

**Record keeping is essential to ensure the success of this program.** This is not an extraordinary requirement — standard reimbursement policies require retention of receipts, etc. As with any charge card, **you must retain receipts for your protection.**

**Finally, remember you are committing College funds each time you use the M&T Bank Purchasing Card. This is a responsibility that cannot be taken lightly!** The Purchasing Card may not be used for personal purchases of any kind, even if the cardholder intends to reimburse Montgomery College. It is necessary for all cardholders to provide unambiguous justification for all transactions placed on the P-Card.

### **What makes the Purchasing Card unique?**

The M&T Bank Visa® Purchasing Card is similar to any other Visa card, except that it includes controls to make it functional for large companies and organizations like Montgomery College. These controls ensure that the card can be used only for specific commodity purchases within specific dollar limits. The commodity controls are referred to as Merchant Category Codes (MCC's).

### **Who is eligible to apply for a Purchasing Card?**

Permanent, full time or part time employees of Montgomery College who have responsibility within their unit for ordering supplies and services are eligible to obtain a Purchasing Card. Consultants, contractors, student assistants, temporary employees, or those as determined by the Director of Procurement, are not eligible for a Purchasing Card.

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### **GENERAL PROGRAM INFORMATION**

This section provides a variety of information about the process, the types of purchases that can and cannot be made, who will accept the card, records that must be maintained and reconciled monthly, and miscellaneous information about the program.

- The program helps to eliminate the use of petty cash, cash advances for small-dollar purchases, requests for checks, local check writing and the use of personal funds reimbursed by expense report.
- **The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. Rather, the program complements the existing processes available.**
- **The P-Card is not to be used for personal use.**
- The purchasing card may be used for in-store purchases as well as mail, telephone, fax, and internet orders.
- As a purchasing cardholder, you are acting as an authorized purchaser. As such you are responsible for abiding by the Purchasing Code of Ethics (see Appendix).
- You are responsible for the security of your card and the transactions made with the card. The card is issued in your name and it will be assumed that any purchases made with the card will have been made by you. Failure to comply with the guidelines established for this program may result in severe consequences, up to and including termination of employment.

### **Obtaining a Purchasing Card**

After you read this and understand the procedures outlined, complete a Purchasing Card Application form. Your Primary Account Manager may indicate approval by signing the form. All requests will be processed through the Office of Procurement.

All purchasing cards are distributed upon completion of a purchasing card training session. The Primary Account Manager, cardholder, and authorized approver should sign the Cardholder Agreement form prior to your arrival at the training class. It is up to these individuals to carefully read this document and adhere to its stipulations.

When you receive your card, sign the back of the card and always keep it in a secure location. If you choose to keep the card in your wallet along with your personal credit cards, be very careful not to use it for personal transactions. If you choose to you're your Purchasing Card in your office, be sure it is in a secured location. Purchasing Cards have been stolen from desks. Although the card is issued in your name, it is the property of Montgomery College and is only to be used for college related purchases as defined in this document.

**PURCHASING CARD BENEFITS**

**The P-Card makes small-dollar purchasing easy by ...**

- Streamlining the purchasing and payment processes while improving the bottom line.
- Providing an easy and efficient method for small-dollar purchasing.
- Paying suppliers within three business days.
- Eliminating paperwork and expense throughout the purchasing process.
- Handling invoicing and payments electronically.
- Reducing accounts payable invoices and automating postings to the general ledger.
- Supplying consolidated management reports for tracking purposes.

**The Purchasing Card benefits Cardholders by...**

**Saving time**

- Orders are placed faster.
- Goods are received faster.

**Reducing paperwork**

- No requisitions or purchase orders to process.

**The Purchasing Card benefits Suppliers by...**

**Automating payments**

- Suppliers receive payment within 72 hours.
- Invoicing and tracking are eliminated.

**The Purchasing Card benefits the College by...**

**Streamlining the purchasing process**

- Invoices are consolidated; reporting and tracking systems are improved.
- Purchasing can be delegated without sacrificing control.
- Spending controls can be adjusted to fit employees' needs.
- Fewer manual checks are generated by Accounts Payable.

