MARICOPA
COMMUNITY COLLEGES

PROCUREMENT CARD
POLICY AND PROCEDURES MANUAL

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Procurement Card Policy

Responsibilities

It is the Cardholder and Reviewer's responsibility to ensure that the card is used within all MCCCD policies and procedures relating to the expenditure of MCCCD funds. This includes MCCCD's Purchasing Policy. Each Cardholder must ensure that they are incorporating due diligence in processing any transaction.

Card Security

Safeguarding the ProCard is the responsibility of each Cardholder.

Restrictions and Prohibited Uses

Attempting to purchase restricted items may result in ProCard privileges being suspended or revoked. Please contact the ProCard Administration Office on any items you have doubts about purchasing with the ProCard.

Items that **MAY NOT** be purchased with the ProCard are, but not limited to:

- Alcoholic beverages
- Ammunition/Weapons
- Capital Equipment
  Please refer to MCCCD Capital Asset Accounting page for Policies and Procedures:
  https://maricopa.sharepoint.com/sites/DO/business/FSC/fsc-departments/capital-asset-accounting/Pages/definitions.aspx
- Computers, regardless of prices (including laptops, tablets, Chromebooks, Kindles, etc.)
- Cash Advances, Loans, Cash/Credit
- Extended Warranties
- Catering Services/Events
- Contractual Professional Services (including on-site services regardless of a contract/agreement not being required)
- On Site Services (including repairs, construction, installations)
- Flowers for life events, Gifts, Gift Certificates, or Gift Cards
- Gasoline/Fuel
- Insurance
- Leases/Rentals
- Legal Services
- MCCCD Internal Transactions (must be accomplished with a budget or expense transfer)
- Personal Purchases (personal reward/incentive cards cannot be used in conjunction with the ProCard)
- Purchases requiring competition
- Radioactive materials
- Software with licensing signatory requirements
- Travel Incidentals
- Supplemental fees and expedited shipping fees
- Amazon Prime Memberships

Restricted Purchase Exceptions

The ProCard Administrator may grant an exception to purchase an item on the restricted list. Justification for the exception and supporting documentation must be provided to the ProCard Administrator who may provide written approval prior to the purchase. Seeking an exception will not grant automatic approval. The ProCard Administrator reserves the right to deny any exception requests. If approved, supporting documentation must be uploaded to the corresponding transaction during reconciliation.

The Director of Purchasing will be the final authority regarding ProCard exceptions and the delegation of ProCard exceptions to those under the ProCard Administrator.

Use of the ProCard for Invoices

The ProCard **should not** be used to pay current nor outstanding invoices resulting from a purchase order or an unauthorized order.

Splitting Purchases

Transactions are not to be artificially divided or fragmented to meet the single purchase limit or circumvent competition requirements.

Valid Receipts

Itemized receipts are required for each transaction. An itemized invoice may be needed as additional supporting documentation.

Transactions Requiring Competitive Quotes/RFP Contracts

- A purchase with competitive quotes should not be processed on the ProCard. Quotes need to be vetted prior to proceeding.
- The ProCard can be used to process payment (including purchases over $5,000) for vendors awarded under an RFP issued by the Procurement Department. The RFP must be referenced in the comment section for the transaction.
- Use of Competition Waivers for ProCard purchases requires purchasing approval prior to the purchase.

Official Functions

Official function related transactions can be processed on the ProCard, as long as they are not on the Restricted Items list (e.g. gift cards) and the Official Function Form (OFF) is approved prior to the purchase. The OFF must be uploaded as supporting documentation for the transaction in FMS. For more information, please refer to Administrative Regulations 1.16.

Catering Services/Events

Food delivery and take out can be processed on the ProCard along with an approved Official Function Form. Professional catering food services and having company personnel on college campus requires a Certificate of insurance and Purchase Order.

Travel

When the ProCard is used for travel, all applicable MCCCD administrative regulations pertaining to travel must be followed.
For MCCCD's Travel Regulations refer to Administrative Regulations 1.15.

Uploading Approved Travel Authorization

The Cardholder is responsible for obtaining a copy of the Travel Authorization approval email **and** detailed screen shot indicating when the travel was approved, as it is the official documents supporting the purchase. This documentation must be uploaded with each corresponding travel transaction. Prior to the ProCard being used for travel, the travel must be approved. Travel transactions processed on the ProCard prior to the travel being approved are considered unauthorized and a violation.

Allowable Travel Purchases	Travel Restricted Purchases	Conditional Travel Purchases
Registration	Per Diem Charges	Rental Car – Allowable if the traveler is the ProCard holder
Airfare	Preferred Seating	
Hotel (room and tax only)	Priority Check-In	
Transportation (excluding tips)	Gratuities/Tips	
Baggage	Incidentals	

Travel Restitution

Processing of non-legitimate travel purchases are considered a violation and will result in immediate restitution from the traveler. Restitution will consist of either a credit processed (charge reversal by the vendor) on the ProCard or the traveler personally paying the College back through the Student Business Services Office.

Student/Group Travel

Student team/group (athletics, student groups/clubs) travel expenses can be processed on the ProCard, including meals/food and gas/fuel for rental vehicles while traveling.

Shipping and Receiving

All order/shipments must be addressed and delivered to the Cardholder at their college address. The Cardholder is responsible for inspecting the goods upon arrival and verifying that the documentation related to the purchase is accurate. Any issues in relation to the quality of the shipment must be promptly addressed and handled by the Cardholder directly with the vendor.

Memberships

Memberships with a valid educational or business purpose can be processed on the ProCard. A Membership Payment Worksheet may be required prior to transactions being processed on the ProCard. For the Membership Payment Worksheet requirements, please visit: https://district.maricopa.edu/regulations/admin-regs/appendices/fiscal-management/fm-8
The Membership Payment Worksheet must be uploaded as supporting documentation to the transaction.

Amazon Business

The Amazon Business account used by Cardholders must be issued under the MCCCD main account. A Cardholder cannot use a personal Amazon account when making purchases for MCCCD. Never use the Amazon Business account for personal purchases.

