

# **Cleveland State University**

## **Purchasing Card Guidelines and Procedures**

### **September 2025**

## **Purpose**

This document describes the proper use of a Cleveland State University (the University) purchasing card. It is in place to protect the University from fraud and other deliberate or accidental misuse of its funds.

The Purchasing Card (P-Card) is a University credit card that delegates small dollar purchasing power to individual University employees. The P-Card allows the cardholder to charge work-related expenses directly to the appropriate University account. Only University employees may be issued a P-Card. The P-Card is for business purposes only, and all purchases must comply with all University policies and procedures, in particular the Travel Policy and the Purchasing Policy. A cardholder must comply with all applicable policies and procedures to retain use of the card.

## **Procedures**

### **Program Overview**

#### **I. Eligibility**

Purchasing cards may be issued to any employee who requires one, with the approval of the appropriate Dean or Vice President.

#### **II. Type of Card**

The University uses a VISA provided by Bank of America.

#### **III. General Use**

The P-Card is the preferred method for high volume, low dollar buying, and for travel expenses. In general, the P-Card may be used to purchase any item that falls within the guidelines provided by the Purchasing Policy or the Travel Policy. The purchase must be within the assigned dollar limit.

**IMPORTANT NOTE:** There are some unique exceptions and restrictions on P-Card use.

#### **IV. Delivery of Cards**

Bank of America will send P-Card directly to cardholder's home address. Cardholders must provide their current home address on the Purchasing Card application and notify CSU P-Card administrator of any address changes. CSU Campus addresses will not be accepted as cardholder address.

#### **V. Expiration and Reissue of Cards**

Cards expire on the last day of the month embossed on the front of the card (expiration date). Cards are automatically reissued within 1 to 6 weeks prior to the expiration date. The cards are sent via regular mail to the cardholder's home address.

#### **VI. Changing Information on a Card, or Canceling a Card**

To cancel a card, destroy the card and send an e-mail message to the Purchasing Card Administrator, indicating department name, cardholder name, cardholder account number, and the reason for canceling the account. The Application for Purchasing Card may be used to make changes to home address, default general ledger chartfields or supervisor/approver.

#### **VII. Forms & Manuals**

CSU forms and cardholder guidelines and procedures are available on Purchasing Services web site. Bank of America training guides and videos can be accessed on the Works website.

#### **VIII. Receipts**

Cardholders should always obtain an itemized receipt for each transaction. A description of the transaction should be provided. For meals, this should include the names of those in attendance and the business purpose (in accordance with the CSU Guidelines on Refreshments).

Transaction data for the current period may be viewed on the Bank of America Works site and receipts for those transactions may be uploaded to the Works site. Receipts should be uploaded periodically throughout the month so that at the month end all receipts for transactions incurred during the month have been uploaded. The respective department fiscal officer should ensure that all receipts have been uploaded.

The P-Card holder and departmental sign off Designee/approvers are to ensure that all receipts are uploaded into Works by 15<sup>th</sup> of the new

month.

Statements are to be downloaded from the Bank of America Global Access website. Monthly statements, with original receipts attached, are to be retained in the departmental files per State record retention guidelines.

## **IX. Approving and Allocation of Transactions**

All transactions must be approved by the cardholder and supervisor on the Works website. Access to the system website is available to all cardholders and their designees. Transactions must be reviewed, receipts uploaded, and transactions approved promptly. All transactions must be approved and receipts uploaded and attached to the correct or proper transaction by 15<sup>th</sup> day of the new month.

Transactions will initially be allocated to the default account number assigned to the P-Card at the time of issue. The cardholder selects the default account number on the P-Card application. The Cardholder or designee may change the general ledger chartfields or split the transaction to two or more accounts if needed.

## **X. Documentation and Record Retention Requirements**

A pdf copy of the receipt should be uploaded and attached to each transaction online. Once the transaction in Works has the correct chartfields and receipts attached, the cardholder and supervisor/designee should approve the transaction online.

## **XI. Approvals**

### **A. President**

The P-Card transactions of President require approval by the Associate General Counsel.

### **B. All other cardholders**

The P-Card transactions of all other cardholders require approval by the cardholder's supervisor or his/her designee.

## **XII. Audits**

All purchases, documents and departmental procedures are subject to audit by the Department of Audits at any time. In addition, the University's external auditors will audit P-Card transactions during the annual audit.

