

Corporate Card Services

PURCHASING CARD PROGRAM CARDHOLDER USER'S GUIDE

Corporate Card Services

Table of Contents

Contents

KEY CONTACT INFORMATION.....	4
I. INTRODUCTION	5
II. CARDHOLDER RESPONSIBILITIES.....	7
Reminders	8
No Activity	9
Profile Updates	9
III. SUPERVISOR AND DEPARTMENT HEAD RESPONSIBILITIES.....	10
Employee/Responsible Cardholder	10
Workday	10
Workday Daily Alerts	10
Oversee Appropriate Use of the Purchasing Card	10
IV. SPECIAL REQUIREMENTS FOR SPONSORED ACCOUNT	12
V. HOW THE PURCHASING CARD WORKS.....	12
Purchasing Card.....	14
VI. RESTRICTED COMMODITIES	14
Blocked Merchant Codes (MCCs).....	17
Preferred Vendors	17
Ordering Process	17
Tax Exemption	19
Documentation	19
Disputing a Transaction	21
Receipt of Goods.....	21
Returning Item(s)	21
VII. CREDIT CARD ADMINISTRATION	22
Canceling a Purchasing Card.....	23
Renewal of an Existing Purchasing Card	23
Purchasing Card Security	23
On Leave	24
Employees Leaving the University (Terminated)	24

Corporate Card Services

VIII. MISUSE OF THE PURCHASING CARD.....	24
Penalty for Misusing the Purchasing Card.....	26
Paying Personal Amounts.....	26
IX. PURCHASING CARD AUDITS.....	26
X. OTHER FEATURES OF THE PURCHASING CARD	26
Access Online	27
XI. WORKDAY	28
Who can Obtain Access?	28

Corporate Card Services

Important: Please reference the [Travel & Business Expense Reimbursement Policy](#). Effective for expenses incurred or paid on March 1, 2025 or later, all expense reports must be reconciled and submitted within 60 days of when the expenses were incurred or paid. Any expense reports not submitted within 60 days of when the expenses were incurred or paid will not be reimbursed by the University.

KEY CONTACT INFORMATION

The following resources are available to help you with use of your new U.S. Bank Purchasing Card, answer any questions you may have, or help solve any problems that may arise:

- 1) To report your Purchasing Card lost or stolen, please call U.S. Bank Customer Service (24/7) at (800) 344-5696
- 2) Also, report the loss to your department Manager and to Corporate Cards Service Office. To request specific assistance with use of your Purchasing Card, or for questions regarding the Purchasing Card Policies and Procedures, please contact: pcard.ap@miami.edu
- 3) Visit the [Purchasing](#) website.
- 4) Email us with your general Purchasing Card information, questions or concerns contact our staff at: pcard.ap@miami.edu

Corporate Card Services

I. ELIGIBILITY AND APPLICATION

PCard Application Process:

The PCard is a corporate credit card, designed to allow UM departments flexibility when purchasing authorized commodities under \$2500.

Before starting the application process, check if the following apply:

- There is no current cardholder in the department, or the current cardholder is leaving the University.
- A full time University employee
- Business Justification validated by Supervisor, Cost Center Manager/Senior Business Manager

Basic Instructions:

Step 1

Contact pcard.ap@miami.edu to request a Purchasing Card.

Step 2

The applicant logs into [ULearn](#) and successfully completes the online course *Purchasing Card (PCard) Training* and pass with a score of 100%.

Step 3

The applicant, Supervisor, and Cost Center Manager (CCM) must sign the [PCard Responsibilities Acknowledgement](#), and submit separate emails to the [Corporate Cards Office](#) with the text, "I accept responsibilities for the use of the PCard".

Approval of card will be based on justification of business need outlined under the Reasons Field on the User Agreement Form.

Step 4

A Purchasing Card will only be issued after all requirements have been met. Once approved, the applicant can expect to receive a card in the mail after 7-10 business days from the processed date. The Corporate Cards Office will initiate the request for US Bank to send online application instructions to the applicant via email.

