

Refresher Purchasing Card Training



Purchasing Card Program

- Fiscally driven and facilitated by the ProCard Administration Team.
- The Purchasing Card (ProCard) is a tool designed to provide an efficient way to purchase business related goods.
- American Express Corporate Card
 - ✓ A flexible purchasing tool.
 - ✓ An alternative purchasing process.
 - ✓ Vendors who accept American Express will accept this card.

It is ..

- ✓ For official use only.
- ✓ An authority granted to individual MCCCCD employees.
- ✓ Authorized for use with only certain categories of vendors.

Requirements for Continued Participation

❖ Participants must be:

- Continue to be a full-time, board approved MCCCCD employee.
- Obtain departmental and fiscal approval.
- Agree to abide by the MCCCCD purchasing card policies and guidelines as defined in the User's Guide.
- Cardholders and reviewer must submit a signed Continuance of Participation agreement form.
- All levels of participants must attend refresher training.

Review of Card Parameters

- ❖ Purchase Limits are determined by your Department and Fiscal Authority.
 - Single purchase limit (SPL)
 - Monthly purchase limit (MPL)
 - These requests are determined by your department needs and budget.
- ❖ Each card has one default accounting code stream.
 - Your default account code should be set to the account you principally use.
 - Charges can be re-allocated by your Fiscal Authority during the cycle end reconciliation period.
- ❖ Tables – Merchant Category Codes
 - Tables 01/02 General Supplies
 - Table 03 Travel

Travel on the Card

- ❖ All applicable Maricopa guidelines pertaining to travel must be followed before using the card.
- ❖ No per diem charges are permitted.
- ❖ The following categories are allowed on the card:

Event Registration	Car Rental *
Airfare	Lodging * *
Shuttle/Transportation Services	

* By cardholder only.

** Must be prepaid up front by cardholder. A confirmation of room and tax can be obtained from vendor.

<http://www.maricopa.edu/publicstewardship/governance/adminregs/fiscal/15.htm>

Restricted Items

Insurance

Alcoholic Beverages

Flowers/Gifts

Ammunition/Weapons

Professional Services

Gasoline/Fuel

Leases/Rentals

Legal Services

Cash Advances/Loans

Cash/Credit

Gift Certificates

Gift Cards

Not inclusive of departmental or campus restrictions.

Special Restricted Items

- ❖ Capital Purchases
 - A capital purchase is defined as any individual piece of equipment priced over \$1,000.
- ❖ CPUs, regardless of price
- ❖ Software with licensing signatory requirements
- ❖ Departmental or campus restricted items
- ❖ MCCCCD internal transactions
 - Must be accomplished with a budget or expense transfer.
- ❖ Official Function Purchases
 - Any associated expenses with the Official function is prohibited.
- ❖ Personal Purchases

Returns, Exchanges & Disputes

- ❖ Arrangements for return, credit, or exchange are made by the cardholder directly with the supplier.
- ❖ All erroneous charges must be credited back to the card.
- ❖ If the cardholder is unable to resolve the dispute with the vendor:
 - Contact AMEX either via phone or online at Net Service to begin processing the dispute, and
 - AMEX must be notified within 60 days of the original transaction post date.
 - Advise the ProCard Administration Team of the dispute.
- ❖ All documentation showing proper resolution of the return or exchange must be retained and attached to the appropriate expense log.

Declines

The most common reasons for a decline:

- Card Limits – Single and Monthly
 - Taxes are included in your limit totals
 - MCC Codes – Classification of Vendors
-
- ❖ Ask the vendor to inquire as to why the charge was declined.
 - ❖ Inquire directly with AMEX (800) 274-7378.
 - ❖ Contact the ProCard Administration Team at:
 - Gloria Toscano (480) 731-8597
 - Kelvin Ong (480) 731-8548

Card Security

❑ Card Security

- > Do not lend the card to anyone
- > Do not share your account number
- > Guard your account number

Make sure your account number is NOT present on any receipts, invoices, etc.

❑ Report Lost/ Stolen Cards ASAP

American Express

(800) 274-7378

Follow up with the ProCard Administration Team
at procard@domail.maricopa.edu

Fraudulent Charges

Identifying and resolving fraudulent charges:

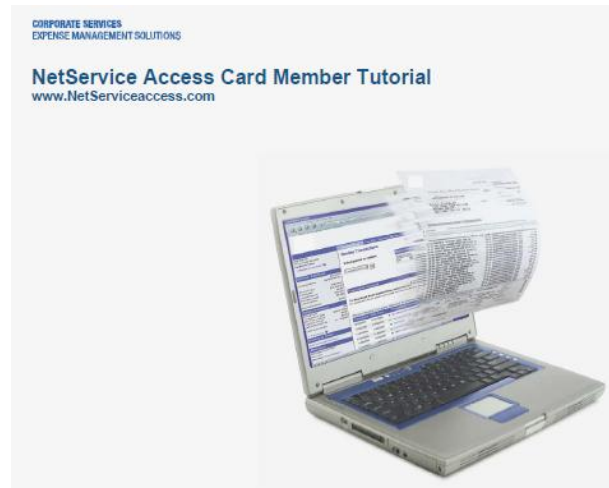
- ❖ View charges at the Strategic Account Management (SAM) website on a regular basis.
 - If fraud is detected, contact AMEX at (800) 274-7378 to inform them of the fraud and to begin the next steps to resolution.
- ❖ Contact may be initiated directly from the AMEX Fraud Department.
 - AMEX will call you to verify if charges are truly fraudulent.
 - If so, the card will be canceled and the resolution process will begin.

