# PURCHASING CARD POLICIES AND PROCEDURES

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I. PROGRAM

A. Policy Statement
The University of New Orleans has entered into an agreement with the State of Louisiana and Bank of America that provides qualified and eligible employees with a Visa Purchasing Credit Card to purchase low cost materials while complying with proper purchasing procedures.

The Purchasing Card program provides UNO with a system that is efficient, flexible, and convenient for departments purchasing goods directly from vendors. The program is designed to delegate the authority and capability to purchase small dollar items directly to the end user or department. Use of the card will enable cardholders to purchase non-restricted items directly from vendors without the issuance of a requisition or purchase order.

The SPL (single purchase limit) for all transactions is up to $1,000 (including shipping and handling charges) within the current Office of State Purchasing and Travel procedures, UNO's Purchasing and Procurement Card procedures, and the current Small Purchase Executive Order. Certain business transactions require higher limits exceeding $1,000. Transactions over $1,000 but less than $5,000, including shipping and handling charges, may be granted with approval from UNO's Program Administrator. However, when requesting approval for a higher SPL, be aware it is best practice to set the limit to the lowest necessary SPL needed for the individual's duties.

It is imperative that the University comply with all guidelines issued by the Louisiana Property Assistance Agency (LPAA). In order to insure compliance, all equipment purchases exceeding $1,000, as well as all laptop and desktop purchases, must be made via Purchase Order and not with the Purchasing Card.

B. Conditions of the Program
It is mandatory that all cardholders complete the following items prior to receiving a Purchasing Card:

- Corporate Liability Purchasing Card Agreement / Enrollment Form acknowledging and outlining the cardholder’s responsibilities under the program.
- PeopleSoft Purchasing Card Access Request Form establishing the cardholder’s proxies and roles (reconciler and approver) during the reconcile / approval process.
- Attend a training session.

As a state agency, The University of New Orleans is bound by State and Federal regulations and laws. To ensure compliance with these requirements, cardholders must adhere to the guidelines within UNO’s and the State Corporate Liability Purchasing Card Program policies. Cardholders must also follow the guidelines outlined in the Cardholder Agreement / Enrollment form, as well as any revisions by UNO’s Business Affairs Office.

C. Benefits of the Program
The Purchasing Card improves efficiency and effectiveness associated with processing purchases and payments up to $1,000 by allowing:

- One monthly invoice paid to Bank of America versus handling large volumes of low dollar invoices.
- Receipt of goods on a timely basis.
- Prompt payments to vendors / suppliers.
- Employees purchase items with the convenience of a credit card, without completing a purchase order.

All State of Louisiana and UNO Purchasing rules and regulations must be followed. The only modification is the Purchasing Card is the method of payment.

II. DEFINITIONS

Approver – an employee who will approve a cardholder’s Purchasing Card transactions in UNO’s PeopleSoft Financials system. The approver is established through the PeopleSoft Access Request Form.

Cycle (synonymous with “billing cycle”) - the period of time between billings. The State of Louisiana Purchasing Card closing period ends at midnight the 5th. As an example, May 6 – June 5 is a complete cycle.

Cycle Limit - maximum spending (dollar) limit a Purchasing Card is authorized to charge in a cycle. The limits should reflect the individual's purchasing patterns. These are preventative controls and should be used judiciously.
**MCC Code (Merchant Category Code)** - a standard code the credit card industry used to categorize merchants based on the type of goods or services provided by the merchant, and is assigned by the acquiring bank.

**Merchant** - a business or other organization that may provide goods or services to a customer. Synonymous with "supplier" or "vendor".

**Purchasing Card** - a credit account issued in an employee's name. The Purchasing Card is a direct liability of the State, and the statement is paid by agency. Purchasing Card accounts are an alternate means of payment for purchases of goods and services.

**Proxy** - an employee who has capability and authority to review, modify, verify or approve another cardholder's transaction in UNO's PeopleSoft Financials system. The proxy is established through the PeopleSoft Access Request Form.

**Reconciler** - An employee who will reconcile and verify Purchasing Card transactions in UNO's PeopleSoft Financials system. The reconciler is established through the PeopleSoft Access Request Form.

**SPL (Single Purchase Limit)** - the maximum spending (dollar) limit a Purchasing Card is authorized to charge in a single transaction. The SPL limit for UNO's Purchasing Card program is $1,000 (including shipping and handling charges). The SPL should reflect the individual's purchasing patterns. These are preventative controls and should be used judiciously. Purchases shall not be split with the intent of and for the purpose of evading the Purchasing Card single purchase limit set for cardholder.

**Transaction** - a single purchase. A credit also constitutes a transaction.

**Transaction Documentation** - all documents pertaining to a transaction. The documentation is also used for reconciliation at the end of the billing cycle and is to be retained with the monthly reconciliation documentation for review and audit purposes. Examples of transaction documentation include, but are not limited to: itemized purchase, receipts/invoices, receiving documents, credits, disputes, and written approvals.

**Verify** - PeopleSoft uses the language "Verify" for reconcile. Both verify and reconcile are the same.

### III. POLICY REQUIREMENTS

#### A. Purchasing Card Requirements

All Purchasing Card transactions must have a receipt and must be in accordance with UNO's Purchasing Policies, Rules and Regulations and Louisiana Statutes and/or Executive Orders.

Cardholders must be approved by the appropriate UNO authority and distributed only to frequent purchasers based on the request of a supervisor, manager or department head, not as an automatic process upon hiring.

UNO will provide necessary training to ensure the cardholder is aware of all responsibilities associated with possession and use of a Purchasing Card. Cardholders must attend a training session and sign a Cardholder Agreement / Enrollment Form, acknowledging their responsibilities prior to issuing the card.

UNO's Program Administrator shall maintain the original employee signed copy of the Agreement / Enrollment Forms for all participants of the Purchasing Card Program. A copy of the signed agreement along with the state and UNO's policy shall be provided to the participating employee.

Transactions are reconciled and approved in UNO's PeopleSoft Financials system. A PeopleSoft Purchasing Card Access Request Form must be completed to ensure the proper employees have the correct PeopleSoft security. The completed form is sent to the Coordinator for Card Services, who will request the security through UNO's University Computer Center. The form will establishes roles (reconciler and approver) during the reconcile process, and must be signed by the cardholder's supervisor. The Program Administrator will maintain the original signed forms after security is granted.

All Purchasing Cards are issued with corporate liability, under which the State is liable for the cost of the purchases. The program is based on the strength of the State's financial resources, not the cardholder's personal finances. Due to State Liability, Purchasing Cards are issued in the name of State of Louisiana employees only.
Purchasing Cards will be issued with dual limits, at a minimum. The overall card cycle limit is determined by UNO, and a SPL is up to $1,000 (including shipping and handling charges). These limits should reflect the individual's purchasing pattern and are preventative controls and should be used judiciously. Purchases exceeding $1,000, with a max of $5,000, may be granted with the approval of the Program Administrator. Business transactions that require higher limits exceeding $5,000 may be requested from the Office of State Purchasing and Travel with a Purchasing Card Exemption Request Form. Contact the Coordinator for Card Services to obtain the form.

It is imperative that the University comply with all guidelines issued by the Louisiana Property Assistance Agency (LPAA). In order to insure compliance, all equipment purchases exceeding $1,000, as well as all laptop and desktop purchases, must be made via Purchase Order.

Default speed key(s) will be assigned to each card. The speed key(s) will be approved by the cardholder’s supervisor on the Cardholder Agreement / Enrollment Form. Each purchase is charged to the approved speed key(s), which is selected by the cardholder / proxy when reconciling the transaction. It is the department and cardholder’s responsibility to change, delete or update speed key(s) when applicable by completing a Purchasing Card Maintenance Form.

The State Purchasing Card is a VISA card, will be identified with the State of Louisiana seal, and marked State Corporate Purchasing Card. The cards will be embossed with the Employee's name, department name, account number and tax exempt number. Expiring Purchasing Cards will automatically be replaced prior to the card's expiration date by the issuing bank. All replacement cards will be sent to UNO’s Program Administrator.

B. Declared Emergency Use
In the event of a declared emergency, the Purchasing Card may be used with higher limits by essential cardholders that would be active during an emergency situation, not ALL cardholders. An emergency profile must be created in WORKS which shall not exceed the following limits, without prior approval from Office of State Purchasing and Travel: SPL (single purchase limit) $25,000, Travel and Rest MCC Groups may be removed if determined to be necessary, however, the Cash MCC Group must remain attached to the profile at all times, as cash is never allowed, even during emergency situations. Higher limits do NOT eliminate the need to follow emergency procurement rules, policies, procedures and/or executive orders. It is the program administrator’s responsibility to ensure that all cards are returned to their original profile once the emergency declaration has expired and/or when higher emergency limits are no longer necessary.

