

**Illinois State University
Authorized
P-Card Manual**

Table of Contents

1. Purpose	3
2. Benefits	3
3. How it Works	
3.1 Authorized P-Card	
3.2 Conflict of Interest	
4. Issuance	
4.1 Cardholder Responsibilities	
4.2 Card Manager Responsibilities	
4.3 Budget Officer Responsibilities	
5. Purchasing with the P-Card	
5.1 How to Use the P-Card	
5.2 Common Uses	
5.3 Grant and Contract Expenditures	
5.4 Returns/Damages	
6. Prohibited P-CARD Use	
6.1 Penalties, Misuse and Warning	
6.2 Splitting/Stringing Purchases	
7. Reconciliation	
7.1 Card Manager Responsibilities	
7.2 Budget Officer Responsibilities	
7.3 Payment	
7.4 Disputed Transactions	
7.5 Duplicate Shipments	
7.6 Declined Cards	
7.7 Lost, Stolen, Misplaced or Damaged Cards	
7.8 Cancellation of P-Cards	
8. Payment	
9. Audits	
10. Updating Cardholder/Department Information	
11. Definitions	

1. Purpose

The P-CARD is designed to improve efficiency in purchasing low dollar goods and services by directly giving Departments buying power.

If the purchase is over \$9,999, a PO or Requisition for Payment will need to be submitted to the Purchasing Department.

J.P. Morgan Chase is the provider of the Illinois State University MasterCard P-CARD. MasterCard is readily accepted by most *vendors* and is a convenient purchase and payment tool for low dollar purchases.

NOTE: This card cannot be used for personal purchases.

2. Benefits

The use of the P-CARD will:

Improve Illinois State University's purchasing process by allowing employees to obtain certain goods and services faster and easier;

Enable employees to be more efficient and to focus on the value-added aspects of their jobs;

Significantly reduce paperwork and processing time in obtaining goods and services;

Provide cost savings through consolidated payment (one payment to J.P. Morgan Chase versus multiple vendor payment); and

Allow prompt payment to the vendor. Vendor should receive payment within 72 hours of transmitting purchase to bank.

3. How it works

Cardholder makes an authorized business-related purchase by charging it on their ISU P-CARD. The standard Cardholder's *single transaction limit* is \$4,999.00 and the *monthly spending limit* is \$5,000.00 unless otherwise requested.

Cardholder must return all original itemized receipts and *supporting documentation* to Card Manager on a weekly basis.

Card Manager reviews transactions daily/weekly on PaymentNet at

<https://www.paymentnet.jpmorgan.com>.

Approving Official signs the Cardholder's transaction(s) on JP Morgan Chase statement. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility. Card Managers are responsible for ensuring the receipts and P-CARD Transactions are reconciled to the *Commercial Card Statement* from J.P. Morgan Chase (see section 4.2 for additional Card Manager duties).

Cardholder maintains proper original itemized receipts and supporting documentation to give to Card Manager. The Card Manager reconciles and allocates transactions from the J.P. Morgan Statement on to PaymentNet or creates voucher on Datatel and submits to the Comptroller's Business Office.

Illinois State University pays J.P. Morgan Chase on a weekly basis.

3.1 Authorized P-Card Use

Only the cardholder whose name is embossed on the P-CARD is authorized to use the card. The cardholder is ultimately responsible for the card and ensuring all charges made with the card are in compliance with the P-CARD Policy and Procedures Manual.

The total value of any one charge made with ISU's P-CARD may not exceed the single transaction limit of (\$4,999.00)

3.2 Conflict of Interest

Purchases from any university employee or their families must receive a Conflict of Interest waiver in accordance with procurement rules **before** transaction occurs. Please call Purchasing at 438-1946

4. Issuance of P-Card

The P-CARD is issued by Illinois State University in coordination with J.P. Morgan Chase. The *cardholder* can be a full time, part-time, or graduate assistant ISU employee in a position that requires them to make purchases on behalf of the University in accordance with the guidelines on who should have a P-Card. Students are not eligible for P-Cards.

The use of the P-Card is not contingent on, and does not impact, the P-Cardholder's personal credit rating.