## **PURCHASING CARD TEAM DUTIES AND RESPONSIBILITIES**

The Purchasing Card team is a network of people from both M&T Bank and Montgomery College, including the Cardholders, Account Managers, Supervisors, Unit Administrators, and Program Administrator. Together, we work as a team to ensure that the program runs smoothly and adapts to Montgomery College's changing needs. The following are important duties and responsibilities to be carried out by each Purchasing Card team member:

### **Individual Cardholders**

- Maintain card security to prevent unauthorized charges against the account.
- Obtain approval of Account Manager for orders or purchases **prior** to transaction.
- Purchase supplies for College-related business.
- Notify suppliers of the College sales tax exempt number.
- Obtain a receipt at the point of purchase and verify it for accuracy. Retain all original receipts and Visa charge slips for your records and for audit purposes.
- Keep a monthly Purchasing Transaction Log of card purchases.
- Call M&T Bank Customer Service immediately regarding lost or stolen cards.
- Notify M&T Bank Customer Service of any billing discrepancies that cannot be resolved with the supplier. M&T Bank will place these charges in dispute.
- Reconcile and forward the Monthly Expense Report, Transaction Log, and all receipts/charge slips to the Account Manager for review.
- Utilize the web-based cardholder account maintenance program, CentreSuite, to reconcile and allocate all transactions placed on the P-Card.
- Notify the Office of Procurement and Account Manager via email of name, address, and division/department changes or separations.
- Use the Purchasing Card in accordance with Montgomery College policies and procedures.
- Be liable for any charges in violation of these procedures and Montgomery College policies and procedures.

### **Program Administration, Office of Procurement**

- Responsible for overall Purchasing Card Program administration.
- Determine appropriate spending codes, limits, and levels of reporting.
- Assist Cardholders and Account Managers in reconciling errors, billing disputes, unauthorized use, card loss, misplacement, and theft, as necessary.
- Interface with M&T Bank representatives about Cardholder data and update Cardholder information.
- Receive and review M&T Bank transaction reports.
- Prepare reports about card activity to the Chief Business Officer.
- Accept new account applications.
- Approve or reject requests for new Cardholders.
- Provide training to new Cardholders.
- Maintain record of Cardholders.

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- Review individual Cardholder activity for compliance with these procedures and Montgomery College policies and procedures.
- Notify Cardholders of appearances of noncompliance.
- Report identified Cardholder noncompliance to the Internal Auditor for the College.

### **Accounts Payable, Office of Business Services**

- Receive invoice from M&T Bank.
- Electronically receive monthly expense reports from Cardholders
- Verify accuracy of budget account allocations on expense reports.
- Reconcile transactions to unit accounts through export of transaction data from CentreSuite.
- Issue payment to M&T Bank by the payment due date

### **Auditor, Office of Budget and Audit**

- Review Cardholder transactions for compliance with the Purchasing Card Program procedures and Montgomery College policies and procedures.
- Report discrepancies and/or noncompliance with the Purchasing Card Program to the Executive Vice President for Administrative and Fiscal Services.

### **Unit Administrator**

- Approve purchases or orders for Account Managers who are also Cardholders.
- Receive notification of Cardholder violations of Purchasing Card use and contact the Procurement Office immediately.

## ***ACCOUNT MANAGER AND SUPERVISOR ROLES IN DELEGATED PURCHASING***

**The Purchasing Card program delegates both authority and responsibility for small dollar purchases to staff in individual departments or business units. It is the respective dean, chair, director, account manager, or other supervisor who holds the overall responsibility for ensuring that cardholder expenses serve a legitimate business purpose. Successful delegated purchasing requires oversight by both the account manager and supervisor. The roles of the account manager and supervisor are described below:**

### **Account Manager**

- The account manager is a faculty/staff employee who is directly responsible for the fiscal management of one or more College accounts, regardless of the source of funds
- Account managers are also responsible for maintaining budgetary control and are held accountable for all expenditures in his or her department.
- An account manager signature must appear on all invoices, purchase requisitions, and/or direct pay requests as authorization for the disbursement of funds. Likewise,

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account managers must authorize P-Card expenditures through the electronic approval application in Centresuite.

- In addition to the authorization of expenditures, expense report approval in Centresuite is required in order to ensure that each transaction is posted to the accurate general ledger account in Banner. During the online expense report approval process, the approver may edit the budget account allocations before they post to the Banner general ledger accounts.
- While it is not necessary for the approver to be the cardholder's supervisor, the approver should be in a position of authority relative to the Cardholder, or not directly supervised by the cardholder.
- In the planned absence of the approver, an alternate account manager may be designated to approve expense reports for assigned cardholders during the absence. Advance notification to the Accounts Payable Office and the Procurement Office is required.
- **The account manager is authorized to spend funds appropriated to his or her department up to the approved budget limit; therefore, it is their responsibility to ensure that total P-Card expenditures do not exceed stated budget limits. It is critical for account managers to carefully coordinate needs and plan all expenditures necessary to carry out the department's operation for the fiscal year to avoid overspending.**
- To this end, the account manager should keep in mind that P-Card expenditures are posted to Banner departmental accounts approximately 21 days after the close of the billing cycle. (For example, a P-Card transaction that is posted to the M&T cardholder account on January 4<sup>th</sup> will not appear in the Banner departmental account until approximately February 23<sup>rd</sup>.)

