

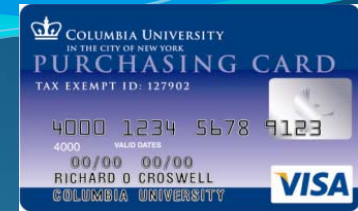
***SCHOOL OF PROFESSIONAL STUDIES
SPS SUMMER PROGRAM FOR HIGH
SCHOOL STUDENTS***

***P-CARD POLICIES & PROCEDURES
2019***

AGENDA

- I. General Policies
- II. Roles & Responsibilities
- III. Procedure and Processes
- IV. Violations and Restrictions





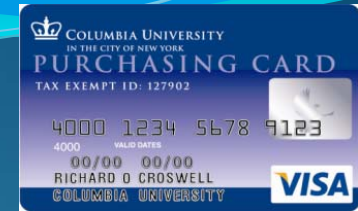
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General Policy

Declining Balance Cards

- Each transaction made by the cardholder, reduces the credit available on the card
- When the Available Funds on the card reaches \$0, the card is no longer available for use
- Pre-approval required for all purchases



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P-Card Roles & Responsibilities

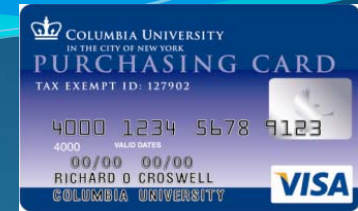
ROLE	DESCRIPTION
CARDHOLDER	RESIDENT ADVISOR SENIOR RESIDENT ADVISOR PROGRAM ADMINISTRATION
RECONCILER	SPECIFIED SENIOR RESIDENT ADVISORS WITH SYSTEM ACCESS WHO MATCH SYSTEMATIC TRANSACTIONS TO PAPER RECEIPTS. ENSURES ALL TRANSACTIONS ARE IN LINE WITH POLICY/BUDGET AND HAVE PROPER SUPPORTING DOCUMENTATION
APPROVER	SPS BUSINESS OFFICE ADMINISTRATORS WHO REVIEW RECEIPTS AND SYSTEMATIC TRANSACTIONS FOR ALIGNMENT WITH POLICY AND SUPPORTING DOCUMENTATION



P-Card Roles & Responsibilities

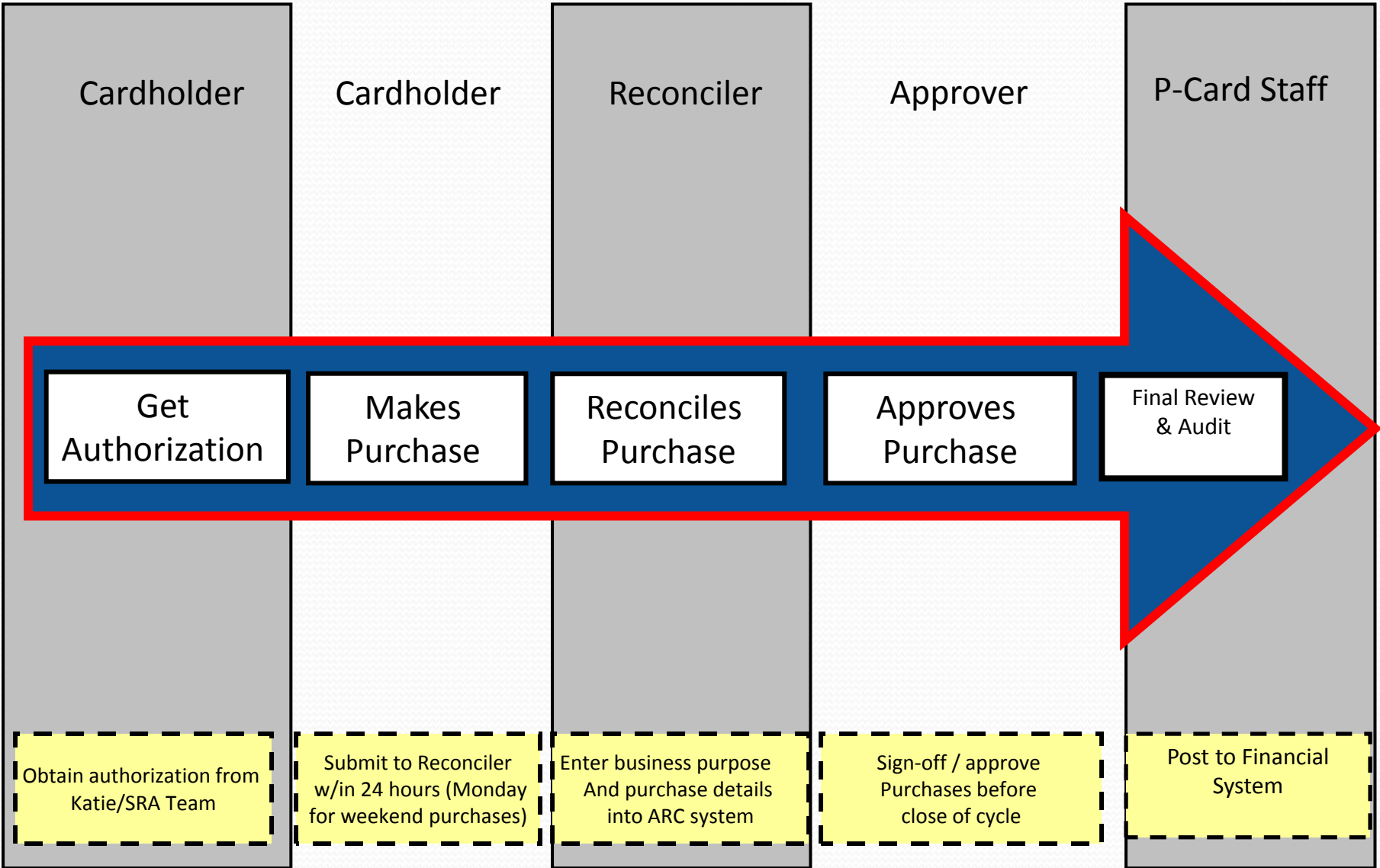
P-Card Cardholder

A Cardholder makes purchases, secures detailed receipts or purchase confirmations, and forwards the paperwork to the Reconciler immediately following the purchase.