The P-CARD will display the cardholder's Institution, and cardholder's name. The University's Tax Exempt number(s) is located on the card sleeve.

The following requirements must be met before a P-CARD will be issued:

Card Manager must be assigned by Budget Officer for managing JP Morgan payments. Students cannot be a Card Manager.

The [Purchasing SharePoint Dashboard](#) must be used to request a new P-Card. This process allows for the applicant's personal information to be kept confidential as well as read and agree to the cardholder agreement. It also serves to notify and receive approval from the Card Manager and Budget Officer all in one central location. SharePoint will send an email out for approvals once the request has been submitted as well as notify the cardholder once the request is complete.

4.1 P-Cardholders Responsibilities:

The cardholder should be briefed on usage of the card by the Card Manager before receiving their P-CARD.

Security of their P-Card by storing them safely and keeping their account number confidential.

Notify JP Morgan (1-800-270-7760) and the P-Card Administrator (438-3373) if P-Card is lost, stolen, or suspect of fraudulent charges.

Under no circumstances, should P-Cards be loaned or transferred to other staff. P-Cardholders must endeavor to obtain best value when making P-Card purchases. This includes purchasing from retailers who offer competitive pricing and selecting items that are reasonable and financially prudent.

Every purchase transaction must have valid supporting documentation by obtaining original itemized receipts and card transaction slips. If the purchase is made on-line, P-Cardholders should request and print out the email original itemized receipt/paid invoice. If original itemized receipts are missing, the cardholder must request a copy from the vendor. If unable to obtain a copy from the vendor, an [Affidavit for Lost Original itemized receipt](#) form is acceptable only if vendor was unable to provide an original itemized receipt copy.

Resolving all incorrect charges and product returns as quickly as possible. Cardholders should turn in their P-Card to the Card Manager when leaving the department.

4.2 Card Manager Responsibilities

Card Manager should have knowledge and access to Colleague and trained on PaymentNet.

Monitor P-Cards in assigned departments for payment, fraud, and misuse by using available reports (i.e. Transaction Detail Report) in PaymentNet.

Report suspected fraud or misuse of the P-Card to the P-Card Administrator.

Put all requests through the [Purchasing SharePoint Dashboard](#).

Provide cardholders with usage and updates on P-CARD program.

Obtain original itemized receipts and/or emails for purchases in department for payment.

Assist cardholder in resolving incorrect charges and product returns as quickly as possible.

Reconcile JP Morgan Chase monthly statement (see Reconciliation, Section 7).

Provide P-Card Administrator with cancellations of cardholders, and/or P-CARD changes in the department (see Cancellation of P-CARDS, Section 7.8 and Updating Cardholder/Department Information, Section 10).

Card Managers should notify the P-Card Administrator of cardholder leaving the department using the [Purchasing SharePoint Dashboard](#).

The Card Manager, as well as the Primary and the Secondary *Approving Officials*, should have knowledge and access to Colleague and an ISU e-mail account.

4.3 Budget Officer/Supervisor/Approver Responsibilities

Identify the individual for Card Manager within his/her organization and determine the single transaction limit and overall monthly department amount.

Identify the individuals within his/her organizational unit who should be issued a P-Card.

Report suspected misuse or negligence of the P-Card to the P-Card Administrator.

Verifying charges and credits: verifying that the charges listed for the cardholder have been authorized by the Budget Officer and supported by appropriate original itemized receipts and other transaction documentation. (see Reconciliation, Section 7)

5. Purchasing with the P-Card

The P-Card is strongly discouraged for internal purchases (i.e. TechZone due to the percentage fee charged to the vendor by MasterCard).

5.1 How to Use the P-CARD

Follow proper internal procedures specific to your department to obtain authorization to make the purchase.

Determine whether the P-CARD is the most appropriate tool to use for this purchase. Check the list of prohibited charges (see Section 6, Prohibited P-CARD use).

Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (usually \$4,999.00).

When using the P-CARD, splitting or stringing orders is strictly prohibited. (See Section 6.2 Splitting/Stringing purchases).

Determine that the price quoted is the best price available.

