ARMSTRONG STATE UNIVERSITY
PROCUREMENT CARD (P-CARD) TRAINING MANUAL
Revised April 1, 2017*

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*Note: See highlighted sections for changes from the previous version of this manual.
SECTION 1 – INTRODUCTION

1.1 Purpose of This Manual
This document serves as the training manual for the State of Georgia Purchasing Card ("P-Card") Program at Armstrong State University ("Armstrong" or "the University"). Please see also the policy manual of the Department of Administrative Services and the Business Procedures Manual of the Board of Regents.

This manual has been compiled to provide step-by-step instructions for the issuance and proper use of the purchasing card ("P-Card"). Detailed guidance is provided regarding allowable and prohibited purchases, reconciliation and review procedures, and consequences for violation of policy. Prior to the issuance of a P-Card, the Cardholder and his/her Supervisor are required to review this manual in its entirety and attend training that will highlight key information provided in this manual. If questions arise that are not addressed in these materials, Cardholders and Supervisors are encouraged to contact the Procurement Office for clarification.

1.2 What is a P-Card?
The P-Card is a Visa® credit card issued by Bank of America for the State of Georgia. It is a valuable tool for quickly and efficiently purchasing and paying for small dollar items without sacrificing control or cost. Using this system will reduce the time and paperwork normally associated with these types of purchases.

P-Cards are the property of the State of Georgia. Although each P-Card is issued in an individual's name, Cardholders are limited to the role of purchasing agents for the State of Georgia while using their P-Cards. Expenditures made with the P-Card must be only for those items that are for official University business for which institutional funds will be disbursed and, furthermore, for those items allowed to be purchased using a P-Card as outlined in this manual.

Bank of America has also provided the State of Georgia with WORKSTM Payment Manager (WORKSTM), which is a web-based payment management technology.

1.3 Duties within the P-Card Program
Each P-Card is assigned to a specific Cardholder. Responsibility for individual purchases rests with the individual Cardholder making the purchase and the Supervisor who approves the purchase. Responsibility for the overall P-Card program is a joint effort shared by the P-Card Administrator, Armstrong management, and the State of Georgia P-Card Program Manager. An overview of the mandatory duties associated with each role is provided below:

Cardholder: Cardholders are accountable for all purchases made with their assigned P-Cards. P-Cards represent the most convenient method for making purchases in many cases, but do not represent the only method. Cardholders are responsible for understanding all restrictions on the use of their P-Cards, and utilizing alternate
purchasing methods whenever necessary. Duties of the Cardholder include, but are not limited to, the following:

- Attend initial training prior to receipt of a new P-Card.
- Complete refresher training at least annually or more often if directed by the Procurement Office.
- Use the P-Card for State business purposes only. If a personal charge has accidentally been made on the P-Card, the item must be paid in full immediately by personal check made payable to Armstrong from the Cardholder (See Section 6.3 for further details).
- Keep the P-Card and the P-Card number secure at all times, never share with another employee.
- Ensure the business purpose of each transaction is clearly explained.
- Provide adequate documentation for each transaction for inclusion with the Cardholder transaction log, and submit documentation to the Supervisor.
- If terminating employment with Armstrong or transferring to another department notify your Supervisor and the P-Card Administrator immediately and turn in the P-Card to one of these individuals.

**Supervisor:** Each Cardholder’s Supervisor must be a knowledgeable individual acting in a supervisory capacity for the Cardholder and/or with the authority to question the Cardholder’s purchases as necessary. No Cardholder shall be allowed to be his or her own approver. The most important internal control is the monthly review of the Cardholder’s transactions by the Supervisor. Approval authority for the P-Card approval process may be delegated, but only to someone who meets the criteria for this approval. Duties of the Supervisor include, but are not limited to, the following:

- Attend initial training prior to assuming the role of Supervisor.
- Complete refresher training at least annually or more often if directed by the Procurement Office.
- Review the P-Card purchases of assigned Cardholders at least monthly to ensure that charges are appropriate and directly related to University business, as well as sufficiently supported with documentation that describes the nature and purpose of each transaction if the purpose is not self-evident.
- Identify any policy violations and discuss with the Cardholder to provide additional instruction. If a violation occurs, the Supervisor must report the situation immediately to the P-Card Administrator.
- Ensure that not more than twenty P-Cards are issued to individuals in their span of control.
- Ensure that the P-Card Administrator is notified of all Cardholders who are terminated or transferred to another department.

**P-Card Administrator:** The P-Card Administrator establishes Armstrong’s internal procedures related to the P-Card. All University procedures are within the scope of the terms and conditions of the State of Georgia P-Card Program Policy and best
business practices and controls. Duties of the P-Card Administrator include, but are not limited to, the following:

- Serve as the point-of-contact for Cardholders, Bank of America, Georgia State Government’s Department of Administrative Services (DOAS) and other state agencies.
- Review and evaluate P-Card applications from employees, and assist management with identifying job titles/positions that would be potential candidates for use of the P-Card based upon their job duties.
- Work with management to determine the cumulative credit line for Armstrong’s P-Card Program, and appropriate credit limits for each Cardholder based on budget constraints, historical spending patterns, and overall procurement practices.
- Conduct P-Card orientation/training sessions for all P-Card recipients, including coordinating and conducting group sessions and individual sessions as needed.
- Assist University faculty and staff with purchasing decisions as needed.
- Assisting departmental personnel in establishing internal approval procedures for P-Card transactions.
- Review, at least once annually, all P-Cards issued to employees and eliminate P-Cards for employees who demonstrate low usage.
- Review, at least once annually, P-Cards credit limits to determine if spending limits are consistent with usage and decrease or increase limits as necessary.
- Review, at least once annually, Armstrong’s P-Card policies and procedures for adequacy, and to ensure that acceptable uses are no less restrictive than State policies and procedures.
- Assist with audits performed by all applicable agencies, to include Armstrong’s Office of Internal Audit, the Board of Regents, and the State.
- In compliance with the Georgia Procurement Manual (GPM), analyze the state entity’s current and forecasted purchases (composed of any and all divisions/departments of the state entity) on at least a quarterly basis to identify supplies, materials, equipment, and services which must be sourced through the competitive bidding process.
- Process notifications from cardholder, supervisor or Human Resources (separation notification e mail) to ensure that cards are canceled and/or collected when a cardholder leaves employment.
- Monitor the state entity’s compliance with the GPM and, when areas of non-compliance are found, determine the appropriate course of action needed to correct the non-compliance, document the action plan, and detail the correction action(s) taken.
- Cannot be a P-Card Holder
- Reconciliation process that ensures timely payment and/or allocation of transactions to the General Ledger at least monthly.
- Submits all P-Card plans and amendments and requests for exceptions to the Statewide Purchasing Card Policy to the CFO for submission to DOAS and OPB.
- Submits the annual audit or self-audit of the Pcard program to DOAS no later than December 1st.
SECTION 2 – OBTAINING A P-CARD

2.1 Who is Eligible for a P-Card?
P-Cards are issued only to permanent Armstrong employees whose job duties require the use of a P-Card. P-Cards are issued to individual employees only, rather than to a specific department. No more than one P-Card will be issued to an employee, and only one employee will be assigned to each P-Card.

