



Purchasing Card Program

Policies and Procedures

1 Introduction

The Wabash College Purchasing Card program is designed to provide an efficient process

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4 Eligibility for a Purchasing Card

Full-time employees of Wabash College are eligible to receive a purchasing card if he or she has a business need. Discuss your business needs with your supervisor before requesting a purchasing card. Employees processing departmental orders for supplies and who travel on

Accept/Dispute Charges Cardholders must review and accept or dispute each charge their purchasing card using SDOL. There is a resource center on the login page with information on cardholder basics, reconciling your card, and filing a dispute.

Purchase Documentation Cardholders have the authority to directly purchase specific products on behalf of Wabash College. However, this privilege also carries the responsibility to maintain the necessary purchasing card documentation for all transactions. Itemized receipts should be submitted for all items purchased. Original receipts are to be retained until end of billing cycle and attached to your monthly expense report. Documentation of non-overnight travel meals must include the names of those who attended and the business purpose of the meal.

Cycle Reconciliation All purchasing card holders are required to reconcile their card each billing cycle. The billing cycle ends on the 10th day of each month and cards should be reconciled no later than the 17th of the month. Each charge will require a description of the item or service purchased and an account number. Please submit a printed copy of your reconciliation report and receipts to the business office no later than the 17th of the month.

7 Lost or Stolen Purchasing Card

Wabash College is liable for all purchasing card transactions until the purchasing card is reported lost or stolen. In such cases, cardholders are to report the lost or stolen purchasing card to the Director of Auxiliary Services at 765-361-6227.

8 Predetermined Transaction Limits

Each user will be assigned a single transaction and a billing cycle dollar limit appropriate for their expected card usage.

Single Purchase Limit The dollar amount of a single expenditure cannot exceed a predetermined limit. Splitting a transaction to purchase an item exceeding the purchase limit is not permitted.

Billing Cycle Purchase Limit The maximum dollar amount of expenditures for any given billing cycle.

Merchant Category Code (MCC) Restrictions Most purchasing cards will have some Merchant Code restrictions. For example, all purchasing cards will be restricted from merchants specifically selling weapons and ammunition.

When a vendor processes a transaction, it is approved or declined based on the above criteria associated with that purchasing card. The purchasing card is intended to be a flexible tool for departmental procurement. If an established limit constrains the p effectiveness for departmental use, please contact the Director of Auxiliary Services.

9 Restricted Transactions

Upon issuance, most purchasing card accounts are set to reject certain unallowable charges. In general, the purchasing card may not be used for the purchases listed below:

Any services requiring a signed contract.

Furniture, computer hardware, and other capital items.

Personal items and services.

10 Sales Tax Exemption

Wabash College is exempt from sales tax in Indiana. Our Indiana sales tax exemption number is imprinted on the purchasing card. The cardholder must provide this tax-exempt number to all vendors at the time of the transaction to ensure that no sales tax is charged. If sales tax is billed charge and obtain a credit for the sales tax paid. Please note that food and beverage

Support documents for charges are appropriate and complete, including description

APPROVALS

Applicant Signature

___/___/___
Date

Approving Supervisor Signature

___/___/___
Date

Wabash College
Purchasing Cardholder Agreement

I, (employee name) _____, hereby acknowledge receipt of a
Wabash College Purchasing card, _____. As a cardholder, I
agree that:

legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by Wabash College in such proceedings.

Wabash College may terminate my privilege to use the purchasing card at any time for any reason.

I will return the purchasing card to my supervisor or the Director of Auxiliary Services upon request or upon termination of employment.

Cardholder Signature

Date

Department

Director of Auxiliary Services

Date

Wabash College
Purchasing Card Missing Receipt Form

I, _____