



Temple University Purchasing Services

Policy Number: PS005.0

Final as of: 9/24/19

Purchasing Card Policies and Procedures

Overview

The Temple Purchasing Card (PCard or TPC) can be used for allowable purchases (see [below](#) for unallowable purchases) up to \$5,000 per transaction.

The PCard is administered and tracked by J.P. Morgan's [Paymentnet system](#).

Obtaining a PCard

Only employees at the H/T23 level or above can obtain a card. Deans/budget unit heads can restrict this further.

To obtain a PCard, a Purchasing Card Application form must be completed; the form is located on TUmarketplace.

- The cardholder must be the one to submit the request, or must be listed in the "prepared for" section.
- Every fund/organization that will be utilized on the card will need to be added to the requisition.
- The form will route through the approval process, and requires a level 1 signature.

A transaction approver must be assigned to the prospective cardholder. The approver is the level 1 approver of the applicant's department, and/or the additional employees that the level 1 approver has designated via the [Purchasing Approver List form](#). The transaction approver is responsible for approving the prospective cardholder's purchases in Paymentnet.

Training

Once approved, the cardholder will be required to complete either an in-person or a WebEx training session. Upon successful completion of the training, the cardholder will receive a notification to sign the Cardholder Agreement and pick up the PCard.

Adding/Removing FOAPALS

To add/remove FOAPALS, the department must submit the Purchasing Card Application form on TUmarketplace and check the "Add FOAPALS to an existing card" or "Remove FOAPALS from an existing card" option. The cardholder must be listed in the "prepared for" section. Depending on when the request is received and approved, it may take an additional billing cycle to take effect.

PCard Usage Rules

Receipts

All transactions must have a receipt, with the exceptions of UPS, ProShred, and autobilling transactions. All receipts must be attached electronically to each transaction within the Paymentnet system. Paymentnet will store these receipts for up to 24 months.

Sales Tax

Temple University is exempt from Pennsylvania sales tax, as well as sales tax in most other states (see [Appendix A](#)). As such, sales tax should not be applied to any goods purchased by Temple University in these regions. The cardholder is responsible for informing the vendor that the goods are not to be taxed at the point of sale, and is also responsible for recovering sales tax that is incorrectly charged to their PCard. Verification of sales tax exemption can be provided to the merchant upon request.

Unallowable Purchases

Purchases that are covered under any University contract or that conflict with any University policy are not permitted on the PCard. This includes, but is not limited to:

- Cash advances of any kind (including cash equivalents such as Diamond Dollar card deposits)
- Catering, restaurants & meals, food, alcoholic beverages and similar items
- Computers, monitors, laptops, iPads (or similar devices of any brand), site licensed software, networking cables, wireless routers, printers & toner/inks
- Contributions, donations or sponsorships
- Employment/personnel services
- Financial services
- Gifts, gift certificates/cards, florists and similar items
- Hazardous materials
 - Biological materials on the list of Select Agents and Toxins (maintained at <https://www.selectagents.gov/SelectAgentsandToxinsList.html>)
 - Radioactive materials (all radioactive materials, including devices containing radioactive materials)
- Items prohibited under the University's Sustainability Initiative (i.e. space heaters, personal air conditioning units, hot plates, incandescent bulbs, non-Energy Star appliances & accessories - for additional information see <https://sustainability.temple.edu/>)
- Laboratory research animals
- Lease of equipment
- Personal purchases
- Prescription drugs
- Services usually provided through the Office of Facilities Management
- Temple University departmental charges (such as non-credit courses at TU)
- Travel & entertainment

- University-wide contract services (i.e. cellular phones, fuel, cable & pagers)
- PayPal (or similar payment forms)

Lost/Stolen Cards

Cardholders must keep their PCard secure. If the PCard is lost or stolen, the cardholder must immediately notify J.P. Morgan's customer service via phone (at 1-800-270-7760) and the Temple University PCard Administrator (the Purchasing Services department).

Custom Controls

Deans/budget unit heads have the ability to restrict the use of the PCard via monthly spend limits and by limiting the number of daily or monthly transactions.

Review and Approval

The billing cycle closes on the 20th of every month. At that time, cardholders have three calendar days to review and verify PCard purchases using the J.P.Morgan Paymentnet system. Approvers have seven calendar days to examine and approve each transaction. However, transactions are available to review and approve on a constant basis – cardholders and approvers do not need to wait until the close of the billing cycle to begin reconciliation and approval.

Cardholders

Within the three-day period following the close of the billing cycle, cardholders must:

1. Review each transaction.
2. Ensure receipts are attached for each transaction.
3. Mark each transaction as reviewed – if the cardholder fails to mark a transaction as "reviewed," their approver(s) will not be able to see the transaction.
4. Submit the transactions to their approver(s).

Approvers

Approvers have seven days from the end of the billing cycle to examine and approve all transactions. An approver must examine each transaction to ensure it is appropriate and that proper documentation and receipts are attached. Approvers must log into the J.P.Morgan Paymentnet system and mark each transaction as "Approved."

PCard Cancellation by Departments

Cardholders and approvers must immediately notify the Temple University PCard Administrator upon the cardholder's reassignment, leave of absence, or termination of employment (including retirement).

Monitoring by Purchasing Services

Violations and Penalties

Purchasing Services audits transactions on a monthly basis. When violations are identified, cardholders, approvers, supervisors, and the appropriate University executive may be contacted by Purchasing Services and/or Internal Audit. It is the responsibility of the cardholder's department to ensure proper use of the PCard. Failure to follow PCard policies and procedures may result in suspension of the PCard or other disciplinary actions, including termination.

Transactions are audited to detect the following:

- Non-reviewing and non-approving
- Failure to upload a receipt
- Sales tax paid when not required
- Splitting transactions (to avoid the \$5,000 threshold)
- [Unallowable purchases](#)
- Use of PayPal, Venmo, or similar vendors without prior approval

Inactivity

Purchasing Services closely monitors accounts for long-term inactivity. Any cards that are inactive for longer than a period of 12 months will be automatically cancelled.

Purchasing Card Reinstatement Process

If an individual has had their PCard rights revoked due to the following in proprietaries, a request for reinstatement of PCard privileges will be required.

- Personal purchases
- Fraud
- Incorrect receipts attached
- Splitting transactions
- Unallowable purchases (unless prior approval received)
- Non-review of monthly transactions

Any individual intentionally misusing the PCard will be subject to University disciplinary actions.

All requests for reinstatement must be processed through TUmarketplace using the Purchasing Card Application form. Along with the form submission, a completed TPC Reinstatement form, signed by both requestor and the Level 1 approver, must accompany the TUmarketplace request.

Purchasing Services reserves the right to approve or deny the Purchasing Card reinstatement request.

Appendix A: PCard Sales Tax Exemption Status

States where Temple University is exempt from sales tax

Arizona	Massachusetts	Pennsylvania
Colorado	Michigan	Rhode Island
Connecticut	Minnesota	South Dakota
Florida	Missouri	Tennessee
Idaho	Mississippi	Texas
Illinois	Nebraska	Utah
Iowa	New Jersey	West Virginia
Kansas	New York	Wisconsin
Kentucky	North Dakota	Wyoming
Maine	Ohio	

States where Temple University is not exempt from sales tax

Alabama	Maryland	Oregon
California	Montana	South Carolina
Georgia	Nevada	Vermont
Hawaii	New Mexico	Virginia
Indiana	North Carolina	Washington
Louisiana	Oklahoma	Washington, D.C.

States with no sales tax

Alaska	Delaware	New Hampshire
Arkansas	Montana	Oregon (tax applied to local lodging only)