

CORPORATE PURCHASING CARD User Guidelines



LAWRENCE UNIVERSITY

Policy and Procedures For use with the Chase Bank Corporate MasterCard



Lawrence University Cardholder Assistance

Kay Guilette	920-832-7205
Brandie Jewett	920-832-6542
Amy Price	920-832-7164

Report Lost or Stolen Card

Call Chase at 1-800-316-6056 and then contact Kay or Brandie immediately.

CORPORATE CARD PROGRAM POLICY & PROCEDURES

The Chase Bank MasterCard Purchasing Program has been selected as the payment method of choice for travel and entertainment and every day procurement of operating expenses. Each card is issued to those needing to purchase goods or services, with the understanding these individuals will be spending university funds with the implied permission of their manager.

Transactions placed on the Purchase Cards must be strictly for the use and benefit of Lawrence University. *No personal use of the cards is allowed.* The card or card number is not transferable and must be surrendered to an employee's Manager or Program Administrator upon request or when leaving Lawrence University.

Certify provides a web-based financial and information management tool for Lawrence University users. Cardholders will be responsible for going to the Certify website to review purchase activity and assign the proper general ledger codes for transactions occurring on their assigned card(s). All transactions must be reviewed, GL coded and receipts uploaded no less than semi-monthly without exception. Authorized cardholders are required to provide descriptions of business purpose, and have their manager approve the transactions within the paperless Certify expense management system. After manager approval, the purchase card reports flow into the Financial Services queue in Certify. All transactions being disputed due to lost or stolen cards, incorrect dollar amounts and fraud must be submitted to the Program Administrator in the Finance Department.

Cardholder Responsibility:

Issuance of a Purchasing Card is a relationship of trust between cardholders, managers, and Lawrence University. It is important to remember that when using the card, you are expending university funds with the permission of your manager. Your expenditures are held to the highest degree of trust and accountability.

****Lawrence University may block your card from future purchases if reports are not processed in Certify within 2 months of the close of the purchasing period.****

Cardholder Responsibility-Transaction Processing:

Receipts—You must obtain documentation for all transactions on your account including credits. These receipts, invoices, or other documents are required for IRS and audit purposes. Proper forms of transaction documentation include an invoice, itemized cash register receipt, sales slip or handwritten receipt signed by an employee of the supplier. If a receipt for a transaction greater than \$25 is lost, complete a Certify Missing Receipt form for each missing document.

Purchasing Policy:

As an authorized user of the Lawrence University Chase MasterCard you are responsible for adhering to standard operating policy and procedures.

- As a cardholder and/or manager you are responsible for all purchase activity on the card.
- Any card that is lost, stolen or abused should be reported immediately. Call the number on the back of your card and also notify the program administrator at Lawrence.
- Refunds or rebates are not allowed back to the cardholder. These transactions must be credited back to the Purchasing Card account.
- **If you accidentally use your card for a personal purchase**, please send a check to Finance with a copy of the invoice and write the account number on the check so the cashier knows where to deposit the check. The account number you write on your check should be the same number on your Certify report where the expense was charged. The category code for all personal charges is 11485 in CERTIFY. The account string is 100001-0000-11485.
- Your card may be revoked at any time, for any reason. Every effort will be made to make the card a valuable, useable tool for the cardholder, provided the cardholder follows the program as outlined.
- Some transactions are exempt from Sales Tax. It is the Cardholder's responsibility to notify the supplier, at the time of the transaction, if it will be exempt from sales tax.

Questioned Charges and Disputes:

If Lawrence University chooses to dispute an item, then the following procedures are enacted.

Lawrence University program administrator must notify Chase of a disputed item on the Lawrence University billing statement within sixty (60) days from the date of the statement, or it will be deemed undisputed and accepted by Lawrence University.