



## HORRY GEORGETOWN TECHNICAL COLLEGE PROCUREMENT CARD QUICK GUIDE 2015-2016

### 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.

*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/PS/agency/PS-agency-procurement-card.phtml> for the complete SC State Procurement Card Manual.

The cardholder must use the Purchasing Card only for legitimate business purposes. Misuse of the card will subject the cardholder to disciplinary action (see Account Closure).

*Purchasing Card Use* – The card works just like your personal credit card, except that the College pays all charges in full. It is issued only for the purchase of non-state contract supplies and certain services. Cardholders should treat the College Purchasing Card with at least the same level of care as his/her own personal credit card. Cards should be maintained in a secure location, and the card account number should be carefully guarded.

### Cardholder Responsibilities:

- Ensure the Purchasing Card is used only for legitimate business purposes.
- Be Aware that All food and drink/water purchases are prohibited.
- Cardholder may secure hotel accommodations with the procurement card only. You may not use your procurement card to pay hotel bills. It is the cardholder’s responsibility to ensure that the hotel reservationist understands a check will be forwarded ASAP.
- A Certificate of Liability is required for any on campus services.
- Maintain the Purchasing Card in a secure location at all times.

- Cardholders are responsible for obtaining *all original* itemized receipts. Attach receipts to your monthly statement, forward promptly to your Account Coordinator for reconciliation of all transactions. All statements must be sent to the Procurement Office no later than the 10<sup>th</sup> of the month for processing. Failure to do so may result in your card being suspended.
- Account Coordinators must obtain the signature of the department head/manager/supervisor prior to forwarding reconciled statements to the Procurement Office.
- **DO NOT** allow other individuals to use the Purchasing Card.
- Adhere to the purchase limits and restrictions of the Purchasing Card Program, and ensure the total transaction amount of any single transaction does not exceed \$500 (individual transaction limit may be higher on some cards).
- Provide appropriate detailed justification for all charges.
- Notify Account Coordinator if the default account number should be changed on an individual transaction.
- 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.
- ***Do not accept cash in lieu of a credit to the Purchasing Card account.***
- Immediately report a lost or stolen card to: Bank of America at 1-800-538-8788 (24 hours a day, 365 days a year). Notify Purchasing Card Administrator-Dyan Todd at (843) 349-7830 or [dyan.todd@hgtc.edu](mailto:dyan.todd@hgtc.edu) regarding the lost or stolen card at the first opportunity during normal business hours.
- Upon terminating employment with the College or transferring departments within the College, the Purchasing Card should be immediately returned to the Purchasing Card Administrator.

#### Account Closure:

An account will 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 Card is used for personal or unauthorized purposes.
- The Card is used to purchase alcoholic beverages or any substance, material, or service, which violates policy, law or regulation pertaining to the College.
- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase or uses another Cardholder's card to circumvent the purchase limit assigned to the card(s).
- The Cardholder fails to provide the 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 Purchasing Card policies and procedures.

#### 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 with 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 843-349-7830 or 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. Attached 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.