Note: The employee who applies for the P-Card must be the employee who will physically make each purchase. Employees who are not prepared to make their own purchases cannot apply for a P-Card. P-Card sharing is prohibited and will result in immediate termination of the P-Card and all P-Card privileges (see Section 6.3 for further details).

2.3 Applying for a P-Card
To apply for a P-Card, an employee must complete an application form and an ethical behavior form, and submit them to the Procurement Office and Human Resources, respectively. Detailed instructions for completing these forms are provided below:

- **P-Card Request Form (see Exhibit A):** Provide your contact information and business purpose for requesting a P-Card, and obtain the approval of your Supervisor and Vice President of the employees Unit. The form must also have the approval of the CFO. Your Supervisor will be given the responsibility of approving your purchases, and will be required to sign off on your monthly P-Card transactions.

- **Ethical Behavior Form:** Sign the form in the presence of a notary. Please note that the Human Resources Office can provide notary services for you.

2.2 Background and Credit Checks
In addition to the forms described above, all P-Card applicants must complete consent forms for both criminal background checks and credit checks prior to issuance of their P-Cards (see the DOAS Purchasing Card Policy for further details).

Armstrong’s Human Resources Office shall ensure that the results of both of these checks are provided the privacy protections required by law. The Human Resources Office will handle the entire process, and notify the Procurement Office only whether the applicant has or has not been approved for a P-Card. Detailed instructions for completing these forms are provided below:

- **Credit Check Consent Forms:** Provide the required identifying information and your preferred method of transmittal for your copy of your credit report, and sign the forms in the presence of a notary.

- **Criminal Background Check Form:** If you were hired prior to May 1, 2008, you will also need to complete this form and sign it in the presence of a notary. For employees hired after this date, this form will have already been processed as part of the hiring process.
2.4 Completing P-Card Training
Initial training is mandatory for all P-Card applicants and their Supervisors before P-Cards are issued. The P-Card Administrator will provide the applicants with instructions for completing training once all the required documents have been received and the credit check has been completed. If an applicant's Supervisor has not already completed training, he/she will also be provided with instructions on how to complete training.

In order to maintain P-Card privileges, all Cardholders and Supervisors must complete P-Card "refresher" training at least annually, or more often as determined by the Procurement Office. Instructions for completion of the refresher training will be provided by the Procurement Office. Failure to complete training within thirty (30) days of notice will result in suspension of P-Card privileges until such time as the training has been successfully completed.

2.5 Activating the P-Card
Upon approval, the Procurement Office will provide the P-Card Employee Agreement Form (see Exhibits) to each applicant for signature upon receipt of his/her new P-Card. By signing this form, the Cardholder acknowledges receipt of the P-Card and understanding and acceptance of all regulations for use of the P-Card and the consequences of P-Card violations.

The P-Card must be signed on the back as soon as it is received to prevent unauthorized use. The Cardholder will need to call the toll-free Customer Service number on the face of the P-Card to activate the account.

2.6 Credit Limits
Armstrong's standard maximum limit on P-Card purchases for unplanned, non-routine, or urgent point of sale P-Card transaction is $1,000 per transaction (the "Single Transaction Limit" or "STL") and $10,000 per month. Requests for increased limits due to a high volume of purchases (such as for an athletic team that travels frequently) or a one-time exception to the standard limits (such as an increase in the STL to accommodate a purchase on State contract) must be sent to the P-Card Administrator for approval. The Special Approval form (SPD-PC003) must be completed and sent to the PCard Administrator who will then forward to State Purchasing Division and OPB for approval. The temporary increase is only allowed for 5 days.

Controls have been added to each P-Card in order to enforce these spending limits. These limits are embedded in each P-Card via the magnetic strip and are imposed at the point of sale when the P-Card is swiped. Vendors who do not swipe the card, however, may exceed the single transaction limit. Cardholders are responsible for ensuring that the single transaction limit is never exceeded.
Attempts to split transactions to bypass these bidding requirements, or to circumvent either the Cardholder’s one-time transaction limit or monthly credit limit for any other reason, are also strictly prohibited (see Sections 4.1 and 6.3 for further details).

2.7 Safeguarding the P-Card
Lost or stolen P-Cards and/or fraudulent transactions must be reported within twenty-four hours to Bank of America by calling 1-888-449-2273, and then reported to the relevant Supervisor and the P-Card Administrator. The P-Card will be deactivated permanently, and a new P-Card issued. If a Cardholder misplaces his/her P-Card, the P-Card Administrator must be contacted immediately so that the P-Card can be temporarily deactivated while the Cardholder attempts to locate the P-Card. To prevent unauthorized use and limit the potential for fraud, the Cardholder should use basic security measures as outlined below:

- Keep the P-Card and account number in a secure location and safeguard it as if it were your own personal credit card.
- Do not loan or share the P-Card to anyone, including co-workers within the department.
- If purchasing by phone, caution the vendor to refrain from placing the P-Card account number on the shipping label or anywhere on the outside of the package.
- Review the monthly statements immediately upon receipt, to detect unauthorized transactions.
- Before placing an order with an online merchant, make sure the site is secure. The website address (URL) should begin with https. A graphic (such as a lock) should appear in the bottom right corner of your browser bar.

SECTION 3 – WHAT CAN BE PURCHASED

3.1 Allowable Purchases
The P-Card may be used to purchase goods and services for official Armstrong business that are valued at less than $1,000 including all miscellaneous charges (such as shipping, handling charges, and insurance), when not prohibited by applicable purchasing laws, rules, and regulations. Permitted purchases include the following:

<table>
<thead>
<tr>
<th>No.</th>
<th>Purchase Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| 1   | Technology Purchases| Must relate to a particular need that is not met by current departmental technology (see Section 3.3 for technology approval instructions). 
Note: Computer orders must be submitted to the Information Technology Services (ITS). |
<p>| 2   | Publications        | Must support job function, such as magazine subscriptions or books.         |</p>
<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Professional Memberships / Dues</td>
<td>Must support job function (see Section 3.3 for pre-approval instructions).</td>
</tr>
<tr>
<td>4</td>
<td>Airline Tickets and Registration Fees</td>
<td>Must relate to a pre-approved trip (see Section 3.3 for travel authorization instructions).</td>
</tr>
<tr>
<td>5</td>
<td>Transportation (all types)</td>
<td>All vehicle rentals must be from one of the Mandatory Statewide Contracts unless approved through the Waiver from Statewide Contract process as defined in Section 1.3.1.1 in the Georgia Procurement Manual.</td>
</tr>
<tr>
<td>6</td>
<td>Food and/or Lodging for Official Student Activities</td>
<td>Must relate to a pre-approved trip or instructional use (see Section 3.3 for travel authorization instructions and Section 3.4 for documentation requirements).</td>
</tr>
<tr>
<td>7</td>
<td>Needs Arising from Declared Emergencies and Natural Disasters</td>
<td>Must relate to unforeseen causes (see Section 3.5 for documentation requirements).</td>
</tr>
<tr>
<td>8</td>
<td>Professional Services</td>
<td>Any type of consulting service or speaker fee related to a professional service (such as medicine, law, accountancy, architecture, or engineering) (See Section 3.3 for Prior approval).</td>
</tr>
<tr>
<td>9</td>
<td>Software/Devices</td>
<td>Software – Data plans, software, or applications (i.e. “apps”) for State-issued devices such as smart phones (e.g. iPhone, Android, blackberry) and tablets (e.g. iPads) ONLY. Purchases cannot be made for personal devices even if used for State business.</td>
</tr>
<tr>
<td>10</td>
<td>Parking</td>
<td>State employees traveling on official State business as defined in the <strong>State Travel Regulations</strong> published by the State Accounting Office and the Office of Planning and Budget</td>
</tr>
</tbody>
</table>

**Note on the Staples card:** In addition to the P-Card, a Staples card can also be used to purchase office supplies that are needed immediately. Employees can check out this card from the Procurement Office. Orders can also be submitted to the Procurement Office, and the supplies will be delivered to campus within two days. These purchasing methods are the only methods available for purchasing office supplies, as Staples will not honor the University’s tax exempt status using any other purchasing method.

### 3.2 Prohibited Purchases

In an effort to ensure compliance with State guidelines and a level of accountability appropriate for a public institution, certain types of goods and services cannot be purchased with a P-Card as described in the list at the end of this section.
As an added precaution, the State P-Card Program has built certain restrictions into each P-Card related to Merchant Category Codes ("MCCs"). Most businesses are identified by an MCC, based upon the type of goods and services that they provide. If difficulties are encountered using the P-Card with any particular vendor, please contact the Procurement Office to investigate whether the cause could be related to the vendor’s MCC.

Cardholders and Supervisors are responsible for notifying the P-Card Administrator if they are being directed by anyone to execute or approve unallowable transactions. All reports will be handled without retribution. Cardholders should never feel as if they are required to use their P-Cards. The P-Card offers only one of many purchasing options available to employees. If questions arise as to whether an item to be purchased does or does not fall within the following categories, the Procurement Office should be contacted for clarification before the purchase is made.

<table>
<thead>
<tr>
<th>No.</th>
<th>Purchase Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Personal Items</td>
<td>Any item for use by an individual not directly related to a job function (such as snacks / beverages, radios, tissues, hand sanitizer, over-the-counter / prescription drugs, academic regalia, personal subscriptions / memberships).</td>
</tr>
<tr>
<td>2</td>
<td>Cash Advances</td>
<td>Any transaction resulting in cash or store credit to be held on account with a vendor (such as refunds, &quot;cash back&quot; at the time of transaction, or withdrawals from banks or ATMs).</td>
</tr>
<tr>
<td>3</td>
<td>Gift cards / certificates, or other equivalent forms of cash</td>
<td>Any type of gift including gift cards, awards, or greeting cards (such as cards for holidays, birthdays, sympathy, or congratulations).</td>
</tr>
<tr>
<td>4</td>
<td>Decorations</td>
<td>Any decoration for an office or personal work area (such as holiday decorations).</td>
</tr>
<tr>
<td>5</td>
<td>Sales Tax Charges</td>
<td>Armstrong is exempt from Georgia State Sales &amp; Use Tax (see Section 5.4 for further details).</td>
</tr>
<tr>
<td>6</td>
<td>Split Orders</td>
<td>Any purchase that is split into multiple transactions in order to exceed the Cardholder’s credit limit.</td>
</tr>
<tr>
<td>7</td>
<td>Employee Travel Expenses</td>
<td>Any travel-related expense, unless specifically included in the “Allowable Purchases” section above (e.g., lodging and meals are prohibited).</td>
</tr>
<tr>
<td>8</td>
<td>Shopping Club membership</td>
<td>Memberships and/or fees to wholesale shopping clubs or “warehouse” type retailers</td>
</tr>
<tr>
<td>9</td>
<td>Food and Catering, including Alcoholic Beverages</td>
<td>Any food or beverage, unless qualifying as a “group meal” or specifically included in the “Allowable Purchases” section above (see Section 3.4 for further discussion).</td>
</tr>
<tr>
<td>No.</td>
<td>Category</td>
<td>Details</td>
</tr>
<tr>
<td>-----</td>
<td>------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>10</td>
<td>Entertainment</td>
<td>Any type of admission fee to an event (such as movies, concerts, amusement parks, or arcades). <strong>This restriction does not apply to Student Activities.</strong></td>
</tr>
<tr>
<td>11</td>
<td>Maintenance / Service Agreements that require signed contracts</td>
<td>Any agreement that includes payment terms or any other contractual obligation (see Section 4.6 for further details).</td>
</tr>
<tr>
<td>12</td>
<td>Software</td>
<td>Data plans, software, or applications (i.e. “apps”) for non-State Entity issued devices, including, but not limited to, smart phones (e.g. iPhone, Android, Blackberry), laptop computers, or tablets (e.g. iPad).</td>
</tr>
<tr>
<td>13</td>
<td>Construction or Renovation</td>
<td>Any type of purchase related to a construction or renovation project (such as furniture or labor), with the exception of purchases made by the Office of Plant Operations.</td>
</tr>
<tr>
<td>14</td>
<td>Items to be paid by Agency or Foundation funds</td>
<td>Any purchase that will be reimbursed by an outside agency or the Armstrong Foundation.</td>
</tr>
<tr>
<td>15</td>
<td>Items available from an in-house department</td>
<td>Any purchase that could be provided by an in-house department (such as Information Technology Services, or Plant Operations).</td>
</tr>
<tr>
<td>16</td>
<td>Intra-University Charges</td>
<td>Any purchase from an Armstrong department (such as the mailroom, Rec &amp; Wellness e.t.c.).</td>
</tr>
<tr>
<td>17</td>
<td>Calling Cards</td>
<td>Any type of telephone calling card for use in the U.S. or abroad.</td>
</tr>
<tr>
<td>18</td>
<td>Chemicals, Explosives, and Asbestos Removal</td>
<td>Any purchase related to radioactive material, firearms, explosives, or asbestos removal (such as motor vehicle fuel, propane tanks, and helium tanks or balloons).</td>
</tr>
<tr>
<td>19</td>
<td>Fuel/Mechanical Repairs</td>
<td>Fuel, mechanical repairs, and maintenance of State-owned or rental vehicles (Exceptions may be granted upon verification of procedures to enter costs into Vital, the State’s fleet management system administered by the DOAS Office of Fleet Management.) Note: i. Non-mechanical body shop repairs not covered under the state’s vehicle maintenance contract may be paid for with a purchasing card. ii. Allowable auto parts purchases must follow the process outlined in the Auto Parts flowchart.</td>
</tr>
</tbody>
</table>

### 3.3 Transactions Requiring Prior Approval
Cardholders must obtain pre-approval for any purchases related to technology, travel, memberships, or grants (see detailed instructions for each of these types provided below). Supporting documentation indicating that this approval has been obtained must be submitted with the monthly P-Card Statement submitted to the Procurement Office.