IV. THE OFFICE OF STATE PURCHASING AND TRAVEL'S RESPONSIBILITIES

The State of Louisiana, Office of State Purchasing and Travel is responsible for the statewide contract administration of the Corporate Liability Purchasing Card / CBA Program. The State Program Administrator will serve as a central point of contact to address all issues and changes necessary to the overall program, and coordinate such changes with the contractor, Bank of America.

The Office of State Purchasing and Travel will issue and maintain the State "LaCarte" Purchasing Card CBA Policy as contained herein. If the state's policy or the program limits are changed statewide, a revised policy will be issued by the Office of State Purchasing and Travel.

The Office of State Purchasing and Travel will approve agency participation in the program and identify allowable Merchant Category Codes (MCC) with their limits. Cash is blocked from use in this program.

V. THE UNIVERSITY OF NEW ORLEANS' RESPONSIBILITIES

A. General Policy and Procedures
The University's responsibilities include administration of the Corporate Liability Purchasing Card program, and compliance with state guidelines identified in UNO's Policies and Procedures, the State Accounting and Purchasing Card Manual, any current Purchasing Policies, Rules and Regulations, Louisiana Statutes and Executive Orders.
The University of New Orleans will be responsible for designating Agency Purchasing Card Program Administrator(s) and notifying the State Program Administrator at the Office of State Purchasing and Travel of any changes to the Office of the President or Program Administrator(s).

The University is responsible for developing a policy documenting all internal procedures and ensuring that UNO is in accordance with the guidelines of the Corporate Liability Purchasing Card Policy, including a definition of split purchasing along with a statement that a single purchase shall not be artificially divided to avoid the SPL or procurement procedures. Also, the policy should be reviewed and updated when necessary with changes or additions which may occur within UNO’s internal procedures and / or the State’s policy. This includes updating of MCC Codes, as necessary, when provided by the Office of State Purchasing and Travel and Bank of America.

UNO’s Program Administrator and the Coordinator for Card Services will be responsible for keeping abreast of program updates sent via email and posted on the Office of State Purchasing and Travel Website (www.state.la.us/osp/travel), along with distribution of this information to the President’s Office, cardholders, and any other agency personnel as deemed appropriate.

B. Internal Policies and Procedures:
   1. Prior to card issuance, each cardholder must participate in training conducted by the Coordinator for Card Services to ensure they are aware of all duties and responsibilities associated with possession and use of the State Liability Purchasing Card.
   2. Each cardholder must complete a Purchasing Card Cardholder Enrollment / Agreement Form. The Program Administrator shall maintain the original employee signed copy for all participants of the program. A copy of the signed agreement along with the state and university policy shall be provided to the participating employee.
   3. All Purchasing Card’s transactions are reconciled and approved in UNO’s PeopleSoft Financials system. A PeopleSoft Purchasing Card Access Form must be completed to ensure the proper employees have PeopleSoft security. The completed form is signed by the cardholder’s supervisor, and sent to the Coordinator for Card Services, who will request the correct PeopleSoft security through UNO’s University Computer Center. The Program Administrator will maintain the original signed forms.
   4. Three roles are assigned in the PeopleSoft Financials: CC_Reconciler, CC_Approver, and CC_Administrator. The roles of reconciler and approver are identified on the PeopleSoft Purchasing Card Access Form, and approved by the cardholder’s supervisor. The same individual cannot reconcile and approve a transaction, and a cardholder cannot approve their own purchase. The administrator role has the authority to view and edit a cardholder's charge, and is determined by the Program Administrator.
   5. Each card is assigned default Speed Key(s) approved by the supervisor on the cardholder’s Enrollment / Agreement Form to interface with UNO’s PeopleSoft Financials system. All purchases will be charged against the approved Speed Key(s). These speed key(s) will be the only option to choose when reconciling purchases in PeopleSoft Financials. The expiration date of a grant speed keys must be provided.
   6. If a speed key needs to be added or deleted, it is the responsibility of the cardholder and department to complete a Purchasing Card Maintenance Form. The form is submitted to the Coordinator for Card Services who will make the appropriate changes. A written request is also accepted. The request should outline the changes and sent to the Coordinator for Card Services and Program Administrator.
   7. The Program Administrator determines appropriate cardholders and setting individual cardholder limits for single transactions and daily and cycle transaction limits. The SPL is $1,000. Certain business transactions require higher limits exceeding $1,000 and may be granted with approval from the Program Administrator up to $5,000. Transactions requiring higher limits exceeding $5,000 may be granted with approval of the "Request for Exception Form" from Office of State Purchasing and Travel. Contact the Coordinator for Card Services to access the form. When requesting approval for a higher SPL, be aware that it is best practice to limit the SPL to the lowest necessary amount needed for the duties of the individual.
   8. It is imperative that the University comply with all guidelines issued by the Louisiana Property Assistance Agency (LPAAA). In order to insure compliance, all equipment purchases exceeding $1,000, as well as all laptop and desktop purchases, must be made via Purchase Order.
   9. The Program Administrator request cards, monitors the issuance of cards and will only issue one card per cardholder. The Program Administrator performs any maintenance necessary for cardholders.
   10. The Coordinator for Card Services maintains a list of all agency cardholder's names.
   11. The Coordinator for Card Services determines allowable merchant category codes based on individual needs and the State’s allowances.
   12. The Coordinator for Card Services educates cardholders on use of the card, sales tax requirements, 1099 reportable vendors and on the process of reporting a card lost, stolen and / or any fraudulent activity.
13. The Program Administrator maintains budgetary controls.

14. The Coordinator for Card Services monitors for inactive cardholder accounts and informs the Program Administrator to adjust SPL’s and / or monthly cycle limits accordingly based on possible change in needs and / or cancellation of card, especially when not utilized in a twelve month period. The cardholder’s Purchasing Card SPL will be reduced to $1 during an extended absence until cardholder returns. This will protect the cardholder and the agency during their absence.

15. The Program Administrator is required to close an account if a cardholder:
   - transfers to a different department and does not have authority from the new department to have a Purchasing Card
   - separates employment with the University. UNO Clearance forms must be initiated by the supervisor in a timely manner. Cardholders will be asked to return the Bank of America card to Business Affairs prior to end of employment. Cards should be deliver in person, not sent through campus mail.

16. The Coordinator for Card Services monitors the purchase activity for recovering of unauthorized charges and / or overage of allowances as defined in the current Office of State Purchasing and Travel procedures, UNO’s Purchasing and Procurement Card procedures, and the current Small Purchase Executive Order. The cardholder must remit a payment to the University for unauthorized charges or overages by paying the University’s Bursar Office. If the payment is not remitted within two pay periods, the cardholder will be subjected to payroll deduction as authorized by the cardholder's agreement form. Two unauthorized charges within a year can result in the card being revoked.

17. The Coordinator for Card Services enforces personnel policies to discipline employees in the event of abuse or failure to comply with established guidelines and procedures. The First Offense is a written notification from the Coordinator for Card Services who will also notify the Department Head, Program Administrator and Accounts Payable Manager. Second Offense of the same nature will result in a committee comprised of the Coordinator for Card Services and the Program Administrator and / or Accounts Payable Manager to review the offense. The committee will make a decision on how to handle the offense which could include revoking the card. If the cardholder disagrees with the committee's decision, then the cardholder has ten days to appeal the committee's decision. The cardholder submits the appeal, in writing, to his / her Department Head and the Program Administrator. In instances of card misuse, the cardholder will have two pay periods to resolve the matter or the amount can be deducted from cardholder's paycheck.

18. It is the cardholder’s responsibility to ensure tax is not charged when applicable. The Coordinator for Card Services will monitor card transactions to ensure the University will be reimbursed for unauthorized state, city / parish tax exempt purchases. If unauthorized tax is applied to a Purchasing Card purchase, the cardholder must request for the vendor to credit the tax on the next statement. If the vendor cannot do so, the unauthorized tax amount is owed by the cardholder to the University. The cardholder will have two pay periods to resolve the matter or the amount can be deducted from cardholder's paycheck.

State policy indicates UNO may exempt cardholders from obtaining a credit from the merchant for state sales tax charges of $25 or less. UNO will monitor sales tax transactions to ensure corrective action is taken against repeat offenders. If unauthorized sales tax under $25 is charged twice to the same cardholder, the taxable amount becomes the cardholder’s responsibility to repay the University if the vendor cannot issue a credit by the next statement. The cardholder will have two pay periods to resolve the matter or the amount can be deducted from cardholder's paycheck. The card can be canceled if unauthorized tax is charged two times within a 12 month period, regardless of the sales tax amount.

19. The Coordinator for Card Services will ensure cardholders, proxies and approvers promptly reconcile and approve transactions in PeopleSoft Financials, and review all transactions approved in PeopleSoft.