### **Supervisor**

- The cardholder's supervisor is responsible for ensuring that all P-Card transactions are within the acceptable use limits described in the P-Card User's Guide and that the purchasing activity of the cardholder offers overall support of the College mission.
- The supervisor may or may not be the Cardholder's approver (account manager).
- Supervisors are responsible for monthly review of all required P-Card documents. These documents include all transaction receipts, the transaction log, and the printed expense report of each cardholder within their unit.
- The Supervisor must ensure compliance with P-Card policies and verify that Cardholders are maintaining adequate records.
- It is highly recommended that the supervisor sign the cardholder transaction log as verification that the cardholder transaction activity has been reviewed and is in compliance with the program guidelines.
- If the supervisor discovers that a cardholder has transaction activity that is not in line with the policy set forth in the P-Card User's Guide, they are required to immediately notify the cardholder and hold them personally accountable for the transaction(s).
- In addition, the supervisor must apprise the Procurement Office of the situation as soon as possible to discuss intended corrective action and coordinate efforts to prevent future inappropriate P-Card activity by the cardholder.

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- If the cardholder, supervisor, or account manager finds that there have been fraudulent charges placed on a P-Card, the cardholder should notify M&T Bank to cancel the card immediately. The Procurement Office should also be notified right away to coordinate appropriate legal action, if necessary.
- If a cardholder is terminated from the College, the Procurement Office, Purchasing Card Program Administrator, should be notified immediately by the cardholder's supervisor to terminate the account with M&T Bank.
- When it is expected that a cardholder will be out of the office for an extended period of time, the Procurement Office, Purchasing Card Administrator should be notified by the cardholder's supervisor to eliminate potential purchasing liability on the card. For example, an employee on an extended vacation, administrative leave, or sabbatical should not have a need for P-Card purchases and should have their card limit reduced to \$1 for the relevant time frame.

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### ***SPECIFIC P-CARD PURCHASING GUIDELINES***

1. Decide what you need to purchase and **obtain approval from your unit Account Manager**. This approval should be obtained either verbally or in writing, depending on your unit's departmental controls. **ALL PURCHASE TRANSACTIONS REQUIRE PRE-APPROVAL.**
2. Contact the supplier from whom you want to purchase the item (phone, visit, fax, mail, or Internet).
3. Advise supplier of your tax-exempt status and offer the College tax-exempt ID number. This number is printed on the purchasing card. A copy of the tax-exempt certificate is attached for your use (see Appendix).
4. Give the supplier your Purchasing Card number.
5. Make sure to note your office location as both the *Ship To* and the *Bill To* address for all purchases with the P-Card. Do not use the Accounts Payable address as the billing address as this may result in a duplicate payment to the vendor.
6. Orders that are not picked up in person or delivered directly to your office may be received in Central Receiving. (**NOTE: Purchases placed on the College P-Card must always be shipped to a College address.** Do not ship items ordered to your home.) To ensure that you receive your order, the following actions must be initiated by the Cardholder:
  - a. Ensure that the merchant places your name, mailing location, and phone number on the outside of the package. If ordering online, be sure your name, as well as address, appears in the *Ship To* field.
  - b. Notify Central Receiving (James Fowlkes, Supervisor) via e-mail that an order has been placed via credit card. Provide Central Receiving with detailed order information, the expected delivery date, your mailing location, the supplier name, and your phone number. If item is ordered via the internet, forward the order confirmation notice from the supplier to James Fowlkes. There is usually an order number on the confirmation that will also appear on the packing slip. **FAILURE TO NOTIFY CENTRAL RECEIVING OF YOUR ORDER WILL BE CAUSE TO RETURN YOUR ORDER.**
7. Log your purchase on the Purchasing Card Transaction Log (see Appendix).
8. Monitor the delivery of your purchased item.
9. Make sure you obtain a receipt for all purchased items. If you did not get a receipt at the time of purchase, you are required to make at least three documented attempts to obtain a receipt from the supplier. These attempts to acquire a receipt should be noted on your transaction log. Be sure to note the name of the person at the merchant who is assisting you with this request.
10. Once the billing cycle is completed on the last day of the month, you will receive an email from M&T Bank indicating that your statement is available online. You have until the 10<sup>th</sup> of the month to reconcile your transactions and create an expense report.

**ALWAYS OBTAIN A RECEIPT!**

***PURCHASING CARD USE: Limits and Acceptable/Unacceptable Uses***

**It is the policy of Montgomery College that purchases are made only for COLLEGE-RELATED BUSINESS. Only the individual authorized to use the card may place purchases on the card.**

**Limits**

The Office of Procurement determines spending limits depending upon unit needs and in accordance with College Policy and Procedures. If you find over time that your credit limit is too low to accommodate your monthly requirements, please contact your Primary Account Manager to re-evaluate your limit. If it is agreed that your limit should be increased, the Primary Account Manager should contact Janet Wormack, Director, Office of Procurement, for approval. If approved, you will be notified when the increase becomes effective.

