

Procurement Card guidelines

EFFECTIVE DATE: July 1, 2020

LAST REVISION: June 3, 2020

RESPONSIBLE OFFICER: VICE PRESIDENT AND TREASURER

I. ALLOWABLE PURCHASES

1. Conference and Seminar Registrations
2. Non-capital equipment (but excluding computers) under \$5,000
3. Dues, memberships, licenses, application fees
4. Airline, hotel, bus, rail, rental car and meals for College related business travel. (All travel related purchases must adhere to the College's Travel Policy posted here: <https://travel.tcnj.edu/travel-policy/>)
5. Books, publications, periodicals, subscriptions, newsletters, videos
6. Interlibrary loans to external libraries.
7. Meals and entertainment for business purposes. Alcohol cannot be purchased using College funds.

II. ALLOWABLE PURCHASES WITH RESTRICTIONS

1. Gasoline for TCNJ Vehicles and TCNJ Preferred Rental Vehicles only.
2. Purchases made with third party payment providers (e.g., PayPal, Square, etc.); Receipt must include full legal name of supplier/seller in transaction notes.
3. LinkedIn Premium Membership (Business use only for promotion, marketing or other TCNJ related business purposes).
 - a. Cannot be used for personal networking.
4. Purchases made from a personal account including, but not limited to, Amazon, E-bay, Car Services, Kindle.
 - a. Purchases for TCNJ use can be made through a personal account provided that the TCNJ P-Card may not be saved to the personal account.
 - b. Purchases for personal use made through personal accounts are subject to discipline in accordance with P-Card Policy and Guidelines.

III. PROHIBITED PURCHASES

The following list serves as a guide for Prohibited Purchases and is nonexclusive. As financial managers of TCNJ funds, Cardholders and Expense Approvers are responsible to review and confirm that all purchases made with the P-Card comply with all College Policies and Guidelines,

including the P-Card Policy. Any exceptions to the Prohibited Purchases list must be approved in writing by the Office of the Treasurer through the p-card modification form, which must be submitted to a p-card administrator for review prior to purchase.

1. Personal charges of any kind
 2. Services (For example: Contractors, consultants, data consultants, laborers, etc.)
 3. Gift Cards (unless previously authorized through a grant. In this event, the transaction MUST be reclassified to the appropriate grant cost center.)
 4. Capital Equipment (as defined in the P-Card Policy)
 5. Parking / Moving / Vehicle Violations
 6. Gasoline for personal vehicles
 7. Furniture
 8. Computers
 9. Cash advances or cash withdrawals
 10. Faculty clubs, unless approved as an allowable business meal expense
 11. Cell phones
 12. Any purchase that requires a separately signed contract or agreement unless specifically authorized by Procurement Services.
 13. Sponsorships and Donations
 14. Any purchase that requires installation, hard-wiring, plumbing or assembly.
 15. Purchases with a potential risk or exposure to liability for the College such as items that present special health, safety, occupational or environmental risks (e.g., hazardous/radioactive material, animals, controlled substance, ammunition, firearms, tobacco, etc.).
 16. Stringing/Splitting (see P-Card Policy Definitions)
 17. Amazon Prime Membership
 18. Smart Devices (SmartWatches, SmartPens, Amazon Echo, Amazon Dot, ALEXA etc.)
 19. Prescription and over-the-counter medicine
 20. Any supplier that the College communicates as prohibited and listed on the Procurement Services website.
 21. Services that involve personal banking transfers (e.g., Venmo).
 22. Alcohol, unless previously authorized by the College Foundation.
-

V. AUDIT PROCESS

1. Tier One Audit

To ensure compliance with the P-Card Policy and Guidelines, the Office of the Treasurer and/or Office of General Counsel may conduct a tier one audit on the following items for compliance:

- Timely review, receipt upload, and approval of monthly credit statements
- Transaction Notes for each transaction listed in the statement and;

2. Tier Two Audit

To ensure compliance with the P-Card Policy and Guidelines, the Office of the Treasurer and/ or Office of General Counsel may conduct monthly random in-house audits of Cardholders' credit statements. An "Audit Findings Report" will be sent to the Cardholder, Expense Approver and Budget Manager if there are any questions, deficiencies, inconsistencies or other concerns.

- Each transaction must have clear and complete Transaction Notes.
- All purchases must be made in compliance with the P-Card Policy and Guidelines.

3. Tier Three Audit

To ensure compliance with the P-Card Policy and Guidelines, the Office of the Treasurer and/or Office of the General Counsel may conduct monthly random on-site audits of Cardholders' credit statements. An email will be sent to the Cardholder informing them that they have been selected for a random audit. The email shall indicate the statement cycle(s), date and time of audit. Audits include documenting the departmental internal controls related to the Cardholder approval process, authorized P-Card purchases of goods and travel, use of preferred vendors, sales tax exemptions, and proper storage of statements and receipts.

The department is required to provide a response to any audit findings, including corrective action that will be taken to assure future compliance. A follow-up audit will be conducted as needed to ensure corrective actions have been performed.

VI. TAX MANAGEMENT

Cardholders are required to have sales tax removed on all applicable transactions in those states that the College maintains tax exemption.

If sales tax is charged on a transaction, the Cardholder is responsible for having the tax on the transaction credited when possible.

- When reconciling, the credit should be allocated to the same cost center as the original transaction.
- If the Cardholder is not successful in having the tax on the transaction credited, detailed notes, including all steps taken, should be listed out in the Transaction Notes.