

WHAT IS THE PURCHASING CARD?

The Purchasing Card is a VISA credit card issued by Bank of America. It provides a fast, cost-efficient method for purchasing **low-dollar** supply (non-state contract) items and membership dues.

Cardholder Eligibility

Approved Horry-Georgetown Technical College
Full Time employees.

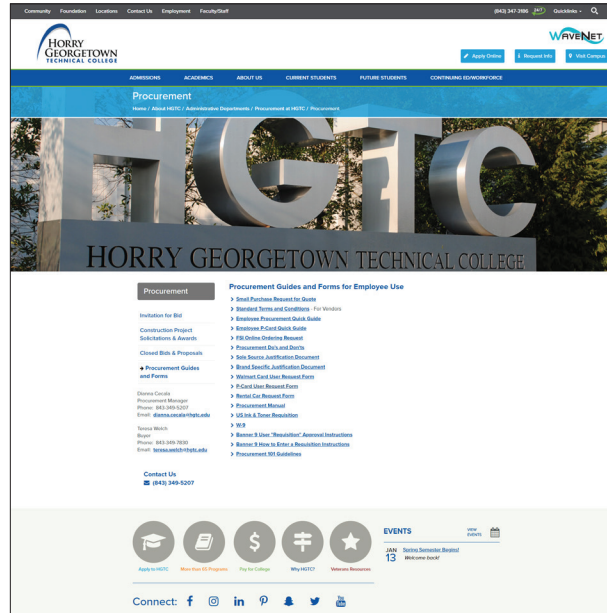


Cardholder Liability

The purchasing card is a corporate charge card that will not affect your personal credit. **It is your responsibility to ensure** that the card is used within the guidelines of the South Carolina Material Management Division of the office of SFAA (State Fiscal Accountability Authority) and Horry-Georgetown Technical College's Purchasing Card Policies and Procedures. Go to: <http://procurement.sc.gov/agency/resources-and-forms/procurement-card> for complete SC State Procurement Card Manual.

INTERNET RESOURCES

For more information,
visit www.hgtc.edu/procurement-resources



CONTACT INFORMATION

P-Card Administrator – Dianna Cecala
843-349-5207
dianna.cecala@hgtc.edu



PROCUREMENT CARD QUICK GUIDE

2020-2021



CARDHOLDER RESPONSIBILITIES

- Attend training classes on proper use of card.
- Maintaining security of the account number, expiration date, and security code at all times. Allowing other individuals to use your P-card is a violation.
- Maintaining knowledge of State P-Card Policy and internal policies and procedures.
- Ensuring all purchases are allowable purchases according to State and internal P-Card policies.
- Ensuring all purchases comply with purchasing requirements of the Code.
- Ensuring that funds are available prior to making any purchase.
- Obtaining “best value” for the State when making purchases with the P-Card.
- Responsible for obtaining all original itemized receipts. Attach receipts to monthly statement, forward promptly to your Account Coordinator for approval. All statements must be sent to the Accounting office no later than the 10th of the month for processing.
- Attempt to resolve disputes or billing errors directly with the vendor and notify Bank of America if the dispute or billing error is not satisfactorily resolved.
- Ensure that an appropriate credit for the reported disputed item(s) or billing error appears on a subsequent statement.
- Immediately report a lost or stolen card to Bank of America at 1-800-538-8788. Also, notify the P-Card Administrator – Dianna Cecala at 843-349-5207 or dianna.cecala@hgtc.edu.
- Upon terminating employment with the College or transferring departments within the College, the P-Card should be immediately returned to the P-Card administrator.

ACCOUNT CLOSURE

An account may be closed for any of the following reasons, which will also subject Cardholder to disciplinary action in accordance with the Material Management Division of The State Fiscal Accountability Authority and Horry-Georgetown Technical College Policies and Procedures relating to disciplinary action and termination for cause.

The P-Card is FOR OFFICIAL USE ONLY

- A. Cash Advances – are strictly forbidden.
- B. Order Splitting – Splitting transactions to avoid the single transaction limit is strictly prohibited.

Prohibited Purchases

- Personal purchases of any kind (e.g. coffeemakers, microwave ovens, refrigerators). Never use your home address for the “ship-to” as this may be construed as a personal purchase.
- Cash advances in any form.
- Gift cards, stored value cards, calling cards, pre-paid cards or similar products.
- Employee travel expenses, including lodging, transportation (except airline tickets and rental cars), and meals.
- Entertainment, including in-room movies.
- Alcoholic beverages.
- Tobacco products.
- Fuel for State-owned vehicles.
- Any promotional item or apparel imprinted with the HGTC logo or any other logos.
- Professional services.
- Food for consumption.
- Purchases using a P-Card from a vendor with a blocked MCC.
- To make payment on “open” accounts maintained with vendors. The P-Card shall only be used to pay one transaction at a time and cannot be used to pay the accumulated balance of an account.
- Payment of State and local taxes to the Department of Revenue.

FREQUENTLY ASKED QUESTIONS

Can I use the card for travel related expenses?

Answer: The card can be used for registration fees and airline tickets. **You may NOT use your card to pay for food, lodging, parking fees, tolling fees, gas or any other travel related expenses.**

Cards may be used for **Emergency Purchases** (imminent threat to life or limb) only when a disaster or a life threatening situation has occurred, which requires an immediate purchase of goods, services or supplies and **MUST** be authorized by the President of the College.

Can I use the card to purchase items on the Internet?

Answer: Yes, but make sure that you print out your shopping cart/receipt. Once the order is received, attach the packing slip to the receipt and attach both to your monthly statement before forwarding to your Account Coordinator for reconciliation.

Can I use the card to place orders via telephone?

Answer: Yes, but make sure the vendor faxes or emails you a confirmation to be used for a receipt.

What should I do if my card is declined?

Answer: Call the Procurement Card administrator at 843-349-5207. The administrator will immediately contact the bank and determine the reason for the decline. If the decline is resolved, the vendor can obtain a manual override for that particular transaction.

What if I lose a receipt?

Answer: Contact the vendor for another receipt. As a last resort if no receipt can be obtained, create a receipt, documenting the situation, list the items that were purchased (include the vendor name, charges and date of purchase). Sign the receipt and obtain your department head's signature on the receipt. Attach the document to your monthly statement, forward to your Account Coordinator for account reconciliation.

What are the limits on my card?

Answer: Horry-Georgetown Technical College default limits are \$999.99 per transaction and \$2500.00 per month.