**Under no circumstances may the cardholder split transactions in order to circumvent the card limits! This will result in a minimum penalty of Purchasing Card suspension. If transaction splitting is repeated, the cardholder's Purchasing Card privileges will be revoked.**

**Acceptable uses for College-related business**

- Catering for College-related business events through Chartwells (outside caterers prohibited)
- Copy and duplicating services (MC Copies only)
- Film and film processing
- Grocery store items and refreshments
- Magazine subscriptions
- Memberships
- Office supplies (Rudolph's)
- Overnight shipping charges (Fed Ex, UPS, etc.)
- Registration for conferences and seminars, except where EAP funds are utilized, or if registration is in conjunction with a hotel stay (card will be rejected at hotels)

**Unacceptable uses**

- Alcoholic beverages
- Annual maintenance contracts
- Capital equipment
- Capital projects for construction of building and roads
- Cash advances
- Catering – JR Caterer, or any other caterer outside of Chartwell's
- Computer hardware, software, and related components, except for departments authorized
- Consulting services

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- Employee-related events (birthdays, retirements, and bereavement, etc.)
- Flowers/balloons
- Gasoline
- Gift cards or certificates
- Hotel, airline, bus, train, or boat tickets or services
- Items which require installation or assembly (Central Facilities cannot assume responsibility for the installation or assembly of any items purchased with the P-Card, such as furniture, shelving, etc.)
- Personal items
- Printing services
- Purchases that are not related to College business (i.e., dinner for employees who work late)
- Radioactive and/or hazardous materials
- Restaurant purchases (unless noted as *fast food*)
- Service transactions (i.e., delivery, maintenance, or other type of services, unless otherwise specified elsewhere in this document)
- Travel and entertainment expenses
- Tuition reimbursement
- Water

The above listing of acceptable and unacceptable uses may be modified from time to time at the sole discretion of the Office of Procurement. Exceptions to the list may be granted on an individual basis. If an exception is made, be sure to retain a copy of the email authorization from Procurement Office for the transaction.

**NOTE: If you are in doubt as to whether or not your intended purchase is acceptable, please contact the Procurement Office ([judi.sherman@montgomerycollege.edu](mailto:judi.sherman@montgomerycollege.edu)).**

## ***SUPPLIER INFORMATION***

### **Supplier Setup**

Suppliers who currently accept Visa may participate in the M&T Bank Visa® Purchasing Card Program immediately.

Suppliers who do not currently accept the Visa card may become Visa-capable by submitting a completed Supplier Setup package to M&T Bank. Once M&T Bank receives completed application materials, the process takes two to three weeks to complete. Suppliers may also choose to contact their local bank for Visa processing capability.

### **Sales Tax Exemption**

All purchases made with the Purchasing Card are sales tax-exempt within the state of Maryland. The tax-exempt number is identified on the card. All in-state and some out-of-state vendors honor this exemption. Charges that include sales tax are not authorized and must be corrected, or the **Cardholder will be requested to make payment for any sales tax charged to the College.**

**NOTE: Providing the sales tax exempt number to the supplier at the time of purchase is the responsibility of the Cardholder. If requested by the vendor, a copy of the College's tax-exempt certificate may be provided. Once the transaction is completed, make sure to check your receipt to verify that you have not been charged tax.**

### **Merchant Category Classification (MCC) Codes & Declined Purchases**

As suppliers become Visa-capable, they are assigned a four-digit code according to their Merchant Category Classification (MCC).

Montgomery College uses the Merchant Category Classification code to block specific supplier purchases by certain Cardholders (e.g., airlines, travel agencies, and restaurants, computer supply vendors, etc.).

MCC blocks may vary from one individual Cardholder to the next. If you experience a decline for a purchase you would typically be permitted to make, contact the Procurement Office immediately. A member of the Procurement staff will assist you in order to meet your purchasing needs. If the MCC code that is causing the decline on your P-Card cannot be overridden, you will be instructed as to what steps to take to obtain the item(s) you need to purchase.

**STATEMENT REVIEW PROCESS AND  
EXPENSE REPORT SUBMISSION**

**Monthly Statement**

M&T Bank issues an itemized listing of purchases made for the each billing cycle (calendar month) on the Purchasing Cards. The statement shows individual purchases, amounts, and merchant information. The statement details purchases and posting dates, supplier names and locations, reference numbers, and fees. Cardholders should review their statements for accuracy and completeness. Statements will **not** be mailed to the cardholder. They may be retrieved from the website, [www.centresuite.com](http://www.centresuite.com). Statements are available within 24 hours after the close of the billing cycle.