Important: When completing the application:

- For the Address field, type the applicant's home address
- For the Email Address field, type the UM issued email address ending only in "@miami.edu"
- Social Security, use "000-00" followed by the last 4 digits of your Workday employee ID number (e.g., 000-00-1234). Find an employee ID in Workday.

II. INTRODUCTION

Corporate Card Services

Welcome to the University of Miami Purchasing Card (PCard) Program. The Purchasing Card is a corporate credit card procurement tool that offers the convenience of placing orders with suppliers that do not take purchase orders while also giving a Cardholder greater control over small-dollar purchases made on behalf of the university. Using a PCard for small-dollar purchases eliminates the need to complete the traditional procure-to-pay process (Purchase Requisitions to Invoice, Reimbursement Requests, Petty Cash forms, etc.) and eliminates the need to spend personal money and then seek reimbursement. It provides an extremely efficient and effective method of purchasing and paying for goods.

This User's Guide outlines the benefits of the University of Miami Purchasing Card Program to both your department and the University. Also, it provides you with information needed to use the card appropriately. The Purchasing Card idea is designed to delegate authority and capability to purchase quickly and conveniently approved small dollar commodities directly from the vendors.

The benefits of a Purchasing Card to the University community are significant:

- Acceptance by any supplier who takes MasterCard
- More timely purchase and receipt of goods
- Reduction in the number of eChecks and purchase orders
- Enables Purchasing and Accounts Payable to focus on higher yield value added activities

Issuance of the Purchasing Card is a relationship of trust between cardholders, departments, and the University. When completing the application process the applicant and department's leadership are responsible to uphold the highest standards of ethical behavior and act with sincerity and truthfulness. As noted in the Business Conduct and Ethical Standards policy (11824847), "Fraud is defined as an act of deceiving or misrepresenting in order to secure unfair or unlawful gain."

It is important to remember that when using the Purchasing Card, you are expending University funds. Employees, Supervisors, and Cost Center Managers have a responsibility to ensure that University systems, procedures, and process are being used appropriately. Cardholders are financially responsible for proper use of the Purchasing (PCard) and for submitting documentation in Workday on time. Misuse of the card is a serious offense which may lead to disciplinary action including but not limited to termination. The Corporate Cards Services Office is responsible for monitoring the effectiveness of the Purchasing Card Program. If you have any questions regarding the program, or the appropriate use of the Purchasing Card, please contact the University Corporate Cards Services Office.

Corporate Card Services

III. CARDHOLDER RESPONSIBILITIES

Prior to using the Purchasing Card, determine if it is the appropriate purchasing method. Please review the [Payment Matrix](#) for guidance. Generally, the Purchasing Card can be used for most tangible commodity purchases (see restrictions on page #9). *Rule of Thumb*: The Purchasing Card is the preferred alternative for one time purchases of small dollar transactions. Capital equipment items may not be purchased with the Purchasing Card.

-
- Cardholders are responsible for understanding and are advised to periodically review the *Purchase Card (PCard) Guidelines policy*.
- The Purchasing Card must be used for university business only. **Use of the Purchasing Card for personal purchases is strictly prohibited.**
- Cardholders are responsible for understanding and are advised to periodically review the [Purchase Card \(PCard\) Guidelines policy](#).
- The Purchasing Card is to be used by the approved cardholder only. The card is not transferable.
- Cardholders are ultimately responsible for reconciling the account and reviewing charges. Should a charge not be verified including completely approved within the 60 days then the card will be suspended. Three suspensions of a card due to late reconciliations or personal charges (not allowed) the card is cancelled. Please refer to [Purchase Card \(PCard\) Guidelines](#).
- Review transactions and monitor the *Process History* in Workday weekly, to ensure the reconciliation is moving along until fully approved.
- *Pyramiding (i.e., splitting one purchase into two or more purchases) is not allowable.
***NOTE:** Due to PCard misuse, be advised that this type of improper use could lead to further disciplinary action. The repercussions for repeat offenses could range from suspending use of the card privileges and/or other disciplinary action as allowed by University policy.
- Cardholders must not receive cash back for any refunds or exchanges. Refunds or exchanges must be credited to the Purchasing Card.
- Cardholders must tell suppliers that the University is exempt from Florida sales tax. Download a [tax-exempt certificate](#) from the Controller's Office website. This certificate is to be used for **University business only. Under no circumstances is this certificate to be used for the personal benefit of any individual.** It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax.
- Transaction that have not been verified and fully approved In Workday after sixty (60) days will result in card suspension, reinstatement of the Purchasing Card will require approval by the cardholder's Supervisor or Cost Center Manager. The transactions will be verified and submitted in Workday and supported by appropriate documentation as required. The University of Miami will pay all