Emphasize that no sales tax is charged. **Illinois State University's Tax Exempt Number is printed on the P-CARD card sleeve.**

Obtain a original itemized receipt at the time of purchase. **The original itemized receipt must include:**

- Vendor information (names, location, etc.);
- Amount (itemized); and
- Date of transaction.

When placing an order on a web site, check to see if the site is running a secure web server by looking at the key or lock symbol in the lower corner of the web browser or look for “https://” before the www in the Internet address. If the icon is broken the web server is not secure and your credit card number will be sent across the Internet in plain text. Although the chances are small, someone intercepting your message would be able to read your credit card number. If the icon is solid, the server is running secure web server software and your credit card number will be encrypted. Encryption transforms data into unreadable form to ensure privacy. Department policies and good judgment should be used when ordering over the internet. As with other purchases, the Cardholder is ultimately responsible if a web site is the most appropriate method to make a given purchase.

Print copies of web screens showing products, pricing, completed order forms, etc.

Follow your department’s instructions regarding recording the purchase, attach original itemized receipts and supporting documentation, and give to the Card Manager.

After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The cardholder is responsible for inspecting the goods at the time of purchase/original itemized receipt/delivery.

Since purchases are delivered throughout campus via Central Receiving, give the vendor the address as follows:

Illinois State University
1520 Central Receiving
2016 Warehouse Rd
Your Name
Department name
Normal, Il 61790-1520

5.2 Common Uses of P-CARD

The P-CARD should be used for making low-dollar, off-contract purchases.

Examples of authorized purchases include:

- Books**
- Catering, food for student group meetings**
- Conference Registrations**
- Memberships (no auto renewal)**
- Miscellaneous computer hardware and supplies**
- Subscriptions/Periodicals (no auto renewals)**

***Note: payments should only be made for current fiscal year**

5.3 Grant and Contract Expenditures

Grant and contract expenditures can be made with the P-CARD. However, such purchases are limited to those costs that can be identified with a particular sponsored project and meet the specified criteria for direct costs. As these criteria can be very restrictive it is imperative that proper authorization is obtained before any grant related purchases are made.

5.4 Returns/Damages

If items purchased with a P-CARD need to be returned the cardholder should work directly with the vendor. Here are some tips:

- Always retain boxes, containers, special packaging, packing slips, etc., until you are certain you are going to keep the goods. Some items such as software or fragile pieces cannot be returned without the original packaging materials.
- Read all vendor supplied instructions carefully. Often a phone number and other instructions are included on the packing slip and/or original itemized receipt.
- Many vendors require you to obtain a Return Authorization (RA) Number (assigned by vendor) before they will accept a return. If you neglect to indicate this number on the return, the package may be refused and/or no credit issue to your account.
- In some cases, there may be a restocking fee (usually a percentage of the purchase price). If the vendor is completely responsible for the error or problem, you should not have to pay this or any other fee. However, if they are not fully responsible, you may have to pay. You may use the P-CARD to pay this fee as long as it does not exceed any of your pre-approved limits.
- Request a credit original itemized receipt for returned items. Some vendors may not provide this original itemized receipt unless requested.
- Make sure that the charge for the returned items:
 - Never appears on your monthly statement, or
 - Is credited properly.

If this does not happen, refer to Section 7.4 (Disputed Transactions) for instructions on how to resolve the problem.

6. Prohibited P-CARD Use/Capital Equipment/Gift Cards

The standard P-CARD cannot be used for the following transactions or purchases or any items that are not for University business (including personal items):

- Alcohol, including alcoholic beverages with meals;
- Automatic Renewals such as magazines, software (auto billed/agreement for multiple years & Purchasing should be contacted before any software purchases);
- Biological agents;
- Car repairs;
- Carpeting and draperies;