## **Cardholder Responsibilities**

### **XIII. Everyday Use**

#### **A. Rules and procedures:**

1. The card is for business expenses only.
2. The card is not transferable. It should only be used by the cardholder.
3. P-Cards should not be used for Amazon purchases. MagnusMart should be used in Lieu of P-Cards.
4. Itemized receipts must be obtained for all P-Card transactions.
5. The P-Card may be used for internet purchases.
6. Pyramiding is not permitted – i.e., dividing one purchase into two or more, to stay within your transaction limit.
7. Cardholders may not receive cash advances of any form, nor may they purchase gift cards using the P-Card.
8. Cardholders may not receive cash back for any refunds or exchanges. Such amounts must be credited to the P-Card account.
9. Cardholders should not pay Ohio sales tax. The cardholder must tell in-state suppliers the University is exempt from Ohio sales tax. The University's tax-exempt number is printed on the face of the P-Card. A copy of the University's tax-exempt certificate is available on the Purchasing Services web site.

## B. Preventing Fraud

The cardholder should use basic security measures, as outlined below, to guard against fraud:

### DO

1. **Sign your card** as soon as it arrives.
2. **Keep the card in a secure location**; guard the card number carefully.
3. **Save receipts and statements in a secure area** (they may contain your card number).
4. **Keep an eye on the card during the transaction** and retrieve it as soon as possible.
6. **Always know where your card is.** If you cannot find your card, **assume the worst.** Report it lost on the Bank of America Works application or call Bank of America, or call or email AP@csuohio.edu to cancel your card.
7. **Be aware of what you are signing:** Your signature can copy through to other slips deliberately placed underneath.
8. **Audit your monthly statement closely.** Make sure all charges shown are legitimate charges.
9. **Visit reputable, familiar merchants** whenever possible.
10. **Report possible fraud immediately** to Bank of America at 866-500- 8262 (outside the U.S., call collect at +1.602.281.1055) or the number on the back of your card.

### DON'T

1. **Discard credit card slips.** Thieves can acquire your card number from receipts, slips and statements.
2. **Lend your card to anyone.**
3. **Give your card number to anyone over the phone** unless you know you are dealing with a reputable vendor.

### C. Unauthorized Purchases

The P-Card may not be used to purchase unauthorized items, such as:

1. Personal items
2. Live animals
3. Controlled substances requiring a DEA license
4. Employee relocation expenses
5. Leases
6. Long-term rentals (1 year or longer)
7. Professional services: Payments to individuals, consultants, and employees
8. Radioactive materials
9. Weapons/ammunition
10. Donations
11. Fuel for a privately-owned vehicle
12. Gift Cards are classified as taxable income by IRS and may **not** be purchased with a P-Card.

### D. Restricted Use

Certain items are restricted from the purchase with a P-Card unless the following requirements are met:

1. Purchase of **alcohol for consumption** is prohibited unless the purchase is to be paid from CSU Foundation funds (as provided in the Guidelines on Refreshments).
2. Purchase of **capital equipment** is prohibited.
3. **Out-of-state printing** is allowable only when printing is done by a company that has an Ohio Printing Facility. It is the responsibility of the cardholder to determine if the purchase meets this requirement. P-Card holders can contact the Purchasing Office for additional information prior to purchase.
4. Purchase of **personal services** is prohibited.

5. **The travel/entertainment expenses of other University employees** are allowable on the P-Card for the following items ONLY:
  - . Airline tickets
  - . Conference registrations
  - . Hotel reservations
6. **Conflict of Interest (purchases from a business in which you or a relative have a financial interest):** Cardholders may not make purchases that violate University policy restricting business transactions that may be perceived as a conflict of interest.

#### **XIV. Problems with card use**

- A. **If a supplier rejects the P-Card:** The cardholder should contact the Purchasing Card Administrator, and the Administrator will make an effort to correct the problem.
- B. **Disputed items (damaged or incorrect shipments, etc.):** It is the cardholder's responsibility to obtain credit from the merchant by notifying the merchant of the difficulty as soon as possible and affecting a resolution. Further, the transaction should be updated in Works to reflect the dispute.
- C. **If the cardholder has difficulty resolving a transaction dispute:** The cardholder should select the transaction in Works and dispute it there. The bank will attempt to resolve the situation with the merchant.
- D. **If your card is stolen or if you detect a transaction in Works you believe it to be fraudulent:** Report loss, theft, or fraudulent use of the card immediately as follows:
  - Contact Bank of America at 866-500-8262. Have your card number and/or social security number ready. The toll-free number is open 24 hours a day.
- E. To report a fraudulent transaction, have the transaction number and basic transaction information (vendor, dollar amount) ready. Inform your department administrator(s).
- F. **Damaged cards:** If the card is damaged or demagnetized or requires a correction in the cardholder's name or department name, replacement card may be requested. Contact Bank of America using the toll-free number on the back of the card. The

replacement card will be sent to your home address via regular mail in 7 to 10 days. The card will contain the same number as the current card. The number will be placed on hold until the new card is received. The old card can be destroyed at the time of order. For name changes, fill out a P-Card Application form (available on Purchasing Services web site) to notify P-Card Administration to change the name in the Works system as well.