Corporate Card Services

- charges in connection with the Purchasing Card directly to the issuing bank.
- Cardholders must reconcile their charges within a 30 day period to ensure proper recording in Workday and have up to 60 days from the issuing bank's transaction posted date, the Purchasing Card will be suspended/deactivated until such charges have been verified and approved, in addition to any other rights the University of Miami may have. All original receipts/invoices must be scanned and loaded into Workday and a business purpose stated in the comment/memo box. Reinstatement of the Purchasing Card will require approval from the Supervisor or Cost Center Manager. ***NOTE:** Be advised that thus type of delinquent activity could lead to further disciplinary action. The repercussions for repeat offenses could range from suspending indefinitely use of the card privileges and/or other disciplinary action as allowed by University policy.
- Failing to verify transactions accurately and completely with proper supporting documentation, University of Miami will consider the unsupported charges to be a personal loan and may collect these amounts.
- If a receipt is lost or missing, please first attempt to obtain a duplicate by contacting the merchant. If a duplicate cannot be obtained, a [Missing Receipt Affidavit](#) must be filled out, signed by the cardholder, supervisor/manager, and Cost Center Manager (CCM) and scanned into Workday.
- Cardholders should review their statements every cycle and dispute any problem transactions to U. S. Bank first, then report the incident to the Corporate Cards Services Office.
- Cardholders must report lost or stolen cards immediately to U.S. Bank Customer Service (24/7) at (800) 344-5696, then notify the Corporate Cards Services Office at pcard.ap@miami.edu.
- Cardholders must return cards to their Manager or Cost Center Manager (CCM) before leaving the University.
- For cardholders transferring to a new department, if there is a need for you to keep the PCard, inform your current Manager or Cost Center Manager (CCM), then contact the Corporate Cards Services office for instructions to process the card transfer. When the supervisor or CCM changes for a current cardholder a new [User Agreement](#) must be completed before the card can continued to be used. This requirement assures that financial owners are aware of the approval responsibilities. Any updated training requirement is applicable, also the new Cost Center must be current with reconciliation in WD at the time of the request.
- The Purchasing Card must always be treated with the greatest care. Cardholders are expected to keep the PCard in a secure location and guard their PCard account numbers carefully.
- Reinstatement of the Purchasing Card can only be requested by the supervisor/manager or Cost Center Manager of department of the cardholder.

Reminders

Corporate Card Services

Should a card remain suspended for six months or more the card will be canceled. The card cannot be reinstated.

No Activity

After twelve months of no activity your corporate card will be closed by U.S. Bank or Corporate Card Services (CCS). **The card cannot be reinstated.**

Profile Updates

For any profile changes i.e., address changes or phone number please contact the Corporate Card Services office. Doing so will keep accounts up to date.

Note: Changes made to your profile in Workday will not reflect on your U.S. Bank account.

Compliance

When applying for a Purchasing Card the requestor must agree to comply 100% with all University Corporate Card rules, regulations, and policies. The cardholders first year will be considered a probationary period. Should the card be misused at any time, the cardholder could potentially face disciplinary action, intervention by Human Resources and card cancellation.

Corporate Card Services

IV. SUPERVISOR AND DEPARTMENT HEAD RESPONSIBILITIES

Employee/Responsible Cardholder

- Determine to whom should apply for a Purchasing Card. U.S. Bank does not extend any liability coverage to cardholders who are not University of Miami employees; therefore, all cardholders must be University employees.
- Provide authorization and sign Cardholder Agreements for each potential cardholder.
- Retrieve PCard(s) from employees who leave the University, change departments, or move to a job in which they will no longer require a PCard. Discard the card and send an email message to pcard.ap@miami.edu indicating the department name, cardholder name.

