



# PROCUREMENT CARD MANUAL

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# Introduction

Welcome to the Bank of America Purchasing Card Program. This program is designed to help better manage low dollar purchases and purchases requiring payment via a credit card. This program benefits you, Horry Georgetown Technical College (HGTC) and its vendors.

The success of the Procurement Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the program guidelines as specified within this manual.

We begin by saying that our Ellucian Banner Procurement System is the preferred method for making purchases for your departments' needs within the College. Only if the vendor will not accept a purchase order with billing terms or if the process is specifically made for use with a procurement card such as on-line registering for seminars and membership dues, you should try to enter your requisitions into Banner. Please call the Procurement Office if you would like training on this function.

What is the Procurement Card?

The Procurement Card is a SC State approved Visa credit card issued by Bank of America. It is a fast, flexible purchasing tool which offers an alternative to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for small dollar items up to the individual cardholder's credit limit. The card is to be used only for official college purchases.

The Visa Procurement Card will enable you to purchase non-restricted commodities, by telephone, via the Internet, in person, or directly from the vendors. The most common uses for this card are to pay on-line registration fees and membership dues.

The Visa Procurement Card will be issued in the employee's name, with the HGTC name clearly indicated on top right corner of the card.

The Procurement Card program brings many benefits to...

- Cardholders – You will be able to obtain supplies directly from your vendors without using a purchase order. Significantly reduces the workload and processing costs related to the purchase and payment of supplies.
  
- The Organization – The Procurement Card program provides a cost-efficient, alternative method for purchasing low dollar supplies. Built-in card features make the program easy to control and manage and reduces processing costs at all levels by reducing the number of requisitions, purchase orders, invoices, and checks. The Procurement Card enables all departments to focus on higher value-added activities.
  
- Vendors – The Procurement Card will be welcomed by vendors who accept Visa. When they accept the card for business purchases, vendors need not send invoices to HGTC, and they will receive payment directly from Bank of America within 48 hours.

## Parties Involved

- Card Issuer – Bank of America
  
- Auditor, In-House– Cristy Web, Finance Dept.
  
- Account Coordinator – See attachment A
  
- Procurement Card Administrator – Dianna Cecala, Procurement Dept.
  
- Cardholder – Various Full-Time Employee (See attachment B)
  
- Vendor – The merchant from whom a cardholder is making a purchase.

## Cardholder Eligibility

### Criteria to receive a Procurement Card:

- Applicant must be a full-time employee of HGTC, or specifically approved by the President of the College.
  
- Applicant must complete a Procurement Card Application. The application can be found on the purchasing website located at [www.hgtc.edu/purchasing](http://www.hgtc.edu/purchasing) or contact the purchasing department at X5207.
  
- His/her AVP, Dean or Department Manager, the Procurement Manager, and the VP for Finance and Administration must approve applicant's request for a Procurement Card.
  
- The Procurement Card Administrator will audit the use of all users and will determine if the card should be cancelled due to no use within a 12-month period.

## Roles and Responsibilities

### Cardholder Responsibilities

1. Attend training for first time p-card users and pass an annual exam.
2. Maintaining security of the account number, expiration date, and security code always.
3. Maintaining knowledge of State P-Card Policy and HGTC policies and procedures.
4. Ensuring all purchases are allowable purchases according to State and HGTC P-Card policies.
5. Ensuring all purchases comply with purchasing requirements of the Code.
6. Ensuring that funds are available within the department budget prior to making any purchase.
7. Obtaining "best value" for the State when making purchases with the P-Card.
8. Maintaining all documentation required by State and HGTC P-Card policies for a minimum of twelve months following each purchase. Minimum documentation requirements are:
  - a. Monthly acquisition file for audit and/or review;
  - b. Itemized receipt or invoice;

NOTE: If receipt has been lost and a duplicate cannot be obtained, it may result in suspension of card privileges.

9. Ensuring the supplies or services are described in sufficient detail so the vendors and/or merchants have a clear understanding of what is being acquired. Some requirements, because of their complexity, may not be suitable for purchase using the P-Card and may necessitate the use of a Purchase Order.