**Statement Retrieval**

- Before you create the monthly expense report, you should view the monthly statement online and verify the statement activity total to be sure the expense report total equals the statement total for the monthly billing cycle.
- To view your statement online, log onto the CentreSuite website ([www.centresuite.com](http://www.centresuite.com)) and then go to the *Statement* section at the top and click on *Review Account Activity*.
- Under the *My Accounts* tab, click on the detail icon under *View Statement*.
- Click on the PDF file icon preceding the statement date you wish to view.
- Once your statement appears in a separate, PDF window, save, print, or note the activity total for comparison with your expense report.

**Expense Report**

Each cardholder is responsible for creating a monthly expense report online in CentreSuite. The expense report serves several purposes:

1. It allows the cardholder to allocate each transaction to the appropriate College budget account
2. The cardholder can add a notation regarding a specific transaction
3. It combines M&T Bank transaction data and Montgomery College budget account allocation data, and notes (if applicable) into one document

Once the expense report is completed, it must be electronically submitted to the cardholder's supervisor for approval. The supervisor (Account Manager) has the ability to edit the budget account allocations, if necessary. Once the supervisor has approved and electronically submitted the expense report, it is automatically forwarded to Accounts Payable for final reconciliation and export to the College financial system, Banner.

**The end of the billing cycle is the last day of each month. Your efforts to expedite the statement reconciliation process are greatly appreciated in order that Accounts Payable may make timely payments to the bank. This is of the utmost importance to the integrity of the system.**

**Electronically Approved expense reports are due to Accounts Payable by the 10th of the following month. If it is noted that your expense report is not electronically approved online by the 10<sup>th</sup>, your spending limit will be reduced to \$1 for the next billing cycle. When Accounts Payable receives your expense report, your transaction limit will be reinstated for the next billing cycle. If this is a repeated occurrence, your P-Card privileges risk being suspended or revoked at the discretion of the program administrator.**

## **CentreSuite Expense Reporting**

To create and submit your expense report online, follow these steps:

1. Go to the CentreSuite website login page: [www.centresuite.com/?centre?mtbank](http://www.centresuite.com/?centre?mtbank)
2. Under the **My Tasks** section, click, [Create Expense Report](#)
3. Fill in the two required fields:
  - a. **Expense Report Name** – Name report for desired billing cycle and/or approver
  - b. **Date Range** – Select *Last Month* and range will auto populate with first and last day of last month
4. Click, **Finish** (expense report will appear)
5. Review list of transactions. If all transactions that appear are appropriate for this expense report, proceed with allocations. If any transactions appear on the expense report that should not be placed in the expense report, click on the red **X** to delete the transaction(s) you wish to remove.
6. Verify and/or edit account information for each transaction. (Highlight account number field to be changed and enter in the correct account number.) Check to be sure each field is populated with correct, valid Banner account numbers for your department.
7. Enter information in **Description** field, if necessary (NOTE: This field will only accept numbers, letters, and spaces – NO periods, commas, dashes, etc. are permitted in this field.) This is an optional field; no entry required.
8. Go to top (or bottom) of page and click **Submit**.
9. If expense report information is complete, a box will appear with the names of approvers listed for your account. Select the approver you wish to submit your expense report to and click, **Submit**.
10. If expense report information is incomplete, or contains invalid data, you will be prompted to make corrections before you may submit the expense report.
11. To print the expense report for your records, click on the **Print Expense Report** button. A dialog box will appear. Click **Open** to view the document, then go to **File** and then **Print**. This is the copy you should keep for your records. (NOTE: Going back into the expense report and printing it **AFTER** you submit it for approval will provide you with the date and time it was submitted on the printed report.)

***Locked Out? Lost Expense Report? No Transactions Show Up?  
Other Questions or CentreSuite Help?***

***Call Kizi N’Kodia at ext. 75241***

## ***RECORD KEEPING***

Each Cardholder is required to maintain records and original receipts relating to all individual purchases. These records must be maintained for a period of three years for auditing purposes. Your records must include (1) one copy of the monthly bank statement with the Account Managers signature, or approved expense report; (2) all original receipts associated with a statement; (3) the Purchasing Transaction Log; and (4) the M&T Bank Purchasing Cardholder Dispute Form for any disputed items associated with the statement.