- Cash advances;
- Charter bus and charter air;
- Chemicals and gases;
- Contracts-two party signed agreements for good and/or services, including professional and artistic services and maintenance agreements; services involving labor, indemnity, and/or insurance requirements, including cell phone usage plans
- Controlled and prescription drugs;
- Convenience Fees
- Decorative items such as clocks, pictures, etc., for private office;
- Donations;
- Entertainment such as theatre, museum tickets;
- Fines, late fees or penalties, speeding and/or parking tickets;
- Flowers/unless for funeral or extended illness (see University policy 7.1.11);
- Fuel/gas, oil change;
- Equipment over \$2,500;
- Furniture;
- High Risk Equipment (See Facilities Services -> Services -> Property Control -> Equipment for a list of items considered high risk);
- Gift cards or gift certificates;
- Items purchased from University employees, their spouses, or children; business concerns of which an employee (spouse or children) is a sole or principal owner; corporations of which an employee (spouse or children) is a major officer or primary employee;
- Live animals;
- Logo/licensing items;
- Medical;
- Office telephones and cellular phones, calling cards, pagers and wireless communication equipment;
- Printing over \$500;
- Rental cars;
- Stamps (postage);
- Tax
- Travel expenses: Meals and entertainment;
- Weapons & ammunition

Additional items may be added to this list at the discretion of the individual department head or P-CARD Committee.

Be aware that the P-CARD accounts can be tailored to the specific needs of each cardholder. Allowable transactions can vary from card to card. Requests for exceptions are to be made through the [Purchasing SharePoint Dashboard](#) to the P-CARD Administrator with approvals by the Approving Official and the P-CARD Committee. In addition, all P-Card purchases may be further reviewed and subject to audits or investigations. The use of P-Cards must adhere to the regulations and policies of the University.

6.1 Penalties, Misuse and Warning

State Officials & Employees Ethics Act – Each cardholder agrees to use the card in accordance with the guidelines set forth in the [State Officials and Employees Ethics Act](#).

The P-CARD must never be used to purchase items for *personal use or for non-University purposes even if the cardholder intends to reimburse the University.*

A cardholder who makes an unauthorized purchase with the P-CARD, as defined in Section 6, or uses the P-CARD in an inappropriate manner may be subject to disciplinary action including card cancellation and possible termination of employment. A cardholder may also be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. When appropriate, notification of fraudulent use will be shared with both the Campus Police and with the Normal Police Department for possible criminal prosecution. Approving Officials are encouraged to contact the P-CARD Administrator to report misuse and coordinate appropriate disciplinary actions.

The P-Card administrator shall give warnings to the cardholder, and notify the Card Manager, V.P. Dean, and/or Budget Officer for improper use of the P-CARD, including lack of original documentation over one or more cycle periods.

Unallowable Use, Accidental Misuse, continued sales tax issues, missing original itemized receipts and/or over usage of affidavits:

First offense: Violation will be documented and email notification will be sent to the cardholder.

Second offense: Violation will be documented and email notification will be sent to the cardholder, Card Manager, and copy Budget Officer

Third offense: Violation will be documented and written notification will be sent to the cardholder, Card Manager and Budget Officer. The P-Card will be suspended and reported to the Compliance Committee for review and determination of action to be taken.

Intentional Misuse: Incident is reported to P-CARD Administrator, Budget Officer, Dept Supervisor and Internal Auditing. P-Card is suspended. Legal action may be taken in accordance with the terms and conditions of the Cardholder Agreement Form.

6.2 Splitting or stringing Purchases

When using the P-CARD, splitting or stringing of orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card.

An example of stringing is if a cardholder wants to purchase items totaling \$5,000.00 at one time from a vendor. The cardholder knows that the single dollar limit per transaction is \$4,999.00. Some items are then bought on one transaction and the other items are bought on a second transaction, thus avoiding the transaction limit.

7. Reconciliation

While primary responsibility for adhering to policies and procedures rests with the P-Cardholder, the Cardholder/Budget Officer has the responsibility to validate and approve all purchases on time for timely payment to JP Morgan Chase.

7.1 Card Manager Responsibilities

The Card Manager must reconcile the JP Morgan statement each month. Card Managers shall not approve their own purchases.

The end of the cycle date is the 27th of every month; however, transactions are posted on PaymentNet daily as they are received from the bank. It is the Card Managers responsibility to check for fraud or misuse attempts through PaymentNet regularly and pay the JP Morgan Chase statement.

Verifying charges and credits: verifying that the charges listed for the cardholder are supported by appropriate original itemized receipts and other transaction documentation.

