



# WPI

# PCard Guide

Revised March 2023

## **Introduction**

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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](mailto: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 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 Transactions**

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 standard limits for cards is \$2,500.00 for single transaction with a monthly limit of \$5,000.
  - b. Limits are established in order to minimize the risk of fraud or theft to the institution.
  - c. 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.
  - d. PCard Administrators may approve higher limits on a temporary basis when there is a specific business reason and the increase is approved by the cardholders manager.
2. PCard charges will load into Workday and you are required to 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 on a Workday expense report and has posted to Workday, the worktag(s) can be corrected with an accounting adjustment.

### **C. How to Apply for a PCard**

1. Complete a PCard Request Form, available at: <https://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. The form must be completed in full.
4. Send the completed request form to the PCard Administrator at [pcardadmin@wpi.edu](mailto:pcardadmin@wpi.edu).
5. The WPI PCard Administrator will process your request. Bank of America will mail the new card to WPI. Please allow a one month processing time for receipt of your card.

#### **D. Things to Consider**

1. Please do not use your PCard for purchases >\$2,500 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, contact procurement via email at [eproc@wpi.edu](mailto:eproc@wpi.edu).

### **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 their 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 they have 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 within 30 days by creating and submitting an expense report and attaching receipts and associated documentation.
6. The cardholder agrees to treat supplier pricing information as proprietary.
7. Cardholders must cut their PCard in half and return it to the Office of Finance & Operations or to the department of Talent & Inclusion prior to their termination date of employment from WPI and the PCard will be immediately cancelled.

## **B. Expensing PCard Transactions**

1. PCard transactions are transferred from Bank of America and loaded to the cardholder's account in Workday.
2. Cardholders must attach PCard transactions to a Workday expense report and then submit for approval *within 30 days* of the PCard transaction date.
  - a) Receipts are required for all purchases over \$75.
  - b) PCard transactions may be expensed along with out-of-pocket transactions on the same Workday expense report.

## **C. Suspension of PCard Privileges**

1. Automatic temporary suspension of PCard privileges will occur if the cardholder has failed to submit PCard transactions on a Workday expense report *within 90 days* from the date of the PCard transaction.
  - a) Reinstatement of PCard will only occur once the cardholder has submitted all outstanding PCard transactions on a Workday expense report(s) and have been fully approved
2. Permanent revocation of PCard privileges will occur if the cardholder's privileges were previously suspended temporarily three times due to failure to submit PCard transactions within 90 days as stated above.

## **D. 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 in Workday contact the supplier to report the error. Most errors can be resolved by requesting a credit for incorrect charges directly from the supplier. Credits should be included on the card holder's Workday expense report, along with the original PCard transaction, in order for the credit to be properly applied to the original charge and cleared from the cardholder's Workday account.
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.

## **E. How to Report a Lost or Stolen Card**

1. If your card is lost or stolen call Bank of America Fraud Department immediately at 1-866-500-8262, 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 WPI.
2. As a courtesy, please notify the WPI PCard administrator that your card has been lost or stolen via email at [pcardadmin@wpi.edu](mailto:pcardadmin@wpi.edu).

## **F. 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](mailto:pcardadmin@wpi.edu) in order for us to cancel the card. Also, please cut the card in half and return it to the Office of Finance & Operations or to the department of Talent & Inclusion. Please provide a reason for the cancellation.

## **G. 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.

## II. Appendix

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### 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		<a href="mailto:pcardadmin@wpi.edu">pcardadmin@wpi.edu</a>