Workday

- It is recommended that each area should designate one person as the main individual trained to review and update transactions in Workday and one backup person established in the event the main user is out of the office (sick, vacation, etc.). Please visit the [Workday Finance](#) website to learn more about the various functions.

Workday Daily Alerts

The following alerts will be sent to cardholders and supervisors in Workday:

- Daily alert sent 31 days past transaction date to the employee.
- Daily alert sent 61 days and older past transaction date to the employee and the supervisor.
- Daily alert sent 91 days and older past transaction date to the employee and the supervisor.

Failure to comply with Corporate Card Policies could lead to corrective action as outlined in Human Resources [Discipline Policy](#).

Oversee Appropriate Use of the Purchasing Card

- It is the Cardholder, Manager and Cost Center Manager (CCM) responsibility to oversee that all transactions are verified within the designated time provided. Assure that the following are included when reconciling charges:
 - Review each cardholder's transaction in Workday. All original receipts

Corporate Card Services

and business purpose for each transaction should be stated in the memo in Workday.

- Ensure that there is a detailed receipt for every transaction. If original receipt is lost or missing, please first attempt to obtain a duplicate by contacting the merchant. If a duplicate cannot be obtained, a [Missing Receipt Affidavit](#) must be filled out and signed by the cardholder, manager, and Cost Center Manager (CCM) and scanned into Workday.

Corporate Card Services

V. SPECIAL REQUIREMENTS FOR SPONSORED ACCOUNT

Use of the Purchasing Card continues to operate under the standard sponsored program compliance or accounting requirements. All costs incurred on a sponsored account must be reasonable, necessary, allocable, and appropriate to the specific account charged.

- A sponsored account may be charged for a specific expenditure through the Workday system, provided that the charge is appropriate and meets all of the other sponsored program requirements.
- Because of the unique audit requirements for sponsored programs, departments must retain copies of all Purchasing Card purchases charged against a sponsored account for the life of the sponsored account. Some vendors do not provide detailed receipts; therefore, the department may need to retain a detailed log of a sponsored account purchase, so that the individual items purchased are clearly documented.
For example: A receipt may say "miscellaneous merchandise" with a total of \$200. This will be insufficient for audit purposes or cost transfers. A complete summary of the items should be attached to the receipt.
- Some sponsored agencies require proof of purchase when they are invoiced for the project expenditures. In those instances, the Sponsored Programs department may contact the cardholder to forward a copy of the receipt and purchase detail for a particular transaction. Those failing to follow this procedure may have their Purchasing Card revoked.

VI. HOW THE PURCHASING CARD WORKS

The Purchasing Card simplifies the procurement and disbursement process by facilitating purchases at the department level. Procurement authority is delegated to the ordering department enabling the authorized cardholder to place an order directly with the vendor. The University of Miami Purchasing Card program provides enhanced control for all transactions, by producing immediate decisions on specific authorization criteria at the point of sale. When the vendor at the point-of-sale requests a purchase authorization, the U.S. Bank Card system validates the transaction against preset limits established by the University.

The authorization process occurs through an electronic system that supports PCard processing services under the University's agreement with U.S. Bank. These authorization criteria may be subject to change. In addition, the PCard Program Manager will have the ability to view a large selection of reports to effectively monitor the use of the PCard.

Corporate Card Services

All transactions are instantaneously approved or declined based on the following PCard authorization criteria:

Corporate Card Services

Purchasing Card

- Single purchase limit not to exceed \$2,500.
- Spending limit varies between \$10,000 and \$25,000 per cycle.
- Merchant Category Code (MCC) set for utility vendors, with others added after a review and approval by the Purchasing Card Program Manager.

VII. RESTRICTED COMMODITIES

Purchases of the restricted commodities listed below must continue to be processed following established procurement and disbursement policies and procedures. If you have any questions regarding a restricted commodity, please contact pcard.ap@miami.edu.

