



WPI

PCard Guide

Revised September 2018

Introduction

The WPI PCard Guide provides cardholders information about the WPI PCard program and is intended to familiarize them with their responsibilities as cardholders.

If you have questions about the information contained in this guide, contact the WPI PCard Administrators via e-mail at pcardadmin@wpi.edu.

PCard Administrators will periodically review all PCard policies and procedures, and revisions may be made as part of this process. All changes and/or revisions will be communicated to cardholders, published on the Controller's Office web page and be effective when issued.

Information about the WPI PCard Program

A. Use of the PCard

1. The PCard, a VISA credit card issued through Bank of America, is very similar to a personal credit card. Although your name appears on your WPI PCard, the charges are paid directly by WPI.
2. The PCard may be used to pay for purchases that are for **official WPI business use only**. **It may not be used for personal purchases.**
3. Purchases outside of the U.S. require pre-approval by Bank of America (for fraud protection). Please call the phone number on the back of your PCard before making purchases outside of the U.S.

B. PCard Transaction Limits

1. While PCards are issued to individual employees, each department manager and cost center manager authorizes his/her own cardholders. Dollar limits (single transactions and monthly limits) are subject to University guidelines.
 - a. The recommended limit for cards is \$999 for single transaction with a monthly limit of \$5,000.
 - b. Limits are intentionally kept as low as possible in order to minimize the risk of fraud or theft to the institution.
 - c. Increases may be considered after you have held the card for one month. Requests should be made to pcardadmin@wpi.edu.
 - d. If your credit limit does not allow you to make a purchase, you may not break the charge into smaller dollar amounts to stay within your limits.
 - e. The PCard Administrator may approve higher limits on a temporary basis when there is a specific business reason.
2. PCard charges will load into Workday and you will clear your transactions by creating an expense report.
3. You (the cardholder) will have access to the Bank of America on-line reporting system (Works) to view transactions and to see your credit limits.
4. If a PCard transaction was incorrectly coded and has posted to Workday, it can be corrected with an accounting adjustment.

C. How to Apply for a PCard

1. Complete a PCard Request Form, available at: <http://www.wpi.edu/offices/controller/forms>.
2. You (the prospective cardholder), and your department manager must sign the request. If you (the prospective cardholder) are the department manager, your Dean or Vice President must sign the request.
3. Type or print legibly all information on the PCard Request Form. Form must be completed in full.
4. Send the completed request form to the PCard Administrator at pcardadmin@wpi.edu.
5. The WPI PCard Administrator will process your request. Bank of America will mail the new card directly to the address provided on the request. Please allow a one month processing time for receipt of your card.
6. Before activation, I will register for the following mobile alerts at <https://cardportal.works.com/gar/>
 - Suspicious activity
 - Distance from zip
 - Merchant state/country/type
 - % of credit limit
 - Change in personal information
 - Request for new card

I also agree to respond to and resolve any alerts when received.

II. The PCard Process

A. Things to Consider

1. You cannot use your PCard for purchases \geq \$1,000 or for purchases of any dollar value with our preferred suppliers available in Workday. Our preferred suppliers provide special pricing we only receive on orders placed via Workday.
2. **WPI is sales tax exempt. Provide WPI's tax exempt number to the supplier when you place an order to ensure that sales tax is not charged on your purchase.** If a supplier requires a copy of the sales tax exempt certificate, you can find one on our website at https://www.wpi.edu/Images/CMS/Finops/MA_ST2_2019.pdf
3. PCard charges will load into Workday from Works. You will need to create an expense report for your PCard charges. Your Cost Center and Fund will load automatically, add the

Spend Category and confirm all Worktags. If necessary you may change your Cost Center and other Worktags.

4. Scan **ALL** purchase receipts into Workday when you complete your expense report.

B. How to Verify Your Monthly PCard Statement

1. You will receive statements from Bank of America twice a month listing the charges and credits made to your PCard during the previous two weeks. This is a good time confirm you have cleared all of your PCard transactions in Workday. You must scan your receipts into Workday. **The statement you receive is NOT a bill; it is for information and record keeping purposes only. WPI will pay Bank of America directly for your charges.**
2. We recommend you save all receipts and related documentation until the PCard Expense Report approval process has been completed. If receipts are not attached the expense report will be sent back to you, so you may attach all associated documents.
3. If you notice any errors on your statement, note them on the statement and follow the instructions for “Disputing a Charge” (See section III-B).

III. PCard Administration

A. Cardholder Obligations

1. **The PCard is for WPI approved business use only. It is not for personal use.**
2. Upon approval by his/her department manager, only designated employees of the University may obtain a PCard.
3. The cardholder is required to sign a PCard Cardholder Request Form, indicating that he/she has reviewed and agreed to the provisions of the PCard program.
 - a. Upon signing the PCard request form, you (the cardholder) acknowledge that all expenditures are subject to review and audit.
 - b. WPI may revoke a PCard at any time for improper card use resulting in disciplinary action, up to and including termination and legal action.
4. The cardholder agrees to keep the card in a secure place.
5. The cardholder agrees to clear their transactions in Workday by creating an expense report and attaching receipts and associated documentation.
6. Your PCard may be suspended if any transactions are not signed off within 30 days.
7. The cardholder agrees to treat supplier pricing information as proprietary.

8. Cardholders must return their PCard to the PCard Administrator 2 weeks prior to termination of employment from WPI and the PCard will be immediately cancelled.

B. How to Dispute a Charge

1. Occasionally, billing errors may occur. For example, you may be charged sales tax, or you may be charged for goods and services that you did not receive. You may be charged an incorrect amount, a credit to your account may not have been processed, or a fraudulent charge may have been billed to your account. Also remember that, by law, suppliers may not bill you for purchases until your order is ready for shipment.
2. If an incorrect charge appears on your statement contact the supplier to report the error. Most errors can be resolved by requesting a credit for incorrect charges. Credits should be reflected on your next monthly statement. Do NOT change the dollar amount within Works.
3. If you are unable to resolve the issue with the supplier, you should call the phone number on the back of the Bank of America credit card and report the dispute.

C. How to Report a Lost or Stolen Card

1. If your card is lost or stolen call Bank of America Customer Service immediately at 1-888-449-2273, to report that your card is missing and to request a replacement card. Bank of America will cancel your card and a new card will be mailed directly to the address originally stated on the PCard Request Form.
2. As a courtesy please notify the WPI PCard administrator that your card has been lost or stolen via email at pcardadmin@wpi.edu.

D. Card Renewals and Cancellations

1. Bank of America will automatically mail you a new card during the month that your card is due for renewal.
 - If you wish to cancel your card, please email the PCard Administrator at pcardadmin@wpi.edu so we may cancel the card. Also, please cut the card in half and return it to the Office of Finance & Operations. Please provide a reason for the cancellation.

E. PCard Internal Audit Process

1. In order to meet federal, external and internal control requirements your account may be audited to verify that items billed to your card were actually received and that you followed all University policies and procedures.

2. Your PCard privileges may be permanently suspended if you do not respond to an audit request or if during an audit of your records, it is determined that you failed to follow PCard policies and procedures as noted in this guide and on the PCard Request Form.

IV. Appendix

PCard Contact Information

Help With Works	Bank of America	1-888-589-3473, Option 4
Fraud Department	Bank of America	1-866-500-8262
Customer Service	Bank of America	1-888-449-2273
Copies of Statements	Bank of America	1-800-300-3084
Foreign Travel Notification	Bank of America	1-866-500-8262
WPI PCard Administrator		pcardadmin@wpi.edu