20. The Coordinator for Card Services ensures statement payments are made prior to the due date.

C. Audits and Controls
The University is responsible for performing post audits of cardholder’s transactions to monitor appropriate use, while verifying purchases are made in accordance of the current Office of State Purchasing and Travel procedures, UNO’s Purchasing Card procedures, and the current Small Purchase Executive Order. Remember all transactions MUST have a receipt. The bank will provide reporting capabilities at no cost to the University. Auditing the disbursement of University funds for settlement of valid Purchasing Card claims is the responsibility of UNO’s Accounts Payable Office. Departments using the Purchasing Card must do so in accordance with the internal controls and audit standards set forth by the University. Approval of an application for the use of the card
is granted by the appropriate Director, Dean, Department Head or Administrative Officer. The approval signifies the department and cardholder will comply with the following guidelines and internal controls:

- Departments will ensure separation of duties for reconciling and approving transactions. The same individual cannot reconcile and approve a charge, and a cardholder cannot approve their own charge.
- After the charge is approved by the department, the Coordinator for Card Services will audit the Purchasing Card transaction for propriety of purpose, proper documentation (receipts, invoices, etc.) valid speed key / account number, verifying transactions are not split to circumvent procurement card rules and insuring all corrections and adjustments are made in a timely manner. Charges not in compliance with UNO and State policies will be reported to the cardholder’s supervisor and the Program Administrator.

After processing the monthly statement remittance, all Purchasing Card entries and imaged supporting documentation are retained for each card transaction in an auditable state for a period of seven full fiscal years. (Support documentation for restricted and grant accounts must comply with University and granting agency requirements). Disposal of the records will be in accordance with University policy on record retention. These files will be subject to periodic review by the Office of the Legislative Auditors and any other duly authorized auditor.

D. Audit Reports
The following reports, at a minimum, should be run on at least a monthly basis by the University:

1. Card Decline Report - shows all transactions which declined during a specified time period, including the reason for the decline. Example of card declines include card may not have been activated, mcc group excluded, not enough money available, type of vendor not allowed, etc. This report is run by the Coordinator for Card Services before the first of every month who will contact each cardholder if necessary on the report to provide an explanation of why the transaction declined. The report results are shared with the Accounts Payable Manager and Program Administrator.

2. Card Status Report - shows the status of each card by listing the cardholder's name, profile and single transaction limit. The report verifies each cardholder is assigned the correct profile and SPL. The report is run by the Coordinator for Card Services and shared with the Program Administrator.

3. Same Day / Same Vendor Purchase - transactions which occurred on the same day with the same vendor, by cardholder, with the amount totals more than the cardholder’s single transaction limit. All transactions listed in the report should be justified for auditing purposes, and addressed accordingly up to and including cancellation of card. This report is run by the Coordinator for Card Services who will contact the cardholder to inquire as to why multiple same day transactions occurred.

All reports are to be used as a tool to assist the Program Administrator and the Coordinator for Card Services with determining which cardholders may need a refresher training course, counseling, cancellation of card, as well as, to determine possible changes to cardholders' limits, profiles, and MCC groups.

E. Purchasing Card Cycle
The cardholder presents their Purchasing Card to the supplier at the time of purchase. The suppliers receive remuneration from Visa within two business days of requesting payment for merchandise provided.

The Purchasing Card’s billing cycle starts on the 6th of each month and ends on the 5th of the following month (ex: January 6 – February 5). A payment is made to the bank, Bank of America, consuming of all agency transactions within a particular billing cycle. UNO must remit a payment within 25 days of the statement end date, 5th of the month. A cardholder never makes a payment directly to Bank of America.

A paper statement is mailed to UNO, and an electronic version can be downloaded on Bank of America’s online site, Works.com. These files are used for reporting and reconciliation. A cardholder is mailed a copy of the statement to their campus address for internal records only. Each cardholder can view their purchases on Works.com if a profile is established by the cardholder.

F. Payment Process
UNO will ensure all necessary procedures and controls are in place for prompt payment, reconciliation and cost distribution of charges and credits.

Within two business days of a purchase, an electronic file is sent to UNO from Bank of America containing payment details for cardholders’ charges. The file is uploaded to PeopleSoft Financials daily by the Coordinator for Card Services. Please note a file can contain multiple transactions, and more than one file can be sent to UNO in a day. It is best practice to upload files daily. See Exhibit I for details on how transactions are uploaded.
All transactions must be reconciled and approved in PeopleSoft prior to the statement payment. The Coordinator for Card Services monitors all transactions to ensure the cardholder / proxy reconcile, and the supervisor / reviewer approve each charge. The reconcile and approval procedures are explained in detail in Exhibits II and III.

After the charge is reconciled and approved, the Coordinator for Card Services must perform the tasks outlined below in PeopleSoft:

1. Create a voucher for the all transactions. A voucher is generated manually or through a batch process. It is best practice to create vouchers as soon as the charge is approved. PeopleSoft will not produce a voucher until the charge is reconciled and approved by the cardholder / department. PeopleSoft creates one voucher for all transactions uploaded during a single day. Ex: If multiple files or a file containing several charges is uploaded in one day, a single voucher will be created with multiple lines. Each line will represent a Purchasing Card charge.

2. Budget check all vouchers. By creating vouchers daily, the budget check process is automatically completed over night. If needed, vouchers can be budget checked manually or through a batch process.

3. Post all vouchers manually or through a batch process.

4. After all vouchers for a billing statement’s cycle are created, verify the statement’s payment due amount matches the total amount of vouchers posted. If there is any discrepancy, make certain all lines on the statement have a voucher created.

5. Indicate the form of payment for all vouchers within the billing statement.

A billing cycle’s payment is due 25 days from the statement end date, which is the 30th of every month. UNO will always make the statement payment. The cardholder will never make a payment to Bank of America, regardless of the situation.

UNO has established an automated draft to occur as Bank of America’s form of payment. The draft takes place on the 30th of the month, or the last open business day if the 30th is a weekend or holiday. The draft amount is verified by the Coordinator for Card Services. If there is a discrepancy with the draft amount, the coordinator will notify Bank of America to resolve the issue, and contact the Program Administrator and UNO’s General Accounting Office.

The Program Administrator or Coordinator for Card Services will ensure enough funding is available when the draft is completed. The draft is approved by Business Affairs through UNO’s Automatic Debit Form. Two of UNO’s authorized check signers must sign the form.

Other acceptable forms of payment are a check or wire transmittal, in which UNO’s internal procedures must be followed for each individual method.

The cardholder will never make a payment directly to the bank in the event that an unauthorized charge is placed on the card. If the payment is made directly to the bank, it will cause the monthly statement billing file to be out of balance and agency will have to determine the cause. Report any unauthorized charges to the Coordinator for Card Services immediately.

VI. SUPERVISOR / REVIEWER RESPONSIBILITIES

A cardholder’s supervisor / reviewer must approve all Purchasing Card transactions. This is completed through UNO’s PeopleSoft Financials system. A purchase cannot be approved by the reconciler. For example if a cardholder or proxy reconcile, they cannot approve the transaction. A transaction can never be approved by the cardholder, even if their proxy reconciles.

The supervisor / reviewer is notified a transaction is ready for approval via an email sent from PeopleSoft Financials. The email is automatically generated after the cardholder / proxy reconciles the transaction. The email contains a link which leads directly to the approval page. The PeopleSoft navigation to the approval page is Purchasing – Procurement Cards – Reconcile – Reconcile Statement.

While approving, the supervisor / reviewer must ensure each transaction:

- Has an appropriate business purpose.
- Is in compliance with all purchasing rules and regulations, along with UNO and State Purchasing Office’s Purchasing Card policy.
- Is not a duplication of personal request and / or reimbursement.
The supervisor / reviewer must also make certain the transaction details are correctly entered in PeopleSoft Financials. Below are the items that should be reviewed in PeopleSoft:

- The correct account number and speed key is entered (chartfield combination is valid).
- In the comment section, a comment is entered describing the purchase. A new comment can be added by the supervisor / reviewer if needed, but a saved comment should never be deleted.
- A detailed receipt is uploaded in the comment section.
- The receipt's purchase amount matches the transaction amount.
- The transaction’s information uploaded in PeopleSoft, such as the vendor name and amount, are correct.

Once all items are reviewed and verified, the transaction is approved and saved.

If a transaction does not meet the items above, the Coordinator for Card Services must be notified to correct any necessary changes. The cardholder / proxy or the supervisor / reviewer will not be able to edit a transaction’s data in PeopleSoft after the charge is reconciled and saved. Specifics of the supervisor / reviewer approval process is found in Exhibit III.

VII. STEPS IN OBTAINING A PURCHASING VISA CARD

The Cardholder Agreement / Enrollment Form and PeopleSoft Purchasing Card Access Request Form must be completed and submitted to the Purchasing Card Administrator or Coordinator for Card Services. The forms will be distributed during the Purchasing Card training session, found online on the Purchasing Card website, or picked up in the Accounts Payable Department or Business Affairs Office.