Any discrepancies in billing must be marked as disputed charges on PaymentNet.

The Budget Officer may not sign for his/her own transactions. The next approving official will need to sign for the Budget Officer.

Vouchering Monthly Payments: Payment through Colleague

Card Managers log into PaymentNet and download the monthly statement the day after the cycle day (27th): After logging into PaymentNet follow the instructions found at the following link: <https://purchasing.illinoisstate.edu/downloads/P-Card%20Transaction%20Detail%20Report.pdf>

Once the Card Manager has downloaded the JP Morgan statement, a Colleague voucher needs to be created. If there are multiple accounts used for the statement such as an Agency, GR, or Foundation, the Card Manager will need to make copies of the statement and enter each account as a separate voucher in Colleague. The Card Manager needs to make sure the last eight digits (XXXX space XXXX) of the statement are on each line in Colleague and original itemized receipts are attached to the statement and signatures in place.

The Card Manager is responsible for sending the JP Morgan Statement to the correct area in the Comptroller's Business Office. For example, if the statement has restricted accounts, it will be sent to Research and Sponsored Programs (Mail Code 3040). GR, Agency and Bond Revenue will be sent to the Business Office (Mail Code 1200).

Consequences of delayed JP Morgan Statements:

- If not received by the 7th of each month, approximately 10 days after the 27th (end of cycle date): Incident will be documented and an e-mail reminder will be sent to the Card Manager;
- If not received by the 15th, approximately 20 days after the 27th (end of cycle date): Incident will be documented and an e-mail reminder will be sent to the Card Manager and Budget Officer.
- If not received by the 12th of the following month, approximately 45 days after the 27th (end of cycle date): Incident will be documented and an email will be sent to

the Card Manager, Budget Officer, and reported to the P-Card Compliance Committee for review.

Import: Weekly Payment Schedule

Card Manager reviews transactions on PaymentNet, weekly ([PaymentNet import schedule](#)) and, if necessary, reallocates each charge to the appropriate University account number. If there is an incorrect or duplicate charge, the cardholder should contact the supplier directly to have the error corrected. If the incorrect charge cannot be resolved with the supplier, the Card Manager should contact the P-Card Administrator to dispute the charge.

If a charge appears on the JP Morgan statement that the cardholder did not make, the cardholder needs to contact the JP Morgan fraud department using the phone number on the back of the P-Card to cancel the card, report the fraud and have the P-Card reissued. Then, the Card Manager needs to report the incident to the P-Card Administrator immediately.

Card Managers review the cardholder's transactions on PaymentNet. Primary Approving Officials print and sign reports from PaymentNet then send to the Business Office (Mail Code 1200). In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.

The Card Manager must reconcile the JP Morgan statement each month. **Card Managers shall not approve their own purchases. The Budget Officer must approve for Card Managers purchases.**

Any discrepancies in billing must be marked as disputed charges on PaymentNet.

The Cardholder's transactions must be approved by Card Manager and Budget Officer verifying that all charges made within the billing cycle match the charges on the Transaction Detail Report. The end of the cycle date is the 27th of the month. The exception is if the 27th falls on a weekend or holiday

The signed Transaction Detail Report, and all original itemized receipts shall be filed in the Business Office. If original itemized receipts are missing, the cardholder must request a copy from the vendor. If unable to obtain a copy from the vendor, an *Affidavit for Lost Original itemized receipt* form is acceptable only if vendor was unable to provide an original itemized receipt copy.

Consequences of delayed Import Schedule:

- One week behind on the Import Schedule: Incident will be documented and an e-mail reminder will be sent to the Card Manager;
- Two weeks behind on the Import Schedule: Incident will be documented and an e-mail reminder will be sent to the Card Manager and Budget Officer.
- Three weeks behind on the Import Schedule: Incident will be documented and an email will be sent to the Card Manager, Budget Officer and reported to the P-Card

Compliance Committee for review which could eliminate department from the Import.

7.2 Budget Officer Responsibilities

Identify the individuals within his/her organizational unit who should be issued a P-Card.

Identify and assign an individual as Card Manager. (See Card Manager Responsibilities in section 7.1)

Report suspected misuse or negligence of the P-Card to the P-Card Administrator.