Corporate Card Services

Authorized

The following expenditures are allowed, subject to the \$2,500 per transaction limit.

- Advertisements: Recruitment Posting (new online class/programs, research study participants, job postings on web/social media)
- Catering Supplies allowed up to \$200 (e.g., cups, napkins, plasticware, and paper plates)
- Cell Phone Recurring Charges
- Charitable Contributions (e.g., fundraising galas or events)
- Computer accessories (e.g., keyboard, mouse, chargers, cables, and projector bulbs)
- Dues - Professional, Civic, Community Org.
- Fines/Penalties (e.g., Government agency fines)
- Gifts- *Limits apply. Refer to the [University Gifts and Discounts to Employees \(Policy ID 12353377\)](#)
- Government Agency Fees
- Journal Publications & Abstract Fees
- Licenses - Professional
- Magazines
- Meeting Amenities/Subsistence (*PCard allowed up to \$200 for grocery stores. E.g., Not to be used for restaurants or fast food.)
- Membership - Professional Org.
- Permits

Unauthorized

The following expenditures are strictly prohibited. Some items may be authorized on a one-time basis. For questions, contact pcard.ap@miami.edu. **If the supplier is active in Workday, the PO process must be followed.**

- All Contracts (PO)
- All Services (PO)
- Alcoholic Beverages (Contact the Procurement Department and Risk Management)
- Animals and Animal-Related Purchases
- Biological and Medical Products/Supplies (e.g., drugs, lab fees) (PO)
- Capital Equipment (PO)
- Catering (PO)
- Computer Hardware & Software
- Contracts (PO)
- Construction Renovation
- Consulting (PO)
- Copying/Duplicating ([Contact Managed Print Services](#))
- Equipment
- Furniture (PO)
- Gifts/Gift Certificates/Gift Cards (For research participants only. Please refer to HR Policy [University Gifts and Discounts to Employees \(Policy ID 12353377\)](#)).
- Incidental Expenses without receipts cannot exceed \$75 in total per trip.
- International Purchases*

Corporate Card Services

- Postage
- Phones (Request begins on a WD purchase requisition. Then charges applied to PCard)
- Promotional Items- *Follet Purchases (promotions that require custom UM logo items must go through the PO process.)
- Registration - Conferences, Seminars
- Subscriptions - (e.g., books and magazines)

- Leases & Maintenance Agreements
- Medical Supplies & Equipment
- Parking Fees*
- Patient Transportation (please create a PO using Lyft- UM wide contract)
- Personal Expenditures/Personal Items (whether intentional or a mistake these are not allowable, and a *Misuse Form* will need to be completed)
- Radioactive/Hazardous Materials (PO)
- Repairs (PO)- Medical Equipment
- Travel & Entertainment Expenses (Travel Card)

*Restriction can be lifted on a one-time basis upon approval. Contact Corporate Card Services directly at 305-284-2417

Corporate Card Services

The University reserves the right to revise this list of restricted commodities or to otherwise deny purchases of commodities or other items not included herein at its sole discretion.

Blocked Merchant Codes (MCCs)

The following Merchant Category Codes (MCCs) are blocked for use on the PCard. Reference the Payment Matrix or contact your procurement team for alternate payment processes.

<ul style="list-style-type: none"> • Boat Dealers • Caterers • Computer and Data Processing Services • Computer Network/Information • Computer Software Stores • Doctors (Not Elsewhere Classified) • Drinking Places (Alcohol) • Eating Places & Restaurants • Fast Food Restaurants • Florists • Furniture Home Furnish + Equipment Excl Appliances 	<ul style="list-style-type: none"> • Hardware Equipment and Supplies • Legal Service Attorneys • Miscellaneous Furnishing House Specialty Shops • Other Services (Not Elsewhere Classified) • Package Stores Beer Wine Liquor • Professional Service- Not Elsewhere Classified • Taxicabs & Limousines • Wholesale Computers • Wholesale Florist • Wholesale Med/Dental • Wholesale Office Supply
--	--

Preferred Vendors

The Purchasing Card does not signal a change in policy regarding compliance with University contracts with preferred vendors, e.g., maintenance of equipment. The Procurement Department is authorized to negotiate and issue contracts that will provide the University with lowest total cost arrangements for goods required from outside vendors.

