

Purchasing Card User Guide



**University of Nebraska–Lincoln
Department of E-Commerce
ecommerce.unl.edu**

Introduction

This book, *Purchasing Card User Guide* is a guidebook on purchasing card use.

Chapter 1 **Purchasing Card**

Objectives

Learn the procedure for making purchases with a purchasing card.

Learn the policies governing purchasing card use.

Learn the procedure for settling transaction disputes.

Learn the procedure for reporting a lost or stolen purchasing card.

Purchasing Card Program

The Purchasing Card (also called Procurement Card) program is designed to improve efficiency in processing and completing low dollar purchases from any vendor/supplier that accepts a VISA credit card.

The Purchasing Card can be used for purchases of all non-restricted (acceptable) commodities (see Purchasing Card Financial Policy). All purchases of commodities where University approved "Prime Vendor" contracts (<http://purchasing.unl.edu>) are in place should be made from those contracted vendors/suppliers. Each Purchasing Card is issued to a named individual and the University is clearly indicated on the card as the corporate buyer of products. The sales tax exempt status of the University is embossed on the card. *The Purchasing Card is not to be used for personal transactions.*

This program will enable you to purchase approved commodities directly from vendors/suppliers. The related charges will be debited directly to the University default cost object. Payment for all Purchasing Card transactions is performed electronically which eliminates the need to process vendor invoices and to issue checks for payment of each invoice. When using the Purchasing Card, charges can be redistributed to other departmental cost objects. There will be no need to process a purchase requisition form or a journal entry form to document these transactions. Department of E-Commerce, Accounting, and various auditing agencies will monitor the performance of the Purchasing Card program. All questions or concerns regarding this program should be directed to:

Contact Information: Darla Huff, Department of E-Commerce
Phone (402) 472-5613, E-mail dhuff1@unl.edu

Jim Vogel, Department of E-Commerce
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How it Works

The Purchasing Card program simplifies the purchasing/disbursement process by facilitating point-of-sale procurement. Purchasing responsibility is delegated to the Department Head/Chair of the ordering department who is thereby enabling an authorized cardholder of that department to place an order directly with a vendor/supplier. The Purchasing Card program provides enhanced control for all transactions by producing immediate decisions on five specific authorization criteria as explained below.

When a purchase authorization is requested by a vendor/supplier at the point-of-sale, the Visa system validates the transaction against pre-set limits established by Financial Services Office in conjunction with department administrators. All transactions are approved or declined (instantaneously) based on the following Purchasing Card authorization criteria:

- No limit on the Number of transactions allowed per day.
- No limit on the Number of transactions allowed per month.
- Single purchase limit - \$1499, \$2599 or \$4999
- Monthly Spend Limits - \$10,000, \$20,000 or \$30,000
- The billing cycle runs from the 15th through the 15th of each month.
- Approved commodity codes.

The authorization process occurs through an electronic system that supports the Purchasing Card program under the University's bank agreement with US Bank, NA.

Purchasing Card Financial Policy

- All cardholders must sign and accept the terms and conditions of the University of Nebraska "Purchasing Card Program Cardholder Agreement."
- All purchase transactions processed against the Purchasing Card must be made by the individual to whom the card is issued.
- The Purchasing Card cannot be used for the following transactions:
 - Alcoholic beverages, drugs, or pharmaceutical products.
 - **NO PERSONAL PURCHASES**
 - Flowers, holiday decorations, or personal objects (such as kleenex tissue, greeting cards, invitations, paper cups or plates, pictures, radios, coffee pots, heaters, refrigerators, microwave ovens, art objects, etc.).

Examples of INVALID charges:

- Purchase of a Coffee Pot for the employee break room**
- Purchase of a Microwave for the employee break room**
- Purchase of a Refrigerator for the employee break room**
- Purchase of Gasoline for a University Vehicle**
- Personal book purchases on Amazon or Barnes & Noble**
- Purchase of Flowers**

- Payments for hotel/motel rooms or conference lodging deposits.