Verifying charges and credits: verifying that the charges listed for the cardholder are supported by appropriate original itemized receipts and other transaction documentation.

Ensuring policy compliance: Confirming that the charges are in accordance with procurement guidelines and are for valid business purposes.

Validating account codes: Validating the account code information assigned to each charge is accurate.

The Cardholder's Commercial Card Statement or Transaction Detail Report must be approved by Card Manager and Budget Officer verifying that all charges made within the billing cycle match the charges on the statement. The end of the cycle date is the 27th of the month. The exception is if the 27th falls on a weekend or holiday. (See [Billing Cycle Schedule](#)).

The signed Commercial Card Statement, and all original itemized receipts shall be filed in the Business Office. Original itemized receipts pertaining to Grants will be filed in Research and Sponsored Programs according to the Grant's guidelines.

7.3 Disputed Transactions

Items that appear as daily on-line charges from J.P. Morgan Chase may be disputed, as long as the disputed transaction is reported to J.P. Morgan within sixty (60) days after the statement's closing date.

If there is a problem with a charge, the cardholder should immediately contact the Card Manager and the vendor where the purchase was made and try to resolve the discrepancy. If this does not remedy the situation, the Card Holder should immediately contact the P-CARD Administrator at 438-3373. The P-Card Administrator will then file a dispute with JP Morgan Chase.

During J.P. Morgan Chase's investigation, they will not issue a credit to the P-CARD account in question for the disputed amount until the dispute has been resolved.

When the investigation is complete, the Card Manager will be notified by the P-Card Administrator of the resolution. Account adjustments will be made as necessary.

7.4 Duplicate Payments/Charges

The cardholder is responsible for resolving the issue of duplicate payments; however, if the cardholder is not able to contact the vendor to resolve, the Card Manager can contact the P-Card Administrator to resolve the duplicate payment with JP Morgan Chase. The cardholder is responsible for resolving the issue of duplicate charges/transactions by requesting a credit from the vendor; however, if the cardholder is not able to contact the vendor to resolve, the Card Manager can contact the P-Card Administrator to dispute within 60 days.

7.5 Declined P-Cards

For every transaction or purchase, the *Merchant Commodity Codes (MCCs)* of the vendor is compared to the list of authorized MCCs for the P-CARD being used. If a vendor has a MCC that is not included as an authorized code, the transaction will be refused. MCCs and card limits provide the University and the cardholder additional security that the P-CARD will not be misused.

During a transaction a cardholder's P-CARD could be declined due to MCCs, single transaction, or monthly spending limits, etc. If this should occur, call the P-Card Administrator at 438-3373. Your call will be answered during regular business hours.

7.6 Lost, Stolen, Misplaced, or Damaged Cards

Cardholders are responsible for always keeping the P-CARD secure.

Immediately upon realizing the P-CARD is lost, stolen, misplaced, damaged or fraudulent purchases have occurred, the cardholder must notify all of the following:

- J.P. Morgan Chase/Payment Net 1-800-270-7760
- P-Card Administrator 438-3373
- Card Manager

7.7 Cancellation of P-CARDS

If a cardholder terminates employment, transfers to another department or assumes different duties that do not require the use of the P-CARD, the Card Manager should shred the card and notify the P-Card Administrator by requesting cancellation through the [Purchasing SharePoint Dashboard](#).

8.0 Payment

Illinois State University pays J.P. Morgan Chase weekly by electronic payment (ACH).

9.0 Audits

Purchasing and Internal Auditing will conduct random and scheduled audits. Inappropriate use of the P-CARD such as violating policies and procedures may result in consequences ranging from suspension of your P-Card privileges to termination of employment.

10.0 Updating Cardholder/Department Information

Any changes/updates/cancellations to a cardholder or card manager should be reported to the P-Card Administrator through the [Purchasing SharePoint Dashboard](#).