## **XV. Purchasing Card as Travel Card**

The P-Card is the preferred method to pay for travel expenses. The following rules apply:

1. Only the traveler's P-Card may be used for his/her travel expenses with the following exceptions: The department head or department secretary's card may be used for conference registrations, airline tickets, or hotel reservations (first night charge is allowable if prepayment is required by hotel policy).
2. Receipts for travel expenses should be filed with the Travel Approval and Expense Report. A copy should be filed with the P-Card statement, and a reference to the Travel Report number where the receipt was filed included.
3. Any personal charges on the hotel bill (e.g., personal calls, movies) must be paid out-of-pocket at checkout or reimbursed to the University immediately upon return to campus.
4. The P-Card may not be used to purchase fuel for a privately owned vehicle. Reimbursement for the use of a privately owned vehicle is done using the mileage rate. Purchase of fuel for a car rented for business purposes is permitted.
5. All purchases must be in accordance with University travel policy.

## **XVI. Follow-Up Accounting Procedures**

The cardholder must download an electronic copy of their statement each month. The statement is available electronically via the *View Statements* link on Bank of America's Global Access website. In addition to reviewing and approving transactions in Works, each cardholder must:

1. Reconcile receipts\* with the monthly statement immediately.



2. Attach receipts to the statement, sign, and date the statement, have your supervisor sign (electronically or non-electronically) the statement.
3. The hardcopy of the statement and receipts should be retained in the departmental files per current ORC (Ohio Revised Code) record retention guidelines.
4. If a receipt is missing, the cardholder must complete the Missing Receipt Affidavit and include it with the statement. The Missing Receipt Affidavit is available on the Purchasing Services web site.

\*NOTE: Receipt is defined as follows: An invoice, cash register receipt, sales slip, or packing slip which contains an itemized list of goods purchased, with dollar amounts, and the name and location of the supplier. An employee of the supplier must sign handwritten receipts.

## ***Fiscal Officer Responsibilities***

### **XVII. Determining who should receive a card**

The Fiscal officer should review applications and forward to Dean or VP for approval. Once approved, the Fiscal Officer will forward approved applications to [p.card.application@csuohio.edu](mailto:p.card.application@csuohio.edu). Cards may be issued to University employees only.

### **XVIII. Designating default account codes for all departmental cardholders**

Grant project numbers can only be used with the approval of SPRS due to federal and state audit and reporting requirements. Gift and other class numbers are not allowed to be used as P-Card default codes or in Works. Gift or cost share charges must be moved via journal entry after the transaction appears in the GL.

### **XIX. Retrieving cards from employees whose status changes**

The cardholder's supervisor must retrieve cards from employees who leave the University, change departments, or move to a job in which they will no longer require a purchasing card. The Purchasing Card administrator should be notified of the change immediately. The card should be destroyed and sent to the Purchasing Card Administrator.

## **XX. Establishing P-Card software system users**

Each area should designate one person as the main individual trained to oversee purchasing card usage and who can review and update transactions in Works. One backup person must also be designated in the event the main user is out of the office.

## **XXI. Overseeing appropriate use of the card**

Instructions for Fiscal Officers:

1. Review the Purchasing Card transaction and management reports to ensure that the Purchasing Card is being used appropriately.
2. Ensure that all transactions are assigned to the appropriate University account number.
3. Ensure all transactions have receipts attached and are marked 'Approved' in the Works system by the last day of the month.

## **XXII. Ensuring documentation requirements are met**

Instructions for Fiscal Officers:

1. Ensure necessary detail is provided on all transactions in Works by the last day of the month.
2. Ensure that itemized receipts are obtained, uploaded to Works, and attached to monthly card statements.

## **CARDHOLDER LIMITS**

### **XXIII. Credit Limit**

Credit cards have a daily limit and a monthly limit, which you may not exceed without prior written approval, or your card will be declined.

Departments also set budget limits which determine the amount of spending that is authorized. It is the responsibility of the cardholder to determine whether their department authorizes a purchase. Furthermore, the cardholder must ensure the purchase does not violate any departmental or University policies or guidelines.