Record Retention and Reconciliation in FMS

It is the responsibility of the Cardholder and/or the Reviewer, to submit all associated documentation for each ProCard transaction as part of the reconciliation process. Documentation is to be uploaded to the corresponding transaction in FMS prior to the reconciliation deadline. The Reviewer is responsible for determining that all of the purchases made were for a valid business purpose, appropriate to be processed on the ProCard and received by the department. In the event of an absence, reconciliation must still be completed.

Reviewers

A Reviewer must be assigned to each ProCard account.

- A Reviewer should be the Cardholder's direct supervisor or the individual over the budget that is used on the ProCard.
- The Reviewer in no circumstance can be a counterpart or subordinate of the Cardholder.

If a Reviewer retires, separates, or is transferred, the Cardholder must stop using their ProCard until a new Reviewer is assigned. Every effort should be made by the Reviewer to report their employment status change to the Fiscal Authority at their earliest opportunity. The Fiscal Authority must notify the ProCard Administration Office and assign a new Reviewer to the card.

Training Eligibility and Requirements

- Every Fiscal Authority, Cardholder, Reviewer, and/or any individuals responsible for the reconciliation process must attend training on the policies and procedures associated with the ProCard Program prior to their participation.
- All ProCard participants will be required to take an online refresher training every year for their continued participation in the ProCard Program. If the participant does not complete the annual refresher training, their privileges in the program will be suspended.

Conflict of Interest

Any MCCCD employee who has, or whose relative has a substantial interest in any contract with, sale to, purchase from or service for the District shall refrain from participating in any such contract, sale, procurement, or service. Participation includes initiating, signing, or acting in a decision-making role.

Merchandise Returns and Exchanges

The Cardholder is responsible for contacting the supplier when merchandise is not acceptable (e.g., incorrect, damaged, etc.). All resulting documentation must be uploaded to that corresponding expense in FMS.

- All credits must be issued to the original card.
- Receiving cash or checks to resolve a credit is prohibited.

Cancellations

The Cardholder is responsible for contacting the supplier when they want to cancel a transaction they authorized to be processed (e.g., hotel reservation, back order items, etc.). If a cancellation is not processed at all or in time by the Cardholder, the vendor has full rights in processing the order/authorization.

Charge Disputes

Should a problem arise with a purchased item, or with billing, every attempt should be made to resolve the issue directly with the vendor. If resolution for a disputed charge directly with the supplier was not successful, the Cardholder should call Chase to dispute the transaction. The ProCard Administrative Team can also issue the dispute claim directly with Chase on behalf of the Cardholder. Chase must be contacted for disputed items no later than 60 days from the transaction date.

Lost, Stolen or Erroneous/Fraudulent Charges on the Card

The Cardholder is responsible for notifying Chase **immediately** if the card is lost, stolen or he/she has noticed erroneous/fraudulent charges on their account. If credits are not received for fraudulent transactions, the Cardholder must follow up with Chase to resolve any issues.

JPMorgan Chase: 1 (800) 316-6056

Employment Status Changes

It is the responsibility of the Cardholder and Reviewer to notify their Fiscal Authority of any employment status changes impacting their role and participation in the ProCard Program.

Separation/Terminations

The Reviewer or Fiscal Authority is responsible for contacting the ProCard Administration Team, informing them of the cancellation. The Reviewer or Fiscal Authority must also ensure the Cardholder reconciles any pending transactions in FMS. Fiscal Authority must reclaim the ProCard and destroy it prior to the employee's departure. Returned ProCard cannot be re-issued to other employees for use.

Changes to Cardholder Accounts/Permissions/Status

All changes to Cardholder accounts must be approved and submitted to ProCard through the Fiscal Authority.

Compliance

The primary purpose of ProCard compliance is to ensure that the ProCard Policies and Procedures are being followed. ProCard activity will be monitored and analyzed by the ProCard Office. The ProCard Compliance Analyst will perform regular compliance reviews of ProCard activity.

The Director of Purchasing & Auxiliary Services has the authority to investigate and to determine whether a violation of the purchasing policies has occurred and can recommend corrective actions to be taken as a result of such violations.

ProCard policy violations include, but are not limited to:

- Failure of the Cardholder or Reviewer to complete responsibilities
- Purchase of items for personal use.
- Purchases made by someone other than the Cardholder, unless a Department Card is used (Sharing or using ProCard in this manner is considered fraudulent)
- Purchase of items defined as restricted, including restrictions imposed by programs or colleges beyond ProCard Administration
- Failure to return the ProCard when an employee is terminated, reassigned, or upon request.
- Failure to complete reconciliation (including providing receipts, reallocating, approving charges, providing descriptions, etc.)
- Fraud and/or theft
- Failure to comply with the ProCard Compliance Analyst
- Divulging confidential information
- Negligence in performance

A deliberate attempt to use the card fraudulently for personal gain or to receive cash credits is theft and may lead to criminal prosecution and restitution.

Any policy violations or suspected fraudulent purchases discovered during an internal review must be reported immediately to the ProCard Compliance Analyst, the ProCard Administrator, the Director of Internal Audit, or through the anonymous Maricopa Concernline: https://www.concernline.maricopa.edu.

Consequences of Failure to Comply with Program Policy

ProCard compliance violations, misuse, or negligence may result in the following:

- Email notification
- Request for supporting documentation
- Individual Compliance Review (Audit of Cardholder's transactions)
- Immediate restitution
- Retraining
- Suspension of card
- Revocation (cancelation) of card (permanent or temporary)
- Disciplinary measures up to and including suspension or termination of employment, if appropriate, will be referred to HR
- Prosecution

The Director of Purchasing and Auxiliary Services will be the final authority regarding issuance and revocation of a ProCard for an MCCCD employee.

Procurement Card Procedures

Participation in the ProCard program is a convenience that carries many responsibilities. The procedures listed below include, but are not limited to, the responsibility and requirements of the Cardholder and Reviewer. If unsure about a policy or procedure reach out to the Fiscal Authority and the ProCard Administrator for clarification.