Transactions are reconciled and approved in PeopleSoft Financials. A PeopleSoft Purchasing Card Access Request Form must be completed to ensure the proper employees have the correct PeopleSoft security, and is signed by the cardholder’s supervisor. The competed form is sent to the Coordinator for Card Services who will request the security through UNO’s University Computer Center. The form establishes roles (reconciler and approver) during the reconcile process.

The cardholder must complete a training session. It is here where the rules, regulations and policies of the Purchasing Card will be explained. The Coordinator for Card Services will conduct the training sessions. Contact the Coordinator for Card Services for available training session times.

Once the training is completed and all forms are received, the card will be requested. Bank of America will send the card directly to the Purchasing Card Administrator in approximately 5 days (if the card is sent directly to the department, please inform the Purchasing Card Administrator immediately). The Purchasing Card Administrator will contact the cardholder to pick up the card in the Business Affairs Office. The cardholder will sign the Purchasing Card immediately upon receipt, and sign acknowledging the card was received.

VIII. CARDHOLDER’S RESPONSIBILITIES

A. General Responsibilities

1. The Purchasing Card is used for payment of materials up to $1,000 (including shipping and handling charges) within the current Office of State Purchasing and Travel procedures, UNO’s Purchasing Card procedures and the current Small Purchase Executive Order. The transaction and credit limits on the card are approved by the Purchasing Card Administrator. The Purchasing Card delegates the expenditure and purchasing authority, up to $1,000, to the authorized cardholder. It is the responsibility of the cardholder to verify sufficient funding exists in the specified budget and expenditure code prior to initiating the Purchasing Card transaction.

Certain business transactions that require higher limits exceeding $1,000 may be granted with approval of the Program Administrator up to $5,000. Business transactions that require higher limits exceeding $5,000 may be granted with approval of the "Request for Exception Form" from Office of State Purchasing and Travel. However, when requesting approval for a higher SPL be aware that it is best practice to limit the amount to the lowest necessary SPL needed for the duties of that individual.
2. It is imperative that the University comply with all guidelines issued by the Louisiana Property Assistance Agency (LPAA). In order to insure compliance, all equipment purchases exceeding $1,000, as well as all laptop and desktop purchases, must be made via Purchase Order.
3. Cardholders cannot split a transaction into two or more transactions to get below the single transaction limit ($1,000). Violation of this policy may result in cancellation of the card.
4. Use for official state business only. Never use for personal, non-business expenses for any reason.
5. The Purchasing Card is limited to the person whose name is embossed on the card. The Purchasing Card shall not be used to pay for another or loaned to another person to pay for official or non-official business expenses. The only exception is a supervisor or department's business manager is allowed to use their card to purchase a conference registration fee for another employee in their department. Conference payments must abide by PPM-49, the Office of State Travel's travel policy.
6. The card may not be transferred, assigned to or used by anyone other than the designated cardholder.
7. The cardholder will surrender the Purchasing Card upon request to The University of New Orleans or any authorized agent of Bank of America if necessary.
8. The cardholder will attend a training class and sign a Cardholder Agreement / Enrollment Form acknowledging the cardholder's responsibilities prior to receiving card.
9. A PeopleSoft Purchasing Card Access Request Form is completed establishing the card's roles, Reconciler and Approver. The form also grants employees proper security in PeopleSoft.
10. Recognize that the Purchasing Card is the property of the State of Louisiana, and the cardholder is responsible for the physical security and control of the Purchasing Card and its appropriate use. The cardholder is also responsible for maintaining the security of card data, such as the account number, the expiration date, and the card verification code, the 3-digit security code located on the back of the card.
11. The cardholder shall never send a copy of their card if requested by a merchant. If this is required for payment, the cardholder must use another form of payment other than the Purchasing Card.
12. Never put the full Purchasing Card account number in emails, fax, reports, memo, etc. If designation of an account is necessary, only the last four or eight digits of the account is allowed.
13. Do not pay Louisiana state sales taxes on purchases with this card, since it is a state liability.
14. Never, under any situation, use the Purchasing Card to access cash or accept cash in lieu of a credit.
15. Never use the Purchasing Card for gift cards/gift certificates, without prior approval from the Office of State Purchasing and Travel, as they are considered cash and taxable.
16. Never use the card to avoid procurement or payment procedures.
17. Never use for purchase of alcohol, food or entertainment services without prior written permission granted by the Office of State Purchasing and Travel.
18. Never use for travel expenses. The only travel expense allowed is conference registrations (not individual memberships). As stated in #5 above, a supervisor or business manager is allowed to use their card to purchase a conference registration fee for another employee in their department. Memberships are not allowed and conference charges must follow PPM-49.
20. Reconcile / Verify Purchasing Card Transactions in PeopleSoft Financials within five days of receiving the PeopleSoft email notification. This includes charges and credits. While reconciling a transaction, ensure the following items are correct:
   a. Amount
   b. Vendor
   c. Speed Key and Account number are entered correctly (chartfield combination is valid).
21. A receipt is needed for all transactions, and must be uploaded in PeopleSoft while reconciling the charge. The original receipt is sent to Accounts Payable by the start of the next billing cycle. A copy must be uploaded in PeopleSoft, despite the original receipt being sent to Accounts Payable. Failure to provide a receipt can result in the cancellation of the cardholder's Purchasing Card, and the cardholder will be responsible for repaying UNO for the purchase amount. When sending original receipts to Accounts Payable, attach the documentation to the Receipt Cover Page, ensuring the receipt is not misplaced.
22. A comment must be entered describing the purchase in PeopleSoft. Multiple comments can be added, but a saved comment should never be deleted.
23. Never make a payment directly to the bank in the event that an unauthorized charge is placed on the card. If the payment is made directly to the bank, it will cause the monthly statement billing file to be out of balance and agency will have to determine the cause. Report any unauthorized charges to the Coordinator for Card Services immediately.
24. Notify the Program Administrator if fraudulent charges are noticed, as the card may need to be cancelled and another card issued.
25. Notify Program Administrator or Coordinator for Card Services if use of a card has changed and if lower or higher limits are necessary.


27. The University of New Orleans retains the right to cancel a cardholder’s privileges. Cards may be revoked for misuse or non-compliance with procedures and / or the Cardholder’s Agreement / Enrollment form. The First Offense is a written notification from the Coordinator for Card Services who will also notify the Department Head, Program Administrator or Accounts Payable Manager. Second Offense of the same nature will result in a committee comprised of the Coordinator for Card Services and the Program Administrator and Accounts Payable Manager to review the offense. The committee will make a decision on how to handle the offense which could include revoking the card. If the cardholder disagrees with the committee’s decision, the cardholder has ten days to appeal the committee’s decision. The cardholder submits the appeal, in writing, to his / her Department Head and the Program Administrator. In instances of card misuse, the cardholder will have two pay periods to resolve the matter or the amount can be deducted from cardholder’s paycheck.

B. How The Card May Be Used
Cardholders may purchase materials up to $1,000 per transaction (including shipping and handling) within the current Office of State Purchasing and Travel procedures. UNO’s Purchasing Card procedures and the current Small Purchase Executive Order. The Purchasing Card may be used for any purchase of materials provided that:
1. The transaction does not exceed $1,000, including shipping and handling charges. This includes not splitting a transaction into two or more transactions to get below the $1,000 limit.
2. The transaction does not cause the monthly spending limit to be exceeded.
3. The transaction does not fall within one of the excluded merchant groups or spending categories, nor does not involve a purchase of one of the types listed below:
   • Alcoholic beverages
   • Cash advances, cash instruments, cash refunds
   • Christmas cards and other similar communications
   • Controlled substances (prescription drugs, narcotics, etc.)
   • Entertainment costs - ski tickets, tours, etc.
   • Food, beverages & meals
   • Gifts (includes Gift Cards and Gift Certificates), Prizes
   • Honorariums
   • Personal, Professional, Consulting, & Social Services Contracts
   • Services and/or 1099 Reporting Vendors
   • Personal purchases
   • Professional Certification Fees (AIA, CPA, CPM, CPPB, CPPO, LLP, PE, etc.)
   • Memberships in Civic and Community organizations (i.e. Chamber of Commerce)
   • Postage stamps
   • Travel (the only travel allowed are conference registration fees and must abide by PPM-49)
   • PayPal and third party processor transactions

Certain business transactions require higher limits exceeding $1,000 and may be granted with approval from the Program Administrator up to $5,000. Transactions requiring higher limits exceeding $5,000 may be granted with approval of the "Request for Exception Form" from Office of State Purchasing and Travel. Contact the Coordinator for Card Services to access the form. When requesting approval for a higher SPL, be aware it is best practice to limit the SPL to the lowest necessary amount needed for the duties of the individual.