To increase your credit limit, a written authorization request must be emailed to the Purchasing Card Administrator by your Department Head or fiscal officer. Documentation must state the cardholder's first and last name, the last four digits of the card number, amount of increase, and whether the increase is permanent or temporary. A temporary increase must list the merchant's name and explanation of purchase.

## VIOLATIONS AND CONSEQUENCES

Violations will be logged as the matrix shows below.

**Violation Matrix**

	Violation / Non-Compliance	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Tracked Over Lifetime	Unauthorized / Accidental Personal Purchase	<ul style="list-style-type: none"> <li>Cardholder / approver notified</li> <li>Cardholder must provide proof that funds were reimbursed within a week</li> </ul>	<ul style="list-style-type: none"> <li>Cardholder / approver / department head notified</li> <li>Card suspended until cardholder provides proof that funds were reimbursed</li> <li>Cardholder Responsibility Agreement must be completed by cardholder</li> </ul>	<ul style="list-style-type: none"> <li>Cardholder / approver / department head notified</li> <li>Card subject to privileges revoked immediately</li> </ul>
	Intentional Personal Purchase (Fraud)	<ul style="list-style-type: none"> <li>Card subject to privileges revoked immediately</li> <li>Internal Audit notified</li> </ul>	N/A	N/A
	Missing Receipt or Documentation	<ul style="list-style-type: none"> <li>Cardholder / approver notified</li> </ul>	<ul style="list-style-type: none"> <li>Cardholder / approver / department head notified</li> <li>Card suspended until Cardholder Responsibility Agreement is completed</li> </ul>	<ul style="list-style-type: none"> <li>Cardholder / approver / department head notified</li> <li>Card subject to privileges revoked immediately</li> </ul>
Tracked Annually	Unallowable Purchase	<ul style="list-style-type: none"> <li>Cardholder / approver notified</li> </ul>	<ul style="list-style-type: none"> <li>Cardholder / approver / department head notified</li> <li>Card suspended until issue is resolved</li> <li>Card suspended until mandatory training and Cardholder Responsibility agreement is complete by cardholder</li> </ul>	<ul style="list-style-type: none"> <li>Cardholder / approver / department head notified</li> <li>Card subject to privileges revoked immediately</li> </ul>
	Deadline Exceeded / Past Due Transactions (20 Days)	<ul style="list-style-type: none"> <li>Cardholder / approver / direct supervisor notified</li> <li>Card suspended until issue is resolved</li> </ul>	<ul style="list-style-type: none"> <li>Cardholder / approver / direct supervisor / department head notified</li> <li>Card suspended until mandatory training completed</li> <li>Training resources sent to cardholder</li> </ul>	<ul style="list-style-type: none"> <li>Cardholder / approver / direct supervisor / department head notified</li> <li>Card subject to privileges revoked immediately</li> <li>Cardholder must resolve all outstanding transactions</li> </ul>

### Definitions of Above Violations

Unauthorized Purchases – defined as goods or services purchased which have not been authorized by the department. More than three (3) logged instances over the lifetime of the cardholder, will cause a revocation of Pcard privileges.

Personal Purchases – defined as anything that is not purchased for use and ownership by the University. It is a violation of the University PCard Program to

contribute to ANY personal purchase or personal transaction with a University pcard, regardless of whether the cardholder intends to reimburse the University for the purchase. More than three (3) logged instances over the lifetime of the cardholder, will cause a revocation of Pcard privileges.

Fraudulent use / Falsification of Documentation/Abuse of the pcard will result in immediate suspension of privileges and may result in corrective action up to and including employment termination and/or criminal action. In addition, the University will seek restitution for any inappropriate charges.

Missing Receipt/Documentation- An itemized receipt and supporting documentation is not attached to a transaction. The cardholder should act diligently to obtain this documentation or receipt from the original merchant, if the original was lost. When the cardholder is unable to provide the appropriate documentation or if no response is received timely, the instance will be logged as “missing documentation”. More than three (3) logged instances over the lifetime of the cardholder, will cause a revocation of Pcard privileges.

Unallowable Purchases – defined as goods or services which are authorized and necessary for the operation of the University’s education mission, but not allowed on the pcard given operational protocols, e.g. tents, gifts, Independent Contractors. More than three (3) logged instances over an annual period, will cause a revocation of Pcard privileges.

Deadline Exceeded – Cardholder/approver has not submitted/approved transactions in accordance with requirements explained under the “[Deadlines](#),” section of this manual. More than three (3) logged instances over an annual period, will cause a revocation of Pcard privileges.

#### Imputed Income

Questionable purchases and/or missing documentation that cannot be resolved will be reported to the IRS as income on behalf of the purchaser.

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