Monthly Reconciliation In FMS

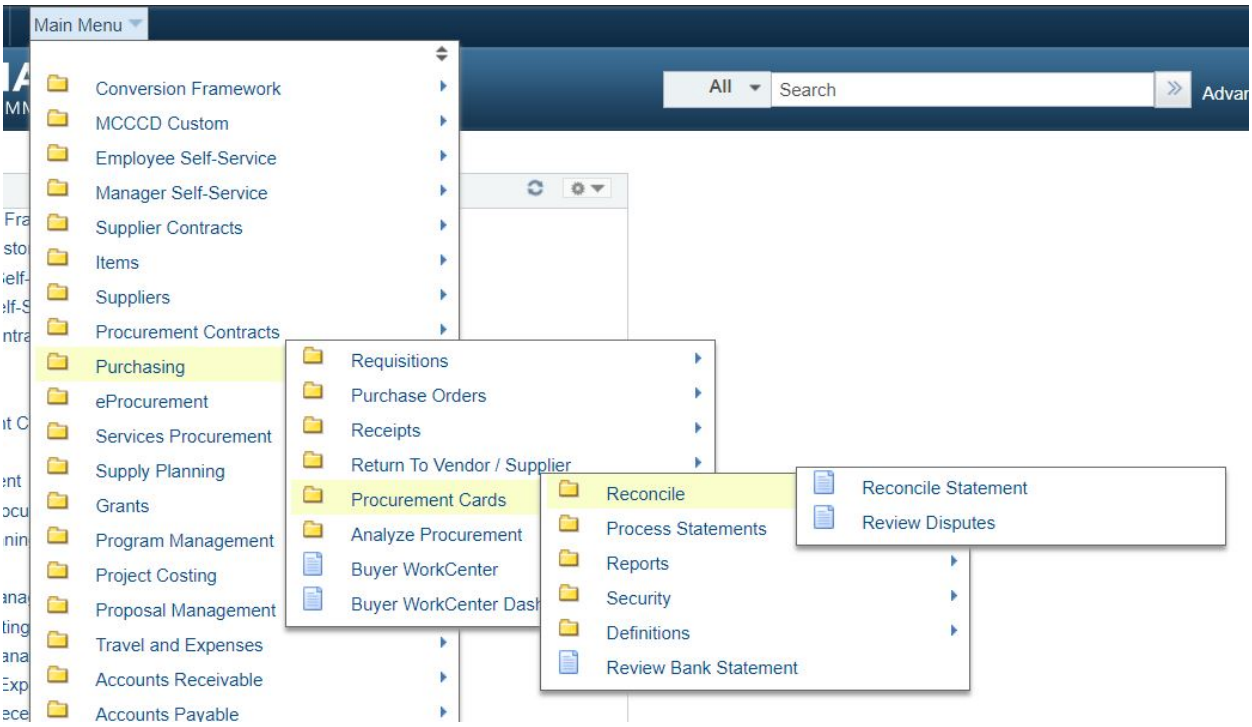
Transactions files are received daily and inputted into FMS. We strongly recommend that reconciliation is done on a weekly basis. Transactions may be available in FMS within a day to 5 days of the transaction date. Cardholders will receive an FMS created email advising them to reconcile if a transaction has not been reconciled before the billing cycle close.

ProCard Cycle

Begins on the 16th of the Month and ends on the 15th of the month. Beginning/End dates may vary depending if they fall on a weekend/holiday. Reach out to the Fiscal Authority for confirmation of the ProCard cycle end date. All ProCard Transactions for the billing cycle month must be reconciled completely before fiscal deadline.

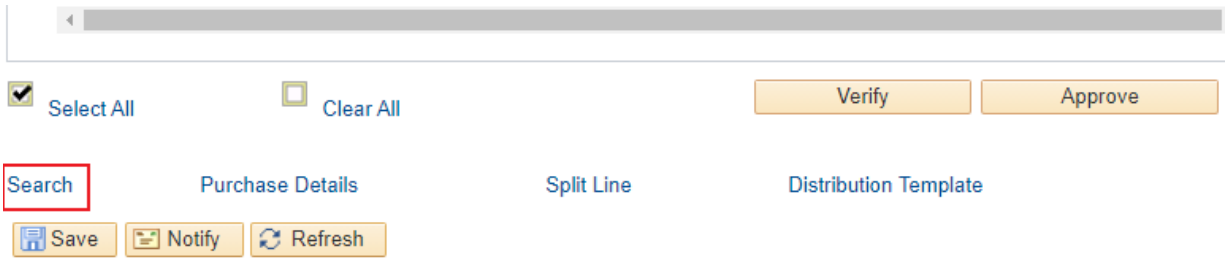
FMS Path

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement.

