



Policy & Procedure No. 5.031  
**Nunez Community College**

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**Title: Procurement Card Policy**

**Effective Date: 8/31/2018**

**Last Revision Date: 10/31/2018**

**Cancellation: 6/30/2019**

**Department/Office: Business Affairs**

*Procurement Card*

**PURPOSE**

The purpose of this policy is to ensure we are in compliance with the state mandates when using the procurement card.

**SCOPE**

This policy applies to: All procurement card holders, approvers, program administrators, accountants and Chancellor of Nunez Community College.

**POLICY**

**A. Policy Statement**

This policy and related procedures cover the LaCarte, Purchasing Card (P-Card) and must comply with the Statewide Corporate Liability “LaCarte” Purchasing card and CBA Policy, P-Card program and establishes minimum standards for possession and use to ensure compliance. The use of the P-Card Program for purchases does not negate any current purchasing policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, State Liability Travel Card and CBA( Controlled Billing Account aka Cardless Account aka Ghost Account) Policy, internal agency policies and procedures and /or PPM49 as applicable. All must be followed when using and administering the “LaCarte” P-Card and CBA Policy.

Cardholders (CH), program administrators (SA), program users, supervisors/approving officials, auditors or anyone associated with the card program who knowingly or through willful neglect, fails to comply with any current purchasing policies, rules and regulations, mandates, Louisiana Statutes, Executive Orders, State Liability Travel Card, State “LaCarte” Purchasing Card and CBA Policy, internal agency policies and procedures and/or PPM49 as applicable may be subject to



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suspension, or termination of account privileges or other disciplinary action, up to and including criminal prosecution to the fullest extent of the law. The Office of State Travel reserves the right to withdraw any authority of delegated approval due to non-compliance with applicable laws, rules, regulations, mandates, policies and procedures.

**B. Purpose**

The P-Card is a tool used to assist in the management of procurement, payment and accounting. The P-card is a Visa card issued by Bank of America (BOA) for the State of Louisiana and will be identified with the State of Louisiana's and marked Louisiana LaCarte. The card is white, it has the tax exempt number, the employee's name, Nunez Community College, the account number and an expiration date. You will automatically receive a new card prior to the expiration date. The card will be delivered to the PA for distribution. If a CH's required on line certification hasn't been completed, or if they are missing the card holder agreement form the card will not be released to the CH until those requirements have been fulfilled.

The p-card is used as a convenience for the CH to purchase with credit card while allowing Nunez with a means of maintaining control over those purchases. The use of the card is to improve efficiency and effectiveness by reducing cost associated with printing checks and will allow goods to be received in a timely fashion. The P-Card is to be used only for valid business transactions and not for personal use. Payments for valid business use of \$5,000.00 or less should be placed on the procurement when possible in lieu of purchase orders. However, all P-card transactions must have a purchase requisition in Banner and will be assigned a purchase order number. Requisitions must be entered in Banner prior to making the purchase unless you have received an okay from the Assistant Controller of Purchasing. If you have been allowed to make a purchase without having a requisition in Banner you must enter the requisition within one business day of making the purchase. The p-card can be used at any merchant who accepts Visa as a form of payment. If you have been approved to use your p-card for travel expenses must use the card for all high dollar travel including but not limited to registration, lodging, airfare and vehicle rental.

**C. Conditions of Participation**

As a condition of participating in the p-card program you shall abide by the terms of this policy as well as the Statewide Corporate Liability "LaCarte" Purchasing Card and CBA Policy unless a "Request for Exemption" is submitted and approved by the Office of State Travel

<http://www.doa.la.gov/osp/Travel/frms/DOApcardExceptionRequest.pdf>.

The request shall:

- Cite the specific paragraph(s) of this policy for which the exception is requested
- Include a description and justification for the exception



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- State the specific length of time for which the exception is necessary

Any exceptions that have been granted shall be kept on file by both Nunez's SA and the State P-Card Administrator.