Ordering Process

The Purchasing Card may be used to purchase goods in person at the supplier site, over the phone, fax or by mail. In addition, it can be used over a secure Internet link. When placing your order, please be sure to provide the vendor with the following information:

- Identify yourself as a University of Miami employee and that you are making a University purchase using a U.S. Bank MasterCard.



Corporate Card Services

- Tax-exempt status and tax-exempt number listed on your UM tax-exempt card or certificate copy. If that is not sufficient, present or fax a copy of the University of Miami

Corporate Card Services

sales tax "Certificate of Exemption" (obtain from the Controller's website).

- Cardholder name, card number and expiration date of card.
- Complete delivery address, including department name, building and room number. **Do not give the address of Accounts Payable.** When specifying delivery instructions for your campus address, include the information, which must appear on the shipping label (ensure that it comes directly to you, the cardholder).
- Order the desired goods and confirm the total cost, including shipping and handling.
- Always obtain original receipts, even if the purchase is made by phone or fax. For Internet orders print a copy of your order from your PC and retain for attachment to the packing slip sent along with the items.

Tax Exemption

The University of Miami is tax-exempt, and many purchases made by departments can be done without having to pay sales tax. In addition to Florida, the University of Miami has obtained tax exemption status in CT, DC, ID, IL, IN, IA, KS, KY, ME, MA, MI, MN, MS, MO, NJ, NM, NY, NC, ND, OH, PA, TN, TX, UT, VT, VA and WI. Instructions to obtain sales tax exemptions are on the [Controller's website](#).

If sales tax is billed incorrectly to the cardholder's account, it is the responsibility of the cardholder to dispute the charge with the vendor. If a vendor requires a tax exemption certificate, it is the responsibility of the cardholder to obtain it from the [Controller's website](#) and to mail or fax it to the vendor.

Documentation

Upon receipt of your order, retain all packing slips, original receipts and/or invoices you receive from the vendor. A U.S. Bank electronic statement can be downloaded from Access Online which enables one to view all activities on the Purchasing Card. Each cardholder must immediately reconcile all invoices and scan receipts in Workday with a business purpose stated in the memo section. If the original receipt was never received or was misplaced, contact merchant immediately to request for a duplicate. If a duplicate cannot be provided complete a Missing Receipt Affidavit found on the PCard website under forms and scan it along with the rest of the receipts in Workday. Cardholders must reconcile their charges in Workday. The Cardholder's supervisor and Cost Center Manager (CCM) must sign the affidavit. The cardholder's supervisor must review all the supporting documentation and indicate their approval.

Documentation must support the legitimate business purpose of all transactions made

Corporate Card Services

with the PCard. A brief explanation of the business purpose of the transaction and/or in the memo slot in Workday. In addition to detailed sales receipts and packing slips, the following are examples of support documentation:

- Original sales receipts or invoice

Corporate Card Services

- Original packing slip (including the price)
- Original order forms or applications (i.e., those that are faxed to companies for membership enrollment, subscriptions or conference registrations)
- Computer printouts of Internet purchases (include packing slips with goods when received, if any.)
- Vendor statements showing a zero balance.

Disputing a Transaction

The cardholder is responsible for following up with a vendor for any erroneous charges, disputed items or returns. Cardholders may dispute charges that appear on their monthly credit card statement. Disputed charges can result from failure to receive goods, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. First, the cardholder should contact the vendor to resolve any outstanding issues. If the transaction is still not resolved, dispute the transaction on Access Online, or by calling U.S. Bank Customer Service at 1-877-887-9260. It is the cardholder's responsibility to follow up and ensure that credit is obtained.

All disputed transactions must be submitted to U.S. Bank within 60 days of the transaction date. When U.S. Bank have completed its investigation, the cardholder will be informed of the resolution and any corrections that were made. Please note that by law, vendors are not permitted to bill your credit card for purchases until the items have been shipped.

