



GE MASTERCARD SMALL PURCHASE CHARGE CARD POLICIES AND PROCEDURES FOR RICHARD BLAND COLLEGE

PURCHASING REVIEW (non eVA users)

The GE MasterCard Small Purchase Charge Card is to be used for cash and carry purchase(s) up to your transaction limit (excluding registration -not applicable to ITS & Library), membership fees and airline/rail tickets – send documentation to the Purchasing Office. Any purchase that is not cash and carry will be processed through the Purchasing Office with the exception of individuals with eVA access. All State and College Purchasing regulations apply to these charges. Items to be paid for with State funds may be purchased with this Card. If used for Local, Foundation or Federal accounts, the expense must be reimbursed within 30 days. ***THIS CARD IS NOT TO BE USED FOR TRAVEL, CASH ADVANCES, ENTERTAINMENT OR PERSONAL ITEMS WITH THE EXCEPTION OF AIRLINE, BUS OR TRAIN TICKETS.***

When a new card is issued a GE MasterCard Corporate Purchasing Card Employee Agreement (see Page 9) will be issued and placed in the employee's personnel file.

SECURITY OF CARD

Authorized use of the purchasing card is limited to the person in whose name the card is issued. The card shall be used to purchase **authorized** goods and services required for college operations, maintenance and repairs within your delegated authority. The card shall not be loaned to another person. In the event the cardholder is absent from work for an extended period, a new card may be issued to another person for the duration of the absence.

When not in the physical possession of the cardholder, the purchasing card shall be kept in an accessible but secure location, such as a locked desk or cabinet. The account number on the purchasing card should not be posted or left in a conspicuous place.

If the cardholder's card is lost or stolen, the cardholder must immediately notify the Program Administrator, Pam Perkins (804-862-6268) or the Program Administrator backup Nicole Collins (804-862-6468) and GE MasterCard. The department is ultimately responsible for lost or stolen cards until it has been reported to both GE MasterCard (1-866-834-3227) and the Program Administrator.

Upon request by the College, or upon termination of employment, return the card to the Program Administrator.

ORDERING/USING THE CARD

Mandatory supply sources such as Virginia's Industries for the Blind, Correctional Enterprises, all State Contracts, and Warehouse Services must continue to be utilized as the only source of supply for those items. If those sources do not accept the GE MasterCard Corporate

Purchasing Card as a method of payment, the purchase must be made from that mandatory source via an appropriate ordering document. If the item(s) required for purchase is not carried by any of the mandatory sources, and you choose to make the purchase via the MasterCard, the cardholder may proceed with the intended purchase as follows:

All employees with purchasing responsibility who are involved in procurement decisions for goods and services are expected to notify and give every consideration to using qualified, small, women-owned and minority (SWAM) suppliers in a manner that is consistent with state and federal laws and regulations. Whenever the agency or institution engages in a solicitation or request for quotes, it will include an enterprise selected from the list of certified minority business enterprises (MBE) maintained on the DMBE web site, www.dmb.state.va.us. Where there is adequate registration in the commodity.

Quotes up to \$5,000 (including cash and carry) shall be solicited with a minimum of one (1) minority or women-owned business.

If adequate registration in the commodity is not available, document the procurement file with the efforts made to include the appropriate number of SWAM businesses. Solicitation of SWAM-owned businesses should not be construed as authorizing or directing the exclusion on non-SWAM-owned businesses; rather, the purpose is to include as many qualified businesses as possible.

1. Go to www.eva.state.va.us and select **NIGP Codes** from the left column and type in a description and hit search. Once you retrieve the 5 digit NIGP code, use that code and go to www.dmb.state.va.us and select **Certified Vendors** and **type in the NIGP code** where it says “**Commodity Code**” and **hit Search**. If any vendors are returned, then you must see if we can purchase the product from them. If we cannot purchase from any of the vendor(s) that the search returned, document the reasons on that page and retain with your MasterCard records or procurement file. If adequate registration in the commodity required is not available (meaning the search results in no vendor being found), document the procurement file with a copy of page documenting what NIGP code you searched on and that no vendor was found (print a copy of the DMBE search page).
2. Identify another supplier that sells the required goods/services and accepts MasterCard.
3. Assign a local purchase order if the goods are cash and carry or place an order via eVA (whichever is applicable).
4. If required, give the supplier your purchase order number.
5. Give the supplier your card account number and expiration date of the purchasing card.
6. Log the purchase immediately after each transaction in your purchasing log.

7. Retain all documentation pertaining to the purchase (such as purchase order, sales receipt, packing slip or receiving report and any supporting documentation). This documentation must be kept with your monthly MasterCard documentation.

PURCHASING LOG SHEET

In order to verify the accuracy of the monthly billing statement received from MasterCard, it will be necessary to maintain a record of purchases. This will be done by notation on your current log sheet indicating use of the MasterCard. The log sheet must be started on the 16th of each month. (Note: The billing cycle restarts on the 16th of each month.)