Cardholders are also responsible for following any additional procedures that may have been established by their department. Questions regarding pre-approval requirements for a purchase should be addressed to the Procurement Office and/or the Cardholder’s Supervisor before making the purchase, to ensure these procedures will be followed.

**Technology-Related Purchases:** A “Technology Request Form” must be approved by the Information Technology Services Department (ITS) before any technology-related purchase can be made with the P-Card (see Exhibit E). The purpose of this review by ITS is to determine whether technology purchases will conform to Armstrong’s operating environment, and to ensure that these items will be recorded in inventory records as appropriate. To determine whether a purchase qualifies as technology-related and therefore requires pre-approval, refer to the definitions and examples provided in the “Technology Purchasing Policy” posted on the ITS website.

Please note that any purchase that includes a maintenance or service agreement, such as software licenses or warranties, must not contain any contractual obligations (see Section 4.6 for further details).

**Travel-Related Purchases (Airline Tickets, Registration Fees, and Automobile Rentals):** A “Travel Authorization” must be approved by the relevant Supervisor before any travel-related purchase can be made with the P-Card.

Registration fees will only be approved for events with a valid business purpose (such as conferences, seminars, or professional training and development). Please note that only meals included in the registration fee are allowable. The P-Card cannot be used for meals or events that are listed separately in the registration materials as optional for an additional cost.

**Membership Dues:** Supervisory approval must be obtained before any membership-related purchase can be made with the P-Card. Although there is not a specific pre-approval form required for memberships, pre-approval must be documented (such as a signature or an email from the Supervisor). Memberships are defined as individual membership dues in organizations that are deemed to be business-related, where the employee acts as a representative for Armstrong.

The determination of “business-related” is limited by applicable State guidelines. For example, the Board of Regents has determined that Chamber of Commerce memberships are not necessary to the operations of an institution and cannot be paid using institutional funds.
Grant-Related Purchases: Approval from the Grants Administrator in the Office of Grants and Sponsored Programs must be obtained prior to grant-related purchases. Although there is not a specific approval form required, pre-approval must be documented (such as a signature or an email from the Grants Administrator). Sponsored accounts are defined as grants, contracts, or other types of agreements restricted by a budget that is submitted to and approved by a granting agency. Cardholders are responsible for ensuring that purchases are allowable per the terms and conditions of the project.

After the purchases are made, Cardholders must provide a copy of all the applicable supporting documentation for the purchases to the Grants Administrator by the last working day of the month. Each purchase must be supported by an explanation as to how the purchase directly relates and/or benefits the related grant.

During the last 60 days of a grant award, no P-Card charges can be recorded against a grant. Any P-Card expenses that are not recorded in Armstrong’s ledgers by the grant end date will become the responsibility of the department housing the grant.

Professional Services:
The Authorization for Employment of Consultants form page 1 (found on the Business & Finance website under forms) must be completed and attached to the Pcard statement. Under payment terms it should state that the State Pcard was used.

3.4 Food and Catering
The P-Card can only be used to purchase food for official student activities, instructional use, research, or “group meals” as defined below. The P-Card cannot be used for the purchase of alcohol in any circumstance.

Before using the P-Card for food-related purchases, the “Special Approval Request Form” (see Exhibits) must be approved by the relevant Supervisor. Multiple events can be included on the same request, such as a series of orientation sessions for new students. Requests to use P-Cards for Study Abroad Programs must be submitted to the P-Card Administrator, who will forward these requests to the State Purchasing Division for approval.

The cost of any food purchase cannot exceed the total of each attendee’s per diem limit, as mandated by the State travel policy.

Official Student Activities: P-Cards can be used to purchase food for students at sanctioned student events, including the following:
- Events and travel sponsored by recognized student groups (such as athletic teams).
- Other campus events open to the general student body and designed to further the development and education of students (such as guest lectures).
Food cannot be purchased for the benefit of faculty, staff, coaches, other school employees, volunteers, or other persons not related to Armstrong, with the following exceptions:

- Employees whose participation is required at a sanctioned event, as described above.
- Events designed to encourage students to attend the institution.
  Supporting documentation for these purchases to be submitted with the monthly P-Card packages must include the following:
- Itemized receipt (i.e., including a description of each meal purchased).
- Copy of team schedule or other documentation showing that the meal was an authorized student activity.

For purchases made for students in travel status, a roster of participants showing the name and signature of each student is also required. A roster is not required for on-campus events; however, the Cardholder must certify that the State-mandated per diem limits were followed.

*Note: Employees who purchase food for students during trips are advised against using P-Cards, because of the effort required to ensure that restaurants honor the University’s tax exempt status. Submitting expense reimbursement requests after these trips and claiming the per diem for each attendee often involves much less effort, as receipts are not required.*

**Food for Instructional Uses or Official Research:** Food may be purchased for a class in those instances where food is an integral part of the instructional methodology or where food is integral to, or the subject of, research (such as food purchased to study decay).

**Employee Group Meals:** Employee food may be purchased with a P-Card only when an employee is participating in a Group Meal or is required to participate in an on-campus sanctioned student event as stated above. Employees include temporary, part-time, and full-time staff, faculty, administrators, Resident Assistants (RAs), student assistants, graduate assistants, and other student workers.

Group meals are defined as meals purchased for employees working together as a group, to be consumed in the vicinity of the work area (such as a working meeting held in a conference room). These meals are intended to facilitate the efficient completion of the project. Therefore, meals that are held at the start and/or finish of a meeting are not allowed. Each of the following standards must be met before a meal can be considered to be a Group Meal:

- The meeting should be held only to facilitate the effective and efficient operations of the departments involved (such as a training session).
- The meeting lasts for at least four hours.
3.5 Declared Emergencies and Natural Disasters
For needs arising from unforeseen causes (such as the welfare of the general public, extreme weather conditions, or official declared emergencies), standard procurement approvals are not required. Emergency circumstances exist where normal purchasing procedures cannot be utilized without extremely detrimental effects upon the operation of University and/or State business.