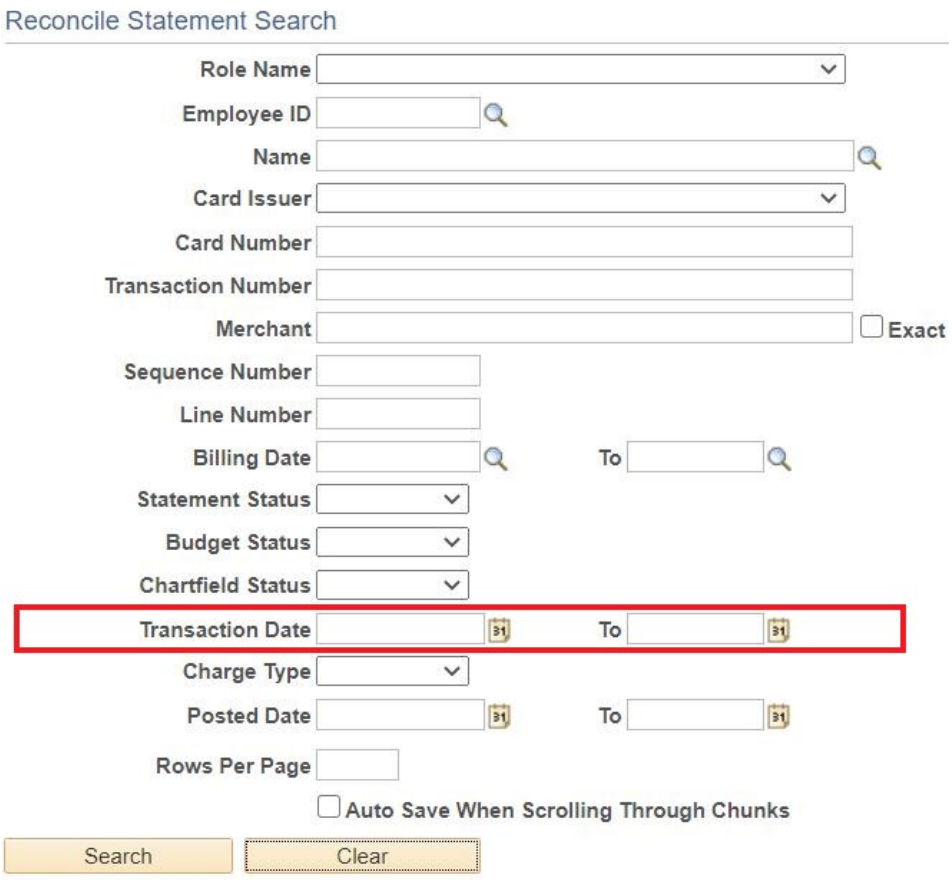


Reconcile Statement Search

1. If the reconcile statement search has not already appeared, click on the search link in the reconcile statement page,



2. Remove prepopulated transaction dates to view all relevant transactions. Click search.



Cardholder Reconciliation

It is MANDATORY that the Cardholder log into FMS and complete reconciliation for each transaction before the close of the billing cycle.

1. Provide a complete description with business purpose in the transaction comment field.

   A. **Who** Incurred the expense, department, specific names of individuals.

   B. **What** was purchased (list specific item or activity)

   C. **Why** is this a business expense (specific reason, business purpose)

   D. **Travel/ PG transaction Comments must include:**

   - Travel Authorization Number
   - Type of Expense
   - Travelers Name
   - Conference Name/Location/Dates

2. Attach supporting documentation to each transaction.

   A. Each transaction must contain supporting documentation uploaded as one PDF.
      - PDF software is required to merge multiple documents in to one PDF
      - Do not edit or make alterations to receipts and travel authorizations

   B. Supporting documentation includes but not limited to, receipts, approvals, exceptions, official functions, membership worksheets, emails, travel authorization screenshots, and any documentation that will support the transaction purchase.

   C. **Valid Receipts:**

   All ProCard transactions must be supported by an itemized receipt, regardless of the amount and source of funds.

A Valid Receipt Contains the Following Information:
Vendor Name
Date of Transaction
Itemized Listing/Details of Purchase
Total Amount
Name of Cardholder and college address under details (if shipping occurred)
Indication the amount was paid (evidence of card used)

* ***Invoices used as receipts must show payment was made by the Cardholder or be accompanied by documentation that supports payment was made against the invoice.***

3. Review and make changes to the transactions chartfield strings. This is required for PG funding, Grants and Travel. Failure to make changes will result in charges to your default chartfield string.

4. Complete the tax reporting information.

5. Change the status from Initial to Verified.

6. The Cardholder will notify the Reviewer reconciliation is complete and ready for review.

Detailed Cardholder Reconciliation directions are located on the Purchasing/Procurement website under Employee Forms Tab, FMS Reconciliation Procedures/ QRC ProCard:

https://maricopa.sharepoint.com/sites/DO/business/purchasing/Pages/employee-forms.aspx

A short video tutorial of Cardholder Reconciliation is located in the *Employee Learn Center* by following this path after logging in: *Resources > Technology Training Materials > Financial Management System (FMS) > ProCard section*:
Reconciliation for Cardholders QRG and Video Tutorial

Reviewer Reconciliation

Reviewers are responsible for verifying that all ProCard transactions are legitimate expenses and for acting on questionable charges.

Reviewers must review and approve ProCard transactions before the close of the billing cycle:

1. Verify each transaction comment field contains a complete description with business purpose.
2. Verify supporting documentation is attached to each transaction (Valid receipts, Travel authorization, etc.)
3. Verify the chartfield strings are appropriate.
4. Verify Tax reporting was completed.
5. Change the status of the transaction from verified to approved.

If the transactions are questionable, the Reviewer must obtain clarification from the Cardholder. If clarification cannot be provided, the Reviewer should contact the Fiscal Authority and the ProCard Administration Team for guidance.

A. Be aware of potential misuse

B. Splitting an order to circumvent the single transaction limit or competition process

C. Restricted items and prohibited purchases

D. A purchase that required competitive quotes

E. Missing Travel Authorization

F. Purchases requiring legal signatures

G. Personal purchases.

Detailed Reviewer Reconciliation directions are located on the Purchasing/Procurement website under Employee Forms Tab, FMS Reconciliation Procedures/ QRC ProCard:

https://maricopa.sharepoint.com/sites/DO/business/purchasing/Pages/employee-forms.aspx

A short video tutorial of Reviewer Reconciliation is located in the in the *Employee Learn Center* by following this path after logging in: *Resources > Technology Training Materials > Financial Management System (FMS) > ProCard section*: Reconciliation for Reviewers QRG and Video Tutorial

Fiscal Authority Review

Prior to the closure of the ProCard cycle, the Fiscal Authority will review the ProCard transactions.

The Fiscal Authority will ensure that all participants are completing their responsibilities in the program:

- Collaborate with Cardholders and Reviewers to verify that reconciliation is adequately completed.
- Selected audit reviews to ensure transactions were reconciled correctly/completely and are appropriate purchases.

Absent Participants

Email notification must be sent to the affecting participants informing them of the absence so that an adequate solution can be reached.

