

Richard Bland College Purchasing Charge Card Policies and Procedures

July 1, 2014

VISA: Bank of America

Richard Bland College participates in the Purchasing Card Program administered by the Commonwealth of Virginia Department of Accounts. The purchasing card provides Richard Bland College the opportunity to streamline procedures for procuring and paying for small dollar goods and services.

Richard Bland College is liable for all charges made with the Purchasing Card when policies and procedures are followed by an authorized Richard Bland College employee. The Purchasing Card may be used for official Richard Bland College purchases only. The Purchasing Card is not a substitute for proper procurement procedures, and for no reason can be used for personal purchases. There are two types of Purchasing Cards: Small Purchase Charge Card (SPCC) and the GOLD card. The policies and procedures in this manual will apply to the use of both card types, and any differences will be noted.

PROGRAM ADMINISTRATOR (PA):

The SPCC Program Administrator is a designated Richard Bland College employee responsible for the management of the program.

Program Administrator
Diane Fair, VCO, VCCO
Procurement Manager
Office of Procurement
804-863-1655
dfair@rbc.edu

Backup Program Administrator
Lauren Sumner
Accountant
Finance and Administration
804-862-6458
lsumner@rbc.edu

The GOLD card Program Administrator is a designated Department of Accounts employee.

GETTING A PURCHASING CARD:

To request a Purchasing Card, a Commonwealth of Virginia Purchasing Card Request form must be completed and submitted to the Program Administrator. The form for the SPCC and GOLD card may be obtained by contacting the Program Administrator at dfair@rbc.edu.

A new Purchasing Card will be distributed to the cardholder once the cardholder and their supervisor have completed the mandatory training and signed an Employee Agreement form. The training is administrated through the Commonwealth of Virginia Knowledge Center.

TRAINING:

All card holders and supervisors must complete an annual mandatory online training program that is administrated through the Commonwealth of Virginia Knowledge Center. The Purchasing Card Program Administrator will contact cardholders and supervisors with instruction for completing the annual training. The training will be available around February or March of each year.

RECORD RETENTION:

All documentation (statement copy, log, purchase orders, requisitions, invoices/receipts, etc.) must be kept for 5 years plus the current year. The Commonwealth operates on fiscal years, July 1 to June 30.

Retention Period Example:

Current Year: July 1, 2013 – June 30, 2014

Year 1: July 1, 2012 – June 30, 2013

Year 2: July 1, 2011 – June 30, 2012

Year 3: July 1, 2010 – June 30, 2011

Year 4: July 1, 2009 – June 30, 2010

Year 5: July 1, 2008 – July 30, 2009

Documents dated before July 1, 2008 should be destroyed.

CARD SECURITY

The Purchasing Card must be kept in a secure place at all times. If the Purchasing Card is lost or stolen, the cardholder must immediately notify Bank of America and the Purchasing Card Administrator.

CARD CANCELLATION, RENEWAL AND CHANGES:

- Cardholders must return their cards immediately upon the request of their supervisor or the Purchasing Card Program Administrator. The Purchasing Card must be returned whenever the cardholder changes positions at Richard Bland College and the Purchasing Card will not be required in the new position. If the new position requires a Purchasing Card, then a memorandum must be completed and approved by the cardholder's new supervisor and submitted to the Purchasing Card Program Administrator for approval.
- Cardholders must return their cards when leaving the employment of Richard Bland College.
- Cardholders who wish to cancel their cards should cut their SPCC in half and turn it to the Purchasing Card Program Administrator with a written explanation as to why the card should be cancelled.
- Active Purchasing Cards are automatically renewed every two years. The Purchasing Card Program Administrator will distribute the new cards, and each cardholder and their supervisor must sign a new Employee Agreement form.
- All change requests (limits, restrictions, etc.) must be submitted in writing to the Purchasing Card Program Administrator by the cardholder's supervisor.

RESTRICTIONS:

- DO NOT fax, email or mail your full credit card number. If a company sends you a Credit Card Authorization form to complete, only the last four digits can be sent. Call the vendor and inform them that the State of Virginia does not allow you to fax, email or mail your full credit card number, and provide the vendor with the rest of your credit card number verbally.

Good Practice – By calling the vendor you are verifying that the fax information requested is not an attempt at fraud by an erroneous person. Have the vendor verify some piece of information not included on the fax (purchase order number, what was purchased, etc.).

- DO NOT SHARE YOUR CREDIT CARD. The credit card can only be used by the person whose name is on the card
- RICHARD BLAND COLLEGE DOES NOT PAY SALES TAX. You may get a Tax Exempt Form from Procurement Manager or the Accountant.

- CREDIT CARD USAGE FEES can only be charged when listed as a separate line item on the receipt. In addition, for cash and carry purchases the vendor must have a sign displayed that states that they charge a Credit Card Usage Fee.
- PAST DUE invoices cannot be paid with a Purchasing/GOLD card without written approval from the Purchasing Card Program Administrator.
- The following goods and services may be purchased with prior written justification and documentation from the Purchasing Card Program Administrator.
 - Ammunition
 - Firearms
 - Hotel accommodations (for candidates and guest only)
 - Flowers
 - Furniture
 - Vehicle rental
 - Airline, railway and bus tickets
 - Clothing
 - Office supplies
 - Conference registration fees
 - Catering and other non-restaurant food purchases
- The following goods and services may NOT be purchased with the Richard Bland College Purchasing Card
 - Alcoholic beverages
 - Automobiles
 - Gift cards and certificates
 - Gas at the pump
 - Restaurant meals

RECONCILIATION:

The cardholder will receive a statement from Bank of America every month. The cardholder will reconcile the charges on the statement with the receipts for charges and allocate the charges in Works within 3 days of the close of the billing period. Once allocation is complete, the Work allocation is electronically submitted to their supervisor for review and approval. When approved, the Accountant reviews the allocations for accuracy and the final approval is submitted. A report is submitted to Accounts Payable for payment.