Immediately after the emergency, the Cardholder must complete a Special Approval Request Form (see Exhibits) and Emergency Justification Form with an explanation of the nature of any actions taken in response to the emergency, and submit these forms to the P-Card Administrator. The P-Card Administrator must submit these forms to DOAS within 72 hours after the purchases are made.

SECTION 4 – PROHIBITED PRACTICES

4.1 Transaction Splitting
Transaction splitting is strictly prohibited. Transaction splitting is defined as the practice of making multiple P-Card transactions to bypass competitive bidding requirements, or to circumvent the Cardholder’s one-time transaction limit or monthly card limit (see Section 2.6 for further details on spending limits).

Competitive bidding is required for all open market purchases for products or supplies that are anticipated to exceed $25,000. These expenditures must be processed by the Procurement Office, in order to obtain the best value at the lowest possible price.

4.2 Limitations on Vendors
Cardholders cannot make P-Card purchases from friends or relatives where the Cardholders have financial interests. Additionally, Cardholders cannot accept any gifts or gratuities from any sources when they are offered, or appears to be offered, to influence their decisions in making P-Card purchases. Any items received as a direct result of using the P-Card must be for the benefit of Armstrong and are expected to remain on University premises.

Also prohibited is the acceptance of coupons, rebates, or rewards programs from vendors, banks, or other institutions that offer free/promotional items for the benefit of the Cardholder (such as an office supply vendor has a rewards program that allows a customer to earn free items based on accumulated points/dollars spent). If a check is received through vendor rebate programs, it must be made payable to Armstrong and submitted to the Business Office for deposit.
4.3 P-Card Sharing
P-Card sharing is the practice of allowing an individual other than the Cardholder whose name appears on the front of the P-Card to have access to the P-Card or P-Card number to initiate or complete a transaction. Only the person named on the P-Card is authorized to use the P-Card and the P-Card account number. P-Card sharing increases the risk of fraud and Cardholder liability.

4.4 Retail Sites for Statewide or Agency Contracts
Retail websites should not be used for items from a statewide or agency contract vendor. These vendors commonly establish dedicated websites with special pricing and discounts that have been negotiated specifically for Armstrong.

4.5 Personal Use
The use of the P-Card for personal expenditures is strictly prohibited, regardless of whether the Cardholder intends to reimburse Armstrong at a later time (such as including a personal purchase with a departmental order to take advantage of free shipping or pricing discounts). All personal use of the P-Card, whether intentional or accidental, must be handled by the Cardholder as follows:

- Immediately report the purchase to his/her Supervisor and the P-Card Administrator, including an explanation of the circumstances surrounding what happened and a timeline of the incident.
- Submit a check payable to Armstrong to the P-Card Administrator, with a copy of the receipt and/or other supporting documentation.

4.6 Contractual Obligations and Automatic Billing
The Cardholder will be held personally liable for any obligations that are included in a contract signed by the Cardholder. Cardholders are only allowed to enter into agreements that consist solely of an acknowledgement of standard terms and conditions, given that the purchase is immediately paid in full and no contractual obligations exist (such as standard acknowledgements required by websites). The Cardholder must be able to end the agreement at any time, without incurring any additional cost.

If a Cardholder enters into a contractual obligation, the Cardholder will be held personally liable for these obligations. If questions arise whether a particular agreement contains any contractual obligations, the Procurement Office should be contacted prior to committing to the agreement.

Cardholders are also responsible for ensuring that vendors do not automatically renew an agreement beyond the original term. Cardholders are strictly prohibited from placing their P-Card numbers on file with vendors for the purposes of automatic billing. Cardholders must initiate each transaction that is charged against their account.
Example: A Cardholder can agree to an equipment rental agreement that will be billed monthly until the equipment is returned, only if the equipment can be returned at any time without penalty and the Cardholder contacts the vendor each month to make payment.

SECTION 5 – HOW TO MAKE PURCHASES

5.1 Obtaining the Best Value
After verifying that the item is not available on a statewide or agency contract, the Cardholder must utilize lowest price based on requirements, quality, and availability to obtain the maximum value of each dollar expended. Although the competitive bidding process is only required for purchases greater than $25,000, the Cardholder should always consider requesting quotes from multiple vendors before making a purchasing decision.

5.2 Utilizing Minority Vendors and Small Businesses
The Governor of Georgia has issued an Executive Order directing all agencies and institutions to increase the level of minority business participation. Anyone who knows a minority vendor who can meet a particular need at a fair and reasonable price and in a timely fashion is strongly encouraged to place his/her order with this vendor. If a minority vendor cannot be identified, every effort should be made to issue P-Card orders to small businesses.

5.3 Spending Limit Requirements
Cardholders must have preapproval for all purchases that do not meet the following criteria:

Purchases <$1,000 that are unplanned, non-routine, or urgent:

Unplanned is defined as not anticipated or known in advance.

Non-routine is defined as commonplace tasks, chores, or duties done irregularly or at sporadic intervals. Not monthly or standard recurring.

Urgent is defined as compelling or requiring immediate action or attention; imperative; pressing.

The approval is a two-step approval and must come from the cardholder’s supervisor and a fiscal approver. Once these approvals have been obtained then the cardholder can make the purchase.

Purchases with an STL greater than $1,000 must have the two step approval as well as the approval of DOAS SPD and OPB before the purchase can be made.
5.4 Placing the Order
P-Cards can be used in person, via telephone, or via a secured website. P-Card numbers cannot be faxed under any circumstance. The vendor must always be informed that Armstrong is exempt from GA State sales tax. If placing an order over the phone or on a secure website the exemption should still apply. If paying in person in another state the exemption may not apply. The vendor may request a copy of Armstrong’s tax exempt form (see the “Forms” link on the Business and Finance webpage).

All shipping costs must be prepaid and invoiced with the corresponding purchase. All shipments must be delivered to Armstrong’s main campus. This shipping address is provided below:

    Armstrong State University
    <Department Name and Contact Person>
    11935 Abercorn Street
    Savannah, GA 31419

5.5 Compiling Supporting Documentation
Each monthly P-card package must consist of a cardholder transaction log (printed from Works) and related documentation that is sufficient to support each transaction. Supporting documentation is considered sufficient if an external reviewer, with access only to the statement and supporting documentation, could identify each item purchased and its intended business use of each item.