10. If making a purchase for goods that will be shipped to the College, a copy of the detailed order receipt must be sent to the Receiving department ([Richard.kirchmeyer@hgtc.edu](mailto:Richard.kirchmeyer@hgtc.edu) or [Arthur.gray@hgtc.edu](mailto:Arthur.gray@hgtc.edu)) to notify them of the expected shipment and where it should be delivered.

#### General Spending Limits Are:

Group A - \$999.99 per transaction/\$2,500 per monthly total – typical limits for all card holders

Group B - \$2,500.00 / \$2,500.00 – Select Individuals that may need to make an emergency purchase.

Group C –\$5,000.00 / \$5,000.00 – Select Individuals that may need to make a higher priced emergency purchase.

Group D - \$10,000.00 / \$10,000/ \$10,000.00 and \$20,000.00 / \$20,000.00 Procurement Specialists

Group E – Travel Card – This amount can vary. It is standardized at \$20,000.00 / \$20,000.00 but can be raised as necessary to accommodate student group travel for out-of-country approved trips.

P-Card purchases \$10,000.00 and under may be made without securing competitive quotations or any type of value analysis if the prices are considered fair and reasonable. If the P-Card purchase is over \$10,000, then it is advised to obtain three quotes to make sure the price is fair and reasonable. If the unit cost of the item is \$2,500.00 or greater, then the HGTC process for purchasing equipment/fixed assets must be followed. P-Card is not allowed only in case of emergency.

#### Sign Activity Statements

Sign the cardholder activity statements attesting to the accuracy and completeness of the statement. All signatures must be original signatures. Signatures made with rubber stamps are prohibited. Some allowances have been made due to COVID.

Document all transactions.

All statements and receipts must be given to P-Card coordinators so that they can be reviewed, entered on vouchers, and submitted to the Accounting Department no later than the 10<sup>th</sup> of each month.

*If the Cardholder will be absent from his/her office for more than four days after the SOA is received, he/she should notify the Agency P-Card Administrator if no system delegation has been made to another employee in the program area to reconcile the account. The P-Card System is set-up to enable daily reconciliation by the Cardholder. The System allows delegation to another employee for reconciliation purposes as well. If the absence is extensive and no delegation has been made, the Cardholder's Supervisor shall review the receipts/documentation and sign the SOA with an explanation as to why the Cardholder could not process the SOA in a timely manner. The SOA with receipts/documentation will be forwarded to the Agency P-Card Administrator for processing the reconciliation. The Agency P-Card Administrator shall provide training for an administrative alternate in the program area. Failure to review and/or process the SOA in a timely manner will be grounds to suspend and/or terminate the P-Card.*

## Account Coordinator's Responsibilities

The Account Coordinator reviews the transactions for all cardholders assigned to him/her to determine that the cardholder and supervisor/approver are complying with this State P-Card Policy; i.e., no prohibited transactions, no split transactions, purchases are made from State contract vendors when available, no deliveries to other than the business address(s), no blocked MCC codes, etc.

- Collecting card holder's signed statements and receipts for a select group of individuals.
- Reviewing vendor receipts attached to the Bank of America cardholder statements.
- Using the voucher approved by accounting, prepare it to list dates, payments, fund codes, and signatures.
- Sending completed documents to Finance by the 10<sup>th</sup> of every month.

## Supervisors/Approving Officials Responsibilities

Supervisors or other persons assigned the responsibility of reviewing Cardholder transactions must have a thorough knowledge of the job responsibilities of the Cardholders under his/her supervision in order to determine if purchases are reasonable and proper. Before approving/signing the P-Card voucher and/or cardholder activity statements, the supervisor must carefully review all documentation.

## Auditor/Finance Responsibilities

- Retaining all cardholder charge slips and receipts for audit by internal and external auditors.
- Receiving and reviewing Bank of America monthly statement.

- Reviewing cardholder transactions on the monthly Department report distributed by the Account Coordinator.
  
- Requesting the Procurement Card Administrator to change default accounting codes for individual transactions by updating default accounting codes on the monthly Department reports in advance of the monthly cut-off date established by the Procurement Card Administrator.
  
- Identifying transactions which require the submission of use tax to the South Carolina Department of Revenue.
  
- Notifying the Procurement Card Administrator of cardholder request(s) to have Bank of America set up a vendor to accept Visa.
  
- Reviewing all Procurement Card transactions for any violations and will notify Procurement Card Administrator if it occurs.

