

CARDHOLDER RESPONSIBILITIES

The Stonehill Purchasing Card (Pro Card) must only be used for legitimate business of the College. Fraudulent use and/or misuse of the card are grounds for revoking the Pro Card privileges and may lead to disciplinary action, up to and including termination of employment.

The Cardholder must:

- Only use the Pro Card for official College business
- Adhere to the purchase limits/restrictions imposed on your Card
- Use the web based program (Works), assign each transaction a cost allocation and attach all supporting documentation to the Monthly Activity Report and submit to your supervisor
- If in doubt as to whether or not something can be purchased on the Pro Card, please contact Purchasing at x1357 or the Controller's Office at x1247.

LOST/MISPLACED/STOLEN PURCHASING CARDS

Cardholders are required to report a lost or stolen Pro Card immediately to Bank of America and then notify Purchasing at x1357.

Bank of America 24 hr. Customer Service: 1-888-449-2273

Outside the U.S. & Canada (collect): 0-509-353-6656

CHARGES NOT ALLOWED

- Cash advances
- Alcoholic beverages (unless purchases in conjunction with official College business in accordance with Stonehill Travel and Entertainment policies)
- Gas (except for use with business rental cars and college owned vehicle)
- Capital equipment (\$3,000 or more)
- Computer systems (CPUs with or without monitor, iPads)- IT personnel excluded
- Construction & Renovation services
- Consulting & Professional services



To obtain a Stonehill Purchasing card, go to our website at:

<http://www.stonehill.edu/offices-services/purchasing/>

then click on the Pro Card link and download an application.

Once the application has been signed off and approved, it should be forwarded to the Purchasing Department. After training has been completed, you will be issued a Pro Card.

POCKET GUIDE FOR STONEHILL Pro Card



Purchasing Card Contact:
Maria Botelho.....x1357
Faxx1456

General Information / Accounts Payable Contacts:

Mary Garland.....x1098
Colleen MacDonald.....x1247

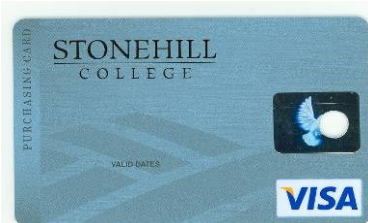
PURCHASING CARD INFORMATION

What is the Stonehill Purchasing Card (Pro Card)?

The Stonehill Purchasing Card (Pro Card) is a credit card program specifically designed for low dollar purchases (under \$2,500) and for travel expenses. It works similar to your personal credit card, except the charges are paid by the College

The use of the card is intended for purchases related to College business only. Use for personal purchases is strictly prohibited.

Cardholders will have a standard set of spending limits of twenty (20) transactions per day, a single purchase limit of **\$2,500**, and a monthly limit of **\$10,000**. Certain items cannot be obtained by using the card, including cash, alcoholic beverages and capital equipment. Personal purchases are forbidden.



What do I do with my receipts?

!!!!!! IMPORTANT !!!!!

Whether a purchase is made in person, via telephone, internet, fax or mail, you must obtain some form of official supporting documentation such as:

- Detailed cash receipt
- Invoice with dollar amounts
- Verifying e-mail documentation of the transaction

Each month you will :

1. Fill out the Reconciliation Cover Page.
2. Attach your **original receipts** for all your purchases.
3. Print your Monthly Activity Report.
4. Forward to your supervisor /budget approver for signature approval.

Monthly billing cycle

The billing cycle for the Purchasing Card ends on the last day of the month. The next day begins a new billing cycle. All charges incurred on your Pro Card must be confirmed online, and the "Monthly Activity Report" with supporting documentation must be received by the Controller's Office within **21 days after the last day of the month.**

Placing an Order

Once it is determined that the purchase will be made using the Pro Card, the cardholder has a choice to make the purchase in person, by telephone, by fax or via the internet.

1. Identify yourself as a Stonehill College employee.
2. Inform the supplier that a purchase will be made using a Visa credit card from Stonehill College.
3. Emphasize that Stonehill College is exempt from sales tax. The tax exempt number is embossed on the front of the card. Cardholders are encouraged to carry the tax exempt form with them, since many suppliers require a paper copy at the point of sale.
4. Provide the supplier with the name as printed on the Pro Card, department name, telephone number, the card number, and the card expiration date. Verify the exact "SHIP TO" information with the supplier to ensure delivery.
5. Record the name of the person taking the order in case of problems with the order.

Merchandise Returns and Exchanges

When necessary, items should be returned according to vendor specifications. The cardholder is responsible for ensuring that proper credit is posted for any returned items. Under no circumstances is cash to be given in lieu of a credit to the cardholder's account.