When using the P-card for purchases of supplies, equipment, operating services, and/or major repairs must comply with current purchasing policies, rules, regulations, mandates, Louisiana Statutes, Executive Orders, State Liability Travel Card, Statewide Corporate Liability "LaCarte" Purchasing Card and CBA Policy, Nunez's policies and procedures and/ or PPM49 as applicable.

Nunez's P-card policy should be reviewed annually to ensure compliance with all policies.

WORKS is a system that we are mandated by the State to capture all transactions made by the CH. The CH must login into this system to upload receipts, purchase orders and any other supporting documentation into the system and attach it to the appropriate transaction. The CH and the approver must sign off on the transaction electronically before the cardholder's limit will refresh. All transactions should be signed off by the cardholder and the approver by the end of each billing cycle. All transactions for each billing cycle, the signed statement by the CH and approver, the log with all transactions listed and signed by the CH and approver should be forwarded to the Business Office by the 15<sup>th</sup> of the month. After the transactions are reviewed by the accountant and payment has been made all information will be kept in the Associate Controller's Office filed by the month.

All PA, CH, CBA account holder(s)/authorizer and approvers are required to complete the State's online certification class annually and receive a passing grade of 90 to remain in your current role in the card program. At the end of the Certification there will be a certificate for you to print and an agreement form for you to print. The agreement form details the requirements based on your role in the program. What is allowed, not allowed and what you must do in your role. The agreement form and certificate, depending on your role, must be signed and send to the PA to be kept on file. The PA's certificate and agreement form must be sent to the State's P-Card Administrator. The SA must also conduct an annual training for all employees of Nunez who are part of the P-Card program. A sign in sheet for all that attended and the topics discussed must be kept in the PA's office.

Travel merchants, including food merchants are prohibited from individual employee use unless a request for exception has been made and approved. The request should be kept on file in the PA's office.

The only travel exclusion that does not require the Office of State Travel's approval is rental cars procured through the mandatory statewide rental car contracts and road/bridge tolls in conjunction with the contracted vehicle rental. Nunez may allow a P-card holder to rent cars for in-state rentals from Enterprise Rent A Car (MCC Code 3405), and for out of state rentals at Enterprise Rent A Car (MCC Code 3405), National Car Rental (MCC Code 3393), and Hertz Car Rental (MCC Code 3357) as well as road/bridge tolls incurred with the contracted rental. Currently, all rental of cars is done on the schools CBA account and through Enterprise Rent a Car.

Cash withdrawals are never allowed and remain prohibited and blocked.



**D. Definitions & Acronyms**

Accountholder/Cardholder: an employee who has been issued a P-card or account holder/authorized user of the CBA.

Agreement From: form signed by the PA, CH, approver annually that acknowledges they have received the required training from Nunez, completed the State's annual online certifications and received a passing score of at least 90, understands the P-Card policies, both state and Nunez and accepts responsibility for compliance with all policies and procedures.

Approver: the CH's supervisor or the most logical supervisor that is at least one level higher than the CH and would be most familiar with the business case and appropriate business needs for the CH's transactions and is responsible for approving the transactions in WORKS, signing both the CH's log and statement monthly.

Billing Cycle: the period of time between billings.

Card Abuse: use of card for non-approved State business purchases, personal use.

Card Misuse: use of the card for legitimate purchases but for goods or services that are prohibited by the State or Nunez' policy

Controlled Billed Account (CBA): a credit account issued in an agency's name (no plastic card issued). These accounts are direct liabilities of the State and are paid by each agency. CBA Accounts are controlled through a single authorized accountholder/authorizer to provide means to purchase allowed transactions/services allowed in the current State Liability Travel Card and CBA Policy. Although no other travel related charges are now allowed on the CBA account, the traveler should be aware that there is no plastic used for a CBA to ensure that this will not impair travel plans.

Controlled Billed Account (CBA) Accountholder/Authorizer: Person responsible for the CBA account. The accountholder/authorizer is a specific person assigned to a CBA account with the same responsibilities as that of a cardholder. Each CBA must have only one accountholder/authorizer.

Cycle Limit: Maximum spending (dollar) limit a P-Card/CBA is authorized to charge in a billing cycle. These limits should reflect the individual's purchasing patterns. These are preventative controls and, as such, should be used judiciously.