A. Cardholder Absence:

The Cardholder will reconcile all posted transactions prior to their scheduled absence. Transactions that have not been posted; the Cardholder will provide the necessary documentation to the Reviewer so that the Reviewer can fully reconcile each transaction.

B. Reviewer Absence:

The Reviewer will review and approve all reconciled posted transactions prior to their scheduled absence. The Fiscal Authority should be notified for transactions that have not posted and/or have not been reconciled by the Cardholder. The Fiscal Authority will confer with the ProCard Administration Team for an adequate solution.

C. Non-Scheduled Absence:

If the absence is not scheduled, both the Cardholder and Review are still responsible for reconciling each transaction before the closure of the billing cycle. The Fiscal Authority should be notified of transactions that have not posted and/or have not been reconciled by the Cardholder or Reviewer. The Fiscal Authority will confer with the ProCard Administration Team for an adequate solution.

Lost, Stolen or Fraudulent Charges

The Cardholder is responsible for notifying Chase for lost, stolen, or fraudulent charges on the ProCard account. Fraudulent transactions must be reported immediately to Chase.

1. **Call JPMorgan Chase at: 1 (800) 316-6056**

Customer Service representatives are available 24 hours a day, 7 days a week.

Chase will review the transactions with the Cardholder and will cancel the account if the card was compromised. Chase will investigate the fraudulent charges and upon conclusion of their investigation, a credit will be issued to the Cardholder's account for the transactions confirmed as fraudulent. It is the responsibility of the Cardholder to report fraud and ensure credits are received.

2. **Inform the ProCard Administration Team, Reviewer, and Fiscal Authority**

Reconciliation of a Fraudulent transaction

1. The Cardholder will explain in the transaction comment field that the transaction was fraudulent, and Chase was contacted.
2. The Cardholder will attach supporting documentation that the fraudulent transaction was reported.
3. The Cardholder will change the status from Initial to Verified.

Reconciliation of a Credit Transaction

1. The Cardholder will reference the past fraudulent transaction in the transaction comment field.
2. The Cardholder will attach supporting documentation that the fraudulent transaction was reported.
3. The Cardholder will change the status from Initial to Verified.

Reviewers are responsible for reconciling fraudulent and credit transactions.

Charge Disputes

Vendor Resolution:

Every attempt should first be made to resolve the issue directly with the vendor, should a problem arise with a purchased item, or with billing.

JP Morgan Chase Resolution:

If the disputed charge was not successful with the vendor, Chase must be contacted within **60 days** of the transaction date. Therefore, it is imperative that the Cardholder acts to dispute charges. Chase will research the disputed claim once contacted and provide a final solution.

Reconciliation of a Disputed Transaction

1. The Cardholder will provide a complete description with business purpose in the transaction comment field and include an explanation why the transaction is being disputed.
2. The Cardholder will attach supporting documentation.
3. The Cardholder will review and make changes to the transactions chartfield strings.
4. The Cardholder will complete the tax reporting information.
5. The Cardholder will change the status from Initial to Verified.

Reconciliation of a Disputed Credited Transaction

1. The Cardholder will reference the original disputed transaction in the transaction comment field.
2. The Cardholder will attach supporting documentation (credit receipt, final resolution email from Chase) to the transaction.
3. The Cardholder will review and make changes to the transactions chartfield strings.
4. The Cardholder will change the status from Initial to Verified.

***Reviewers are responsible for reconciling disputed and credited transactions**.

Merchandise Returns, Exchanges, and Cancellations

The Cardholder is responsible for contacting the vendor when merchandise needs to be returned, exchanged, or cancelled.

Returns:

Returned merchandise must be credited back to the ProCard. The Cardholder is responsible for obtaining a credit receipt from the vendor and uploading the credit receipt to the supporting documentation during reconciliation.

Exchanges:

The Cardholder is responsible for returning the merchandise to the supplier and obtaining a replacement. Be aware that in some instances the vendor may assess a restocking fee. The restocking fee may be negotiable and can occasionally be reduced or eliminated.

Cancellations:

The Cardholder is responsible for contacting the supplier when canceling a transaction that was authorized to be processed (e.g., hotel reservation, back-order items, etc.). If a cancellation is not processed at all or in time by the Cardholder, the vendor has full rights in processing the order/authorization.

RECEIVING STORE CREDIT, CASH OR CHECKS TO RESOLVE A CREDIT IS PROHIBITED.

International Transaction Fees

JP Morgan Chase will charge a 1.5% fee, for processing a transaction with a foreign vendor. Chase will not provide supporting documentation or a receipt.

Reconciliation of an International Transaction Fee

1. The Cardholder will reference the original transaction and indicate the fee was due to the foreign vendor purchase in the transaction comment field.
2. The Cardholder will upload a copy of the original transaction receipt to the transaction.
3. The Cardholder will review and make changes to the transactions chart field strings.
4. The Cardholder will change the status from Initial to Verified.

Shipping and Receiving

- All orders/shipments will be addressed and delivered to the Cardholder's college address.
- It is the responsibility of the Cardholder to ensure the item is received.
- Expedited shipping fees should not be processed with a ProCard.
- The most economical shipping option must be chosen.

Inspection of Goods Received

- The Cardholder is responsible for inspecting the goods upon arrival and verifying accuracy of the purchase.
- Issues in relation to the quality of the shipment must be addressed by the Cardholder directly with the vendor.

If the order has not been received prior to the close of the billing cycle, it is still the responsibility of the Cardholder to reconcile the transaction.

Automatic/ Recurring Transactions

The ProCard Administration Team advises against establishing automatic or recurring transaction charges. If circumstances require such an arrangement, the transaction must be fully documented during reconciliation. The arrangement must be known to the Cardholders' supervisor and/or Reviewer. If the Cardholder is separating from the MCCCD or moving to another college or department, the arrangement must be cancelled. The Cardholder is responsible in obtaining a valid receipt, and/or documentation to substantiate each recurring transaction.