*Each transaction must be supported by documentation that fully explains its stated business purpose*. This applies to purchases and credits. Following are the minimum requirements for supporting documentation for various types of transactions:

**Purchases:**
- All types of purchases – proof of itemized receipt
- Purchases involving shipments of goods – proof of delivery
- Purchases requiring pre-approval – documentation of approval (see Section 3.3 for specific requirements)

**Credits:**
- All types of credits (such as for sales tax) – copy of original charge and explanation of what is being credited
- Credits for returned goods – proof of return

Specific requirements for each major type of documentation mentioned above are described as follows:
**Proof of Receipt:** Acceptable receipts include original printed receipts given in person, copies of order-forms that are mailed to a vendor, invoices faxed or mailed from a vendor, and screen prints of order confirmations printed from a website. Original receipts are required whenever possible. If a copy is submitted, it must be accompanied by a detailed explanation as to why the original cannot be submitted. The following information should be included, as applicable:

- Vendor name and address.
- Description for each item.
- Quantity, unit, unit price, extension for each item, and a total.
- Any discounts.
- Date of order and shipping date.
- Description of items back ordered and expected shipping date.

If a receipt is lost, the Cardholder should make a reasonable effort to obtain a duplicate receipt from the vendor. If the vendor is unable to provide a receipt, the Cardholder must submit the "Lost Receipt / Invoice Affidavit" (see Exhibits) in lieu of the lost receipt. Use of this affidavit is limited to three times per fiscal year. If a Cardholder exceeds this limit, he/she must personally reimburse the cost of the purchase (see Section 6.4 for detailed instructions on making restitution).

**Proof of Delivery:** For telephone and internet orders that involve shipment of goods, a packing slip must be included with each purchase when available. If a packing slip is not submitted, the Cardholder must make a hand-written notation to verify receipt of the merchandise that includes the following:

- Notation (such as "rec’d by <initials of the Cardholder>”).
- The date received.

**Proof of Return:** Vendors typically require that Cardholders prepare a shipping order for all returns or exchanges of merchandise. In some instances, a vendor may supply a return authorization number (RA number) which should be noted on the shipping order. Shipping orders should also include a notation that the purchase was paid with a P-Card and the amount of credit expected for the returned item.

If returns are credited to a P-Card statement in a month subsequent to the initial charge, sufficient documentation (such as a copy of the original receipt) must be included to explain what is being credited. If the credit does not match the original amount, the difference must be explained.

### 5.6 Resolving Vendor Disputes

Cardholders are responsible for resolving disputes directly with their vendors (such as incorrect pricing, delivery problems, incorrect items received, and damaged items). Most disputes can be resolved by calling the vendor and having them issue a credit back to the P-Card account. Cash, store credits, or gift cards in lieu of a credit to the P-Card account are prohibited.
If no resolution can be achieved between the Cardholder and the vendor promptly, Bank of America can place the transaction into “dispute” status. Bank of America requires that a dispute form must be filed within sixty days of the billing date of the transaction. Instructions are provided below:

• Submit a dispute form (see Exhibits) to Bank of America.
• Add a comment to the Transaction Log noting that the charge has been disputed.
• Attach the dispute form and descriptions of all correspondence with the vendor (including dates, individuals involved, and a brief description of the problem) to the P-Card package as supporting documentation.

Please note that signing/signing off of a P-Card package/transaction that includes a disputed transaction does not indicate approval of the charge, provided comments are recorded to indicate that a dispute has been filed. For assistance with completing the dispute form, please contact the Procurement Office.

5.7 Reconciling the Billing Statement
Completed P-Card packages must be submitted to the Procurement Office by 5:00 p.m. on the 11th day of the month following the bank statement date. In order to meet this deadline, all reconciliation and review procedures described below must be completed as soon as possible after the close of the BOA billing cycle (27th of each month). Transactions must be reconciled and allocated to the General Ledger within 30 days of the statement billing date.

The reconciliation process will consist of comparing the actual charges listed in Works with the related documentation that is sufficient to support each transaction (see Section 5.4). If the Cardholder finds a discrepancy, he/she should investigate the reason for the variance. Example would be if the original estimate given by the vendor at time of purchase varies slightly from the final charge. He/she may need to contact the vendor, if they have not supplied sufficient documentation to explain the calculation of the final charge.

The Cardholder must ensure that all transactions listed in Works are included in the P-Card package. The Cardholder follows the sign off procedure in Works, which consists of logging into Works, making sure the information is correct, editing the allocation if it is being charged to another budget string besides the cardholder’s default, adding an account number to the budget string and adding comments. Comments should include the purpose of the purchase, for whom the purchase was made, and other relevant information to allow outside parties to determine that the expense was business-related. Once this has been completed the cardholder clicks the signoff button. This will electronically send the transaction to the approver for processing. The cardholder should then print the Cardholder transaction log. The Cardholder must submit the package to his/her Supervisor, who then must log into Works be sure that the documentation in the package matches the transactions in Works and then sign off on those transactions.
If a Cardholder or his/her Supervisor plans to take vacation leave close to the submission deadline, arrangements must be made to submit the P-Card package prior to the vacation. Any individual in a supervisory position for the Cardholder can serve as an alternate approver when the assigned Supervisor is unavailable. **It is the Cardholder’s responsibility to ensure that each P-Card package is approved and submitted to the Procurement Office by the deadline.**

The Procurement Office will retain the reconciled package for a period of five years. If a contract/grant is involved, the records must be retained for the life of the contract/grant plus an additional seven years following the end date of the contract/grant.

**SECTION 6 – VIOLATIONS AND FRAUD**

6.1 **Possible Consequences**
Violations of rules governing the use of P-Cards can be the result of noncompliance with policy or procedure or can be as severe as misuse, which could result in disciplinary actions up to and including employment termination and civil and criminal charges. Depending on the severity of the incident, misuse may be reported to the Board of Regents and then forwarded to the State Attorney General’s office. The decision whether to prosecute a case rests with the State Attorney General’s Office.

The action taken for a specific incident is dependent upon the type of violation and the number of previous Cardholder violations. Any alleged violation or questionable transaction could result in an immediate suspension of card privileges pending a review to determine what, if any, action is appropriate.

6.2 **Minor Violations**
Minor violations are instances that are determined to be made without willful intent. Examples of minor violations include, but are not limited to, the following:

- Purchases with the P-Card that should have been made by some other means (such as by the Procurement Office).
- Failure to reconcile and return the statement to the Procurement Office by the deadline (see Section 5.7 for further details).
- Multiple instances of sales tax charges. For isolated instances, email reminders will be sent instead of a memo, and will not be counted as a violation.
- Failure to obtain pre-approval for transactions requiring pre-approval (see Section 3.3 for further details).

A minor violation will result in notification in the form of a memo from the P-Card Administrator to the Cardholder, with a copy to his/her Supervisor. Any action required by the violation memo should be handled on a priority basis.
6.3 Major Violations
Major violations are instances that are determined to be made with willful intent or flagrant disregard for established policies and procedures. Examples of major violations include, but are not limited to, the following:

- Mistakenly using the P-Card when doing personal shopping, or purchasing any other unauthorized or restricted items (see Sections 3.2 and 4.5). These types of violations require immediate notification to the P-Card Administrator and restitution. 
  **Intentional personal use qualifies as fraud (see Section 6.5 below).**
- Splitting orders to avoid the single transaction limit (see Section 4.1).
- Allowing others to use the card (see Section 4.3).
- Accumulating three minor violations as defined above in a twelve-month period.