Examples of INVALID charges:

**Lodging for a Conference
Holding a room**

- Airline, rail, or bus tickets, entertainment, parking fees, lodging, vehicle rental, bus fares, taxi expenses, gasoline or food.
- Payments to individuals, employees, or students for any reason.
- Payments to Law Firms
- Medical Expenses
- No services payable to foreign vendors because of tax purposes.
- No vehicle repairs or maintenance
- Honorarium payments.
- Student aid payments.
- Expenses for faculty and staff recruiting, or entertainment of prospective employees.
- Moving expenses.
- Gifts, donations, or contributions to individuals or organizations.

Examples of INVALID charges:

**Gift for an employee
Gift for an employee that is Retiring
Gift for a Speaker
Items for a Raffle or Drawing
Gift Certificates**

- Payments to other University departments, except University Bookstores, Copy Services, Printing Services and Computer Shop.

Examples of INVALID charges:

**Payments to University Departments for Conference or Workshop
Including: UNMC, UNO and UNK**

- Firearms or ammunition.
- Removal of, or disposal of, hazardous materials or substances.
- Purchase of hazardous material or substances.
 - **from Retail Outlet not in excess of:**
 - in a single container quantity in excess of 50 pounds (solids)
 - in a single container quantity in excess of 5 gallons (liquids)
 - manufactured and sold primarily for commercial/bulk use" (okay if manufactured and sold primarily for "household" or "general consumer" use and purchased at a general consumer retail outlet).
 - "restricted use" (requires applicators certification/license)
- Purchases that require a license or permit to transport or possess (e.g. absolute alcohol, controlled substances, items regulated under the Toxic Substance Control Act
- Purchase of, or removal of radioactive materials, and/or radiation producing devices.

- Vehicles and/or equipment requiring issuance/transfer of a "title" or "certificate of origin"
- Live Lab animals.
- Time payments, deposits/down payments.
- Pyramiding (multiple purchases to cover same transaction).
- Tuition payments for a degree program.
- Cash advances.
- Personal items.
- Construction and renovation items - restriction applies if items are being purchased for alterations/modifications to University buildings, building equipment, or building systems, unless this type of work is part of your regular job description.

The following has been approved by the Vice Chancellors for Business & Finance.

- **Website:** <http://bf.unl.edu/accountingpolicy/MealsReceptions.shtml>

Guidelines for Funding Non-Travel Related Meals and Receptions

The State of Nebraska's Department of Administrative Services permits payment of employee expenses while not in travel status under State Statute 81-1174 "for attendance at official functions, conferences or hearing(s)."

Official Functions, Conferences, or Hearings

The following is UNL's definition of "official functions, conferences or hearings" for campus purposes.

Chancellor-Sponsored or All-Campus Events

- Commencement & Hooding Ceremonies
- Annual Faculty/Staff Service Award Program
- State of the University Picnic
- Distinguished Professor Award Winners' Receptions/Dinners

Vice Chancellor-Sponsored Events

- Annual IANR Picnic for new faculty
- Annual IANR Picnic for retired faculty
- Chairs Workshop

Colleges/Departments

- UNL sponsored community visits or programs
- Recruiting new faculty/staff members meals/receptions
- Visiting faculty, guest speakers and/or consultants meals/receptions
- Faculty/Staff retreats/training Sessions with external presenter(s) and agenda
- Advisory Board meetings
- Student orientation or other student recognition events
- Site/Accreditation visits
- Student organization meals/receptions
- 4-H Camps
- Meals/receptions with students
- Other training/educational programs with prior written approval of the appropriate Vice Chancellor

Meals Not to Be Funded with General Appropriations, Revolving, or Auxiliary Funds

The following is a list of UNL activities that should not be funded with general appropriations, revolving, or auxiliary funds. Use of private funds is appropriate, if in keeping with the gift restrictions.