It is imperative that the University comply with all guidelines issued by the Louisiana Property Assistance Agency (LPAA). In order to insure compliance, all equipment purchases exceeding $1,000, as well as all laptop and desktop purchases, must be made via Purchase Order.

C. Complete Documentation
Cardholders must ensure that documentation is adequate and sufficient to adhere to State Purchasing guidelines, PPM49 and Accounting guidelines for recording of expenditures in UNO’s accounting system. The cardholders and immediate supervisors or designated reviewers are verifying receipts and approve purchases by confirming:
   • The documentation is acceptable for each transaction. A receipt must be uploaded in PeopleSoft.
   • The original receipt is sent to Accounts Payable before the next billing cycle start date. When sending original receipts to Accounts Payable, attach the documentation to the Receipt Cover Page, ensuring the
receipt is not misplaced.

- The purchase is for official state business.
- The transaction is in compliance with appropriate rules and regulations
- All documentation has been reviewed and is approved.

Documentation is required for all purchases and credits. For items purchased over the counter, the cardholder should obtain the customer copy of the receipt. When ordering by telephone, fax or computer, the cardholder must obtain a packing list or similar document. For purchases such as registrations, where the vendor does not normally generate a receipt or packing slip, a copy of the ordering document may be used. Acceptable documentation must include a line description and line item pricing for the purchase.

If a receipt or acceptable documentation listed in the paragraph above is not provided for a Purchasing Card purchase, the cardholder will be notified in written that he / she is responsible for the amount of the transaction by remitting a payment to UNO's Bursar Office. If the issue is not cleared within two pay periods, the cardholder will be subjected to payroll deduction. Failure to provide a receipt can result in the cancellation of the cardholder's Purchasing Card.

UNO will maintain a file of all supporting documentation in accordance with record retention laws. This file will be subject to periodic review by the Office of the Legislative Auditors and any other duly authorized auditor.

D. Ordering and Receiving of Materials

The cardholder is responsible for ensuring receipt of materials and resolving any receiving discrepancies or damaged goods issues.

When ordering materials, make certain the supplier accepts Visa credit cards. The card is used for payments up to $1,000. Ask the supplier to calculate the total value of the order, including shipping, handling charges and freight costs. Advise vendor that The University of New Orleans is tax exempt. If the total charge is over $1,000, the card cannot be used, unless granted approval by the Program Administrator. Do not split a transaction into two or more transactions to get below the single transaction limit ($1,000). Violation of this policy may result in cancellation of your card.

Obtain from the supplier a sales receipt or invoice which itemizes the order. Retain this documentation for reconciling purposes and approving the transaction.

Vendors should address all merchandise purchased on the Purchasing Card to the cardholder's UNO address, not the cardholder's home address. If an item is shipped to an address other than an UNO address, the purchase will be in violation of University Policy resulting in the possible cancelation of the card. The cardholder will also have to remit a payment for the charged item(s).

For fiscal year end purchases, date of merchandise receipt is required.

If an item is returned resulting in a credit, both the charge and credit must be reconciled in PeopleSoft. By reconciling both, a voucher will be created for each transaction.

E. Telephone Orders

The cardholder must provide the supplier / vendor with their complete shipping instructions and campus address. As stated in the Ordering and Receiving Materials section above, vendors should address all merchandise purchased on the Purchasing Card to the cardholder's UNO address, not the cardholder's home address. For fiscal year end purchases, date of merchandise receipt is required.

When ordering via telephone, instruct the supplier to:
- Include in the delivery package a sales receipt, invoice or the charge slip itemizing the order.
- Send any sales receipt or invoice directly to the cardholder rather than UNO's Accounts Payable or Purchasing Offices. This will avoid the possibility of having the same invoice paid twice.
- UNO is Louisiana State Sales Tax exempt.

F. Card Approval Denied

If a merchant advises the card approval has been denied, it is most likely a violation of one of the established levels of authority checks listed below:
- The purchase exceeds the single transaction limit.
• The account is over the spending limit.
• The purchase is a violation of a Merchant Group / Spending Category Code or a Merchant Category Code is prohibited.

The supplier will not have information related to the reason for denial, nor does the cardholder have the authority to obtain this information. If a transaction is denied, the cardholder should contact the Coordinator for Card Services for support who will contact the proper persons, obtain information on the denial and resolve the issue.

G. Lost or Stolen Cards
The cardholder must report lost or stolen cards to Bank of America first, and the Program Administrator immediately after. The bank will cancel the card and forward a replacement card to the Program Administrator within five business days. Lost or stolen cards are reported to Bank of America by calling 888-449-2273.

H. Termination of Employment
It is the cardholder’s responsibility to notify the Program Administrator upon termination of employment from the University, prior to the cardholder leaving the University. The card should be delivered to the Program Administrator. Do not send the card through campus mail.

I. FMLA, Sabbatical, and Other Extended Periods of Leave
The cardholder must notify the Program Administrator of his or her instances of extended leave (FMLA, Sabbatical, etc.). The Program Administrator will lower the limit or cancel card.

J. Department / Speed Key Change
The cardholder must notify the Program Administrator of his or her change in department or Speed Key(s) by completing a Cardholder Maintenance Form, or by requesting the change in writing.

IX. CARD MISUSE

A. Fraud Purchase
A fraud purchase is any use of the Purchasing Card which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others.

An employee suspected of having misused the Purchasing Card with the intent to defraud the state will be subjected to an investigation. Should the investigation result in findings which indicate the actions of the employee have caused impairment to the state service, and should those findings are sufficient to support such action, the employee will be subject to disciplinary action. The nature of the disciplinary action will be the prerogative of the appointing authority and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the Legislative Auditor and the Director of the Office of State Purchasing. The employee should be made to pay for the fraud item purchased. If the balance is still outstanding after two pay periods, the cardholder will be subjected to payroll deduction.

B. Non-Approved Purchase
A non-approved purchase is a transaction made by the cardholder for which payment by the state is unapproved. A non-approved purchase differs from a fraud purchase in that it is a non-intentional misuse of the Purchasing Card with no intent to deceive the agency for personal gain or for the personal gain of others.

A non-approved charge is generally the result of a miscommunication between a supervisor and the cardholder, and could occur when the cardholder mistakenly uses the Purchasing Card rather than a personal card.

When a non-approved purchase occurs, the cardholder should be counseled to use more care in handling the Purchasing Card. The counseling should be in writing and maintained in the employee’s file for no longer than one year unless another incident occurs. The employee should be made to pay for the item purchased inappropriately. If the item is still outstanding after two pay periods, the cardholder will be subjected to payroll deduction. Should another incident of a non-approved purchase occur within a 12 month period, the Purchasing Card can be revoked, which will be determined by the committee of the Coordinator for Card Services, Program Administrator and the Accounts Payable Manager.
C. Merchant Forced Transactions
Commercial cards are accepted by a variety of merchants that process transactions only if approved by the issuing bank, thereby abiding by the card controls in place. Merchants processing transactions typically have a two-step process:
1. Merchant authorizes transactions against card controls (MCC, limits, expiration date, etc.) and if approved, receives an authorization number.
2. Merchant submits the transactions for payment from the bank.

In rare occurrences, merchants will circumvent the authorization process and only perform step 2. This means the merchant did not authorize the transaction against the card controls and did not receive an authorization number. If this happens, the merchant has forfeited all dispute rights and the transaction can be disputed, unless the merchant can provide a valid authorization number resolving the dispute in the cardholder’s favor.

D. Card Security
Each cardholder is responsible for the security of their Purchasing Card, and therefore should:
- Never display the account number around their work area. Always keep in a secure place at all times.
- Never give card account number to someone else without permission from the Program Administrator.
- Never send full account numbers in email or memo under any circumstances.

X. DISPUTED AND QUESTIONED ITEMS
The cardholder is responsible for ensuring receipt of materials, resolving any receiving discrepancies or damaged goods issues, settling any disputes, clearing erroneous charges, and requesting credit for returned merchandise directly with the supplier.

The cardholder should contact the supplier to resolve any outstanding issues. Most billing problems can be resolved expeditiously in this manner. If the cardholder is unable to reach an agreement with the supplier, the cardholder should complete and submit a Bank of America’s Statement of Disputed Items Form within sixty (60) days of the date of the statement on which the questioned item appears. Contact the Coordinator for Card Services to inform of the situation and if an acceptable resolution is not obtained. The coordinator can assist in the completion of the dispute form. Please note tax is NOT a disputable item with Bank of America.

If a credit is issued, both the charge and credit must be reconciled in PeopleSoft.

XI. LOUISIANA SALES TAX
Charges are a direct liability of the State, therefore, Louisiana state sales tax should not be charged on card purchases. Cardholders should make every effort at the time of purchase to prevent being charged state sales tax. The tax exempt number is printed on the front of the Purchasing Card. The cardholder will notify the vendor before the purchase is processed that the purchase is state sales tax exempt.