A major violation will result in immediate temporary suspension of both the Cardholder’s purchasing privileges and the Supervisor’s approval privileges. The Cardholder will need to relinquish his/her P-Card, and the Supervisor will not be able to approve any P-Card packages. The appropriate Vice President is notified of all actions taken. Privileges will be returned only after additional training has been completed. If a second major violation occurs within a three-year period of the first major violation, privileges will be revoked permanently.

When a Supervisor loses approval privileges, he/she cannot approve any Cardholder’s P-Card packages assigned to him/her. If the Supervisor is responsible for approving packages for multiple Cardholders, this responsibility will be re-assigned to the next supervisory level.

**Example:** If a Cardholder reports to a Dean and the Dean loses his/her approval privileges, the appropriate Vice President will become the new Supervisor for purposes of approving the P-Card package until the Dean completes additional training.

6.4 Financial Restitution
Cardholders will be held liable for any prohibited purchases (see Section 3.2 for the complete list). Cardholders must also personally reimburse Armstrong for any transactions that are not supported by adequate documentation, including, but not limited to, the receipt. A check from the purchaser must accompany P-Card packages that include prohibited transactions. Supervisors who approve undocumented purchases can also be held liable for restitution.

It is the responsibility of the Cardholder to determine whether he/she can seek reimbursement using alternate purchasing methods, after full restitution has been made to the Procurement Office.

6.5 Fraud
If fraud is suspected and the amount in question is $1,000 or more, the incident must also be reported to the Office of Internal Audit of the Board of Regents. If no fraud or theft is involved, reinstatement of the P-Card privileges can be made after thirty days at the
request of the Cardholder’s Supervisor. If a second suspension is required, it will be permanent.

In the case of intentional fraud, Bank of America will provide corporate liability protection to Armstrong under Visa’s Liability Protection Coverage; however, certain conditions apply. The principal condition is that the employee has been terminated and Bank of America is notified of the termination within two days of its occurrence.

Adoption and enforcement of any disciplinary actions is coordinated through the Business and Finance Office and the P-Card Administrator. If intentional fraud by the Cardholder is discovered, the P-Card Administrator is required to take the following steps:

- Cancel the P-Card.
- Notify the State P-Card Program Manager at DOAS (contact information: John Thomason at (404) 656-5344 (desk), or john.thomason@doas.ga.gov.
- Notify appropriate Armstrong officials, such as Public Safety, Internal Audit, and Human Resources.
- Ensure that the Cardholder is immediately terminated. Termination will be coordinated through appropriate levels, involving at least the supervisory Director. The Cardholder’s Supervisor must contact the P-Card Administrator immediately when an employee has been terminated as a result of fraudulent P-Card activities.
- Notify Bank of America when the employee is terminated. Bank of America will coordinate the filing of appropriate liability waiver documents (such as the insurance claim to recover losses).
- Ensure sufficient documentation is retained, including copies of receipts and any supporting documentation, evidence of who conducted and who approved the transaction, when and how the fraud was discovered, and evidence of termination.

### 6.6 Reporting Fraud

Employees can report suspected Pcard abuse (cardholder theft), misuse (e.g. prohibited items), or fraud (third party theft) to the Pcard administrator Daphne Burch 912-344-2647 or the Internal Audit Department at 912-344-3337. If a person would like to make an anonymous report, they can contact our ethics hotline at 1-877-516-3417. The information for reporting can also be found on our Human Resources webpage.

### 6.7 Reviews and Audits

State Purchasing, the Office of Process Improvement, and the DOAS Program Manager reviews various reports provided by Bank of America on a monthly basis to ensure that P-Card transactions appear within reasonable parameters. In addition, State Purchasing conducts random reviews of P-Card statements and processes.

The primary purpose of these reviews is to ensure the program policies and guidelines are being followed. Findings of failure on the part of the P-Card Administrator, Cardholder, or Supervisor to properly implement stated procedures for use of the P-Card may result in
revocation of P-Card Program privileges for Armstrong. A secondary purpose for conducting reviews is to identify opportunities for improvement within the State P-Card Program. State Purchasing welcomes suggestions to ensure continued success of the program.

The Procurement Office partners with Armstrong’s Internal Auditor to assist in developing or reviewing internal control procedures and to ensure review of P-Card transactions and procedures on an annual basis. These reviews analyze the adequacy of internal policies and procedures including review and reconciliation procedures, the appropriateness of Cardholder credit limits, and transaction data to ensure that purchasing policies and procedures are being followed and that adequate documentation is retained for each transaction.
EXHIBITS
State of Georgia & Armstrong State University
Purchasing Card Program

PURCHASING CARD REQUEST & CHANGE FORM
(Use "Tab" key to navigate through fields)

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<th>Armstrong Department Name:</th>
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<tr>
<th>Card Applicant Name:</th>
<th>I have read and understand the P-Card Policies and Procedures - Applicant Signature:</th>
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<th>Applicant Department Address (include MD#):</th>
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<tr>
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<th>Current Armstrong Job Title:</th>
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<th>Immediate Supervisor's Name:</th>
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**IMPORTANT:**
Form will not be considered complete until all required signatures are affixed. Mail form to:
Daphne Burch, Office of Procurement

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<td>□ Approved □ Disapproved</td>
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Reason:


By:                  Title: Armstrong Purchasing Card Administrator

Date:
State of Georgia & Armstrong State University
Cardholder Purchasing Card Agreement

The State of Georgia & Armstrong State University are pleased to present you with this Purchasing Card. It represents trust in you and your empowerment as a responsible agent to safeguard and protect State of Georgia assets.

I, ______________________, Employee ID # __________, hereby acknowledge receipt of a Armstrong State University Purchasing Card, which is a VISA® card issued by Bank of America, that will only be used to acquire materials and supplies for Armstrong State University. I agree to comply with the following terms and conditions relating to my use of the Purchasing Card.

1. As an authorized Cardholder, I agree to comply with the terms and conditions of this Agreement and with the provisions of the Armstrong State University Purchasing Card Policies and Procedures. I have received a copy of the Policies and Procedures and confirm that I have read and understand its terms and conditions. In addition, I have completed the required Purchasing Card Training.

2. I understand that Armstrong State University is liable to Bank of America for all charges I make on the Purchasing Card.

3. I agree to use the Purchasing Card for authorized official business purchases only and agree not to charge personal purchases. I authorize Armstrong State University whatever steps are necessary to collect an amount equal to the total of improper purchases, including but not limited to declaring such purchases an advance on my wages to the extent allowed by law.