- Employee meals (includes meals while work is being conducted) when employee is not in travel status
- Employee recognitions (includes gifts, cards, flowers, etc.)
- Retirement receptions
- Department receptions and meetings with no external speaker
- Faculty or staff meetings with no external speakers
- Holiday parties
- Research grant receptions
- Secretary's Day events
- Food utensils and other supplies
- Departmental candy jars
- Soda pop
- Bottled water and cooler rental

Food Purchase Examples:

VALID Food Purchases:

- Grocery Store/Supermarkets ONLY
- Visiting Faculty, Guest Speakers, or Consultants Meals/Receptions with External Presenter(s)
 - Agenda and List of Attendees
- Faculty/Staff Retreats/Training Sessions with External Presenter(s)
 - Agenda and List of Attendees
- Recruiting New Faculty/Staff Members Meals/Receptions
- Advisory Board Meetings
- Student Orientation or Other Student Recognition Events
- Student Organization Meals/Receptions
- Meals/Receptions with Students
- Site/Accreditation Visits
- 4-H Camps

INVALID Food Purchases

- No Restaurant, Coffee House, Gas Station, Donut/Bagel Shop
- No Alcohol
- No Tobacco Products
- No Non-Pepsi Products
- Holiday Parties
- Secretary's Day Events
- Departmental Candy Jar, Coffee, Rolls, Cookies, Lunches, or Soda Pop
- Bottled Water and Cooler Rental
- Funding/Reimbursement from Foundation
- Employee Recognitions
- Retirement Receptions
- Department Receptions and Meetings
 - With No External Speaker
- Faculty or Staff Meeting
 - With No External Speaker
- Research Grant Receptions

APPROVED PEPSI PRODUCTS:

Pepsi	Diet Pepsi	Pepsi ONE
Caffeine Free Pepsi	Pepsi Blue	Sierra Mist
Diet Sierra Mist	Wild Cherry Pepsi	Pepsi Twist
Code Red	Diet Code Red	Mountain Dew
Diet Mountain Dew	Mug Root Beer	Diet Mug Root Beer
Mr. Green	Frappuccino	Aquafina
Hawaiian Punch	AMP	Lipton Iced Tea
Lipton Brisk Tea	Sunny Delight	Dole Orange Juice
Sobe	Sobe Adrenalin Rush	Klarbrunn
Gatorade	V-8	V-8 Splash
All Sport (Lemon Lime, Orange, Grape, Blue Ice, Cherry, Fruit Punch) Fruitworks (Pink Lemonade, Strawberry Melon, Apple Raspberry, Peach Papaya, Tangerine Citrus) Slice (Orange Slice, Diet Orange Slice, Lemon-Lime Slice, Fruit Punch Slice, Pineapple Slice, Strawberry Slice, Peach Slice)		

All Purchasing Card transactions for non-restricted (acceptable) commodities **cannot exceed the single purchase limit including all delivery, shipping and/or handling charges.**

Registration fees are allowed. However, the name of person, purpose of trip, dates traveling, and destination must be included on the backup documentation.

Dues, memberships, or subscriptions are allowed, if made in the name of the University and mailed/delivered to a work address or location. These are general rules please follow your department guidelines because they maybe more restrictive.

No Payments to individuals residing outside the State of Nebraska for services performed inside the State of Nebraska.

Purchases must be for the use and benefit of the University. **NO PERSONAL PURCHASES ARE ALLOWED.**

It is the cardholder's responsibility to obtain the documentation for all transactions. This is in accordance with the University's record retention policy as stated in Proof of Purchase Documentation. Give your supporting documentation to your Reconciler as soon as possible.

It is the cardholder's responsibility to **report the loss of the card immediately** to (1) the issuing bank (US Bank, NA - 800-344-5696) and (2) the Purchasing Card Program Administrator (Jim Vogel and/or Darla Huff) in the Department of E-Commerce.

It is the cardholder's responsibility as an agent of the University to ensure the proper use of the University's sales tax exempt number. TAX EXEMPT # 05-256-536.

The cardholder and the departmental reconciler are responsible for ensuring that the proper University cost objects and G/L accounts are charged for the purchase. Make sure that you include the business purpose of your purchase on documentation.

It is the cardholder's responsibility to attempt to resolve a dispute with a vendor within fifteen (15) days of receipt of a disputed purchase. If a resolution is not possible, the cardholder must report the problem to the Purchasing Card Program Administrator (Jim Vogel and/or Darla Huff), who

will work with the cardholder and US Bank, NA to resolve the dispute. (See [Transaction Disputes](#) on page 15).