Individual ProCards

Individual ProCards are issued with the Cardholder's name. The Cardholder is the only individual authorized to use the card. Lending or sharing a ProCard is not allowed and a policy violation. It is the Cardholder and Reviewer's responsibility to ensure that the card is used correctly within all MCCCD administrative regulations, policies and procedures relating to the expenditure of MCCCD funds.

Department Cards

Department Cards are ProCards assigned to a primary individual. The responsible individual is known as the Department Cardholder. The Department Cards are issued under the department name, not an individual. The assigned Department Cardholder controls access to the ProCard and authorizes who in the department can use the ProCard. The Department Cardholder is responsible for reconciling the transactions, policy violations, reporting theft, fraudulent charges, lost cards, disputes, and all the responsibly that is required of an individual Cardholder.

1. The Department Cardholder will maintain a list of approved department employees who can use the Department Card.
2. The Department Cardholder will review and determine if the purchase is acceptable before releasing the department card to the approved employee.
3. The Department Card Log must be filled out before the card is released and a purchase is made.
4. The approved card user must submit to the department Cardholder the original receipt along with any other supporting documentation for each transaction.
5. The Department Cardholder is responsible for reconciling all the transactions on the department card before the billing cycle deadline.
6. The Department Cardholder is responsible for safeguarding the ProCard and ensuring no violations or restrictions have occurred.
7. Completed Department Card Logs must be submitted to the ProCard administrator at the end of each billing cycle.

Safeguarding the ProCard

- Safeguarding the ProCard is the responsibility of each individual Cardholder.
- The ProCard account number should not be loaned to any individual.
- Do not share or lend the ProCard to any individual.
- The ProCard should be kept in a safe and secure place.
- Do not write the ProCard account number on a piece a paper, unless its required for the transaction.
- Full ProCard account numbers on documentation submitted into FMS must be redacted up to the last 4 digits.
- Never allow someone to sign the credit receipt for you.
- Do not send the ProCard account number in an email.
- Be sure to use reputable and secure vendors online.
- Look for logos from organizations that feature trusted or credential websites like BBBOnline, TRUSTe, or Verisign.

The ProCard Administration Team strongly advises against saving the ProCard account number under any user account/profile in a vendor's website. Vendors may inadvertently process the ProCard, the Cardholder is responsible for the full liability of any charges on that account.

Acceptable Purchases

The ProCard program is a means to supplement purchasing mechanisms already in place and is not intended as an overall replacement or to circumvent purchasing requirements, policies, and procedures. If use of the ProCard is not practical, a purchase order must be utilized. Purchases must serve a legitimate and clear business purpose. The business purpose must be documented for each transaction during reconciliation.

- Due diligence is required from the Cardholder when processing transactions.
- Cardholders are expected to be good stewards of resources.
- Supplemental fees should not be processed on the ProCard.

Unsure whether a purchase is allowed, contact the Fiscal Authority or the ProCard Administration Team for clarification.

MCCCD Awarded Vendors

The ProCard can be used to process payment with vendors awarded under an RFP issued by the Procurement Department.

1. The Cardholder will reference the contract number in the description of the transaction.
2. The purchase cannot be a capital asset.
3. If unsure whether a MCCCD Awarded contract can be used, reach out to the District Office Procurement Department.

Professional Memberships

Professional Memberships can be processed on the ProCard.

1. The Cardholder must follow all administrative regulations requirements for memberships.
2. The membership must be professional in nature.
3. The Cardholder will attach the approved membership payment worksheet to the transaction, if the form is required.
4. If unsure whether a membership requires a payment worksheet reach out to the Fiscal Authority for clarification.

Link to Administrative Regulation FM-8 Membership payment worksheet:

https://district.maricopa.edu/regulations/admin-regs/appendices/fiscal-management/fm-8

Official Functions

Official Functions can be processed on the ProCard if they are not a restricted item and the Official Function Form has been approved prior to the purchase. Should the ProCard not be practical, a purchase order must be utilized.

1. The Cardholder will follow all the administrative regulation requirements for Official Functions.
2. Gift Cards are not allowed.
3. ProCard restricted list items are not allowed.
4. Purchases, including flowers, for life events births, death, wedding, funerals are not allowed.
5. Purchases requiring competition are not allowed.
6. An Official Function Form must be approved prior to a food purchase.
7. Bottled Water and Utensil purchases with the ProCard require an Official Function Form.
8. An Official Function form does not supersede Purchasing or ProCard policy requirements.
9. The Cardholder will attach the approved Official Function Form to the transactions supporting documentation during reconciliation.
10. If unsure an Official Function Form is required, reach out to the Fiscal Authority for clarification.

Link to Administrative Regulation 1.16 Official Functions:

https://district.maricopa.edu/regulations/admin-regs/section-1/1-16

Travel

When the ProCard is used for travel, all applicable MCCCD administrative regulations pertaining to travel must be followed. For MCCCD's Travel Regulations refer to Administrative Regulations 1.15.

- Travel must be approved before any travel purchases are made with the ProCard.
- The Cardholder is responsible for obtaining a copy of the Travel Authorization approval email and detailed screen shot indicating what and when the travel was approved.
- The Cardholder is responsible for uploading all travel related documentation, receipts, and approvals during reconciliation.
- Travel Transaction Comments must include:
    - Travel Authorization Number
    - Type of Expense
    - Travelers Name
    - Conference Name/Location/Dates
    - Business purpose
- Travel transactions processed prior to the travel being approved are considered unauthorized and a violation.
- Processing of non-legitimate purchases are considered a violation and will result in immediate restitution from the traveler.
    a. Restitution will consist of either a credit processed (charge reversal by the vendor) on the ProCard or the traveler personally paying the College back through the Student Business Services Office.

Allowable Travel Purchase	Travel Restricted Purchase	Conditional Travel Purchases
Registration	Per Diem Charges	Rental Car- Allowable if the traveler is the ProCard holder
Airfare	Preferred Seating	
Hotel (room and tax only)	Priority Check-In	
Transportation (excluding tips)	Gratuities/Tips	
Baggage	Incidentals	

Student/Group Travel

Student team/group (athletics, student groups/clubs) travel expenses can be processed on the ProCard, including student meals/food and gas/fuel for rental vehicles while traveling.