Receipt of Goods

The cardholder is responsible for ensuring receipt of goods and follow-up with the vendor to resolve delivery problems, discrepancies or damaged goods.

Returning Item(s)

Item(s) should be returned directly to the vendor by whichever means the vendor requires. The Cardholder is responsible for seeing that proper credit is posted on his/her monthly credit card statement for any returned item(s). **Do not accept cash for returned items.** Always ensure that the credit is posted back to the PCard and obtain a credit receipt/slip which should be scanned and copied into Workday.

Corporate Card Services

Credits

Credits must be issued back to the UM PCard used for the original purchase and cannot be applied to a personal account. The PCard must be verified within 30 days. If the merchant cannot apply the credit back to the University card used the charge will become personal and must be repaid back to the University. Per policy, reconciliations must occur within 30 days. For any questions, please contact Corporate Card Services office.

VII. CREDIT CARD ADMINISTRATION

Only full-time regular employees of the University, designated by the department head, may be permitted to receive a University of Miami PCard. An individual may only receive his or her card after completing the Purchasing Card (PCard) Training CBL at ULearn. PCard holders are required to read the PCard User's Guide and follow all PCard policies and procedures.

Corporate Card Services

Canceling a PCard

The department Cardholder's Manager or department Cost Center Manager (CCM) should retrieve cards from employees who leave, change departments, or move to a job where they will no longer require a PCard. Cardholders can also cancel their cards. Destroy the card by cutting through the account number and return it to the supervisor. In addition, send an email to pcard.ap@miami.edu requesting the account be closed.

To cancel a PCard because it was lost or stolen, notify U.S. Bank (24/7) at 1-800-344-5696 immediately. Verbal reports of a lost or stolen PCard must be followed in writing to the Corporate Cards Services Office email address, pcard.ap@miami.edu. A replacement card will be sent within 7-10 days to the office or home address from cardholder's profile at the bank. It is important to make sure your address is current at the bank.

Card Termination

The University of Miami may terminate the cardholder's right to use the Purchasing Card at any time for any reason. The cardholder should stop use of the Purchasing Card upon request of the University of Miami or the procurement card's issuing bank, or immediately if no longer employed by the University of Miami (including retirement). Also recognize that the University of Miami reserves the right to cancel the Purchasing Card with the issuing bank or if the cardholder fails to fulfill any obligations under the agreement. The Purchasing Card will be shred upon notifying Corporate Cards Service of any resignation, retirement, or termination, or upon the request by University of Miami.

Renewal of an Existing PCard

Replacement PCard will be sent automatically to the Cardholder's address on file at U.S. Bank 30 days prior to the expiration date on the card.

PCard Security

Only an authorized cardholder may use the PCard. Cardholders must safeguard the PCard number against use by unauthorized individuals within or outside the University. Keep your PCard in an accessible, but secure location. Employees must not share the card or card number with other employees.

The only person entitled to use the PCard is the person whose name appears on the face of the card. Do not lend your PCard to another person for use. For security reasons, the PCard is not transferable. If the cardholder is going to be absent from

Corporate Card Services

the office for an extended period, the department head may request a new card to be issued to a different person for the duration of the absence.

On Leave

Once HR has approved a Leave of Absence (LOA), the Corporate Card Services (CCS) office will be notified electronically along with the cardholder and their supervisor. For confidentiality purposes only the date range will be provided to CCS. Before the LOA occurs, it is suggested for business continuity that the department be prepared to use an alternate card or assign another person to acquire a card. The CCS office will contact the cardholder going on leave once the notification is provided to establish the date the card will be suspended. The card will be suspended until the person returns and an email notifying CCS from the supervisor authorizing to reinstate. Please note that only the cardholder is authorized to use the card and is not transferrable. Lending or sharing the card is not allowed. For review of an exception please contact the CCS office. This process will ensure that cardholders who are on long-term or short-term leave, have their cards suspended temporarily. Card will be suspended 14 days prior to the cardholder going on leave to ensure all transactions are verified and completely approved.