Management will review any invalid purchases and the related details regarding the specific transaction. Violations or warnings will be issued as appropriate.

Violating any of these policies may result in the immediate termination of the privilege to use the Purchasing Card.

Fraudulent use of the Purchasing Card will result in corrective action in accordance with the policies of the Department of Human Resources.

Upon separation of employment from the University of Nebraska please provide formal notification to the Purchasing Card Program Administrator (Jim Vogel and/or Darla Huff). See form in SAPPHIRE downloads.

Procedures for Violations of the Purchasing Card Policy

The **first** violation of the Purchasing Card Policy will result in an email being sent to the cardholder (cc to reconciler and cardholder's supervisor, Approving Official and Department Head/Chair and/or Dean/Director) notifying him or her of the infraction. A hard copy of the email (including the cardholder's response) will be placed in the Purchasing Card Compliance file. If the cardholder's offense is deemed to be due to fraudulent or willful misuse, the cardholder's card may be terminated immediately. The cardholder's supervisor as well as appropriate law enforcement agencies will be notified for appropriate action.

A **second** violation, within a one-year time period, will result in the cardholder receiving an e-mail stating the violation and the cardholder is then required to attend the next Purchasing Card Training Class. A hardcopy of the e-mail (including the cardholder's response) will be placed in the Purchasing Card Compliance file. The cardholder's reconciler, supervisor, Approving Official and Department Head/Chair and/or Dean/Director will be copied on the email.

A **third** violation, regardless of the time frame, will result in the immediate termination of the cardholder's Purchasing Card for a minimum of one (1) year. An email will be sent to the cardholder, reconciler, and supervisor, Approving Official and the Department Head/Chair and/or Dean/Director. Issuance of a new card after the one (1) year period will require the cardholder to attend the next Purchasing Card Training Class.

Pyramiding and Personal Purchase Violations Policy

- **Second Violation Letter**

- Card is Deactivated

- One year suspension

- Your Department Head/Chair and/or Dean/Director will decide the issuance of a new card after the one year period and will require the cardholder to attend the next Purchasing Card Training Class.

Purchasing Card Ordering Process

The Purchasing Card program provides another option to the existing purchasing procedures regarding transactions for goods valued at less than your limit including all delivery and shipping charges. **No single purchase is to exceed your limit.**

Purchases for restricted commodities should continue to be processed in accordance with the established procurement/disbursement policies and procedures and not exceed your limit (<http://purchasing.unl.edu>).

Please be sure to follow these procedures when using the Purchasing Card:

- Identify if the purchase is appropriate for a Purchasing Card transaction. Check the list of restricted commodities.
- If the product you are purchasing is available from a current University "PRIME VENDOR" please place your order with the contracted vendor.
- Determine if your transaction total is not over your limit. If not, the transaction must be processed in accordance with established purchasing/disbursement policies and procedures.
- Contact the vendor/supplier and:
 1. State that you are calling from the University of Nebraska-Lincoln and you will be making a VISA purchase.
 2. **EMPHASIZE THAT THE UNIVERSITY IS SALES TAX EXEMPT!!**
 3. If the vendor/supplier requests the University's sales tax exempt number, please provide the number listed on the front of the Purchasing Card.
 4. If necessary, a copy of the proper tax exempt form may be faxed to the vendor/supplier as proof of the University's sales tax exempt status.
 5. Order item(s).
 6. Give vendor/supplier the Purchasing Card number and expiration date.
 7. Give vendor/supplier your name, the department name, and complete delivery address. (Please provide complete shipping address, to include building name, room number, and street address to insure proper delivery.) Make sure the Screen Prints of your shopping cart and confirmation page are included as documentation for purchases made on-line.
 8. Make sure that the appropriate departmental personnel are aware of your purchase, and that you have followed all departmental procedures regarding processing and University record retention/documentation requirements.
 9. Indicate to vendor to only bill for exact items shipped.
 10. When a vendor requests a **"bill to address"** the information you provide must match the address you gave on your original purchasing card application. If this information is different you risk the possibility of your purchase being denied.

