

**CORPORATE PURCHASING CARD (VISA CARD)
GENERAL INFORMATION AND APPLICATION FORM**

The State of Maryland has implemented a “procurement card” (VISA) for the use of State agencies. Any department within the College may apply for a procurement card by contacting the purchasing office at 4307.

General:

The Maryland State Comptroller’s Office, General Accounting Division (GAD), is responsible for the Statewide contract administration of the Corporate Purchasing Card Program. The General Accounting Division is responsible for issuing overall policy guidance, paying Bank of America for all purchases/credits made by the participating agencies, and posting the related agency charges/credits to the State’s central financial accounting system.

Documentation:

On the 25th of every month (unless the 25th falls on a weekend or holiday) the GAD will automatically pay all charges/credits to Bank of America and the College’s charges/credits will then be posted to the State’s central financial accounting records where they will appear in the monthly reports the State sends the College.

Each Cardholder will receive a monthly statement from the Bank, usually within a week of the 25th of the month. In order for the College’s Business Office to reconcile against the State’s central financial accounting system it is vital that all card holders reconcile their bank statement and forward the reconciliation to the Business Office within 3 to 5 days.

Each Cardholder shall maintain an Activity Log Sheet for recording each purchase and/or credit made with the card.

Documentation is required for all purchases and credits. Acceptable documentation shall include:

- Bank statement signed by cardholder
- Completed Activity Log sheet filled signed by cardholder and budget manager
- Itemized sales slip showing the purchase price of an item **OR** Itemized packing slip showing the purchase price of an item , **OR** Itemized cash register receipt showing the purchase price of an item , **OR** itemized repair order showing the purchase price of an item attached to Activity Log Sheet.

After receiving the bank statement, the cardholder should match the Activity Log sheet and documentation for every purchase charge and/or credit to the bank statement before sending it to the Business Office. If any documentation is missing, reasonable attempts should be made to obtain a copy of the appropriate documentation from the vendor.

A pattern of missing documentation or documentation turned in late to the Business Office may result in the loss of Corporate Purchasing Card privileges.

When completed, the original bank statement, properly authorized Activity Log Sheet, and original documentation for every purchase/credit shall be forwarded to Accounts Payable.

Record Retention:

The Business Office is required to maintain a file containing the original monthly cardholder statements, activity logs, and documentation for every charge/credit. This file is subject to periodic review by the State Comptroller's Office of Legislative Audits and shall be retained for four years or until audited.

Security:

The Cardholder who has been issued a Corporate Purchasing Card must secure and control the card at all times. Each Cardholder is responsible for his/her own card security.

Bank of America will reissue cards every twenty-four (24) months to each active cardholder.

The College's Purchasing Office will process all new cards, all cancellations and all lost cards.

Use of Cards:

Each card will have an established credit limit of up to \$5,000 per transaction. Lower or higher limits and/or further restrictions may be established for Cardholders if required by the Vice President of Business & Finance.

Specific Restrictions:

Corporate Purchasing Cards can NOT be used for any of the following Merchant Category Code Groups (MCCG):

- Capital outlays for major projects;
- Travel: Airline, buses, trains or other travel charges. **Note:** The corporate purchasing card can be used for hotel reservations and rental cars.
- Service Providers – MCC#6100 through 7033 to include Financial Institutions, Securities Brokers, Timeshares, etc.
- Personal Service Providers – MCC#7221 through 7299 to include Photographic Studios, Beauty and Barber Shops, Shoe Repair-Shine Shops, Funeral Services, Dating and Escort Services, etc.
- Amusement and Entertainment – MCC#7832 through 7999 to include Motion Picture Theaters, Bowling Alleys, Video Game Clubs, Betting, Golf, Recreation Services, etc.
- Contracted Services – 1099 Vendors for unincorporated services (honorariums, etc.). Any services that may be IRS Form 1099 reportable are NOT authorized.;
- Miscellaneous –
 - Drinking Places (alcoholic beverages) MCC#5813
 - Eating Places (restaurants) MC#5812
 - Fast Food Restaurants MCC#5814
 - Package Goods Stores (beer, wine & liquor) MCC#5921

- Cash Advances are strictly prohibited.
- The procurement card is NOT to be used for purchases made at the Campus Store.