- Travel must be approved before any travel related purchases are made with the ProCard.
- The Cardholder is responsible for obtaining a copy of the Travel Authorization approval email and detailed screen shot indicating what and when the travel was approved.
- The Cardholder is responsible for uploading all travel related documentation, receipts, and approvals during reconciliation.
- Travel transaction Comments must include:
    - Travel Authorization Number
    - Type of Expense
    - Travelers Name
    - Conference Name/Location/Dates
    - Business purpose
- Travel transactions processed prior to the travel being approved are considered unauthorized and a violation.
- Processing of non-legitimate purchases are considered a violation and will result in immediate restitution from the traveler.
    a. Restitution will consist of either a credit processed (charge reversal by the vendor) on the ProCard or the traveler personally paying the College back through the Student Business Services Office.

Link to Travel Regulations

https://district.maricopa.edu/regulations/admin-regs/section-1/1-15

https://maricopa.sharepoint.com/sites/DO/business/FSC/fsc-departments/accounts-payable/travel/Pages/default.aspx

Amazon Business

Cardholders must use an Amazon Business account issued under the MCCCD umbrella. Use of personal Amazon accounts is prohibited. If an invitation for an Amazon Business account was not received, reach out to the Fiscal Authority to request an account.

Office Supplies

Cardholders must use the MCCCD contracted vendor when purchasing office supplies with the ProCard.

Home Depot Online Accounts

Cardholders must use a Home Depot Online Account linked to the MCCCD Pro Xtra account to obtain potential preferred pricing. The use of a personal Home Depot accounts is prohibited. Reach out to the ProCard administrator to register for a Home Depot Pro extra account.

Catering Services/Event

Cardholders can use the MCCCD contracted food service vendor for Catering Services.

1. An approved Official Function form must be attached to the ProCard transaction.
2. Using the ProCard for other catering service vendors is prohibited.

Simple Food Delivery (take out)

Simple food delivery is allowed on the ProCard with an approved Official Function Form.

1. The college must give the MCCCD food service vendor the opportunity to quote for events.
2. Verify with the Fiscal Authority if simple food delivery is allowed at your campus.

Kitchen Appliances

Certain kitchen appliances (refrigerators, freezers, microwave ovens, and commercial ice makers) for employee use can be purchased on the ProCard only after written approval has been obtained from either the Vice President of Administrative Services of the College or by the Chief Financial Officer for the District Office (*as per Controllers Office Guideline #01-010 - Purchase of Kitchen Appliances*).

Outstanding Invoices

The ProCard should not be used to pay current or outstanding invoices resulting from a purchase order or an unauthorized order.

ProCard Declines

The most common reasons for declines:

1. The Cardholder has exceeded the single or monthly purchase limit.
2. The Cardholder tried to use the ProCard at a vendor where the merchant category code is blocked.
3. The three-digit security code was entered incorrectly.
4. The expiration date was entered incorrectly.
5. JP Morgan Chase has determined there is suspicious activity on the ProCard.
6. The ProCard is suspended or canceled.

Contact the Fiscal Authority or JP Morgan Chase for information on ProCard declines.

1. Contact the Fiscal Authority for a temporary increase to the monthly or single purchasing limit.
2. Contact the Fiscal Authority for inquiries on blocked merchant codes, card suspension or cancelations.
3. Contact JPMorgan Chase for inquires on suspicious activity, Chase will review the transactions with the Cardholder.

JPMorgan Chase can be contacted at:

1 (800) 316-6056

Merchant Category Code Restrictions

Merchant Category Codes are assigned to the supplier by their merchant bank. Cardholders who try to use the ProCard with a vendor whose merchant category code has been restricted by MCCCD will decline.

Suppliers/Merchants/Vendors

The ProCard is accepted at any vendor that accepts VISA within the parameters of the individual card allowances.

ProCard Limits and Taxes

- The ProCard is not to be used for transactions requiring competition.
- Each Fiscal Authority will determine the single and monthly purchase limits for each Cardholder. A recommended starting point for a new Cardholder is $2,500 single limit and $5,000 monthly limit.
- MCCCD is not tax except with the exception of library books for the permanent collection.
- MCCCD pays all state and local sales taxes. In-state suppliers/merchants should include sales tax.
- MCCCD pays Use Tax.
- Tax that was not paid for purchases must be reported during ProCard reconciliation.
- It is the department and Cardholder's responsibility to ensure the availability of funds in the budget before making purchases.

Changes/Permissions to the Cardholder Account

All Changes to the Cardholder account must be coordinated through the Fiscal Authority.

- Reviewer change
- Purchasing limits
- Default Chartfield String
- MCC Groupings
- Suspensions
- Cancellations

1. The Fiscal Authority will send an email to Procard@domail.maricopa.edu requesting Cardholder changes.
2. Confirmation of changes will be made through email to the Fiscal Authority.

Employment Status Change

It is the responsibility of the Cardholder and Reviewer to notify their Fiscal Authority of any employment status changes affecting their role and participation in the ProCard Program.

- The Fiscal Authority will notify the ProCard Administration Team through email Procard@domail.maricopa.edu of the Cardholder's change of employment status.
- If a Cardholder is expected to be on leave, the ProCard will be temporarily deactivated and then re-activated upon return.

Employee Transfer

- Cardholders temporarily relocating to another college will have the ProCard temporarily deactivated or canceled.
- Cardholders relocating to another college permanently will have the ProCard canceled.
- The Cardholder will turn in their ProCard to the Fiscal Authority before departure.
- The employee will need to submit a new application and Cardholder agreement to their new college for positions that require ProCard use.
    - The original Cardholder account will be canceled.