When receiving a shipment, it is the responsibility of the cardholder to properly inspect the shipment in accordance with receipt and inspection of purchased goods. In case of returns, the cardholder is responsible for coordinating the return directly with the vendor/supplier and for contacting the Purchasing Card Program Administrator in the Department of E-Commerce with any unresolved issues.

All packing slips must be retained as part of the purchase transaction documentation.

University Bookstores, Copy Services, Printing Services and Computer Shop Purchases:

The Purchasing Card may be used for purchases from University Bookstores, Copy Services, Printing Services and the Computer Shop in accordance with the Purchasing Card Financial Policy. **However, the Purchasing Card cannot be used for personal purchases.**

The following procedure must be followed when ordering approved commodities:

- When calling or placing the order in person, state that you are from a University department and emphasize that the purchase will be a Sales Tax Exempt.
- Failure to emphasize a Purchasing Card purchase may result in not receiving the appropriate departmental discount.
- Provide a complete delivery address or the name of the individual who will be picking up the purchase.
- Ensure that the individual who will be picking up the purchase has a current University of Nebraska I.D. card for identification.
- Preferred method at these University Departments is the Interdepartmental charge.

Proof of Purchase Documentation

The Purchasing Card program facilitates point-of-sale purchases, giving authorized cardholders the ability to purchase specific goods directly from a vendor/supplier. The Purchasing Card will eliminate the time and effort spent on processing requisitions and other internal forms and the reconciliation of invoices. With this authority comes the responsibility for maintaining adequate documentation at the source of the transaction in accordance with the University's Records Retention Policy.

Documentation MUST support an authorized acceptable business purpose of all transactions made with the Purchasing Card. Documentation must be maintained in the source department for seven (7) years, plus current year. For purchases charged to a grant, documentation must be maintained in the department which administers the grant for seven (7) years plus current year, after the grant's conclusion.

Supporting documentation can take many forms and must consist of at least one of the following:

- An order form or application when available.
- Screen print of your Shopping Cart and the Confirmation number for internet order that includes the confirmation number for proof of quantity and price of item purchased.
- Packing slip (for goods received).
- Detailed Cashier receipt or vendor/supplier invoice.
- Copy of registration form.

Purchasing Card Audit Findings:

- **Sales Tax**
- **Copies of Documentation**
- **No Detail Pricing on Documentation**
- **No Documentation**
- **Pyramiding**
- **Conference Registration**
 - **No Detail of the Conference Registration**
 - **Screen Print of the Detail Online**

These are considered "Personal Purchases"

- **Conference Registration Extras**
- **Island Tour**
- **Extra Breakfast for Spouse**
- **Spouse Attending Special Fun Night**

Departmental order form can be used along with proper documentation (this form may be prepared according to departmental guidelines, but must be signed by the appropriate departmental official to document approval of the transaction).

Transactions will be subject to audit by The Department of E-Commerce, UNL Operations Analysis Department and State of Nebraska Auditors and Federal Auditors on Federal Grants...

US BANK Contact Information

- Customer Service Number
 - Lost/Stolen Card
 - Disputed Items
 - 1-800-344-5696
- Outside United States
 - 1-701-461-2042 - Collect
- Fraud Investigations
 - 1-800-523-9078
 - Always Reissued Card

Transaction Disputes

A cardholder may dispute a charge appearing on their Purchasing Card daily feed on SAP. If there is a charge that is not recognized by the cardholder, or if it appears to be incorrect, the first step is to contact US Bank, NA at (800) 344-5696. If there is no resolution from this informal process, the cardholder should contact:

UNL Purchasing Card Program Administrator
Department of E-Commerce
1700 "Y" Street
City Campus 0646

All disputed/questioned items **MUST** be communicated to the Purchasing Card Program Administrator immediately. Any disputed charges with US Bank, NA must be within 60 days from the transaction date. This is the **ONLY** time frame for which we have an opportunity to dispute a transaction.