**It is strongly recommended that each cardholder set up a file folder for each month of P-Card transactions. The folder should contain all of the required documents listed above. This will allow for easy access of important information when cardholder is audited.**

### **Receipts**

Always maintain the original receipt with your records. When ordering items via the internet, phone, mail, or fax, be sure to specifically request that a receipt be included in the package. This receipt is the only original documentation specifying whether or not sales tax has been paid against the purchase. If the supplier will not include a receipt with the parcel, please ask them to mail the receipt separately, directly to you at your campus location. **Be certain they do not mail the receipt to Accounts Payable Office at 900 Hungerford Dr.**

### **Purchasing Card Transaction Log**

The Purchasing Card Log is a simple, paper-based listing of monthly purchases. It is an ongoing record of information about the transactions made on your card. The purpose of the log is to provide a backup list of transactions and assist in reconciliation.

Individual receipts typically itemize merchandise purchased. The log allows management to review the types of goods and services purchased on the card and determine where the card is being used. It also provides a record of activity assisting with your reconciliation of your monthly expense report. In addition, the receipts retained in conjunction with the log provide the documentation necessary should there be a sales tax audit.

Always obtain a receipt when using the Purchasing Card. In the log, record the date of the transaction, the name of the supplier, identify the merchandise purchased, the dollar value of the sale, and sales tax (if any). In addition, provide a notation as to the justification for use of College funds. For example, if you purchase a platter of food, indicate what Collegewide function this purchase will support. A separate line item is required for each item purchased. Indicate if the order was placed via phone, mail or in person.

This log is the record against which you will reconcile your monthly expense report. Please retain a copy of the information for your records.

## ***ADDITIONAL PROGRAM PROCESSES***

### **Card Renewal**

The Office of Procurement will automatically receive new cards when the current card expires. You will be contacted when the new card arrives and you receive instructions for picking it up.

### **Termination of Card**

#### **Resignation or Separation from the College**

P-Cards are the property of M&T Bank and must be surrendered immediately upon employee resignation or separation from the College. The cardholder is required to have the Procurement Office verify that the P-Card has been returned and indicate this information on the Human Resources Termination Check Out Form. The Account Manager must notify the Office of Procurement immediately when a cardholder has left their unit, and the Statement of Surrender form (see Appendix) must be signed and returned with the card.

#### **Misuse or Abuse of Card Privileges**

Improper use of the P-Card can be considered misappropriation of Montgomery College funds. This may result in disciplinary action, up to and including termination of employment. ***Improper card use will result in the minimum penalty of P-Card cancellation!***

## **TROUBLESHOOTING**

### **Lost/stolen cards**

**It is the responsibility of the cardholder to report the loss of a P-Card immediately to M&T Bank Customer Service at 800-443-8671. M&T Bank representatives are available 24 hours a day, seven days a week. Any charges incurred on a stolen or lost card, where the actual card was being used to make purchases, are not disputable or reimbursable to the cardholder if the charges are incurred prior to bank notification that the card is lost or stolen. After the card is reported stolen, the cardholder is protected and cannot be held accountable for charges incurred on the lost or stolen card from that point forward. Thus, any fraudulent charges made with the actual credit card in hand prior to notifying the bank are the responsibility of the Montgomery College and/or the cardholder.**

**The cardholder must also immediately phone and report the lost or stolen card to the Procurement Office at 240-567-5241.**

### **Manual authorization**

If you experience a declined transaction, call M&T Bank Customer Service immediately while at the supplier, using the 1-800 number on the back of the card.

If the decline is due to a blocked code or a charge exceeding a single-transaction limit or monthly credit limit, contact the Office of Procurement at (301) 279-5295 for verbal or written approval.

With proper approval, M&T Bank will authorize the transaction.

## **DISPUTE PROCESS**

### **Disputes/unauthorized charges**

You can dispute an unauthorized charge that is posted on your Monthly Reconciliation Statement (MRS). If you disagree with a charge that is posted on your MRS, Visa regulations require that you notify M&T Bank in writing within 60 days after the statement date.

Call Customer Service if you cannot resolve the dispute with the supplier. Immediately follow up with a written report, and M&T Bank will place the charge in dispute.

### **Cardholder dispute process**

Some examples of instances that may prompt a dispute are: goods lost in transit from the supplier to the Cardholder, charges posted incorrectly or on the wrong statement, goods returned or damaged, and receipt of an incorrect item or quantity. The Cardholder should:

1. Note discrepancies or errors on the statement.
2. Attempt to resolve the problem by contacting the supplier.
3. If the problem is resolved with the supplier, verify the correction on the next monthly statement, and note the resolution on the Purchasing Transaction Log.
4. If the problem cannot be resolved with the supplier, contact M&T Bank within sixty (60) days of the statement date.
5. Complete the dispute form and fax a copy of the form to M&T Bank Customer Service (see address on back of bank statement).
6. M&T Bank places account in dispute until problem is resolved.