Employees Leaving the University (Terminated)

Once the termination process is initiated in Workday the Cardholder, Supervisor, and Cost Center Manager will begin receiving email alerts. These daily alerts will provide a list of all outstanding transactions which must be either transferred to another Cardholder in the department or submitted and completely approved prior to the last day of employment. This will allow Corporate Card Services to properly close the card(s) prior to the employee leaving.

Failure to comply with Corporate Card Services policies could lead to corrective action as outlined in Human Resources [Discipline Policy](#).

VIII. MISUSE OF THE PCARD

As a cardholder, you assume the responsibility for the protection and proper use of the PCard. The PCard is intended for purchases related to University business only and misuse may result in cancellation, and result in disciplinary action, up to and including termination of employment. Use of the card for Personal purchases is strictly prohibited. The following are a few examples of "misuse of the PCard:

- Using the card for non-business purchases
- Assignment or transfer of a PCard to an unauthorized person
- Purchases of restricted commodities as stipulated in the PCard User's Guide



Corporate Card Services

- Lack of proper and timely reconciliation in Workday
- Pyramiding (Splitting transactions to stay within the limits)

Corporate Card Services

Penalty for Misusing the PCard

All misuse of the PCard will be handled promptly and uniformly for all cardholders. The following actions may apply:

- A formal written inquiry will be sent to the individual cardholder. If no response or compliance, the cardholder's immediate supervisor and/or Cost Center Manager (CCM) will be copied on a second email. If there is still no compliance, the Corporate Card Services Office will suspend the PCard.
- All cases of misuse will be directed to Internal Audit, the Senior VP of Business and Finance or the Executive Vice President and Provost and to the appropriate Human Resources or Faculty Affairs Office.
- Based upon the severity of misuse, disciplinary action may include immediate termination, restitution and/or pursuit of criminal charges.

Paying Personal Amounts

If a transaction is deemed personal or determined as a personal charge through a valid audit the cardholder needs to contact Corporate Card Services pcard.ap@miami.edu.

Three Strike Policy

If a card is used for personal use an automated email will be sent to the cardholder. Should the card continue to be used for personal, HR will be notified of the violation and upon review could lead to card being suspended and discipline. CCS is implementing a three strike policy violation. Three personal charges and the card is cancelled per calendar year and the supervisor, CCM, or Senior Business Manager will receive email notification of the violation. **Note: Once an account is cancelled the cardholder cannot reapply.**

Card Suspension Policy

If a cardholder accrues three card suspensions within a calendar year; the card will be terminated. Card will be closed permanently, and cardholder will not be able to reapply indefinitely for either Corporate Card.

IX. PURCHASING CARD AUDITS

To ensure the continued success of the University of Miami Purchasing Card Program and to meet audit requirements of the University, random audits will be made of the cardholder's account statements and support documents. This is to ensure that items purchased have been verified, reviewed and approved by the supervisor and Cost Center Manager (CCM).

X. OTHER FEATURES OF THE PURCHASING CARD

Corporate Card Services

Access Online

This is a tool that will allow a cardholder to view their current and past statements. The Purchasing Card cycle ends on the 6th of each month. If the 6th falls on a weekend, then it will end on the next business day. In addition, the transactions are available “real time”. This means that the transactions in Access Online are current. Log on to the [U.S. Bank](#) website to:

- Obtain the current picture of your account activity
- View transaction for the past 12 statement cycles (Amounts, Dates, etc.)
- Have access to your statement via Internet even away from the office
- Obtain hard copies of your statement(s) without having to call U.S. Bank

Corporate Card Services

If you have any questions regarding bank statements, help in setting up your user ID and password, you may contact U.S. Bank Customer Service at 1-800-344-5696 (24/7) or Corporate Cards Services Office at 305-284-2417.

XI. WORKDAY

Who can Obtain Access?

All cardholders can access their own transactions under Purchases icon in WD.

Also, the Cardholder's Manager and/or Cost Center Manager can also see the Cardholder's transactions in WD. In addition, another employee from the department that has the security role access of Procurement Data Entry Specialist will be able to see and verify transactions on behalf of a Cardholder. Security Role Request Form – Finance is available in WD.