US Bank, NA will send the cardholder an affidavit to be completed, signed and returned to US Bank, NA. When US Bank, NA has completed its investigation, the cardholder will be notified of the resolution. During the investigation, a credit will be issued to the cardholder's account for the amount questioned. If the dispute is not settled in favor of the cardholder, the account will be charged for the disputed transaction amount.

Reporting a Lost or Stolen Card

It is the responsibility of the cardholder to report the loss of a Purchasing Card immediately to (1) US Bank, NA and (2) UNL Purchasing Card Program Administrator (Jim Vogel or Darla Huff)

If a Purchasing Card is lost or stolen, the cardholder MUST IMMEDIATELY CONTACT US BANK, NA. US Bank; NA representatives are available 24 hours a day, seven days a week. When reporting a lost or stolen card, the cardholder **MUST** tell the representative the call is regarding a University of Nebraska Purchasing Card.

Lost or Stolen Card: 1-800-344-5696

After reporting a lost or stolen card to US Bank, NA, the cardholder **MUST ALSO IMMEDIATELY REPORT A LOST OR STOLEN CARD TO THE UNL PURCHASING CARD PROGRAM ADMINISTRATOR** (Jim Vogel and/or Darla Huff) at (402) 472-3330 or (402) 472-5613.

CODE OF ETHICS

- Give first consideration to the objectives and policies of my institution.
- Strive to obtain the maximum value for each dollar of expenditure.
- Decline personal gifts or gratuities.
- Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.
- Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
- Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.
- Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.
- Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third-party review, insofar as the established policies of my institution permit.
- Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.
- Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.
- Foster fair, ethical and legal trade practices.
- Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.

Cardholder Responsibilities

- Cardholders are required to fix problems on their own card
 - Sales Tax
 - Disputed Transactions
 - Notify of possible Violation
- Reconcilers must see
 - Original Documentation
 - State the business purpose
 - Detailed receipt
- All transactions require **detailed** supporting documentation that supports the business purpose for the purchase.
- When verifying documentation look for:
 - Compliance with University PCard Policy, Purchasing Policy, and Grant Terms
 - You have knowledge of the vendor or you have a means to verify the legitimacy of the vendor
 - There is no evidence of alteration of the documentation, except alteration to eliminate card number information, such as:
 - Crossed or whited out sections
 - Printing styles, colors, or fonts inconsistent with the rest of the document or prior experience with the vendor
 - Terms or other details inconsistent throughout the document
- All transactions require **detailed** supporting documentation that supports the business purpose for the purchase.
 - When verifying documentation look for:
 - Original documentation only (i.e. not images, copies or faxes)
 - The following are included and agree to SAP information:
 - Date of purchase
 - Vendor name
 - Itemized list and unit price of the purchased items
 - Total amount
 - Marked paid or other evidence of payment in full
- P-cards should only be used by the person to whom the p-card is assigned.
- The Reconciler has the responsibility to maintain confidentiality of card information. To do this the reconciler should:
 - Remind cardholders of their responsibility to remove card number information from supporting documentation
 - Take steps to remove card number information from documentation including the number
 - Never utilize any cardholder numbers for purchases by the reconciler

Reconciler's Responsibilities

- All Charges **must** be reconciled weekly.
- Reconciler has the obligation to question/report purchases that do not appear to be in the best interest of the University.
- Enter Detailed Descriptions in SAP (be specific nuts, bolts, paper, file folders, etc.)
 - State specifically what was purchased
- Reconcile the cardholder's charges and posts expenses to the general ledger.

Approving Official Responsibilities

- Ensure Compliance with Purchasing Card Policies & Procedures.
- Review and sign summary of listing of cardholder transactions (weekly/monthly).
- Cardholder **cannot** supervise the Approving Official
- Report any abuse or misuse to the Purchasing Card Administrator.
- Ensure that all Documentation is collected.
 - Turned into Reconcilers on a timely basis.
 - Ensure that the Cardholder does not share the Purchasing Card with anyone.

Purchasing Card Activation Process

- Activate Visa Card
 - Call 800-344-5696
 - Enter 16 Digit Account Number
 - Enter 5 Digit Mailing Zip Code
 - Select Option 1 to Activate their Account
 - Activation Number 0000
 - Asked to enter Business Phone Number