



Purchasing Card Policy & Procedures

Department: Business Office

Policy Title: Credit Card Purchasing and Recording of Transactions

Date Issued: 07/01/2023

Approved by: Linda Scholting, CFO

Purpose

This policy, and the related procedures are designed to provide clear direction on appropriate credit card use, consistent with the objectives of the University. Designated employees who have been entrusted with a purchasing card must follow the Policies and Procedures to safeguard the University's interests.

Scope:

This policy applies to leadership, cardholders, designated reconcilers, and approvers.

Policy:

Eligible employees may use the Doane purchasing credit cards for the procurement needs of Doane University. Only the individual named on the card is allowed to use it. Cards and/or card information are never to be shared.. Improper use of the card could result in disciplinary action up to and including termination of employment.

Only approved goods and services with a documented business purpose may be obtained with the Doane purchasing card. The card may not be used for any personal expenses In the event that a personal expense is charged on a Doane purchasing card, personal payment for that charge must be made to the Business Office as soon as possible.

Budgetary, department, and grant guidelines must be followed when making allowable purchases.

To ensure compliance with internal controls, IRS regulations and audit requirements; reporting and review of transactions according to the outlined procedures and timeframes is essential. All transactions require three items; a General Ledger Number, a Description, and a Receipt. Failure to properly report transactions, may result in card suspension or cancellation.

This policy requires regular, timely, and meaningful supervisory review of all transactions.

Program Administrator Contact: c.card@doane.edu



Cardholder Eligibility:

If the department determines an employee will need a card for regular business purchases, the employee may complete an application. Student and contract employees are not eligible.

The [Application](#) includes an agreement to abide by the policies and procedures outlined. It must be authorized by the manager/designated approver and leadership team member.

The credit limit will be determined based on the expected regular monthly purchasing needs. When appropriate, cardholders can request credit limit increases as needed using the [Credit Limit Increase Request Form](#). Supervisor and/or Leadership approval is required. Cards will be mailed directly to the Business Office.

The Cardholder Training Course must be completed prior to card being conferred.

Allowable Purchases:

Purchase Restrictions

Cardholders must ensure that any purchases are included on the University's list of [allowable purchases](#). Alcohol may only be purchased with prior written one-time or blanket approval by the President's office. Similarly, technology related purchases must be made through the use of Doane's Service Center.

Purchases must be appropriate to the cardholder's role for legitimate Doane University business expenses. If it is to be allocated to a grant, verify that the purchase is in accordance with the granting agency requirements.

Items purchased for delivery must be delivered to a Doane Campus unless prior documented approval is provided by the cardholder's supervisor.

No rebates, rewards, or promotional items shall be accepted by the cardholder as a result of the transaction for their personal use. They may be accepted by the cardholder's department or University for appropriate business use. For example: gifts, discounts, loyalty coupons, and frequent-flyer miles.

Sales Tax Exempt Status

Doane University is exempt from Nebraska State Sales Tax as well as tax in other applicable states. Doane's NE Sales Tax Exemption# 05-0340278 is printed on the front of your purchasing card. This number should be given to all U.S. vendors by the cardholder at the time of purchase. Please contact the Business Office with any additional questions regarding tax exemption.

When purchasing more than \$20 in taxable items at any Nebraska retailer you must follow the procedures for that retailer to apply Doane's tax exemption. Often this requires purchasing at the customer service desk.

Additional sales tax information is available here: [TaxExemption](#). If an employee is traveling outside the State of Nebraska, please see the list of states that have exemptions filed. If a state is not on the list, please contact the business office at least seven business days prior to travel to process the forms.



If sales tax is incorrectly charged, it is the responsibility of the cardholder to dispute the charge.

Merchant Requirements

All Amazon purchases should be made using the Doane Business Prime account. All Walmart purchases for delivery or curbside pick-up can be done using the Doane Walmart Business account. Costco purchases should be made on the Doane Costco account. If you need to be added to any of these accounts, please contact the Business Office.

