

## **Credit Card Purchases**

A special group of employees have been selected by their management to become an Austin Peay State University (APSU) purchasing cardholder. Your nomination is proof of the University's faith and trust in your ability to represent Austin Peay as an authorized agent for placing small dollar orders on behalf of your department and the University. The purchasing card is entrusted to you in your name for a specific department account number, and it can only be used for University business. In addition, it may not be loaned or delegated to another employee at any time. You are responsible for ensuring that your card is safe and that it is not used personally to benefit any one individual in our organization.

To obtain a credit card, complete and sign the Employee Agreement Form. Then the individual responsible for the organization where the charges are to occur must sign and approved the form. Forward the Agreement Form to the Purchasing Office where the credit card will be ordered. It is the responsibility of the employee to read and agree to the cardholder responsibilities before sending the Agreement Form to Purchasing.

This card program has been established to streamline the purchasing process including requisitioning, order placement, receiving and the payment processing for low value (\$1,999) per transaction not to exceed \$4,999 per month. Transactions for more than that amount will be denied at the point of sale. Our program utilizes the Bank of America Visa Purchasing Card as the payment processing medium and it is administered by Bank of America. Cardholders are encouraged to use the card for all low value purchases. However, usage always must be in compliance with Austin Peay and the Tennessee Board of Regents (TBR) policies and procedures regarding purchases. It should be noted that suppliers who do not accept the Visa Purchasing Card still can be used if they accept the regular Austin Peay Purchase Order form or a departmental local purchase authority. If the amount exceeds \$2,000, then a Purchase Requisition must be generated and submitted through the normal signature cycle for processing to the Purchasing Office.

Bank of America will maintain a computerized summary of each and every purchase made against your Purchasing Card, and will submit a monthly summary billing statement covering your purchases directly to your department. Generally, the transaction dates and amounts on the statement should match the order dates and amounts recorded on your department log. Use the summary statement to verify order placement by checking it against your department's log of low value purchases to ensure the accuracy. However, there may be times when your log shows items purchased toward the end of the billing cycle that will not be included until the next monthly summary billing statement is issued. Austin Peay's Accounts Payable Office will receive a monthly master statement of all charges for all cardholders at the University which it will use to reconcile the purchases with each department and to make any internal changes that are

considered necessary prior to debiting your department's account. Report any discrepancy on the Cardholder Statement of Disputed Item form.

A lost or stolen card must be reported immediately to the Bank of America and the Purchasing Office. Call Bank of American and complete the Lost/Stolen Visa Purchasing Card Notification form and submit to the Purchasing department.

If you follow the Purchasing Card Usage Guidelines and always work in the best interest of Austin Peay, this experience should be a rewarding part of your daily contributions to the University. I am certain that you will enjoy the luxury of placing orders as they surface, but when questions arise regarding the purchasing requirements please feel free to call the Purchasing Office for help through the purchasing process.

**Austin Peay State University  
Purchasing Card  
Employee Agreement**

I, \_\_\_\_\_, hereby request a purchasing card. As a holder I agree to comply with the following terms and conditions regarding the use of the card.

- I understand that I am being entrusted with a valuable tool – a purchasing card – and will be making financial commitments on behalf of Austin Peay State University and will strive to obtain the best value for the university.
- I understand that the card will be issued in my name; therefore, it is my responsibility to maintain an accurate log for the use of the card. The card should never be given to another person to use.
- I understand that Austin Peay is tax exempt, and it is my responsibility to ensure that NO tax is charged to my account.
- I understand that the University is liable to Bank of America for all charges made on the card, and that I am personally liable to Austin Peay for any unauthorized charges made on the card.
- **I agree to use the card for approved purchases only and agree not to charge personal purchases. I understand that my transactions will be audited and appropriate action will be taken on any unauthorized use of the card.**
- I will follow the established policy and procedures while using the purchasing card. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions.
- I have been given a copy of Cardholder Responsibilities and understand the requirements for the card's use.
- I agree to return the card immediately upon request or upon termination of employment (including retirement).
- **Austin Peay State University has my permission to deduct from my paycheck any unauthorized charges that may be on my account.**
- If the card is lost or stolen, I agree immediately to notify the Bank of America and the Purchasing Department at 7022.

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EMPLOYEE SIGNATURE

DATE

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PERSON RESPONSIBLE FOR ACCOUNT

DATE

## Cardholder Responsibilities

The Cardholder must:

- Ensure the purchasing card is used for legitimate business purposes only.
- Maintain the purchasing card in a secure location at all times.
- Adhere to the purchase limits and restrictions of the Purchasing Card and ensure the total transaction amount of any single transaction does not exceed \$1999.00.
- Maintain a purchasing log (obtained at the Purchasing Office Web site) listing each transaction per month.
- Obtain receipts for ALL transactions and attach them to the purchasing log.
- Reconcile the monthly statement with the purchasing log each month and attach receipts.
- Forward the approved purchasing log to Accounts Payable within three (3) working days after you receive the purchasing card statement.
- Attempt to resolve billing disputes directly with the supplier.
- If unable to resolve a dispute, it is the cardholder's responsibility to forward to purchasing a "Cardholder Statement of Disputed Item" form so that the program administrator can pursue the disputed item with the Bank of America.
- Ensure that an appropriate credit for the reported disputed item or billing error appears on a subsequent cardholder statement.
- Never accept cash in lieu of a credit to the Purchasing Card account.
- Notify the Bank of America and the Program Administrator of a lost or stolen Purchasing Card immediately.
- Return the Purchasing Card to Program Administrator upon terminating employment with Austin Peay.
- Report erroneous declines and fraudulent charges to the Purchasing Office at 7022.
- Ultimately, cardholders are responsible for all charges incurred on their card.

Restricted Purchases include the following:

- ◆ Sales tax
- ◆ Hotels and motels (with exceptions)
- ◆ Cash
- ◆ Entertainment expenses
- ◆ Using PayPal
- ◆ Memberships and Subscriptions
- ◆ Tax payments, fines, court costs or any other personal items
- ◆ Maintenance or service agreements –requiring a contract
- ◆ Controlled substances including radioactive materials and drugs
- ◆ Banking services
- ◆ Airlines
- ◆ Guest meals
- ◆ Fuel

The purchasing card is **NOT** to be used for any travel expenses. All travel must be paid by the individual and filed on the appropriate travel claim form.