The log sheet should contain the following items:

- Date – date the order is placed
- Purchase order – purchase order number assigned to the purchase
- Vendor – from whom the order is placed
- Department Charged – department to be charged (English, Maint., etc.)
- Amount – this is the amount you expect the order to total
- Description – a brief description of what is ordered

The log sheet should be filled in as you place your orders, not at the end of each month. This log will enable to you verify your Cardholder Report at the end of the month more efficiently.

Should any charge not appear on monthly MasterCard statement, it is the cardholder's responsibility to follow-up with the vendor.

CARD MEMBER REPORT

A new billing cycle begins on the 16th of each month for MasterCard. You will receive your Cardmember Report (statement) around the 21st of each month, or you can print off your statement on www.genetservice.com. The "balance outstanding" represents the amount you owe. Your charges will be listed on the bill in alphabetical order. You will use this page(s) to balance your log sheet. After receipt of the monthly Cardmember Report, but prior to the 25th of the month, information contained on your purchasing log must be reconciled with your Cardmember Report to verify that purchases, returns, and billings are accurately documented and reflected to the MasterCard statements. Once this reconciliation has taken place, the cardholder accepting the billing must sign the cover sheet supporting documentation has been reconciled to the Cardmember Report.

THE ORIGINAL MASTERCARD PURCHASING CARDMEMBER REPORT AND THE GE MASTERCARD PURCHASE CHARGE CARD STATEMENT COVER SHEET (SIGNED BY THE CARDMEMBER AND SUPERVISOR) MUST BE SUBMITTED TO ARRIVE AT ACCOUNTS PAYABLE (AP) MARGERY YOUNG PRIOR TO THE 25TH OF EACH MONTH.

1. After verifying all transactions on your Cardmember Report to your MasterCard log sheet, complete the cover sheet (see Page 8). You will insert the department name, the cardholder name, the statement closing date, and the total amount of the bill. Remember this amount must agree with the balance outstanding on your Cardmember report.

2. You as the cardholder will sign the cover sheet that you have ordered the items in accordance with State policies.
3. Attach the **pink copy of the purchase order** or **copy of the eVA purchase order** (whichever is applicable) you have assigned, **copy of the receipt** or **invoice** for each purchase order, **original monthly statement** and your **log**. Secure the **cover sheet** to the front of the package and submit to your supervisor for signature. Make sure to keep a copy of your monthly log, Cardmember Report and cover sheet **and** keep the original purchase order, original invoice or receipt, receiving report and packing slip (if applicable) for your records.
4. Your supervisor will send the package to Accounts Payable immediately after reviewing and signing.

Since AP must process MasterCard's monthly invoice immediately upon receipt to avoid finance charges and to comply with the Prompt Payment Act, these documents must reach AP by the 25th of each month. If this date is not met, AP will charge any late fees or finance charges to the delinquent department's account. ***Repeated noncompliance with this requirement may result in forfeiture of card privileges.***

RETURNS, CREDITS, DISPUTED ITEMS

AP must pay MasterCard the total amount listed on the statement; any problems with the billed amount must be coordinated directly with the vendor and/or MasterCard and any corrections made through credit entries on subsequent Cardmember Reports.

Cardholder's are responsible for follow-up and resolution of any discrepancies or disputes. In most cases, discrepancies/disputes can be resolved directly between the cardholder and the supplier.

The cardholder must use the following guidelines when returning an item:

1. If an item needs to be returned for any reason, the cardholder should send the item back to the supplier in the manner agreed upon.
2. The supplier should issue a credit for items that are returned. This credit will appear on a subsequent charge card statement.
3. Documentation of the return (such as a credit receipt or credit memo) should be issued by the supplier. All documentation pertaining to returns must be kept on file for reconciliation to the monthly charge card statement.
4. The return should be entered on your purchasing log.
5. If the cardholder and the supplier cannot resolve an issue, the cardholder should contact MasterCard (1-1-866-834-3227). MasterCard will investigate the dispute on the cardholder's behalf and assist in the resolution.

TAX

All purchases on this card are tax-exempt with the exception of air/rail fares, Local, Federal and Foundation purchases. That tax is paid in the same manner as hotel or meal tax. If tax is charged on a purchase in error it is the cardholder's responsibility to have that tax credited.

REGISTRATIONS (Purchasing Office, Library and ITS only)

Registration fees for conferences may be charged to the MasterCard. Please remember that a Request for Travel Authorization (RTA) is always required for any travel on College business. A copy of the related RTA may be attached to the MasterCard paperwork for the month in which the registration is billed.

INTERNET PURCHASES

Purchasing on the Internet is now allowed according to the following policy. All State and College procurement policies remain in effect.

ELECTRONIC COMMERCE POLICY

I understand that in order to properly purchase goods and services, I must use eVA for those purchases that qualify and record the PCO (Purchase Card Order) number on the purchasing log. For those goods and services excluded from eVA by Section 14.9.b of the Agency Procurement and Surplus Property Manual (APSPM) and purchased via the internet, not through eVA, the vendor must have a Secure Socket Layer (SSL) Version 2.0 or greater. To ensure the vendor has a SSL, the address window must start with https://. I will record the vendor's website address on the purchasing log.