Resolving disputes/unauthorized charges

The cardholder is responsible for reporting and following up with a vendor for any erroneous charges, defective merchandise, incorrect amounts, sales tax charges, duplicate charges etc. The cardholder should first contact the vendor to resolve any outstanding issues. If successful, a credit should be received within 30 days of the purchase. Otherwise, the cardholder should formally dispute the purchase by contacting the credit card customer service number. All unauthorized/fraudulent charges must be reported to customer service within 60 days of the transaction date.

Returns

Items should be returned directly to the vendor by whichever means the vendor requires. It is the cardholder's responsibility to determine that proper credit is posted for any returned item. Cardholders may NOT receive cash back or in-store credits for any refunds or exchanges of such items. Such amounts must be credited back to the card account. If a supplier mistakenly issues a refund check, funds must be submitted to the Business Office immediately.

Reporting Procedures:

Responsibility

Cardholders are ultimately responsible for reviewing and providing all necessary documentation for their transactions.

A 'Reconciler' may be designated by the department head to assist in entering and reviewing transactions on behalf of one or more individual cardholders.

GL Number

If you are unsure of which general ledger code to use, please contact your supervisor or the program administrator for assistance.

Description

A clear description of the purchase, easily understood by those not familiar with it must be provided. Vague descriptions such as supplies, meals, repairs, fuel, lodging, conference etc. are not sufficient. The business purpose for the purchase must be clear.



Descriptions should state specifically what was purchased and for whom, for example; “*office chair, ergonomic mouse and keyboard for new hire, Caroline Smith*”. If the purchase was for a specific event or class, that should be included as in the following example; “*Costumes for the upcoming Theater production of The Roaming Turtle*”

Travel expenses should include dates of travel, destination, and purpose of travel such as “*flight for student Johnny Sharpshooter on the Trap & Skeet Team to attend March Nationals in Texas*”. All business meals require a documented business purpose, including names of attendees if fewer than 10. A good description would be “*Dinner with President Patrick Picard, director Lucy Snowe and donors Dick and Jane Vielgeld to discuss the needs of the Lied Science Endowment*”. A poor description would be “*dinner*”.

Receipts

All charges must be validated by itemized receipts, invoices or other vendor-generated documents. They must show:

- Vendor name and address
- Date of charge
- Itemized list of goods/services purchased
- Amounts of charges
- Payment Method

There are a few exceptions, such as fraudulent charges, returns/refunds, some parking meters, and tolls where a receipt is not required.

If the receipt is lost, or one is not given, you should contact the vendor and request a reprint. If a duplicate cannot be obtained, the attempt and justification for receipt absence must be documented in the description, along with the normal description. A description or explanation should NOT be uploaded in place of a receipt; it will be left empty. In those cases, completion of the [Missing Credit Card Receipt Form](#) will also be required.

Repeated missing or incomplete receipts will result in the suspension of cardholder privileges and/or permanent cancellation of the card.

Deadlines

The BOK Financial weekly credit card cycle will end at midnight on Fridays. Reporting will be done monthly for the period ending the second or third Friday of the month according to the provided [calendar](#). All transactions must be entered within two business days following the reporting cycle end date. Cardholders are expected to enter the information throughout the month as charges are incurred rather than waiting until the cycle’s end.

Cardholders and reconcilers have a three business day window from the close of the reporting cycle to add descriptions and adjust accounting codes in the system; once this window has passed, the system will relocate charges to the cardholders designated default account. Cardholders must then contact c.card@doane.edu to make corrections. Overdue transactions may result in suspension of the card until proper documentation has been provided.



Review Process:

Cardholders are responsible for reviewing every transaction to ensure accuracy and clarity. Review encompasses verifying each transaction has a full description and matching receipt that meets reporting requirements.

The Approver should be the direct supervisor of the Cardholder or an individual delegated by the supervisor. Eligible approvers cannot include the Cardholder's subordinates.

Approval includes verifying the purchases are in line with the budget and needs of the department. The GL code should be checked as appropriate to the purchase and cardholder. Approvals should be completed by the fifth business day following the end of the card cycle.

Failure to thoroughly review transactions in a timely fashion may result in suspension of card privileges.

Periodic reviews to verify transactions will be conducted by the purchasing card administrator.