11.0 Definitions

- 11.1 *Affidavit for Lost Original itemized receipt*:** The form that must be completed when an original itemized receipts is lost and cannot be obtained from the vendor or J.P. Morgan Chase. An affidavit should also be submitted when only a non-itemized receipt is available.
- 11.2 *Budget Officer*:** The Illinois State University employee who has been assigned responsibility for expenditures against an account through an approval process
- 11.3 *Card Manager*:** The Illinois State University employee within each Department who is primarily responsible for reconciling a cardholder's transactions for payment in Datatel or the PaymentNet system. Card Managers have the ability to reallocate individual charges to multiple account numbers. A Card Manager may oversee more than one cardholder account, depending on how the Department elects to manage its accounts. The Card Manager is also responsible for verifying that all charges against the cardholder's account for that Department are supported by the appropriate documentation and that the documentation is received and retained in the Comptroller's Business Office.
- 11.4 *Cardholder*:** The Illinois State University employee who has been authorized by the Budget Officer and the P-CARD Administrators to make purchases on the P-CARD. This person is accountable for all charges he or she makes with that card.
- 11.5 *Cardholder Agreement Form*:** An agreement form signed by the cardholder and the Budget Officer, which verifies that the cardholder has read and understands the guidelines set forth in the P-Card Program Policy and Procedures Manual and agrees to comply with them.
- 11.6 *Commercial Card Statement*:** A report available from J.P. Morgan Chase through PaymentNet detailing transaction activity for an individual card account number for purchases made during the monthly billing cycle.
- 11.7 *Colleague Account Number*:** The Illinois State University general ledger account numbers assigned to a P-CARD. Each P-CARD will have a primary default account number assigned to it.
- 11.8 *Import*:** The process of submitting departmental payments through PaymentNet to JP Morgan Chase on a weekly basis following the P-Card import schedule.

11.9 Merchant Commodity Code (MCC): The MCC is a four digit code assigned to every vendor that accepts MasterCard. Examples: The MCC #5411 – Grocery Stores, #5251 – Hardware, #5311 – Wal-Mart

MCCs are assigned by the vendor’s bank. Illinois State University has no control over what MCC is assigned to a vendor.

11.10 Monthly Spending Limit: The total amount of charges allowed per card per month.

11.11 PaymentNet: An Internet-based financial reporting system owned by J.P. Morgan Chase. The system is a secure web site, which is derived and maintained by J.P. Morgan Chase, using the vendor’s internal servers. Access to PaymentNet requires a secure password for the cardholder and Card Manager in order to review, change and approve P-CARD transactions. The P-CARD Administrator sets up your password.

11.12 P-CARD: A J.P Morgan Chase MasterCard issued to an employee of Illinois State University for the purpose of making authorized business-related purchases on behalf of the University. The University will issue payment to J.P. Morgan Chase for charges made with P-CARD.

11.13 P-CARD Administrator: The Illinois State University employee from Purchasing responsible for administering the P-CARD Program for the University and acting as the main contact between Illinois State University and J.P. Morgan Chase.

11.14 [P-Card Application](#): The form to be completed by prospective cardholders to obtain a P-CARD.

11.15 [P-Card Exceptions Request Form](#): Form required for requesting temporary dollars to the overall corporate account for the department or change in individual cardholder MCC codes.

11.16 Primary Approving Official: Vice President, Dean, or Budget Officer or designee.

11.17 Secondary Approving Official: Assumes responsibilities in the absence of the Primary Approving Official.

11.18 Single Transaction Limit: The total dollar amount (as determined by P-CARD Administrators) allowed for a single purchase. The single purchase may include multiple items, but the total dollars expended may not exceed the cardholder’s limit.

11.19 Splitting or Stringing: Splitting or stringing purchases is the practice of processing multiple transactions with a vendor in order to avoid the transaction limit.

11.20 Supporting Documentation: A vendor-produced or non-University document that records the relevant details for each item purchased including quantities, dollar amounts, a description of what was purchased, the total charge amount, and the vendor’s name and address (i.e. sales original itemized receipt, original invoice, credit original itemized receipt, etc.).

11.21 Vendor: One who sells goods or services.

For P-CARD updates visit ISU’s website at www.purchasing.illinoisstate.edu/credit/
University Policy Web Site: <http://www.policy.ilstu.edu/fiscal/7-1-36.shtml>