In the event state sales tax is charged, the cardholder will be responsible to have the vendor / merchant (not Bank of America) issue a credit to the cardholder’s account by the next statement period. If the credit cannot be issued, the cardholder is responsible for the tax. The cardholder will be subjected to payroll deduction if the balance is not cleared within 2 pay periods. If a credit is issued, the original amount and credit must be reconciled in PeopleSoft.

State Policy indicates cardholders should not pay Louisiana state sales tax. However, UNO may exempt cardholders from obtaining a credit from the vendor for state sales tax charges of $25 or less. If unauthorized sales tax under $25 is charged twice to the same cardholder, the taxable amount becomes the cardholder’s responsibility to repay UNO if the vendor cannot issue a credit by the next statement. The cardholder will have two pay periods to resolve the matter or the amount can be deducted from the cardholder’s paycheck. The card can be voided if unauthorized tax is charged twice within a 12 month period, regardless of the state sales tax amount.

XII. PROXY
A proxy has the capability and authority to review, modify, verify or approve another cardholder’s transaction in UNO’s PeopleSoft Financials system. A proxy is added to a cardholder’s account by completing a PeopleSoft
Purchasing Card Access Request Form. The cardholder’s supervisor must approve by signing the form. A proxy should only be added if it is determined by the cardholder’s department and Accounts Payable / Business Affairs that it is in best interest of the University that someone other than the cardholder has access to reconcile or someone other than the supervisor has access approve a cardholder’s transaction in PeopleSoft. A proxy can only reconcile OR approve a cardholder’s transaction, but cannot do both. A cardholder cannot approve their own transaction, even if a proxy is reconciling their charge.

A proxy has the same responsibilities as a cardholder or approver in regards to reconciling and approving transactions, and must complete a training to learn the procedures. The reconcile process is described in detail in Exhibit II, and the approval process is in described detail in Exhibit III.

A proxy cannot use the cardholder’s Purchasing Card to acquire items. This is a direct violation of the State and UNO’s procedures, and can result in the card being revoked from the cardholder. The proxy can only reconcile or approve the cardholder’s transaction in PeopleSoft.

XIII. RECONCILIATION, COST DISTRIBUTION, APPROVAL

The University will ensure necessary procedures and controls are in place for prompt payment, reconciliation and cost distribution of charges and credits. University policies and procedures must be followed, and is available on Accounts Payable’s website and distributed during the Purchasing Card training session.

The following tasks are completed in UNO’s PeopleSoft Financials system:

- Transaction reconciliation. This includes entering the cost distribution (speed key and account number) and uploading a receipt for each purchase.
- Approval of purchases and chartfield combination.
- Gathering data to create monthly statement payment to Bank of America.

The primary responsibility for reconciling and approving charges rests with the cardholder and their supervisor, or proxies if applicable. The cardholder must verify sufficient funding exists in the specified budget for all Purchasing Card transactions prior to making a purchase.

A. Reconciling and Cost Distribution

After a transaction is charged on the Purchasing Card, Visa will send the details of each charge to UNO within two business days through a secure file. The Coordinator for Card Services will upload files in PeopleSoft daily. Details of the upload process are found in Exhibit I.

An email is sent to the cardholder or proxy from PeopleSoft after the charge is uploaded stating a purchase is waiting to be reconciled. All transactions must be reconciled within five days of the email notification. Please note the proxy, not the cardholder, will not be contacted by PeopleSoft if a proxy is listed as the reconciler.

For each transaction, a receipt or documentation must be obtained indicating the date of purchase, the service provided, the vendor’s name, description of the item (subclass), amount, receipt date, and accounting distribution information such as organization number, object, reporting category, and location. The receipt is uploaded in PeopleSoft by the cardholder / proxy during the reconcile process. The original receipt is submitted to Accounts Payable. A brief comment is also entered in PeopleSoft describing the purchase.

The cost distribution (speed key and account number) is entered during reconciliation. It is the cardholder / proxy’s responsible that the correct cost distribution data is entered. The only speed keys made available in PeopleSoft are the approved speed keys from the Cardholder Agreement / Enrollment Form, or the Maintenance Form if a speed key is added after the card the Agreement / Enrollment form is submitted.

The cardholder / proxy must ensure the transaction details uploaded in PeopleSoft are accurate. For example, the amount and vendor name is correct.

Instructions and specific details of the entire reconcile process can be found in Exhibit II.

B. Approving

The supervisor / reviewer will approve the cardholder’s charge in PeopleSoft. Once the purchase is reconciled and saved, the supervisor / reviewer receives an email from PeopleSoft stating a transaction is awaiting approval.
The supervisor or designated reviewer must review the information and documentation saved by the cardholder / proxy during the reconcile process. The supervisor / reviewer confirm:

- Acceptable documentation exists to support each purchase, service or credit.
- Purchases are for official state business.
- The transaction details uploaded in PeopleSoft are accurate.
- A receipt is uploaded in PeopleSoft, and the original sent to Accounts Payable by the cardholder / proxy.
- A comment is entered in PeopleSoft by the cardholder / proxy describing the transaction.
- The correct account number and speed key is entered, and the chartfield combination is valid.
- The purchase complies within the current Office of State Purchasing and Travel procedures, UNO's Purchasing Card procedures and the current Small Purchase Executive Order.

If it is determined a personal or unauthorized charge occurred on the card, the appropriate steps shall be taken to resolve the misuse or abuse of the card (see Card Misuse Section). Personal expenses and personal usage is not allowed to be charged on card. Violations may result in cancellation of the card.

The Coordinator for Card Services must be contacted if there are any transactions that do not meet the requirements listed above. The Coordinator for Card Services and Program Administrator will have the capability to edit the transaction’s data. The supervisor / reviewer must approve in written any changes or updates that are made by the Coordinator for Card Services and Program Administrator.

Instructions and specific details of the entire approval process can be found in Exhibit III.

Prior to the billing statement’s payment, The Coordinator for Card Services will audit the cardholder’s approved transactions in PeopleSoft to ensure:

- Transactions are in compliance with all rules and regulations, State and University.
- The cardholder or proxy reconciled the transaction.
- The supervisor or reviewer approved the transaction.
- Proper documentation is uploaded in PeopleSoft, along with a comment describing the transaction. A new comment can be added if needed, but a saved comment should never be deleted.
- The correct chartfield is used.
- The transaction amount and details are correct.

The coordinator will contact the cardholder (proxy if applicable) and supervisor / reviewer if any incorrect items are discovered.

**XIV. 1099 REPORTABLE VENDORS**

Purchases from 1099 reportable vendors are not recommended at this time due to system tracking limitations. If UNO chooses to make 1099 reportable vendor purchases utilizing the Purchasing Card, the agency is responsible for manually tracking these types of payments and for the appropriate processing of form 1099. Penalties of up to $250,000 can be assessed by the IRS for not properly reporting.

All 1099 reporting must be in accordance with OSRAP’s Control Agencies Policies and Procedures Manual 1099 Reporting, Chapter 15 and IRS requirements outlined in the IRS publication, Instructions for Forms 1099,1098,5498 and W2G and the Internal Revenue Code.

In order for a vendor to be considered 1099 reportable, both the vendor and the type of payment being made to the vendor must be 1099 reportable. Generally, 1099 reportable vendors are:

- Sole proprietorships, individuals or a group of individuals, partnerships, trusts, or independent contractors that receive payments for rents, prizes and awards, health care, non-employees compensation, medical, legal and other services. This includes supplies if the supply is incidental to the service.
- Corporations that provide medical, health care or legal services.
- Any vendor subject to backup withholding tax.

**XV. WAIVERS – EXCEPTIONS**

The Director of State Purchasing and Travel, or designee, may waive in writing any provisions of these
regulations when the best interest of the State will be served. The Program Administrator will assist in requesting exceptions from the state office.

XVI. CONTACT INFORMATION

To report a lost or stolen card, contact Bank of America, and notify the UNO Purchasing Card Program Administrator immediately after. Bank of America's Phone Number is 1-888-449-2273 and Fax is 1-800-253-5846.