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**Department Head:** The Chancellor of Nunez Community College  
**Disputed Item:** any transaction that was double charged, not charge correctly or charged without corresponding goods or services by the individual cardholder.

**Electronic Funds Transfer (EFT):** an electronic exchange of money from one account to another. The way in which we will pay the P-Card/CBA.

**Electronic Signature:** an electronic sound, symbol or process attached to or logically associated with a record or executed or adopted by a person with intent to sign the record.

**Fraud:** any transaction, intentionally made that was not authorized by the CH or not for Official State Business.

**Intellilink:** Visa's web-based auditing tool which is used to assist with monitoring and managing the agency's card program usage to ensure that card use conforms to all policies and procedures.

**LaGov:** State of Louisiana's integrated system used for accounting, financing, logistics, human resources, procurement, travel and date warehouse storage and reporting, where you go for the online certification

**Merchant:** a business or other organization that may provide goods or services to a customer.  
Synonymous with "supplier" or "vendor".

**Merchant Category Code (MCC):** standard code the credit card industry uses to categorize merchants based on the type of goods or services provided by the merchant. A merchant is assigned a MCC code by the acquiring bank

**Merchant Category Code Group (MCCG):** a defined group of merchant category codes. MCCG's which are used to control whether or not cardholders can make purchases from types of merchants.

**P-Card:** a credit account issued in a state employee's name. This account is the direct liability of the state and is paid by Nunez Community College. P-Card accounts are the preferred means of payment for purchases of goods and services.

**P-Card Logs:** a form that is sent to the CH electronically for them to record all transactions appearing on your monthly statement. This form should be signed by the CH and the approver and should be forwarded to the Business Office with all supporting documentation including the signed statement by the CH and approver.



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Performance Evaluation System (PES): annual assessment of an employee's overall performance based on work tasks and behavior standards. All CH, approvers and PA should have their affiliation with the P-Card program documented in their annual PES.

Personal Purchases: any purchase that is non-work related either goods or services, purchased solely for the benefit of the CH, CH's family or other individual (s)

Policy and Procedure Memorandum 49 (PPM 49): The state's general travel regulations (<http://www.doa.la.gov/Pages/osp/Travel/Index.aspx>) these regulations apply to all state departments, boards and commissions created by the legislature or executive order and operating from fund appropriated, dedicated, or self-sustaining, federal funds or funds generated from other source

Program Administrator: person responsible for administering and managing the LaCarte Program at Nunez and acts as the main contact between the agency, the State and the issuing bank.

Purchasing Card Profile: a unique profile associated with a CH that sets the card credit limit, single purchase limit and MCCs on the card holders' ability to make purchases on behalf of the state. The profile name must be unique and should be set up in the following format, this is an example only- CL\$20,000: STL\$1,000; MCCG: cha, tvl, rest

Receipt: what you receive from a vendor when purchasing goods or services. The receipt should contain a description of what was purchased, the total amount of the purchase, the quantity purchased and must have the name and address of the vendor. The total of the receipt should match the transaction amount in WORKS.

Single Purchase Limit (SPL): the amount that CH can purchase in one transaction. This amount should not be greater than \$5,000 and should never be split to exceed the SPL for one vendor.

Split Purchase: a transaction where a CH or supplier splits the purchase into more than one payment to circumvent the SPL or bid requirements. This is prohibited by the Statewide Purchasing Policy

State Program Administrator: Central point of contact responsible for managing and overseeing the Statewide LaCarte Program

Transaction: a single purchase or credit of good or services

Transaction Documentation: all documents pertaining to a transaction either paper or electronic. This documentation is also used for reconciling transactions at the end of the billing cycle and is to be retained



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with the monthly reconciliation documentation for review and audit purposes in the Business Office at Nunez Community College.

WORKS: Bank of America's web based system for program maintenance, card/CBA issuing/suspension/cancellation and reporting.

## II Roles and Responsibilities

### A. Office of State Travel

The State of Louisiana, Office of State Travel is responsible for the statewide contract administration of the La Carte Purchasing Card/CBA Program and serves as the central point of contact to address all issues and changes necessary to the overall program, and coordinate such changes with the contractor, Bank of America.

