

**PART I**  
**CORPORATE PURCHASING CARD (VISA CARD)**  
**GENERAL INFORMATION AND INSTRUCTIONS**

The State of Maryland has implemented a purchasing card program to help agencies obtain small dollar value items in a more efficient and cost effective manner. All College employees may apply for a purchasing card by completing the paperwork posted on the Campus Shared Drive (N:/Business Office/Purchasing Card/Purchasing Card Application). Approval by the appropriate Budget Manager and the Purchasing Card Program Administrator is required before the issuance of any cards.

**1. GENERAL**

The Comptroller of Maryland's General Accounting Division (GAD) provides central management and administration for the State Corporate Purchasing Card Program. The General Accounting Division is responsible for issuing overall policy guidance, paying US Bank for all purchases/credits made by the participating agencies, and posting the related agency charges/credits to the State's central financial accounting system (R\*STARS). The College is responsible for determining if a purchase made under this program meets state law, regulations, policies, and procedures.

**2. CORPORATE PURCHASING CARD USE**

Each card will have an established credit limit of up to \$5,000 per transaction. Different limits and/or further restrictions may be established for cardholders if required by the Vice President for Business & Finance. Transactions may not be split to get around the single transaction limit.

**3. RESTRICTIONS**

The Corporate Purchasing Cards may not be used for the purchase of airline, trains or other travel charges. Rental cars and hotel/motel transactions are allowed. (Please see the SMCM Travel Policies for specific information regarding restrictions on Hotel charges.)

Specific restrictions apply to some Merchant Category Code Groups (MCCG). These codes are established by VISA and are utilized to organize vendors into broad categories. These restrictions are determined by GAD and are not revocable by the College. Purchases from these sources will not be allowed:

- MCC 6100 through 7033 Service Providers: Financial Institutions, Securities Brokers;
- MCC 7221 through 7299 Personal Service Providers: Photographic Studios, Beauty and Barber Shops, Shoe Repair-Shine Shops, Funeral Services, Dating and Escort Services, etc. Exception: MCCG 7296 – clothing, costume and uniform rental is allowed;
- MCC 7832 through 7999 Amusement and Entertainment: Motion Picture Theaters, Bowling Alleys, Video Game Clubs, Betting, Golf, Recreation Services, etc.;
- MCC 5812 Eating Establishments (Restaurants, Bars, Taverns, Lounges);
- MCC 5814 Fast Food Restaurants;
- MCC5921 Package Goods Stores (beer, wine, and liquor);

In addition to the above, the following is a listing of other uses for which the Corporate Purchase Card may NOT be used:

- Contracted Services–1099 Vendors (unincorporated service providers), i.e. honorariums;
- Cash Advances/money orders/gift cards are strictly prohibited;
- Fines – Fines and tickets may not be paid with the card.

**The splitting of a purchase to exceed the single purchase limitation is strictly prohibited and is cause for the suspension of the use of the Purchase card.**

#### **4. MONTHLY CARDHOLDER STATEMENT RECONCILIATION**

A monthly billing period ends on the 25<sup>th</sup> of the month. The State will automatically pay all charges/credits to US Bank and the College's charges/credits will then be posted to the State's central financial accounting. The Business Office will post these charges to the appropriate budgets in object 70500 around the first of the month.

A VISA statement will be sent to each cardholder after the billing period ends on the 25<sup>th</sup> of the month. The cardholder is responsible for reconciling the VISA statement, preparing the Cardholder Activity Log, attaching all original receipts, signing and submitting it to their authorized reviewer. The approved activity log with attachments shall then be forwarded to Melinda Moran in the Business Office **within seven (7) business days of receipt of the statement.**

- All charges and credits on the VISA statement **MUST** be recorded on the Activity Log Sheet which will include the transaction date, merchant name, description of item purchased, quantity, and the amount.
- Appropriate budget numbers with object code **MUST** be provided for each purchase and credit.
- The VISA statement **MUST** to be signed by the cardholder **AND** the approving budget manager.
- Original documentation is required for all purchases and credits. Acceptable documentation must show what was bought and how much was spent. Examples would be as follows:
  - Itemized sales slip showing what was bought and 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
  - Itemized hotel/motel receipt showing all charges associated with the stay. A reservation confirmation **is not** acceptable.

If any documentation is missing, reasonable attempts **MUST** be made to obtain a copy of the appropriate documentation from the vendor. If unsuccessful, a Transaction Problem form should be completed to document any missing receipts and attached to the activity log.

A pattern of missing documentation or the turning in late of a completed activity log to the Business Office will result in the loss of Corporate Purchasing Card privileges.

#### **5. RECORD RETENTION**

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

#### **6. SECURITY**

Cardholders must secure and control the card at all times. Each Cardholder is responsible for his/her own card security.