NetService

<https://www.netserviceaccess.com>

Cardholders can access account online

- View credit limits, available credit
- View real-time charges and declines
- Process disputes directly with AMEX
- View Receive no paper statements



Reminders

Documentation:

- It is the sole responsibility of the cardholder to obtain all documentation related to each purchase
- Providing documentation is mandatory for each transaction
- Invoice/ receipt – original, must be itemized, total must match total reflected in SAM
- Copies (plus original) when appropriate must be submitted

Ship to and Bill to address on orders must be the college address

- Shipments must be delivered to the cardholder
- Cardholders are responsible for inspecting all goods upon receipt

Suggestion: *Your Name/ProCard Order*

Audits and Record Retention

Audits:

The primary purpose of audits is to ensure that the Purchasing Card program procedures are being followed and that:

- Purchases are authorized
- The card is being used for appropriate transactions
- Documentation is complete

Cardholder Status Change:

Status change:

- ✓ Frozen/Suspend
 - The cardholder can take a temporary leave of absence.
- ✓ Retain
 - The cardholder can move to another department or campus, but still have need for the card. An additional paper process is involved in this option.
- ✓ Cancel
 - The department may no longer have a need for the card.
 - The cardholder no longer works for Maricopa.
 - All records along with the Procard must be turned in to your fiscal authority upon termination of employment.

General Program Information

Any misuse of the card, determined to be intentional, or any failure to comply with the procedures within the User's Guide may result in the following consequences.

- Re-training including fiscal representation.
- Suspension of card.
- Revocation of card.
- Disciplinary measures up to and including dismissal, if deemed appropriate.

Monthly Reconciliation

All levels of participants must fulfill responsibilities each month.

- The cycle end date is the 12th of every month, unless the 12th falls on a weekend or holiday, then it is the next business day.
- As a participant, you will receive a reminder email from your fiscal office giving a deadline as to when reconciliations must be completed.
- Absent participants (proper notification of absence and completion of reconciliation)

Cardholder

The cardholder must ...

- Input transaction item details in the “Description” and “Remarks” fields online in SAM.
- Check the “View” box to confirm and validate transactions.
- Generate and print out an Expense Log Report
 - > If no transactions for the month, must relay this to fiscal by either an email or screen shot of SAM
- Attach original receipts and any associated or related documentation.
- Sign report and forward to your Reviewer.

Reviewer

The reviewer must ...

- Verify that the Expense Log Report and receipts reflect what is viewed in SAM.
- Verify all transactions are validated for appropriateness.
 - ❖ For example: capital or split purchases.
- Check the “Approve” box in SAM.
- Sign and forward the Expense Log Report to the Fiscal Authority.

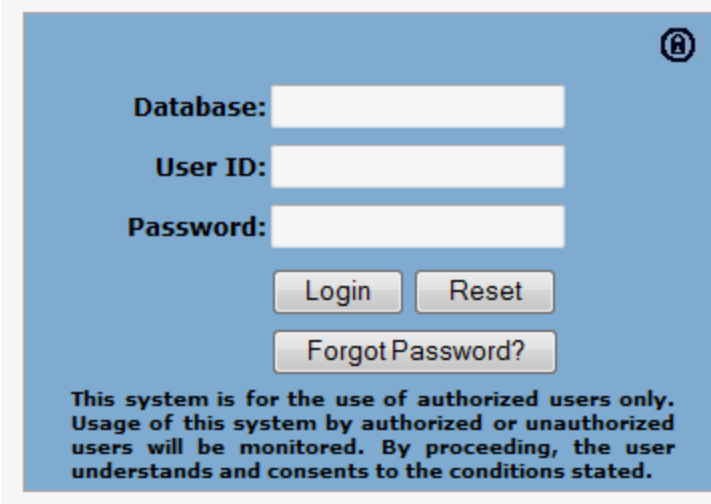
Fiscal

The fiscal authority must ...

- Verify that the information submitted on the Expense Log Report is complete.
 - ❖ All expenses listed and signatures present.
- Verify that the total expense does not exceed the budget.
- Check the “Authorize” box in SAM.
- Maintains all current year records in the fiscal office.

Strategic Account Management (SAM)

Internet Explorer: <https://www.samaccess.com>



The image shows a login form for the Strategic Account Management (SAM) system. The form is set against a light blue background and includes a lock icon in the top right corner. It features three input fields: 'Database:', 'User ID:', and 'Password:'. Below these fields are three buttons: 'Login', 'Reset', and 'Forgot Password?'. At the bottom of the form, there is a disclaimer: 'This system is for the use of authorized users only. Usage of this system by authorized or unauthorized users will be monitored. By proceeding, the user understands and consents to the conditions stated.'

Database:

User ID:

Password:

Login Reset

Forgot Password?

This system is for the use of authorized users only. Usage of this system by authorized or unauthorized users will be monitored. By proceeding, the user understands and consents to the conditions stated.