The Office of State Travel will issue and maintain the Statewide Policy but the PA at Nunez is responsible for maintaining the College's Policy and adhering to the State's policy. Any revisions to the State Policy will be issued by the Office of State Travel.

The Office of State Travel will approve agency participation in the program and work with the PA of Nunez to identify allowable MCC's and their limits.

The State Program Administrator oversees that Statewide Purchasing Card Program and serves as the liaison between Nunez's PA to address all issues and changes necessary to the overall LaCarte program and coordinates any changes with Bank of America.

### B. Nunez Community College

Nunez is responsible for developing and implementing a P-Card Policy documenting within all internal procedures and ensuring that they are in compliance with the guidelines of the LaCarte Card Program. The Policy should be updated and changed as necessary. The policy should not be more liberal than the State's policy but can be more restrictive. Changes to the Policy must be sent to the State Program Administrator.

1. Nunez does not have any CH's profile set to a SPL over \$5,000. If a cardholder needs to make a purchase over \$5,000 on the P-Card or CBA card they must contact the SA. The SA should confirm that is the only payment method of the payment method that is in the best interest of the college a form to request this purchase should be completed and submitted to the Office of State Travel. If the Office of State Travel grants this request the form should be uploaded into WORKS with the transaction as well as kept on file in the SA's office.
2. Small Purchase Executive Order, Section 6, states in absence of a good faith business basis, no purchase or procurement shall be artificially divided within a cost center, or



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its equivalent, to avoid the competitive process or the solicitation of competitive sealed bids

3. Excerpt from Small Purchases Executive Order, Section 4: Except as otherwise provided in the order, all small purchases shall be made in accordance with the following minimum procedures:
  - a. No competitive process is required for purchases which do not exceed \$5,000 per single transaction
4. Purchases should never be artificially divided to avoid the LaCarte policy limits or placed on different cards within Nunez Community College
5. Current Purchasing Policies, Rules and Regulations, Louisiana Statutes, Executive Orders and/or State Purchasing Card Policy as well Nunez's Purchasing policy must always be followed during the use of the LaCarte Purchasing Card. Copies of the State of Louisiana LaCarte Purchasing Card Policy, Rules and Regulations, LA Statues and Executive Orders may be viewed/obtained from the State Purchasing website at [www.doa.la.gov/osp/travel](http://www.doa.la.gov/osp/travel). PPM 49 must be followed when using the LaCarte Purchasing Card for travel purposes.
6. All program participants, PA, CH, approvers, CBA and CBA approvers are required to complete an online certification and receive a minimum score of 90 to remain part of the card program. At the end of the certification the certificate of completion with a passing score along with the appropriate agreement form must be submitted to the PA and kept on file in the Business Office for review and auditing purposes. The PA must submit their certificate and agreement form to the State's Program Administrator. In addition to the online certification all participants in the program must attend an annual training session and adhere to all internal policies and procedures set forth by Nunez Community College. The state certifications will be developed and updated by the Office of State Purchasing and will notify Nunez as soon as they are approved. They will allow ample time for the program participants to complete the training.
7. A CH's approver must be a supervisor of the CH at least one level higher than the CH. The approver must be the most logical person supervisor which would be most familiar with the business case and appropriate business needs for the cardholder's transactions.

To allow for proper and complete program audits, all program participants will be mandated to implement WORKS which is an online system through BOA. The CH is required to attach the Purchase Order, detailed receipt and other supporting documentation to each transaction in WORKS. The CH must sign off on the transaction which will then move the approver. The approver must make sure all attached information is for the transaction it is attached too, the receipt is detailed and





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has no taxes charged. If everything is acceptable the transaction is ready to be signed off on. If not then a flag should be raised with notes to the CH to let them know what is missing or needs to be done before the transaction can be signed off on.

8. The Chancellor will be responsible for designating Agency P-Card/CBA Program Administrators and for notifying the Office of State Purchasing and Travel of any changes.