4. I agree to notify the Armstrong State University Purchasing Card Administrator at ______________________ if my name or contact information changes. I further acknowledge that name changes will require proof of change, i.e. copy of marriage license and/or decree of legal change.

5. If the Purchasing Card is lost or stolen, I will immediately notify Bank of America at 1-888-449-2273. I will also notify the Armstrong State University Purchasing Card Administrator in writing at the first opportunity during normal business hours.

6. I understand that improper or fraudulent use of the Purchasing Card may result in disciplinary action, up to and including termination of my employment. I further understand that Armstrong State University may terminate my right to use the Purchasing Card at any time for any reason.

7. I agree to surrender the Purchasing Card immediately upon request or upon termination of employment for any reason.

Agreed and accepted this __________ day of ______________________, 200__.
PURCHASING CARD CLAIMS STATEMENT OF DISPUTED ITEM

Instructions:
- You should first make good-faith efforts to settle a claim for purchases directly with the merchant.
- If assistance from Bank of America is required, please complete this form.
- E-Mail or FAX completed form with required enclosures within 60 days from the billing close date to:
  Daphne Burch, Office of Procurement, (912) 344-2647

Company Name: ________________________________
Account Number: ________________________________
Cardholder Name: ________________________________

This Charge appeared on my statement, billing close date: ________________________________
Transaction Date: ________________________________
Reference Number: ________________________________
Merchant Name/Location: ________________________________
Posted Amount: ________________________________ Disputed Amount: ________________________________
Original Sales Slip Requested: Yes No

(Cardholder Signature) (Authorized Participant Signature) (Date) (Phone Number)

Please Check Only One (After choosing one of the following options, feel free to provide additional details regarding the transaction on a separate piece of paper)

1. Unauthorized Transaction: I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented by the above charge were received by me or anyone I authorized. My Bank of America card was in my possession at the time of the transaction.

2. Charge Amount Does Not Agree With Order Authorizing the Charge: The amount entered on the sales slip was increased from $____________ to $____________. I have enclosed a copy of the unaltered sales slip.

3. Merchandise or Services Not Received: I have not received the merchandise or services represented by the above transaction. The expected date of delivery of services was ___________. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and their response.)

4. Defective or Wrong Merchandise: I returned the merchandise on ___________ because it was (check one):
   ______ defective; ______ wrong size; ______ wrong color; ______ wrong quantity.
   (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them, their response, and proof of the return of merchandise. Please provide a detailed description of the wrong or defective nature of the merchandise.)

5. Recurring Charges After Cancellation: On ___________ (date), I notified the merchant to cancel the monthly/yearly agreement. Since then my Bank of America account has been charged ______ time(s). (Please enclose a copy of the merchant's confirmation of your cancellation request.)

6. Recurring Charges Already Paid by Other Means: I already paid for the goods and/or services represented by the above charge by means other than my Bank of America Commercial Card. (Please provide a copy of the front and back on the cancelled check, money order, cash receipt, credit card statement, or other documentation as proof of purchase/payment. Describe your efforts to resolve this matter directly with the merchant, the date(s) you contacted them, and their response.)

7. Credit Appears as a Charge: The enclosed Credit Voucher appeared as a charge on my Bank of America Commercial Card account.

8. Credit From Merchant Not Received: I did not receive credit for the enclosed Credit Voucher within 30 calendar days from the date it was issued to me by the merchant shown above. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and their response. Provide a detailed statement explaining your reason(s) for disputing this charge.)

9. Hotel Reservation Cancelled: I made a reservation with the above hotel which I later cancelled on ___________ (date) at ___________ (time). I received a cancellation number which is ___________. (Please describe how the reservation was cancelled, proof of cancellation and attempts to resolve this issue with the merchant.
   ______ I was not given a cancellation number.
   ______ I was not told at the time that I made the reservation that my account would be charged for a "No Show".
   ______ I was not informed of the cancellation policy.

10. Double or Multiple Charges: My Bank of America Commercial Card Account has been double charged. The valid charge appeared on ___________ (date). The duplicate charge(s) appeared on ___________.

11. Do Not Recall the Transaction: The statement has an inadequate description of the charge. Please supply supporting documentation.

12. Other; Above Descriptions Do Not Apply: Please attach a detailed letter explaining the reason for your dispute and your attempts to resolve this issue with the merchant.
# Armstrong State University

## TECHNOLOGY REQUEST FORM

*(Approval is Valid for 90 days)*

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<tr>
<th>Employee’s Name:</th>
<th>Date:</th>
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<td>Department Name:</td>
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<tr>
<th>Item/Description/Vendor:</th>
<th>Units</th>
<th>Price Per Unit</th>
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**Business Purpose:**

Please attach the specs of the product(s) you are purchasing.

Please choose one:

- [ ] Peard
- [ ] Requisition/PO
- [ ] Check Request
- [ ] Staples
- [ ] Petty Cash

- [ ] Other – Justification -

## DEPARTMENTAL APPROVAL

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<th>By:</th>
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<th>By:</th>
<th>Title (Vice President):</th>
<th>Date:</th>
</tr>
</thead>
</table>

## FOR CIS USE ONLY

- [ ] Approved
- [ ] Disapproved

<table>
<thead>
<tr>
<th>By:</th>
<th>Title (CIO/Assistant CIO):</th>
<th>Date</th>
</tr>
</thead>
</table>

- [ ] 
- [ ]
STATE OF GEORGIA
PURCHASING CARD PROGRAM
Lost Receipt/Invoice Affidavit

Cardholder Name (please print): _______________________________________

Work Unit (please print): _____________________________________________

I certify that I made the purchase shown below in the line of duty but do not have a receipt because (check all that apply):

☐ Vendor did not provide a detailed receipt
☐ I have requested an invoice, but the vendor has not provided it
☐ I had a receipt but cannot locate it
☐ I have a receipt but it is not readable and this document is provided in order to describe the items purchased
☐ Order was placed via telephone, fax, or Internet and vendor has not supplied an invoice

All information must be typed, completed on-line, or printed in ink. All information is required. Use one affidavit per lost receipt.

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Date of Purchase</td>
<td></td>
</tr>
<tr>
<td>Detail Description of Items Purchased (each line limited to 60 characters – attach additional sheet if necessary)</td>
<td>Item Amount</td>
</tr>
<tr>
<td>Total Purchase Amount</td>
<td></td>
</tr>
</tbody>
</table>

Tax paid: ☐ No ☐ Yes

This document will be used in lieu of an invoice or receipt for this transaction. I certify that all items listed above (and on the attached, if applicable) were purchased and received for State of Georgia business. I also understand that habitual use of this form instead of submitting actual receipts or invoices will result in suspension or termination of purchasing card privileges.

Cardholder Signature: _____________________________ Date: ____________

Supervisory Signature: _____________________________ Date: ____________

Supervisory Name (print): ____________________________