

CORPORATE PURCHASING CARD

User Guidelines



LAWRENCE UNIVERSITY

Appleton, Wisconsin

Policy and Procedures

For use with the

Comdata Corporate MasterCard



Lawrence University Cardholder Assistance

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Report Lost or Stolen Card

Comdata Customer Service Center 800-833-9110, option 3, ext. 7495

After hours help is available:

Call Comdata Customer Service team toll free: ***1-800-282-7496***



LAWRENCE UNIVERSITY

CORPORATE CARD PROGRAM POLICY & PROCEDURES

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

Transactions placed on the Purchase Cards must be strictly for the use and benefit of Lawrence University. *No personal use of the cards is allowed.* Only the approved cardholder may use the card number issued in their name. The card or card number is not transferable, and must be surrendered to an associate's Manager or Program Administrator upon request or when leaving Lawrence University.

Comdata provides a web-based financial and information management tool for Lawrence University Users called *iConnectData.com*. Cardholders will be responsible for going to the Internet semi-monthly to review purchase activity and assign the proper General Ledger Codes for transactions occurring on their assigned card(s). All transactions must be reviewed and GL coded no less than semi-monthly without exception. Authorized cardholders are required to assign their general ledger account codes, print off their transactions, attach receipts and have their manager approve the transactions. After manager approval the transaction listing with receipts attached should be sent to Financial Services. Any transactions being disputed due to lost or stolen cards, incorrect dollar amounts and fraud must be submitted to Comdata immediately via the on-line dispute resolution process.

PURCHASE CARD PROGRAM OVERVIEW

Cardholder Responsibility:

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

Cardholders are responsible for submitting all purchase card receipts, attached to their transaction listing with a written brief description as to the business purpose and what was purchased to their Manager by the 3rd and 18th of the month. Once approval is obtained, the documentation should all be sent to Financial Services by the 6th and 21st of the month.

Cardholder Responsibility-Transaction Processing:

Receipts—You must obtain documentation for specific transactions on your account. These receipts, invoices, or other documents are required for IRS and Audit purposes. Proper forms of transaction documentation include an invoice, cash register receipt, sales slip or handwritten receipt signed by an employee of the supplier. If a packing slip is used, it must itemize goods purchased and include supplier name and address. Internet orders should include a screen print of the completed order form, along with the packing slip, if available. Should a receipt of a transaction greater than \$25 be lost, complete the Purchasing Card Missing Receipt form for each missing document.

Purchasing Policy:

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

- As a cardholder and/or manager you are responsible for all purchase activity on the card.
- Any card that is lost, stolen or abused should be reported immediately.
- Cash back, cash refunds or rebates are not allowed back to the cardholder. These transactions must be credited back to the Purchasing Card account.
- Your card may be revoked at any time, for any reason. Every effort will be made to make the card a valuable, useable tool for the cardholder, provided such cardholder follows the program as outlined.
- Some transactions are exempt from Sales Tax. It is the Cardholder's responsibility to notify the supplier, at the time of the transaction, if it will be exempt from such tax.

Questioned Charges and Disputes:

Comdata has provided an online dispute resolution form to automate the reporting process. If Lawrence University chooses to dispute an item, then the following procedures are enacted.

Lawrence University must notify Comdata on-line or in writing of any disputed item on the Lawrence University billing statement within sixty (60) days from the date of the statement, or it will be deemed undisputed and accepted by Lawrence University. Unless required by law, Comdata is not responsible for any problem Lawrence University may have with any goods or services charged on the cards at merchants. If Lawrence University has a dispute with a merchant honoring the card, Lawrence University must pay Comdata and settle the dispute directly with the merchant. Comdata is not responsible if any merchant refuses to honor the card.

On-Line Systems Access:

IConnectData—Each transaction that is posted to the Cardholder’s Account will be listed in the Accounting and Reporting Information System known as *IConnectData.com*. As a Cardholder, it will be your responsibility to review every transaction in this program and ensure that the tax information and general ledger account coding are correct. All transactions must be reviewed semi-monthly and GL coded as you go without exception. Cardholders must receive training by Financial Services in the use of the *iConnectData* system prior to activation of their accounts.

Please follow the instructions on the attached “Corporate Purchase Card Online User Guide”, created by Lawrence University.

Reporting:

Please follow the instructions below to start utilizing the reporting options when you login to www.iconnectdata.com:

Note: See attached “Corporate Purchase Card Online User Guide”, created by Lawrence University for more details on printing reports.

Login to www.iconnectdata.com

Enter your assigned Username and Password information

Select “Reports”

Select “Report Builder”

A listing of reports will be displayed. Select the report that you wish to run online.

Select your Account, Customer ID, Date Range and sorting options depending on the report selected.

Select “Submit” to view the results on your screen or to create a PDF file. Select “Download” to view the results in a tab delimited file for easy use in Microsoft Excel or other database software packages.

MISSING RECEIPT AFFIDAVIT
For use with Comdata MasterCard Purchasing Program

I, _____ have either misplaced or not received a receipt for a P-card purchase.

This form is submitted in lieu of the original receipt.

Vendor Name: _____

Transaction Date: _____ Amount: \$ _____

Items Purchased: _____

I certify that the goods shown above were purchased for Lawrence University business purposes as outlined in the policies and procedures for p-card use.

Cardholder signature: _____ Date: _____

Department Manager signature: _____ Date: _____



LAWRENCE UNIVERSITY

Purchasing Card User Agreement

I, _____ hereby acknowledge receipt of a Lawrence University MasterCard Purchasing Card, issued by Comdata Corporation. As a corporate cardholder, I agree to comply with the terms of this agreement, including all of Lawrence University’s Purchasing Card procedures included in the Purchasing Cardholder Guidebook.

I understand that our university is liable to Comdata for all charges.

I agree that I will not use the Purchasing Card to make personal purchases for others or myself.

I understand that I will not request or receive cash back from suppliers as a result of exchanges, rebates, and refunds or for any other reason.

I understand that I am the only person authorized to use the Purchasing Card assigned to me. I will not authorize the use of this card by other university employees who may want to use it to make approved purchases.

I understand that if I transfer to another department I must notify the Program Administrator immediately. I understand that the university can terminate my right to use the card at any time, for any reason. I agree to return my card to my Department Manager immediately upon request from them or Financial Services, or upon termination of employment.

I have reviewed the Purchasing Cardholder Guidebook and received iConnectData.com training. I understand the procedures and requirements for using the Purchasing Card and for providing the required documentation for each transaction made on this card.

I understand that any violation of the terms of this agreement may result in disciplinary action, up to and including termination of employment. I understand that the university may deduct from my salary the money amount equal to the total of any discrepancies, of the total amount of any personal gain, and/or of any fees related to the collection of such money. I understand that Lawrence University may elect to collect this money even if Lawrence University no longer employs me.

Cardholder Name (print)

Department

Cardholder Signature

Date