#### Declared Emergency Use

In the event the Governor declares a state of emergency, the P-Card may be changed to allow higher limits and opening of certain MCC codes for essential employees who are cardholders that would be active during an emergency situation and not for all cardholders. An emergency profile must be created in WORKS which shall not exceed the following limits without prior approval from Office of State Purchasing and Travel: SPL (single purchase limit) \$25,000. Travel and Restaurant MCC groups may be removed if determined to be necessary for group accommodations; however, the Cash MSS Group must remain attached to the profile at all times, as the use of case is never allowed, even during emergency situations.

Higher limits do NOT eliminate the need to follow emergency procurement rules, policies and procedures, and/or executive orders.

#### Cardholder Enrollment

1. A request for a cardholder must be done via email to the PA. The PA will obtain the necessary information from the cardholder and will request the card in the WORKS system, assigning the CH to a profile and training the new CH on the requirements of the program.
2. When the PA receives the new card for the CH they will have the CH complete the online certification and agreement form before receiving the new card.
3. It is stressed that only the CH can use the P-card, it is not transferable, a transaction can only be signed off on by the person whose name appears on the card. A receipt may be signed by someone other than the cardholder if it is being used as a delivery receipt for a phone order. In this case the receipt should be signed, "Received By" followed by the employee's name accepting the delivery.
4. The PA must be notified immediately of a CH's termination by HR and must sign the exit form for any CH. The card must be given to the PA and it must be shredded at that time.
5. If a card is lost, stolen or damaged, the CH must immediately notify BOA at 1-888-449-2273 and the PA at 504-278-6475 after reporting the incident to BOA. If the card is located after it is reported lost or stolen it must be destroyed.



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**Approver Responsibilities**

1. Must complete the online certification for the approvers with a minimum score of 90 and print the certificate, sign the approver agreement form and submit to the PA
2. Attend the annual training for the P-card provided by the PA
3. Obtain and review all polices and understand the policies of Nunez and the Office of State Purchasing and Travel
4. Keep informed of any changes in the Program when notified by the PA
5. Ensure that the log and statements are completed, total matches the amount on the statement and sign both the log and the statement
6. Review, Sign-Off an all transactions in WORKS at least by the end of the billing cycle. Raise flags with comments of any information that is missing.
7. Report immediately any fraud or misuse of the card the PA and Chancellor of Nunez. Will also participate in any disciplinary action if necessary
8. Notify the PA if on any extended leave so that another approver can be assigned in his/her's absence or separation from the College
9. Include documentation of the card program in the annual PES.
10. Make sure that exit review has taken place with HR and PA upon a CH's separation from the Nunez.
11. Ensure the CH notifies the PA and BOA if a card has been lost or stolen.
12. Review the CH's profile with the PA and Chancellor annually and request to make adjustments as necessary.
13. Assure that that CH is not approving his/her own monthly log
14. Ensure that to each transaction, to the best of the approver's knowledge:
  - Has an appropriate business purpose, fits the cardholders' business needs and has audited the CH's support
  - Is in compliance with all current purchasing rules and regulations, statutes and executive orders, policies and PPM49, if applicable
  - Is in compliance with Nunez's policy and the State's P-Card/CBA policy and travel policy, if applicable.
  - Does not include sales tax
  - Includes all required documentation in WORKS
  - Is not a duplication of a personal reimbursement request
  - Verify that each transaction has a receipt and the receipt's date, supporting documentation and documentation dates, along with log dates, correspond with known business needs or trip allowances and dates of travel, if applicable. A Banner purchase order must also be included in the WORKS system
15. Understand that failure to comply to all rules and responsibilities as a P-Card approver could result, at minimum



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- Written counseling which would be placed in employee file for a minimum of 12 months.
- Consultation with Nunez's PA and possibly the Chancellor
- Disciplinary actions up to and including termination
- Legal actions, as allowed by the fullest extent of the law

#### Audit Reports

State Purchasing has created a list of reports for agencies to use for monthly audit requirements in WORKS and Intellilink. The required reports should be run monthly by the person the PA deems to fulfill this function. They must also sign off that they have signed off on the Monthly certification report sent monthly by the Office of State Purchasing. These certification must be kept in the Business Office for review by the PA and for auditing purposes. If any reports have issues that need to be investigated an email should be sent to the CH for an explanation. This explanation should be printed out and kept with the reports of that month. If the explanation is not reasonable or you feel it is a misuse of the card it must be reported to the PA and or Chancellor in a timely manner.