Minority Business Enterprise Reporting:

Cardholders are required to maintain a list of Minority Business Enterprise purchases made utilizing the Corporate Purchasing Card. These figures will be reported on an annual basis to the Purchasing Office for inclusion in the College's annual report to the Governor's Office of Minority Affairs.

Disputes:

Cardholders are responsible for all corrections to be made to charges/credits which appear on their monthly statement. Begin by contacting the vendor immediately to make the appropriate correction. Only when the vendor does not make the correction does the mistake become a dispute. At that point, call Irene Olnick at ext. 2070 for assistance.

Abuse:

If an employee abuses the Corporate Purchasing Card privilege or the provisions of the Corporate Purchasing Card agreement, the card may be forfeited and canceled and the employee is subject to disciplinary action up to and including dismissal. The employee may also be ineligible for restoration of Corporate Purchasing Card privileges.

The College reserves the right to collect from the employee the cost of any purchases that do not further the business of the College. The collection may be accomplished through payroll deduction or any other collection process.

INSTRUCTIONS FOR COMPLETING THE CARDHOLDER INFORMATION FORM

Complete the following sections on the application form and send it to the Business Office:

Cardholder Information

- Cardholder Name
- Date of Birth
- Campus Telephone Number
- SSN (social security number)

Authorization Controls

Leave blank. Preauthorization is already established at \$5,000 per single transaction and \$10,000 per month.

Restrictions (By Agency)

Leave blank. Existing restrictions are listed on page two of the instructions

Hierarchy Information (complete only the following sections):

- PCA Agency
00040 for regular operating budgets beginning with 110
00043 for grant budgets beginning with 120
- Agency Use Code is your 6-digit budget to be charged when the State posts our monthly charges. When you submit your activity log, the charges will be reallocated to the proper budgets and object codes.
- Reporting Unit Name: Budget name for the Agency Use Code used. E.g. Business Office, Biology, Facilities, etc.

Initial Card Mailing Instructions:

- employee name, signature, date
- department head Name, signature, date

STATE OF MARYLAND
CORPORATE PURCHASING CARD PROGRAM
CARDHOLDER AGREEMENT

I, _____ hereby request a Corporate Purchasing Card. As a cardholder, I agree to comply with the following terms and conditions related to the use of the card.

1. I understand that I am being delegated the authority to purchase supplies and services on behalf of St. Mary's College of Maryland using the State of Maryland Corporate Purchasing Card.
2. I agree that this card will be used for approved purchases only and further, that I will not charge any personal purchases to this card. All purchases must be made in accordance with applicable laws, Code of Maryland Regulations (COMAR), or St. Mary's College of Maryland Policies and Procedures and the State of Maryland Corporate Purchasing Card Program Policy and Procedures Manual. I understand that my failure to follow established procedures may result in disciplinary actions against me, including loss of leave time, suspension, and/or termination of employment, fine, and/or criminal prosecution.
3. I agree to return the card immediately upon suspension and/or termination (including retirement) or upon reassignment to another Agency or cost center. Also, I agree to return the card immediately upon request of my supervisor or the Purchasing Card Program Administrator and that disciplinary actions referred to in paragraph 2 would also apply for failure to do so.
4. If the card is lost or stolen, I agree to immediately notify Bank of America and the Purchasing Card Program Administrator.

STATEMENT OF COMPLIANCE

I certify that I shall purchase supplies or services in accordance with applicable COMAR or SMCM Policies and Procedures, State laws and State of Maryland Corporate Procurement Card policy and procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete and made in good faith, and subject to applicable COMAR or SMCM Policies and Procedures, State laws, and State of Maryland Corporate Procurement Card policy and procedures.

I further acknowledge and certify that I shall be personally responsible for any unauthorized Corporate Procurement Card purchases. I hereby authorize the State to deduct from my payroll check and from any other payments to me the amount of such unauthorized purchases made on the Corporate Purchasing Card issued to me.

Employee's Signature and Date

Department Head Signature and Date

Employee's Social Security Number

Agency Fiscal Officer's Signature and Date

Employee's Department

Procurement Card Program Administrator's
Signature and Date