Purchasing Card Contacts

<table>
<thead>
<tr>
<th>Name and Job Title</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Dauenhauer - Program Administrator – VP of Business Affairs</td>
<td>504-280-7475</td>
<td><a href="mailto:mdauenha@uno.edu">mdauenha@uno.edu</a></td>
</tr>
<tr>
<td>Tommy Scott - Coordinator for Card Services</td>
<td>504-280-6508</td>
<td><a href="mailto:tmscott4@uno.edu">tmscott4@uno.edu</a></td>
</tr>
<tr>
<td>Dana Bird - Accounts Payable Manager</td>
<td>504-280-5431</td>
<td><a href="mailto:dbird@uno.edu">dbird@uno.edu</a></td>
</tr>
</tbody>
</table>

Purchasing Department Contacts

<table>
<thead>
<tr>
<th>Name and Job Title</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deborah Bridges - Director of Purchasing</td>
<td>504-280-6173</td>
<td><a href="mailto:dkbridge@uno.edu">dkbridge@uno.edu</a></td>
</tr>
<tr>
<td>Heather Cassell - Associate Director of Purchasing</td>
<td>504-280-6171</td>
<td><a href="mailto:hcassell@uno.edu">hcassell@uno.edu</a></td>
</tr>
</tbody>
</table>
EXHIBITS

EXHIBIT I – UPLOAD TRANSACTION DETAILS TO PEOPLESOF T FINANCIALS

Load Transactions
After a transaction is charged on the Purchasing Card, Visa will send the charge details to UNO within two business days. Below contains the step to upload the transaction information to PeopleSoft Financials:

- Visa sends a file containing the daily transaction details to a secure location on UNO’s server. A cardholder’s transaction will appear on the file within two days of the purchase date.
- The Coordinator for Card Services will load the file into PeopleSoft Financials. The coordinator should check daily to inquire if a file has been sent from the bank. It is best practice to upload one file per day because PeopleSoft creates a voucher for all charges uploaded on a particular day.
- To upload the transaction details, log into PeopleSoft Financials and access the following navigation: Purchasing – Procurement Card – Process Statements – Load ProCard Stage.
- Run the process Load_ProCard_Stage. Add a new value if needed.
- The “Card Issuer” is BOA, Bank of America.
- The “Data Source” is Visa Commercial Format.
- The file name contains the navigation as to where the file, followed by a \ and the name of the file. The navigation should already be in the file name. Ex: Drive:\Location of File\Name of File (the file name contains all numbers).
- The “Billing Date” is today’s date.
- “Load Level 3 Data” is left blank.
- Save and Run.
- View the Process Monitor to determine the when process is completed.

Load Statement
Next, the Load Statement Process has to run. See steps below:

- Run the process Load_Statement. Add a new value if needed.
- The Load Statement page allows one to view the total rows in the staging table, rows with an error, and total rows to be loaded.
- The “Delete Loaded Rows” box should be checked.
- Save and Run.
- View the Process Monitor to determine when the process is completed.
- Now the transaction data is uploaded to PeopleSoft.

Bank Statement Workflow
The cardholder / proxy can view the transaction details and reconcile after the Load Statement process is completed. To inform the cardholder / proxy the transaction is ready to be reconciled, PeopleSoft will send an email notification to the cardholder / proxy. The email is sent daily until the transaction is reconciled. The transaction must be reconciled within five days of the initial notification email. If the transaction is pending after five days, the supervisor is sent an email from PeopleSoft informing them the cardholder / proxy has outstanding transactions that need to be reconciled and addressed. Please note the email notification is only sent to reconciler listed in PeopleSoft. If the proxy is listed as the reconciler in PeopleSoft, the notification email will not be sent to the cardholder.

Below are the steps to start the workflow process:

- The PeopleSoft navigation to start the workflow/email process is Purchasing – Procurement Card – Process Statements – Bank Statement Workflow.
- Run the process Bank Statement Workflow. Add a new value if needed
- The language is English.
- Save the process.
- View the Process Monitor to determine when the process is completed. Once completed, the initial email is sent to the cardholder / proxy.
EXHIBIT II – CARDHOLDER / PROXY RECONCILIATION PROCESS

As mentioned in Exhibit I, transaction details are sent by Visa to UNO within two business days. This information is uploaded in PeopleSoft Financials by the Coordinator for Card Services.

Cardholder / Proxy Email – Access Reconcile Statement Page
After the transaction details are uploaded, an email is sent to the cardholder / proxy from PeopleSoft stating there are transactions waiting to be reconciled. A link is included in the email leading the cardholder / proxy to the Reconcile Statement page in PeopleSoft. The navigation to access the reconcile page is Purchasing – Procurement Cards – Reconcile – Reconcile Statement. One can also select the Worklist link on the top of the page in PeopleSoft to access the transaction.

An automated email will be sent to the cardholder / proxy daily until the transaction is reconciled. The transaction must be reconciled within five days of the initial notification email. If the transaction is still pending after five days, the cardholder / proxy’s supervisor is emailed by PeopleSoft.

When viewing the Reconcile Statement page, ensure the Merchant’s name is accurate. If the name is incorrect, contact the Coordinator for Card Services immediately.

The Transaction Status column is defaulted to “Staged”. This means the transaction details are uploaded and ready for the cardholder / proxy to reconcile. Please note “Error” appears by default in the Budget Status column. This is corrected after the reconcile process is completed.

Chatfield Distribution – Account Number and Speed Key
Next select the box to the left of the Budget Status column named “Distribution”. The name of an icon can be viewed by scrolling over the icon. Once the page is open, the “Chartfields” tab appears. This is where the cardholder / proxy will enter the speed key, account number and verify the purchase amount is correct. See the steps below:

- First ensure the amount is correct. If not, contact the Coordinator for Card Services. Do not proceed until the error is corrected.
- Next, select the search option next to “Speed Chart”. This will provide the cardholder / proxy a listing of the speed keys provided on the approved Enrollment / Agreement form (or Maintenance Form if applicable). Choose the appropriate speed key.
- Enter the “Account Number”. By default, account number 699997 is listed. This is an invalid number and must be changed. If not, the transaction will not save. A listing of all account numbers is made available by selecting the search option next to the account number if needed.
- Once all information is entered, the chartfield combination will populate – Fund, Dept, and Program columns. Make certain this is the correct combination.
- A charge can also have a split distribution. To create the split key distribution:
  - Select the plus sign on the far right of the page. Once the plus sign is selected, one can choose how many additional lines to create.
  - The amount has to be changed in all lines to equal the total amount of the transaction. To do this, type the correct amounts in each line, or enter the percentage amount in the Percent column.
  - Notice the new line(s) populated have the same chartfield combination (Fund, Dept. and Program) as the original line.
  - If the same speed key is used but different account number is needed, only change the account number in the new line(s). Do not change the Fund, Dept. or Program.
  - If new speed keys are used, the Fund, Dept. and Program in the new line must be entered. If this is unknown, the Coordinator for Card Services can assist. Please note PeopleSoft does not allow the speed key to be entered into the additional lines, only the Fund, Dept. and Program.
- Select OK after the all information is entered.

Comment Section and Receipt
The cardholder / proxy will be directed to the main reconcile screen after OK is selected. Now a comment and receipt must be uploaded in PeopleSoft. It is mandatory that both a comment and receipt are added. The comment should describe the purchase (ex: Software Upgrade Purchase; Conference Registration; etc.). The receipt must be readable and itemized. The “Comment Section” is located to the right of the currency column.
Once in the comment section, type a statement in the "Comments" box. Please note comments can be added to a transaction at any time in the process, but should never be removed. After a comment is added, the "Comment Section" icon will display lines on the main reconcile page. Use the attach button to upload a receipt on the comment page. Once uploaded, the receipt can be accessed by selecting "View".

Select OK when finished.

The original receipt must be sent to Accounts Payable by the end of the billing cycle, despite a copy uploaded in PeopleSoft. To ensure the receipt is received, attach the Purchasing Card Receipt Cover Page when sending original receipts through campus mail.

Save Transaction
On the main reconcile screen, click the "Validate Budget" button. This will ensure the necessary funding is available based on the information entered in the distribution page. The funds are not encumbered.

"Valid" will appear under "Budget Status" if the budget is sufficient. If not, "Error" will appear, and the Speed Key and / or Account Number will have to be corrected.

If Valid is showing, change the "Status" column via the drop down menu to "Verified". Verified states the cardholder acknowledges the correct chartfield combination is entered, the amount is correct, a comment is added and an invoice is attached. Save the transaction.

The cardholder / proxy's reconciling process is now complete. After the transaction is saved, the cardholder / proxy's supervisor will receive an email to approve the transaction.

EXHIBIT III – SUPERVISOR / REVIEWER APPROVAL

After the cardholder / proxy verify the purchase, the supervisor / reviewer must approve. Similar to the verify process, the approval is submitted through PeopleSoft Financials.

Supervisor / Reviewer Email – Access Reconcile Statement Page
The supervisor / reviewer receives an email notification from PeopleSoft stating a transaction is awaiting approval after the cardholder / proxy verifies the transaction. The email is sent daily until the transaction is approved. The transaction must be approved within five days of the initial email. A link is provided in the email leading the supervisor / reviewer to the approval page.

Besides through the email's link, the supervisor / reviewer can access the transaction by going to the following PeopleSoft navigation: Purchasing – Procurement Cards – Reconcile – Reconcile Statement, or select the Worklist link on the top right of the page in PeopleSoft. Once in the reconcile statement page, select the search button. The transactions needing approval have a Verified status.