#### System Administrator Responsibilities

1. Must be sure all mandatory reports are run monthly and if explanations are needed they explained in detail.
2. Must complete the mandatory certification and make sure that their completion certificate and agreement form are completed annually and sent to the Office of State Purchasing.
3. Must annually run a report to be sure that no cards are not in use for a period longer than 12 months. If a card hasn't been used for a period of 12 months he/she must meet with the cardholder and approver to see if this card is necessary to have or if it should be canceled. If deemed the card is necessary then Chancellor's approval should be granted to request to have the card moved to a \$1 for a period of time or permanently. Once that approval is received the SA must submit request to the Office of State Purchasing to request the approval. If approval is granted that must be kept on file in the SA's Office. If approval isn't granted the card must be canceled in WORKS.
4. When a State of Emergency is declared the SA must move a card to the Emergency Profile. When the emergency is over the card must return to its previous profile.
5. When the College will be closed for more than 4 days of if cardholder is out on extended leave the card must be move to \$1 limit and set to return to original profile once the College opens for Business or the employee returns from extended leave.
6. Should an employee need to make purchases in an MCC code that isn't allowed by the state, a request must be made to the Office of State Purchasing to request that approval either permanently or temporarily and kept on file in the SA's office.



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7. The SA must conduct an annual training for all affiliated with the card program. When new cardholders, approvers or anyone whose roles change in the procurement card program the SA must conduct a training either one on one or as a group if possible.
8. The SA must be sure to keep all certificates of completion and agreement forms on file in their office. Also, to send out reminders at least 1 month prior to the certificates expiration date.
9. Must be sure that in WORKS the nickname field must include the cardholder's job title.

#### Cardholder Responsibilities

1. Complete the annual on line certification with a minimum passing score of 90 and sign the cardholder agreement form. The certificate and cardholder agreement forms must be submitted annually to the PA.
2. Attend the annual P-card training provided by the PA and stay abreast on all changes in Purchasing rules and Regulations as you are made aware of them by the PA
3. Use the P-Card for Official state business only. Never use the card for personal use. Never allow anyone to use your card for any official or non-official business of the state.
4. Never include the full P-card number in emails or faxes. You can provide the last four of the card number
5. Be sure to look at your receipt when making a purchase to ensure there are none of the following
  - Personal charges
  - Tax, if so, have them redo the receipt at that time. It is too hard to go back to get this taken care of
  - Be sure the receipt is detailed as to what you purchased and it is not just a credit card machine print out
6. Never share your WORKS login and password with anyone
7. Never send a picture of the P-Card to anyone
8. Never attempt to access cash with the P-Card
9. Never accept cash in lieu of a credit to the P-Card
10. Never use the P-Card to purchase gift cards without prior approval from the State's Program Administrator
11. Never use the P-Card to avoid the procurement process
12. Never use the P-Card for travel purchases without approval from the Office of State Travel
13. Never use the P-Card for alcohol
14. Never use the P-Card for food without approval from the State's Program Administrator
15. Be sure to sign off on a transactions in WORKS by uploading a detailed receipt, the Banner purchase order and any other supporting documentation into WORKS.
16. Never make a payment directly to the Bank. All payments will be made via EFT by Nunez's Accounts Payable Department.



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17. Notify the PA if you will be out for an extended time that is not a college closure
18. Notify the PA if you notice fraudulent charges on your card after you have contacted BOA
19. If you require additional training contact the PA
20. Agrees to reimbursement the College for any purchases not authorized either by personal check or payroll deduction
21. Cardholder's business email address must match the cardholder's name
22. No online account such as Ebay, Amazon PayPal etc. are to be linked to a personal email address
23. If we have been charged for an item that hasn't been received or received damaged and the vendor isn't complying the transaction may be disputed. It is the cardholders' responsibility to contact BOA to dispute the transaction as well as to notify the approver and SA administrator of the dispute and the outcome. All necessary documentation related to the dispute must be uploaded to the transaction in WORKS and kept on file.