#### Procurement Card Administrator Responsibilities

College Administration will assign a Procurement Card Administrator to be responsible for the overall Procurement Card program. Responsibilities include:

- Organization liaison with Bank of America.
  
- Utilizing software from Bank of America Works program.
  
- Reviewing Department approved applications for completeness of required information.
  
- Submitting completed application to Bank of America and receiving Procurement Card from Bank of America.



- Training Departmental Liaisons before releasing Procurement Cards.
- Training cardholder before releasing Procurement Card.
- Having cardholders sign Cardholder Agreement, signifying agreement with the terms of the Procurement Card program.
- Handling disputed charges/discrepancies not resolved by cardholder or Departmental Liaison.
- Initiating change of default accounting codes upon request of Department Liaisons.
- Securing revoked Procurement Cards and submitting information to Bank of America.
- Ensuring that lost or stolen cards have been blocked by Bank of America.
- Assisting the Card User with erroneous declines and emergency transactions.

## 2. Procurement Card Maintenance and Closure

- All contact with Bank of America for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Procurement Card Administrator who is located in Purchasing at 843-349-5207 or dianna.cecala@hgtc.edu.
- If an existing account holder transfers to a different department, the employee may be able to keep their current account if their new job requires them to have a p-card. Please notify the Procurement Card Administrator for updating of the billing records.
- The Procurement Card Administrator is required to close an account if a cardholder: (a) moves to a new job in which a Procurement Card is not required, (b) terminates employment or (c) for any of the following reasons below which will also subject

cardholder to disciplinary action in accordance with organization's Policies and Procedures relating to disciplinary action and termination for cause:

- The Procurement Card is used for personal or unauthorized purposes. Never use your home address for the "ship-to" as this may be construed as a personal purchase.
  - Cash advances in any form, including use of the card or card number at Automated Teller Machines (ATMs), inside bank branches or at cash advance, quasi-cash and money transfer locations such as Western Union, Telecheck, etc.
  - Gift cards, store 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.
  - Professional services.
  - Food for consumption by an employee
  - The cardholder allows the card to be used by another individual.
  - The cardholder splits a purchase to circumvent the limitations of the Procurement Card
  - The cardholder used another cardholder's card to circumvent the purchase limit assigned to either cardholder or the limitations of the Procurement Card.
  - The cardholder fails to provide Account Coordinator with required receipts
  - The cardholder fails to provide, when requested, information about any specific purchase
  - The cardholder does not adhere to all of the Procurement Card policies and procedures.
  - 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.
  - Purchase of Marketing or items with our logo
  - Office Supplies that should be purchased through our State Contracted Vendor
  - Any single item that cost in excess of \$2,500 (including tax and shipping)
- A request for closing a cardholder's account will be submitted to Bank of America by the Procurement Card Administrator. If a plastic card exists for the Procurement Card account being closed, you should return it to your Account Coordinator immediately.

### 3. Procurement Card Use

- Typical use for procurements would include:
- Membership dues
  - Registration dues
  - Small, priced items that can't be ordered using a purchase order

- The College pays all charges in full. It is to be used only for the purchase of small dollar items. HGTC spending parameters for each Procurement Card issued are set at various levels with the majority at \$999.99 per transaction and a \$2,500 per month per card credit limit. The College will adjust limits as determined by demonstrated need.

#### 4. Procurement Card/Account Number Security and Storage

- Cardholders should always treat the HGTC Procurement Card with at least the same level of care as one does their own personal credit cards. The card should be maintained in a secure location and the card account number and PIN should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.
- The Account Coordinator assigned to each Procurement Card will maintain the cardholder's vendor receipts/packing slips/charge slips. All other documentation concerning the Procurement Card program will be maintained by the Procurement Card Administrator. This documentation includes, but is not limited to, applications, Cardholder Agreements, agency billing statements, reconciliation of accounting statements, Info Span programs, and copies of transmittals and correspondence with Bank of America.

#### 5. Cardholder Liability

- The Procurement Card is a corporate charge card and will not affect your personal credit. It is your responsibility to ensure that the card is used within stated guidelines of this manual as well as HGTC's Policies and Procedures relating to the expenditure of college funds. Failure to comply with program guidelines may result in permanent revocation of the card, notification of the situation to management, and disciplinary action in accordance with HGTC's Policies and Procedures relating to disciplinary action and termination for cause.