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Procedure and Processes



P-Card Purchase Process

Important things to remember

- Submit Pre-Approval of purchase
- Always obtain itemized receipt and tape on 8 ½ x11 paper
 - Purchase date
 - Vendor name
 - Item(s) description
 - Quantity
 - Unit price
 - Total charge
- Submit receipts within 24 hours of purchase or on Monday for weekend purchases
- Provide following on receipts:
 - Business Purpose
 - Type of Meal/Expense
 - Date, time and location of the purchase
 - Name of attendees
- Reconcile receipts by prescribed deadline (22nd of month)



Missing, Lost or Stolen P-Cards

- If the P-Card is missing, lost or stolen, the cardholder should immediately:
 - Notify the card issuer, Bank of America, by calling 1-888-449-2273
 - Notify Program Coordinator for Summer Program
 - If the card is lost, the account will automatically be closed. The cardholder is liable for all unauthorized use of the card *until* the Card Issuer is notified.

Policy Violations

P-Card Misuse

1. Purchase of items for personal use
2. Purchase of restricted commodities
 - Expenses not approved for the Summer Program for High School Students are not in line with University policies
3. Splitting of purchase or service cost over multiple card transactions in order to circumvent the single transaction limit
 - *First Offense*: Immediate Suspension or Cancellation of card and loss of P-Card privileges for remainder of program

Note: Depending on the egregiousness of the violation, the cardholder may also be subject to Dean's Discipline

Policy Violations

Administrative Violations

1. Failure to obtain and maintain supporting documentation for all card transactions
2. Use of the card by anyone or any department other than the authorized cardholder
3. Lack of timely and proper reconciliation of posted transactions by monthly hard close deadline (22nd of the month)



Policy Violations

Administrative Violations (cont.)

- *First Offense*: First Written and verbal warning
- *Second Offense*: Second Written and verbal warning
- *Third Offense*: Cancellation of card and loss of P-Card privileges for remainder of the program

Note: Depending on the egregiousness of the violation, the cardholder may also be subject to Dean's Discipline

Note: Lack of timely and proper reconciliation does not have a second written and verbal warning

Approved Purchases/Uses

- Admission fees, tickets, and other expenses for pre-approved RA-led excursions and class field trips to New York City cultural attractions
- Supplies for suite-bonding activities and suite dinner outing
- Supplies for midday extracurricular activities
- Course-related expenses for IBC teaching assistants and the Instructional Support team
- Supplies for program Special Events (Talent Show, Final Dance, etc.)
- RA train and bus tickets for pre-approved trips outside of the city (no contract required)
- Taxis and car services (for students with disabilities, sick or injured students)
- Water for RAs and students
- Cakes for student birthdays
- Food (no contract required)

ALL ITEMS MUST BE PREAPPROVED BY PROGRAM ADMINISTRATORS

Approved Purchases/Uses

- **Food** : The P-Card may be used to make small food purchases
 - **May not** include catering services that involve execution of a contract by the University and/or provision of labor by a vendor at an event.
 - **Must** be pre-approved
- For all food purchases the following information must be provided:
 - Purpose of the event or meeting
 - Type of meal (breakfast, lunch or dinner)
 - Date, time and location of the event or meeting
 - Names of attendees (or a number if there are more than 10 names)

Restricted Purchases/Uses

- The following are some common examples of items that **ARE NOT** approved for purchase using the P-Card.
 - Personal items
 - Alcoholic beverages
 - Catering Services / Food Services with an Agreement
 - Travel (airline, car rental, lodging, gas, tolls, metro card (only for emergency use), etc.)
 - Raffle Prizes
 - Gifts
 - Flowers, greeting cards, candy, fruit baskets

Any questions about whether or not the P-Card can be used for a purchase, please contact Catherine Olsen at 212-854-0128

Restricted Purchases/Uses

- Maintenance agreements
- Cash advances, cash back on purchases, cash refunds on returns
- Controlled substances
- Live animals, radioactive materials, specialty gases
- Contracted services from an individual or 1099 vendors (payments for DJs, speakers, engagements that would involve a letter of intent or University agreement)
- Furniture
- Fuel
- Leases, insurance
- Parking
- Charitable Contributions
- Deposits for Large Events

Documentation Requirements

- Itemized receipt/proof of payment from vendor
- Information Needed for P-Card Transactions (applicable only to food purchases*):
 - Business Purpose
 - Name of Event
 - Location (Room and Building)
 - Time of Event*
 - Meal Type (breakfast, lunch, dinner, refreshments)*
 - # of people (if <10, provide names)*
 - Estimated Attendance
- Tape (not staple) receipts to 8 ½ x 11” paper.
- Submit all documentation directly to your Reconciler within 24 hours of purchase (or on Monday for weekend purchases) and before hard close deadline



Contacts

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Questions