#### **Making a Purchase**

All cardholders must first enter a requisition in Banner prior to using your P-card unless you have received approval from the Director of Purchasing to do so. If that request has been granted you must enter a requisition no later than 24 hours of the purchase. Once your requisition has been approved you will receive a purchase order number via email which means you are free to make your purchase.

Purchases on the P-card follow the same rules for normal purchases. You must

1. Obtain the necessary approvals (Requisition, Purchase Order)
2. When making a purchase in person you must sign the receipt, retain your copy of the receipt, review the receipt to ensure no taxes have been charged and that the receipt is detailed
3. If your purchase is over the phone or via internet be sure that you have to total amount of the receipt including shipping, freight and fuel surcharges
4. For items such as subscriptions and registrations, where the vendor doesn't normally generate a receipt you will need a copy of the ordering document. The documentation must include a log showing the amount and description of the purchase.
5. The cardholder must keep a file of all transactions made on the P-Card so that they may enter the information into WORKS and forward to the Business Office with the signed log and statement by the 15<sup>th</sup> of the month following the end of the billing cycle.
6. You must obtain the receiving information from Property if the item you purchased has been received at the College. This must be kept with the PO and monthly log and sent to the Business Office.
7. The cardholder can maintain a file in your office for all purchases made with your card but all original documentation will be held in the Business Office



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#### Merchandise Returns & Exchanges

1. The cardholder is responsible for contacting the merchant when merchandise purchased with the card is not acceptable (incorrect, damaged, defective, etc....) and arranging for the return for credit or exchange. This is not the responsibility of the Business Office, Purchasing or Property
2. If the merchandise is to be exchanged, the cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement or credit as soon as possible. Documentation of the resolution of the exchange or credit is to be retained with the support documentation for purchase.
3. If the merchandise is returned please be sure to obtain a receipt of the credit with the supporting documentation. If the merchandise is to be shipped back to the vendor prepare the package accordingly and retain copies of the shipping documents until the credit is applied to the card. A check or cash is never acceptable as a credit. All credits must be placed on the P-card.

#### State Corporate Business Account (CBA) Requirements/Guidelines

1. All CBA transactions must be in accordance with PPM 49 guidelines, State Liability Travel Card and CBA Policy, Purchasing Policies, Rules and Regulations, Louisiana Statutes and/or Executive Orders.
2. The purpose of the CBA is to provide Nunez to purchase airfare, conference registrations, Park-N-Fly, car rentals and to assist with high dollar travel expenses. Although other purchases are allowed the traveler should understand there is no plastic card issued for the CAB account so that this will not impair their travel plans.
3. The account is in the name of Nunez with the of CBA holder.
4. The CBA card limit is determined by the PA
5. The CBA account is the direct liability of the State. Nunez is responsible for ensuring all accounts are paid timely and in full each month with one EFT to BOA
6. CBA accounts do not allow issuance of a plastic card. These are referred to as ghost accounts. If it is determined that personal or other unauthorized charges are occurring on the CBA account, appropriate steps up to and including termination shall be taken to resolve the misuse/abuse of the account
7. The full CBA number shall never be included in emails, fa, reports, memos, etc. If an account number is necessary, only the last 4 or 8 digits of the account number is allowed. "In the event that using the full account number is necessary to make hotel reservations, caution should be exercised by the agency to ensure that the full account number is used in a secure environment with a valid hotel or hotel booking website and never filed with the entire account number. Caution should be made to blackout the account number on all documentation prior to maintain on file."
8. All persons with approval for use of travel on their P-Card shall follow the Statewide Travel card policy and procedures and PPM 49



## Reconciliation

Nunez has procedure and controls set in place for prompt payment, reconciliation of the card programs. Each cardholder should receive their statement by the 10<sup>th</sup> of the month if not they can contact the PA to print one from WORKS. The cardholder has 5 days to ensure all transactions have the proper documentation in WORKS and have been signed off. The logs are properly filled out and signed. All statements are signed and the appropriate documentation is attached to each purchase order and log. All information is forwarded to the Approver for review and signatures then forwarded to the Business Office for review by the Accountant and set up for Payment by Accounts Payable.