#### 6. Lost, Misplaced or Stolen Procurement Cards

- Report any lost or stolen Procurement Card immediately to Bank of America toll-free at 1.800.589.3473 (option 4). Bank of America representatives are available to assist you 24 hours a day, 365 days a year. Be sure to notify your Procurement Card

Administrator about the lost or stolen card at the first opportunity during normal business hours.

## 7. Completing a Procurement Card Transaction

Follow these general guidelines when using your card or account number to make a purchase:

- Determine if the intended supply purchase is within spending and vendor guidelines.
  
- For face-to-face transactions provide the vendor with your Procurement Card, for telephone orders give the vendor your account number and expiration date, and for internet purchases give the same information, but be sure the ship to address is that of the College and not your home address. NOTE: you may be required to enter PIN number. If you have forgotten your PIN number, please contact the Procurement Card Administrator for this information.
  
- Obtain a copy of the charge slip, sales receipt and/or packing slips and reconcile to the Bank of America cardholder's statement.
  
- Provide cardholder statement with attached receipts to Account Coordinator.
  
- If order is by telephone, internet, or fax, provide Account Coordinator with a copy of the order blank or description of the order.
  
- Notify Account Coordinator of alternate accounting code for purchase to be charged if different than the default accounting code assigned to the Procurement Card.

## 8. Erroneous Declines

- There may be certain situations when a vendor receives a decline message when processing your Procurement Card transaction. If you do not know the reason for the decline, contact your Procurement Card Administrator for an explanation. If the decline

was in error, the cardholder should immediately contact the Procurement Card Administrator for assistance. If purchase is being made outside of normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the Procurement Card Administrator during normal hours.

## 9. Emergency Transactions

- Emergency transactions over the designated amount may not be handled with the Procurement Card. For any transaction that does not meet the spending controls assigned to the card, the cardholder must contact the Purchasing Office for assistance.

## 10. Credits

- The vendor should issue a credit to your card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. Under no circumstances should you accept cash in lieu of a credit to the Procurement Card account.

## 11. Disputes & Billing Errors

- You should always attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the card account. If an agreement cannot be reached with the vendor, you should contact Bank of America at 1.888.589.3473 (option 4). Bank of America may request you to mail or fax a signed Dispute Form to document the reason for the dispute. The Bank of America Dispute Form is included as an attachment to this manual.
- Nearly all issues can be resolved using this process. If you are unable to obtain an acceptable resolution, the cardholder must contact the Procurement Card Administrator for assistance. The total amount billed by Bank of America will be charged to the individual departmental accounts and credits for disputed transactions will be posted to departmental accounts when credit appears on the Bank of America billing.

- If you should accidentally use your college issued p-card instead of your personal p-card, you should immediately try to contact the vendor to see if they can issue a credit for the purchase and re-bill it to your personal card. If it has already passed the billing cycle, then you should write a personal check made payable to Horry-Georgetown Technical College and submit it to your account coordinator to process with paperwork to send to account. Also notify the purchasing department to let them know of the error. The transaction will be cause for the user to be written up, but depending on the severity of the case, you may or may not lose use of your p-card and could be terminated.

## 12. Sales and Use Tax – HGTC IS NOT TAX EXEMPT

- Purchases From Vendors Located In South Carolina - The vendor is responsible for collecting retail sales tax at the point of sale. The amount of sales tax should be indicated on the receipt provided by the vendor.
- Purchases From Vendors Located Outside South Carolina - If sales tax is paid in another state, a use tax credit is allowed for the organization; therefore, no South Carolina tax is due. The individual receipt provided by the vendor should indicate whether any out-of-state sales tax has been collected at the point of sale.
- Should no tax be charged, or the amount of tax charged is less than the amount required by the State of South Carolina, the cardholder or Department Liaison should forward receipt of the purchase to Finance in order for the proper amount to be submitted to the SC Department of Revenue. This should be done immediately.

## 13. Audit Assistance

- When you make a transaction on your p-card, it may not show up on your operational budget until the next month. Please make sure you account for any Bank of America charges that you owe when reviewing your budgets. You should always check your budget before making any type of purchase.
- Jackie Dease in the Finance Department will perform monthly audits of your compliance with the guidelines of the Procurement Card program, HGTC's policies and procedures relating to the expenditure of HGTC funds as well as cardholder's statement and other required documentation.

