



WPI

PCard Guide

Revised January 2017

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.

The 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.

Table of Contents

| | | |
|-------------|--|-------------|
| I. | Information about the WPI PCard Program | Page |
| | A. Use of the PCard | 3 |
| | B. PCard Transaction Limits | 3 |
| | C. How to Apply for a PCard | 4 |
| II. | The PCard Process | Page |
| | A. Things to Consider | 4 |
| | B. How to Approve Your Charges in the On-line Works System | 5 |
| | C. How to Verify Your Monthly PCard Statement | 5 |
| III. | PCard Administration | Page |
| | A. Cardholder Obligations | 6 |
| | B. How to Dispute a Charge | 7 |
| | C. How to Report a Lost or Stolen Card | 7 |
| | D. Card Renewals and Cancellations | 7 |
| | E. PCard Internal Audit Process | 8 |
| IV. | Appendix | Page |
| | A. PCard Contact Information | 9 |

I. 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 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. Each PCard is assigned to a specific WPI Fund-Org. Charges incurred on the PCard during a billing cycle will default to the WPI Fund-Org indicated on the cardholder's request form. The default Fund-Org combination can be your operating budget, professional development funds, or overhead return funds. Grants or other funds starting with a "2" cannot be used as defaults.
3. You (the cardholder) will have access to the Bank of America on-line reporting system (Works) to view and approve transactions on-line and to assign account numbers within seven days of the transaction.
4. If a PCard transaction was incorrectly coded and has posted to Banner, it can be corrected by completing an Interdepartmental Transfer (IDT). The IDT form can be found at: <http://www.wpi.edu/offices/controller/forms>.

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. Indicate the WPI Fund-Org number that the majority of purchases will be charged to. This will be your “default” Fund-Org.
5. Send the completed request form to the PCard Administrator at pcardadmin@wpi.edu.
6. 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.

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 vendors available on STARS, WPI’s eProcurement website.
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. Keep **ALL** purchase receipts. You are required to file these receipts with your monthly Bank of America statement. The following information will be helpful to you when you reconcile your individual card statement from Bank of America:
 - Order date
 - Requestor or person for whom you placed the order
 - Supplier name
 - Item description and quantity
 - Unit price
 - Total amount of the order, including shipping and handling
 - Date the item(s) was received
 - Business purpose of the purchase

- Account number to charge, if different than the card default account number
- For travel related items, make a note of the purpose/destination of the trip.

B. How to Approve Your Charges On-line in Works

1. Refer to the Works Quick Reference Guide for more information - https://www.wpi.edu/Images/CMS/Finops/Works_Managing_Transactions_Guide.pdf In addition, various tutorials are available on-line within Works. If you do not have access to Works, please contact the PCard Administrator.
2. On a weekly basis the cardholder should log-in to the Works web site at: [https://payment2.works.com/works/sc/\\$cnZXq](https://payment2.works.com/works/sc/$cnZXq). All charges that have not yet been approved will be displayed together with the default Fund-Org-Account assigned to the card.
3. Enter the FOAPAL code.
4. For meals and entertainment expenditures, in addition to the business purpose, indicate whether alcohol was consumed. The dollar amount of the alcohol must be charged to account 7319 (Unallowable Expense)
5. You must add a description of your purchase to clarify items so that your approval manager will better understand the nature of the charge. Comments should be entered in the Description field on the “Allocations” tab in order to be viewable in Banner.
6. Click on the Approve icon.
7. Mark the receipt to indicate that it has been approved on-line.
8. Continue for all transactions displayed.
9. Once your transactions have been approved by you they are electronically forwarded to your approver for final review.

C. 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. **You must sign off on each statement.** If you did not make any purchases, you will not receive a statement. **The statement you receive is not a bill; it is for information and record keeping only.** WPI will pay Bank of America directly for your charges.
2. Within two weeks from receiving the statement:
 - a. Confirm that the transactions that are identified on your statement have been approved in the Works system.

- b. Match your packing slips and receipts to the charges listed on your cardholder statement to verify that there are no billing errors. Put the packing slips and receipts in order according to the statement charges.
 - c. Indicate the business purpose on each receipt including “who” (i.e., names of the people who attended the function), “what” (i.e., what was purchased, if not readily apparent from the receipt), and “why” (i.e., why the expense was incurred and the business connection to WPI such as donor relations, faculty recruitment, etc.).
 - d. File the original packing slips and receipts with your Bank of America Statement.
 - e. Sign and date your statement.
 - f. File this packet in a Paid PCard transaction file and keep it readily available for audit by the Controller’s Office and/or external auditors.
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 of 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 electronically approve the charges by the 15th of the month following the month in which the charges were incurred using the Bank of America on-line Works system. Thus the PCARD holders have anywhere between 14 and 45 days, depending on the date of the charge to sign off on their transactions.
6. Your PCard may be suspended if any transactions are not signed off by you by the 15th of the following month. **Any transaction not signed off and approved by the cardholder and manager by the 15th of the following month will be posted to the default Fund-Org-Account 71115, “Unallocated PCard over 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, flag the transaction as “dispute” on line in Works. You must also 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 (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 requested 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 PCard Administrator (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 |