AIRLINE/RAIL TICKETS (Purchasing Office Only)

Airline/rail tickets must be purchased using the MasterCard whenever the vendor accepts the card as payment. Travelers will provide the Purchasing Office with a copy of their faculty/staff absence report and any special times for departure, seating and food preference. The Purchasing Office will research three (3) fares by and provide the traveler with the comparison. The traveler, unless sufficient justification is given, will be booked on flight with the lowest available fare.

TIPS AND SPECIAL HELPS

All State and College purchasing regulations apply to MasterCard charges.

1. Quotes up to \$5,000 (including cash and carry) shall be solicited with a minimum of one (1) minority or women-owned business.
2. Please remember your bill is due in AP by the 25th of each month.
3. The amount on your Cardmember Report must match the amount on your cover sheet.
4. If your balance outstanding is \$0.00, send in the cover sheet indicating \$0.00 with the original Cardmember Report.
5. If you do not receive a statement for the month (no transactions the current or prior month); send the cover sheet indicating "No Transactions" to your supervisor for signature.
6. Send the cover sheet, original of your Cardmember Report, copy of invoices or receipts and purchase orders to your supervisor for signature. Your supervisor will then send the package to AP.
7. Purchasing on the Internet is allowed. Remember to record the vendor's website address on the purchasing log.
8. We are tax exempt (exception Local, Federal and Foundation). It is the cardholder's responsibility to see that all tax is credited.
9. Make sure all transactions include documentation that shows what was purchased and at what price. This also applies to credits.
10. Document an explanation of any unusual purchase or any problems encountered directly on the log sheet.
11. MasterCard can be used to purchase airline/rail ticket but processed only by the Purchasing Office.
12. MasterCard can be used for membership and dues but processed only by the Purchasing Office, ITS and Library.
13. Card sharing is NOT permitted. This will cause the card to be revoked for a minimum of six (6) months.
14. MasterCard account numbers must NOT be faxed to vendors.
15. Plan for year-end.
16. Internet ticket purchases require a cost comparison.

General Restrictions

The following goods and or/services may not be purchased using the GE MasterCard Purchasing Card:

Radioactive materials

Narcotics or dangerous drugs

Pens, pencils, colored markers, refills for same (all writing instruments) that are not produced by Virginia Industries For The Blind (VIB) unless a waiver has been obtained from VIB by the Purchasing Office.

Items similar in nature to those manufactured by/available from VIB or VCE.

Furniture not provided by Virginia Correctional Enterprises (VCE) unless an appropriate waiver/release has been obtained from VCE by the Purchasing Office.

Gifts

Alcoholic beverages

Items available from Virginia Distribution Center

Firearms and ammunition

Purchases from state employees or immediate family

Printing (except for Purchasing Office)

Vehicles

Travel expenses

Equipment Trust Fund items

Gasoline for vehicles

Paint (VDC offers paint, paint brushes, etc.)

Revised 11/11/05

**RICHARD BLAND COLLEGE
GE MASTERCARD PURCHASE CHARGE CARD
STATEMENT COVER SHEET**

Department Name: _____

Cardholder: _____

Statement Closing Date: _____

Total Amount: _____

I hereby certify that this payment is for goods and services purchased by use of an authorized Commonwealth GE MasterCard Corporate charge card which were ordered in accordance with all State regulations. All supporting documentation has been reconciled to this Card member report.

Cardholder

Supervisor's Approving Signature: _____

**Richard Bland College
Commonwealth of Virginia Corporate Purchasing Card
Employee Agreement**

I, _____, acknowledge receipt of a GE MasterCard Purchasing Card. As a Cardholder, I agree to comply with the following terms and conditions regarding my use of the Card.

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of my agency and will strive to obtain the best value for the agency by using State contracts and other “preferred suppliers” as identified by the Agency’s Purchasing Department.
2. I understand that my agency is liable to GE MasterCard for all authorized charges made on the Card.
3. I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand that my agency will review the use of this Card and the related management reports and take appropriate action on any discrepancies.
4. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, including termination of employment.
5. I agree to return the Card immediately upon request or upon termination of employment (including retirement). Should there be any organizational change that causes my cost center to likewise change, I also agree to return my Card and arrange for a new one, if appropriate.
6. If the Card is lost or stolen, I agree to notify the Program Administrator and GE MasterCard immediately.
7. I understand that in order to properly purchase goods and services, I must use eVA for those purchases that qualify and record the PCO (Purchase Card Order) number on the purchasing log. For those goods and services excluded from eVA by Section 14.9.b of the Agency Procurement and Surplus Property Manual (APSPM) and purchased via the internet, not through eVA, the vendor must have a Secure Socket Layer (SSL) Version 2.0 or greater. To ensure the vendor has a SSL, the address window must start with https://. I will record the vendor’s website address on the purchasing log.

Employee Signature/Date

Agency and Cost Center

Employee Social Security Number

Supervisor’s Signature/Date

Agency Address

Program Administrator’s Signature/Date