- Any report of misuse of the procurement card will result in a written disciplinary document that must be signed by your VP. Depending on the value and type of misuse, an employee's card may be revoked.

#### 14. Customer Service

- Bank of America Customer Service is available 24 hours a day, 365 days a year at 1.888.589.3473 (option 4) for:
  - Reporting a lost or stolen card
  - Disputes or billing errors
  - Account information

For all other questions or issues, please contact the Procurement Card Administrator.

#### 15. Billing and Shipping Information

- Monthly statements will be mailed from the bank directly to the cardholder. An itemized college bill will be emailed and processed to the College Procurement Card Administrator.
- Account Coordinators will be responsible for reconciling individual accounts and making any necessary budget transfers or expense account changes.
- The bank will maintain the College's mailing address as the billing address on file. Cardholders should note this address:

Horry-Georgetown Technical College  
2050 Hwy 501 E  
Conway, SC 29526

PLEASE NOTE: This address must be used for both the billing and shipping address every time you make a purchase. No exceptions are allowed.

**ATTACHMENT A**

Horry-Georgetown Technical College  
2023 List of P-Card Coordinator Names

Becky Boone

Cathy Myers

Jill Glasser

Jolita Bittan

Lorri Fioravanti

Kathy Wall

Lorie Stewart

Maritza Lea

Monica Ramsey

Nancy Ekstrom

Regina Holodook

Shuvonda Parmley

Stephanie Danesie

Timothy Wall



## ATTACHMENT B

### Horry-Georgetown Technical College 2023 List of P-Card Holders with Spending Controls

<b>Account Name</b>	<b>Account ID</b>	<b>Spend Control Profile</b>
ALLISON BURLYN	8962	\$2,500.00 / \$999.99
ANN DANIELS	4155	\$2,500.00 / \$999.99
AUDREY F HEISLER	9175	\$2,500.00 / \$999.99
BECKY BOONE	8762	\$2,500.00 / \$999.99
BOBBI JO OXENDINE	0274	\$2,500.00 / \$999.99
BRANDON HASELDEN	8512	CL:\$2,500;STL:\$2,500
CANDACE G HOWELL	3457	\$2,500.00 / \$999.99
CATHY MYERS	3130	\$2,500.00 / \$999.99
CHARLES GRANGER	2650	\$2,500.00 / \$999.99
CHRISTINA B FIEBER	5887	\$2,500.00 / \$999.99
CHRISTOPHER BROWN	1628	\$2,500.00 / \$999.99
COREY SIMS	0778	\$2,500.00 / \$999.99
COURTNEY STERBENZ	0171	\$2,500.00 / \$999.99
DAVID D LEWIS	5910	\$2,500.00 / \$999.99
DAVID MOSHINSKIE JR	0881	\$2,500.00 / \$999.99
DEBORAH FURLONG	3033	\$2,500.00 / \$999.99
DEWAYNE MILBURN	0511	\$2,500.00 / \$999.99
DIANNA L. CECALA	5444	\$20,000 / \$20,000
DONNA MCQUEEN	2906	\$2,500.00 / \$999.99
DOUGLAS GLEASMAN	1353	\$2,500.00 / \$999.99
DOUGLAS LEWIS JR	3640	\$2,500.00 / \$999.99
ELLEN BLACK	7576	CL:\$2,500;STL:\$2,500
ERIN IVEY	3371	\$2,500.00 / \$999.99
HAROLD HAWLEY	1558	CL:\$2,500;STL:\$2,500
JEFF BALL	4104	\$2,500.00 / \$999.99
JOHN M SPRINGS	1707	\$2,500.00 / \$999.99
JOHN M. ALTMAN	2015	\$2,500.00 / \$999.99
JONATHAN HEATH	9450	\$2,500.00 / \$999.99
JOSEPH ADAMS	8736	\$2,500.00 / \$999.99
JOSEPH BONAPARTE	9047	\$2,500.00 / \$999.99
JUELIE LANE	1535	\$2,500.00 / \$999.99
KARI ROYALS	3125	\$2,500.00 / \$999.99
KENNETH RICHARDSON	3862	CL:\$2,500;STL:\$2,500
KERRY STEFANYAK	8066	\$2,500.00 / \$999.99
KRISTI EVANS	5791	\$2,500.00 / \$999.99
LAURA ROPER	1023	\$2,500.00 / \$999.99
LORRI FIORAVANTI	1673	\$2,500.00 / \$999.99
LOUANN TIMMONS	4863	\$2,500.00 / \$999.99
MARILYN FORE	8021	CL:\$2,500;STL:\$2,500
MARY JANE HAGER	3054	\$2,500.00 / \$999.99
MICHAEL SNOW	5034	\$2,500.00 / \$999.99
MICHELLE MEEKER	6687	\$2,500.00 / \$999.99