## Card Misuse

1. Fraud Purchase-any use of the P-Card/CBA which is determined to be an intentional attempt to defraud the state for personal gain or for the personal gain of others.

An employee suspected of having misused the P-Card/CBA with the intent to defraud the state will be subjected to an investigation by the PA and or HR. Should the investigation result in findings which show the action of the employee have caused impairment to the state service and should those findings be sufficient to support such action, the employee will be subject to disciplinary action. The nature of the action will be at the discretion of the Chancellor and will be based on the investigation findings and the record of the employee. Any such investigation and ensuing action shall be reported to the LCTCS Internal Audit Director, the Legislative Auditor, the Office of Inspector General and the Director of the Office to State Travel.

2. Non-Approved Purchase a purchase made by a State CH for whom payment by the state is unapproved. A non-approved purchase differs from a fraud purchase in that it is not non-intentional misuse of the P-Card/CAB with no intent to deceive Nunez for personal gain or for the personal gain of others

A non-approved purchase is generally the result of miscommunication between a supervisor and a CH. A non-approved purchase could occur when the CH mistakenly used the P-Card instead of a personal card.

The CH will be counseled to use or care in handling of the P-Card/CBA. The counseling shall be in writing and maintained in the employees file for no longer than one year unless another incident occurs. The employee shall have the item credited to the card. Should another incident occur in a 12 month period, the Chancellor can choose to revoke the P-Card.



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3. Same Day/Same Vendor (Split Purchasing) - A split purchase occurs when a cardholder purchases like commodities on within a limited time frame, while exceeding the single purchase limit for CH. Purchases shall not be artificially dived to avoid the SPL or procurement procedures.

#### Sales Tax

LA state taxes should not be charged on card purchases. If LA taxes are charged it is the cardholder's responsibility to have the vendor issue a credit to the card. It is not the responsibility of the PA, Business Office or Purchasing Department of Nunez nor BOA to have that credit issued.

1. P-Card/CBA charges are a direct liability of the State: therefore, as a rule of Louisiana State sales tax should never be charged on card purchases. The State of Louisiana tax exemption number is printed on the front of the P-card.
2. It is the cardholder's responsibility to ensure that state tax is not charged. Cardholders must make every effort at the time of purchase to avoid being charged Louisiana State sales tax, if in-state sales taxes are charged, it is the cardholder's responsibility to get a credit issued to their card, or the cardholder should be made to reimburse the agency the total amount of the state taxes. Documentation of attempts to obtain credit for any State Sales Tax charged in error must be maintained with the documentation for the transaction where the tax was charged.
3. In the event state sales tax is charged and a credit is warranted, it will be the cardholder's responsibility to have the vendor-merchant (not Bank of America) issue a credit to the cardholder's account.
4. See current State Liability Travel Card and CBA Policy Section III for state related travel exemptions. (<http://www.doa.louisiana.gov/osp/travel/corptravcard/travcard-cbapolicy.pdf>)

The PA and approver must monitor tax charges to be sure that if taxes have been charged they are credited and to be sure corrective action isn't needed for repeat offenders.





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| <b>X</b> | <b>Reviewing Council/Entity</b>          | <b>Review Date</b> | <b>Effective Date</b> |
|----------|--|--------------------|-----------------------|
| X        | Business Affairs                         | 08-31-2018         | 10-31-2018            |
| X        | Vice Chancellor for Finance & Operations | 08-31-2018         | 10-31-2018            |
| X        | College Compliance Committee             | 03-12-2019         | 03-12-2019            |
| X        | Chancellor's Council                     | 03-22-2019         | 03-22-2019            |

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***Chancellor's Signature/Approval***

SIGNATURE:   
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DATE: 03-22-2019

Tina M. Tinney, Ed.D.  
Chancellor