**CONTACT INFORMATION**

**NOTE: When P-Card accounts are set up with M&T Bank, the College ID number is used in place of the social security number. When contacting M&T Bank, use your College ID number when prompted to provide your SSN. Replace the “M” with a zero when reciting the number to the customer service representative (the M&T system does not allow for an alpha character in this field).**

**Customer Service: 1-800-344-5696**

**24-hours/day - 7 days/week**

**M&T Bank — Customer Service Department**

The Customer Service Department at M&T Bank provides account information to Cardholders upon verification of personal information. Customer Service Representatives assist with the following:

**General inquiry**

- Account balance and status
- Spending limit availability
- Payment due dates and mailing addresses
- Fee assessment
- Dispute status
- Duplicate statement requests
- Statement transactions

**Montgomery College — Office of Procurement**

To ensure maximum customer service to College Cardholders, the following maintenance functions are coordinated through the Office of Procurement:

- Card activation
- Default account code maintenance
- Address change
- Name change
- Account closure
- Card replacement
- Filing lost/stolen card report
- Manual overrides

**240-567-5292 Procurement Office**

**240-567-5241 Kizi N’Kodia, Purchasing Card Coordinator**

**240-567-5338 Accounts Payable**

**APPENDIX**

*Code of Ethics*

*M&T Bank Purchasing Card Application*

*Montgomery College Individual Cardholder Agreement*

*Montgomery College Purchasing Card Transaction Log*

*Montgomery College Statement of Surrender of Purchasing Card*

*Montgomery College Sales and Use Tax Exemption Certificate*

# **CODE OF ETHICS**

*Office of Procurement*  
Montgomery College

1. To give first consideration to the objectives and policies of Montgomery College.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
3. To cooperate with trade and industrial associations, and governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representation whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.
5. To decline personal gifts or gratuities from any present or would-be supplier.
6. To grant all competitive bidders equal consideration; to regard each transaction on its own merits; and to foster and promote fair, ethical and legal trade practices.
7. To use for competitive purchasing purposes, only with consent, original ideas and designs devised by one vendor.
8. To accord a prompt and courteous reception as conditions permit to all who call on legitimate business missions.
9. To avoid outside interests that would create a conflict of interest.



# PURCHASING CARD APPLICATION



Personal Information			
<b>Full Name:</b>			<b>Date of Birth:</b>
	<i>Last (Embossed on Card)</i>	<i>First (Embossed on Card)</i>	<i>MM / DD / YYYY</i>
<b>Phone:</b>	<b>(240) 567-</b>	<b>E-mail:</b>	<b>@montgomerycollege.edu</b>
<b>MC ID #:</b> <small>(Required)</small>	<b>0</b>	<b>*Use this number to replace the SSN for all contact with M&amp;T Bank</b>	
<small>(Letter "M" replaced with numeric value, "0")</small>			

Employment Status			
<b>Employment Status:</b> <small>(Please check one)</small>	<b>Permanent Employee</b>	<input type="checkbox"/>	<b>Casual Temp</b>
		<input type="checkbox"/>	<b>Temp. with Benefits</b>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Department:</b>		<b>Job Title:</b>	
<b>Name of Supervisor:</b>			

Statement Billing Address			
<b>Organization:</b>	<b>MONTGOMERY COLLEGE</b>	<b>Building and Room:</b>	
<b>Address:</b>		<b>City:</b>	<b>Zip:</b>

Budget Account Information and Authorization					
<small>PLEASE NOTE: The person designated as the Approver must be the account manager for the MC budget account that will be used for P-Card transactions. A cardholder may not approve their own transactions. In addition, the designated Approver may not approve transactions for a supervisor.</small>					
<b>Name of Approver</b>	<b>Signature of Approver</b>	<b>FUND</b>	<b>ORG</b>	<b>ACCT</b>	<b>PROG</b>
<b>Monthly Credit Limit: \$5,000</b>			<b>Single Transaction Limit: \$2,500</b>		

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Plan Administrator – Janet Wormack:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**If you have any questions please contact Judi Sherman at Ext. 75295**

(Procurement Office Use)
Date Application Received by Procurement:
Date Account Setup In Center Suite:
Date Cardholder Attended Training:

# MONTGOMERY COLLEGE PURCHASING CARD

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## Agreement to Accept the



## Visa® Purchasing Card

*The M&T Bank Visa® Purchasing Card represents Montgomery College's trust in you. You are empowered as a responsible agent to safeguard Montgomery College assets. Your signature below is verification that you have read the P-Card User's Guide and agree to comply with it as well as the following responsibilities.*