MINDA CHUSKA	6970	\$2,500.00 / \$999.99
MORGAN DENDY	0614	\$2,500.00 / \$999.99
NICOLE P. HYMAN	5770	\$2,500.00 / \$999.99
NIKITA N. GAGUM	1991	\$2,500.00 / \$999.99
PATRICIA KASKO	7759	\$2,500.00 / \$999.99
PAUL CROLLEY	9638	\$2,500.00 / \$999.99
PURCHASING TRAVEL	4290	CL: \$40,000, STL: \$20,000
REBECCA HUBBARD	4933	\$2,500.00 / \$999.99
REBECCA KANEIWA	8899	\$2,500.00 / \$999.99
REGINA BROWN	7905	\$2,500.00 / \$999.99
RHETT STEVENSON	9411	\$2,500.00 / \$999.99
RICHARD KIRCHMEYER	8630	\$2,500.00 / \$999.99
RICHARD TERRY SMITH	1120	\$2,500.00 / \$999.99
ROBERT BROUGHMAN	8505	\$2,500.00 / \$999.99
ROBERT BUKOWSKI	3444	\$2,500.00 / \$999.99
ROBERTA TYSON	2285	\$2,500.00 / \$999.99
SAMANTHA MARTEL	0095	\$2,500.00 / \$999.99
SAVANNAH RABON	6020	\$2,500.00 / \$999.99
SCOTT CALLAHAN	6030	\$2,500.00 / \$999.99
SCOTT LAVIGNE	6204	CL:\$5,000 ;STL:\$5,000
STEPHANIE DANESIE	4794	\$2,500.00 / \$999.99
STEPHANIE JO BECK	3281	\$2,500.00 / \$999.99
STEPHEN S SHOEMAKER	0739	\$2,500.00 / \$999.99
THERESA M. STRONG	0809	\$2,500.00 / \$999.99
TIMOTHY COGGINS	6128	\$2,500.00 / \$999.99
TOM HALLARAN	0827	\$2,500.00 / \$999.99
TONI RICHARDSON	2050	CL:\$10,000;STL:\$10,000
VINCENT MYERS	5588	\$2,500.00 / \$999.99

**ATTACHMENT C**

Horry-Georgetown Technical College  
P-Card User Activation Process and Acknowledgement Form

# HORRY-GEORGETOWN TECHNICAL COLLEGE NEW P-CARD ACTIVATION PROCESS

October 25, 2021

## FOLLOW THESE STEPS FOR ACTIVATING YOUR NEW P-CARD

### 1. Call Bank of America

Dial 888-233-8855 and select #1

### 2. Activate Card

Enter your new account number followed by “#”

### 3. Select a PIN Number

Your PIN number must be 4 digits. Do not use 1234 or your phone number. Never share this number with anyone else. Make sure it is a number you can easily remember. You are the only person who will know this number.

### 4. Enter your Card ID Number or Phone Number associated with your card

You will be prompted to enter your ID number followed by “#”. If for some reason that does not work, you will be prompted to enter your phone number. Note: your phone number may not be your office number.

### 5. Enter PIN Number

When prompted, enter your new 4-digit PIN number followed by “#”. Re-enter PIN number again.

### 6. Card Successfully Activated

## ACCEPTANCE OF NEW P-CARD –

I accept the SC State and HGTC’s terms and conditions of use for my new p-card and will abide by them.

Card Number \_\_\_\_\_

\_\_\_\_\_  
Received By

\_\_\_\_\_  
Date

\_\_\_\_\_  
P-Card  
Administrator

\_\_\_\_\_  
Date