Approving Transaction
Prior to approving, the supervisor / reviewer must review the following:

- The transaction has an appropriate business purpose and is in compliance with all purchasing rules and regulations, and UNO and the State's Corporate Liability Purchasing Card policy.
- The charge is not a duplication of personal request and/or reimbursements.
- The correct account number and speed key is entered (chartfield combination is valid).
- In the comment section, a comment is entered describing the charge and an itemized receipt is uploaded. A new comment can be added if needed, but a comment should never be deleted.
- The receipt's purchase amount matches the transaction amount.

The transaction can be approved if all the requirements above are met. To approve, the supervisor / reviewer must change the "Status" column's drop down menu to "Approve" and "Save".

If one of the items above is not sufficient, the transaction should not be approved. Some issues causing a non-approval may be corrected in PeopleSoft, such as changing the account number, speed key or adding a comment or receipt. The supervisor / reviewer must contact the cardholder / proxy to inform them of the error. The Coordinator for Card Services or Program Administrator can correct data in a transaction. What needs to be corrected should be requested in written (email).
If a transaction does not fall within all purchasing rules and regulations, and UNO and the State's Corporate Liability Purchasing Card Policy, the transaction cannot be approved, and the Coordinator for Card Services must be notified. In instances of card misuse, the cardholder will have two pay periods to resolve the matter or the amount can be deducted from cardholder's paycheck, and the card can be revoked.
Section I: Cardholder Information

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>Cardholder Account #</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>Change</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delete</td>
<td></td>
</tr>
<tr>
<td>Cardholder Name</td>
<td>Employee ID</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Campus Phone #</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td>Campus Email</td>
<td></td>
</tr>
<tr>
<td>Campus Address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section II: Cardholder Agreement

The State of Louisiana (State) and The University of New Orleans (Department) are providing you with a State Purchasing Card. The Purchasing Card must only be used for State of Louisiana official business. All acceptable charges must be in accordance with the current Office of State Purchasing and Travel procedures, UNO’s Purchasing and Procurement Card procedures, and the current Small Purchase Executive Order.

I, ________________________, (Cardholder) agree that upon receipt of the Purchasing Card I shall comply with the applicable rules and policies listed above, this Agreement, and any subsequent revisions to any of the foregoing.

Conditions for Use of Purchasing Card

As the cardholder, I agree to accept responsibility for all charges against the card. I will protect and use the card properly as outlined in this Agreement and all relevant rules and policies, which I have read and completely understand. I further agree to:

1. Never use the Purchasing Card for the purpose of paying vendors for allowable purchases of goods and services which are not for official state business.
2. Never use the Purchasing Card for personal purchases.
3. Never allow others to use the Purchasing Card. The card should only be used by the cardholder.
4. Always obtain and submit all receipts, invoices and other necessary documents for each transaction.
5. The cardholder must verify the charges on the Purchasing Card and submit applicable charges for approval dispute, credits and/or fraud processing.
6. Always reconcile charges within the State / Department’s prescribed timelines, but in no instance later than 15 days past the statement date. I understand and agree that the Department will monitor the use of the Purchasing Card, and I will be personally liable for any unauthorized use thereof.

Penalties for Misuse of Purchasing Card

I acknowledge and agree that I understand that in the case of my willful or negligent default of my obligations under this Agreement, the State/Department have the following rights, to the extent authorized by law:

1. To deduct any unauthorized charges in accordance with the current Office of State Purchasing and Travel procedures, UNO’s Purchasing and Procurement Card procedures, and the current Small Purchase Executive Order, until all unauthorized charges are paid in full.
2. The State/Department may pursue any remedy for the recovery of unpaid amounts, including referring of unpaid amounts to an attorney for collection.
3. The State/Department may impose any appropriate corrective or disciplinary action permitted, including cancellation of card privileges and or up to termination and possible criminal charges, under applicable law. Once privileges are revoked, for any reason, the cardholder will not be allowed to receive a new card unless prior approval is granted through the Office of State Purchasing and Travel.

Lost Purchasing Card

If the Purchasing Card is lost, stolen, or compromised in any manner, I shall immediately notify the Department’s program administrator and the bank issuing the Purchasing Card.

Return of Purchasing Card

Upon notification of my transfer from UNO, change in duties, termination of employment, suspension, retirement or cancellation of my Purchasing Card privileges, I agree to notify the Department’s program administrator and to
promptly return the Purchasing Card to UNO's Office of Business Affairs.

### Section III: Speed Key Listing
(List all speed key numbers that will be used for the Purchasing Card)

<table>
<thead>
<tr>
<th>Speed Key #</th>
<th>Grant: Yes / No</th>
<th>If Grant – Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The 1st Speed Key listed is the Default Speed Key. This is needed when entering a cardholder's information in Bank of America's system. A cardholder will have the ability to select from all Speed Keys listed above when reconciling.*

### Section III: Supervisor Approval

<table>
<thead>
<tr>
<th>Supervisor Name (Printed)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Supervisor Signature</th>
</tr>
</thead>
</table>

Note: This form is to be completed by the cardholder, approved by the cardholder's supervisor, and forwarded to UNO's Office of Business Affairs, ADMIN 2010.

### Section IV: Completed by the Office of Business Affairs

<table>
<thead>
<tr>
<th>Overall Card Limit</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Single Transaction Limit</th>
<th>($1,000.00 Max)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of Purchases Allowed per Month</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(6th to 5th each Month)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Spending Limit per Cycle</th>
</tr>
</thead>
</table>

Select group name from list proved by Office of State Purchasing & Travel

<table>
<thead>
<tr>
<th>Approved By</th>
<th>Date</th>
</tr>
</thead>
</table>

Date application processed and card ordered by Business Affairs

Cardholder’s signature verifying card was picked up at Business Affairs

<table>
<thead>
<tr>
<th>Pickup Date</th>
</tr>
</thead>
</table>
The University of New Orleans
PeopleSoft Purchasing Card Access

This form requests PeopleSoft access to a Cardholder, Supervisor or Proxy for the Purchasing Card. The form is to be completed, signed by the cardholder's department head or chair, and emailed to pcard@uno.edu.

<table>
<thead>
<tr>
<th>Section I: Cardholder Information (Security Setup)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardholder Name</td>
</tr>
<tr>
<td>Campus Email</td>
</tr>
<tr>
<td>Department</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section II: Cardholder's Supervisor (Security Setup)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Name</td>
</tr>
<tr>
<td>Campus Email</td>
</tr>
<tr>
<td>Department</td>
</tr>
</tbody>
</table>

Sections III, IV, and V are only completed if a proxy is added. Yes can only be selected in either sections III or IV. A proxy can only reconcile or approve a cardholder's purchases, not both.

<table>
<thead>
<tr>
<th>Section III: Authorization to Add Proxy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proxy Name</td>
</tr>
<tr>
<td>Department</td>
</tr>
<tr>
<td>Date Request</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section IV: Authorization for Proxy to Reconcile Cardholder’s P-Card Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section V: Authorization for Proxy to Approve P-Card Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes ☐</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section VI: Cardholder’s Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor (Printed)</td>
</tr>
<tr>
<td>Supervisor Signature</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>

Form – P2
Purchasing Card Receipt Cover Page

Form Instructions

- All original Purchasing Card receipts are stored in Accounts Payable.
- Complete the fields below, and attach the original Purchasing Card receipt(s) to the form.
- The form and receipt(s) must be turned into Accounts Payable immediately after receipt is obtained from the vendor.
- It is strongly recommended to submit cover page and receipts on weekly basis.

<table>
<thead>
<tr>
<th>Cardholder Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Four Digits of Card:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billing Cycle (example May 5):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Number of Receipts Attached:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
UNIVERSITY OF NEW ORLEANS
PURCHASING CARD MAINTENANCE FORM

Complete Sections A or B for a replacement card to be issued
Complete Sections C or D to update the cardholder’s profile

Employee Name _______________________________ EMPLID _______________________
Department ________________________________ Request Date ________________
Phone Number _______________________________ Email ________________________

SECTION A – NAME CHANGE

Name ___________________________ as it appears on Purchasing Card
Correct Name ______________________________

SECTION B – CARD REPLACEMENT

☐ Lost ☐ Stolen ☐ Embossing Error ☐ Disfigured ☐ Cardholder Reported to BOA
Comments _______________________________________________________

SECTION C – CANCELLATION / REINSTATEMENT

☐ Cancellation ☐ Reinstatement ☐ Other ______________________________
Comments _______________________________________________________

SECTION D – DEFAULT SPEED KEY CHANGE ( )

Remove Speed Key # ___________________________ New Speed Key # __________
If Grant, Expiration Date ______________________

Approved by:

Cardholder’s Department Head ___________________________ Printed Name _________ Date ________

Michael Dauenhauer (Program Administrator)
Assistant Vice President Business Affairs
Accounting & Procurement

Form must be submitted to Business Affairs for processing

Form – P4