1. I understand the purchasing card is for Montgomery College-approved purchases only, and I agree that, under no circumstances, will I use the Montgomery College purchasing card to make personal or non-work related purchases for myself or others.
2. If the card is lost or stolen, I will immediately notify M&T Bank by telephone (800-443-8671) AND will confirm the telephone call by email to the Program Coordinator, Judi Sherman (judi.sherman@montgomerycollege.edu).
3. I agree to surrender the card immediately upon termination of employment, whether for retirement, voluntary or involuntary reasons.
4. The purchasing card is issued in my name. I will not allow any other person to use the card. I am responsible for any and all charges against the card.
5. I will avoid "conflict of interest" situations and understand that, in accordance with the Board of Trustees Policy and Procedures, and the National Institute of Government Purchasing Code of Ethics, I will not accept gifts or favors from vendors.
6. As the card is Montgomery College property, I understand that I may be periodically required to comply with internal control procedures designed to protect Montgomery College assets. This may include being asked to produce the card to validate its existence and account number. I may also be asked to produce receipts, statements, and occasionally products purchased, as requested in order to comply with audit requirements.
7. I understand that pre-approval is required by an account manager for **all** transactions on the Purchasing Card and that I must follow purchasing procedures in place in my department. The method of pre-approval is up to the discretion of the departmental account manager; however, it is required prior to the actual purchase transaction.
8. I am aware that purchasing card transactions are NOT encumbered in Banner. I am responsible to assure that the budgetary funds are available prior to using the card and that it is critical to keep tabs on spending levels. Cardholder spending over the set budget limits will be the responsibility of the department.
9. I will receive a Monthly Reconciliation Statement, which will report all activity during the statement period. Since I am responsible for all charges (but not for payment) on the card, I will resolve any discrepancies by either contacting the supplier or the bank.
10. The charges made against my card are automatically assigned by default to the budget account assigned to the card as specified by management. This code cannot be changed without management involvement. When changed, the new accounting code will not affect any charges made prior to the change, but will affect future charges.
11. I understand the M&T Bank Purchasing Card is not necessarily provided to all employees. Assignment is based on my need to purchase materials for the College. My card may be revoked based on change of assignment or location. I understand that the card is not an entitlement nor reflective of title or position.

## *MONTGOMERY COLLEGE PURCHASING CARD*

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12. I agree that I will not request or receive cash from suppliers as a result of exchanges, returns, or rebates.
13. I understand that, in addition to the policy and procedures in the P-Card User's Guide, the following types of purchase transactions are NOT allowed on the Montgomery College Purchasing Card:
  - a. Travel and/or expense related transactions (to include but not limited to purchase of transportation; such as, Metro fare cards, bus tickets, airport transportation, vehicle rentals; hotels; or meals at restaurants)
  - b. Service related transactions (to include but not limited to the delivery of water for departmental water cooler, repairs of any kind, installations of any type, or delivery of food items)
  - c. Gift cards from ANY vendor
14. I understand that I am bound by Montgomery College Board of Trustees Policy and Procedures which specifies that any single purchase between \$2,500 and \$10,000 requires three quotes or a sole source justification. In accordance with stated policy, as a Purchasing Cardholder, I understand that I may not compound purchases to avoid adherence to this stipulation.
15. Improper use of this card can be considered misappropriation of Montgomery College funds. This may result in disciplinary action, up to and including termination of employment.
16. I have read the above instructions and I understand the conditions of this agreement.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Primary Account Manager's Printed Name

\_\_\_\_\_  
*Primary Account Manager's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
Approving Account Manager's Printed Name

\_\_\_\_\_  
*Approving Account Manager's Signature*

\_\_\_\_\_  
*Date*



## Purchasing Card Termination

I acknowledge that, with my reassignment within the College or termination of employment, I have surrendered my purchasing card to the Procurement Office.

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Cardholder's Name (Print)

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Cardholder's Signature

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Date

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Procurement Office

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Date

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Date P-Card Terminated

# Montgomery College

## Tax Exemption Certificate – Number 30001235

State of Maryland  
Comptroller of the Treasury  
Revenue Administration Division  
301 W. Preston Street  
Baltimore, Maryland 21201-2383

The attached card is your new exemption certificate which is valid upon receipt. Effective October 1, 1997, exemption certificates issued to governmental entities no longer have an expiration date, thus eliminating the need to renew the certificate. Please read the enclosed Tax Tip and the instructions on the back of the card for the proper use of the exemption certificate. If you have any questions regarding the use of this card, please call the Taxpayer Service Section at (410) 767-1300 in Baltimore, toll free 1-800-492-1751 from elsewhere in Maryland, or e-mail at [taxhelp@comp.state.md.us](mailto:taxhelp@comp.state.md.us).

State of Maryland Comptroller of the Treasury  
Sales and Use Tax Exemption Certificate

Account Number  
30001235  
Name

Expiration Date  
Governmental  
No Expiration Date

Montgomery Community College  
51 Mannakee Street  
Rockville, Maryland 20850

PLEASE LAMINATE THIS CARD TO EXTEND ITS LIFE