- The card vendor (US Bank) will reissue cards every thirty-six (36) months.
- Purchasing card accounts that have no activity for 12 months will be evaluated for their necessity.
- When a cardholder takes a sabbatical from the College, their purchasing card will be suspended temporarily while they are away from campus. The cardholder is to notify the Purchasing Card Program Administrator upon their return to campus so their card can be reactivated.

Every effort should be made to secure all purchase card account number information. This includes reports, statement packing slips, and receipts.

## **7. DISPUTES**

When a cardholder discovers an incorrect charge or a questionable purchase or transaction on their monthly VISA statement, the cardholder is responsible for resolving the problem with the vendor. If no resolution can be made with the vendor, a Cardholder Statement of Disputed Item form shall be completed. The form and instructions may be found under N:/Business Office/Purchasing Card/Dispute Form.doc. Regardless of any dispute actions that may be taking place the cardholder activity log **MUST** be completed and turned in on time. Resolution of any disputes will be reflected on future statements.

## **8. LOST OR STOLEN CARDS**

If a Corporate Purchasing Card is lost or stolen, the cardholder must telephone US Bank's customer service immediately. The telephone number is 800-344-5696 and is available 24/7. Lost cards reported by telephone will be blocked immediately and a replacement card will be issued. The cardholder is to notify the Agency Card Recipient (Mindy Moran) immediately. The cardholder will be notified when a replacement card has been received.

## **9. FRAUDULENT CHARGES**

US Bank monitors card activity for possible fraudulent charges made to an account. If there are questionable charges, US Bank will notify the cardholder to resolve the fraudulent charges. A card may be suspended temporarily during resolution.

## **10. IMPROPER USE**

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 a cardholder the cost of any improper purchases that are not in accordance with the policies and procedures of the College or the State. The collection may be accomplished through payroll deduction or any other collection process.

**PART II**  
**INSTRUCTIONS FOR COMPLETING**  
**THE CARDHOLDER INFORMATION FORM**  
**AND CARDHOLDER AGREEMENT**

**CARDHOLDER INFORMATION FORM:**

**Field 1: Cardholder Information**

- Cardholder Name as it will appear on the VISA card
- Date of Birth
- Campus Telephone Number

**Field 2: Authorization Controls**

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

**Field 3: Restrictions (By Agency)**

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

**Field 4: 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.
- Department: Your department.

**Field 5: Approvals:**

- Employee should fill in name, sign, and date
- Budget manager should fill in name, sign, and date
- Leave the Agency Fiscal Officer and PCPA lines blank

**CARDHOLDER AGREEMENT FORM:**

Please read the cardholder agreement very carefully before you sign it. This form must be completed and turned in with the Cardholder Information Form.

**The completed forms should be sent to Melinda Moran, Business Office**  
**The cardholder should keep Part I – General Information and Instructions**

**STATE OF MARYLAND  
CORPORATE PURCHASING CARD PROGRAM  
CARDHOLDER INFORMATION FORM**

Regular (\$5,000 STL)

University of MD (\$5,000)

e-Maryland Marketplace (\$10,000 STL)

**1. CARDHOLDER INFORMATION**

Agency Name: St. Mary's College of Maryland

Contact Name: Melinda Moran

Cardholder Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone Number: 240-895-\_\_\_\_\_

Billing Address: St. Mary's College of Maryland  
18952 East Fisher Road  
Saint Mary's City, MD 20686-3001

**2. AUTHORIZATION CONTROLS**

Credit Limit: \$5,000

Single Transaction Limit: \$5,000

Daily # Transactions: \_\_\_\_\_

Cycle # Transactions: \_\_\_\_\_

**3. RESTRICTIONS (By Agency)**

**MCCG Name**

**MCCG Action**

**Single Purchase Limit**

Refer to Page 2 Under Specific Restrictions

**4. HIERARCHY INFORMATION**

Agency Code	PCA	Object Flag	Object Code	Budget Number	Default PCA
<b>R14</b>		<b>C</b>	<b>0999</b>		<b>R14</b>

**Department:** \_\_\_\_\_

**5. INITIAL CARD MAILING INSTRUCTIONS**

Contact Name: Melinda Moran, Business Office  
Address: St. Mary's College of Maryland  
18952 East Fisher Road  
St. Mary's City, MD 20686-3001

**6. APPROVALS**

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dept Head Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Fiscal Officer: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed by PCPA: \_\_\_\_\_ Date: \_\_\_\_\_

Questions should be addressed to the Agency PCPA identified in the Contact Name Field

**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.
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 US Bank 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 Purchasing 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 Purchasing Card Program Policy and Procedures Manual.

I understand that my failure to follow established procedures may result in disciplinary actions against me, including reimbursement of unauthorized purchases, loss of leave time, suspension, and/or termination of employment, fine, and/or criminal prosecution.

I further acknowledge and certify that I shall be personally responsible for any unauthorized Corporate Purchasing 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

\_\_\_\_\_  
Purchasing Card Program Administrator's  
Signature and Date