Separation/Terminations

1. Employees separating/terminated from MCCCD are responsible for notifying their Fiscal Authority.
2. The employee will complete reconciliation before departure or provide the necessary information to the Reviewer to reconcile.
3. The employee will turn over the ProCard to the Fiscal Authority.
4. The Fiscal Authority will destroy the ProCard prior to the employee's departure.
5. The Fiscal Authority will ensure the employee reconciled any pending transactions in FMS.
6. The Fiscal Authority will contact the ProCard Administration Team of the employee's departure and request ProCard cancellation.
7. The ProCard Account will be cancelled immediately.

Returned ProCards must be destroyed and cannot be reissued to other employees

Audits

Each Fiscal Authority, Procurement and Internal Audit Offices, as well as the State Auditors General Office will conduct random audits of Procurement Card use. The primary purpose of these audits is to ensure that the ProCard policies and procedures are being followed and that:

- Purchases are authorized.
- The card is being used for appropriate transactions.
- Documentation is complete
- Purchases are not personal/fraudulent

Compliance Reviews

ProCard activity shall be analyzed and monitored by the ProCard Office. The ProCard Office will perform regular compliance reviews of ProCard activity. Such reviews will be designed to verify the supporting documentation for each transaction to ensure all purchases are made in accordance with policies, have a legitimate business purpose, and have the appropriate system approval. The types of reviews include an individual Cardholder review and monthly transaction review by the ProCard Compliance Analyst.

Departments should periodically conduct their own internal review of ProCards. Any policy violations or suspected fraudulent purchases discovered during an internal review must be reported immediately to the ProCard Administrator, the Director of Internal Audit, or through the anonymous Maricopa Concernline: https://www.concernline.maricopa.edu.

ProCard Compliance Analyst

The ProCard Compliance Analyst will perform regular compliance reviews of ProCard activity. Such reviews are designed to verify the supporting documentation for each transaction, ensure all purchases are in accordance with the ProCard policies, have a legitimate business purpose, and have the appropriate system approval.

College Fiscal Authority Compliance

Some colleges have implemented their own procedures relative to the consequences of misuse. The ProCard Administration Office must always be notified of the misuse and the corrective action that was taken.

Restricted Purchase Exceptions

The District Office ProCard Administrator can approve exceptions for ProCard purchases related to the restricted list.

1. The Cardholder will reach out to the Fiscal Authority to request an exception.
2. The Fiscal Authority will contact the ProCard Administrator and request a purchasing exception.
3. If Approved, The Cardholder will attach the approved exception to the supporting documentation during reconciliation.
4. Approval is required regardless of Funding, Grants, MCCCD Foundation or the item being given to the student to keep.

Capital equipment exceptions must be approved by the Capital Asset Accounting Manager.

1. The Cardholder will reach out to the Fiscal Authority to request a capital equipment exception.
2. The Fiscal Authority will contact the Capital Asset Accounting Manager for an exception approval.
3. Request for a single capital equipment item of $5,000 and up will be denied.
4. If Approved, The Cardholder will attach the approved exception email to the supporting documentation during reconciliation.
5. Capital equipment purchased on the ProCard without an exception approval are Unauthorized Purchases.

Definitions of Capital Assets can be found on the Capital Asset Accounting web site below.

https://maricopa.sharepoint.com/sites/DO/business/FSC/fsc-departments/capital-asset-accounting/Pages/definitions.aspx

The Director of Purchasing will be the final authority regarding ProCard exceptions and the delegation of ProCard exceptions to those under the ProCard Administrator.

Required Training

- All Fiscal Authority, Cardholder, Reviewer, and/or individuals responsible for the reconciliation process must attend ProCard training.
- ProCard Training must be attended before participation in the ProCard program.
- Classroom instruction by the ProCard Administrator is required for initial participation in the ProCard Program.
- The ProCard training class schedule can be found at the Employee Learn Center.

Refresher Training

- All ProCard Participants in the program will be required to take online refresher training every year.
- The ProCard Refresher training will be managed in the Employee Learn Center.
- The system will notify participants when it is time to complete the annual refresher training.
- Participants that do not complete the annual refresher training will have their privileges suspended or terminated.

Reviewer Assignment

- A Reviewer must be assigned to a Cardholders ProCard account.
- The Reviewer will sign and submit a Reviewer Agreement.
- The Reviewer will be indicated on the ProCard Application.
- The Reviewer cannot be a counterpart or subordinate of the Cardholder.
- The Reviewer should be at least one level higher than the Cardholder.
- If the Reviewer retires, separates, or is transferred. The Cardholder must stop using the ProCard until a new Reviewer is assigned.

- A ProCard will not be issued if there is no assigned Reviewer.
- ProCards without an assigned Reviewer will be deactivated or cancelled.
- The Reviewer will report their employee status change to the Fiscal Authority.

ProCard Application Process

Cardholder

1. Confirm Eligibility
    a. Participants must be a full time MCCCD Employee
    b. Obtain Departmental and Fiscal Authority Approval
    c. Agree to abide by the ProCard Policies as defined in the MCCCCD Procurement Card Policy and Procedures Manual
    d. Read the MCCCD Procurement Card Policy and Procedures Manual
    e. Complete ProCard Training

2. Submit an application to the Fiscal Authority
    a. Complete and sign the Purchasing Card Program Application
    b. Complete and sign a Cardholder Agreement Form

3. Receive the ProCard
    a. Receiving the ProCard will take approximately 2-3 weeks
    b. The ProCard Administration Team will send ProCards to the Fiscal Authority

Reviewer

1. Confirm Eligibility
    a. Participants must be a full time MCCCD Employee
    b. Cannot be a counterpart or subordinate of the Cardholder
    c. Obtain Departmental and Fiscal Authority Approval
    d. Agree to abide by the Procurement Card Policies as defined in the MCCCD Procurement Card Policy and Procedures Manual
    e. Read the MCCCD Procurement Card Policy and Procedures Manual
    f. Complete ProCard Training

2. Complete and Submit Documents to the Fiscal Authority

   c. Complete the Reviewer portion of the Purchasing Card Program Application

   d. Complete the Reviewer Agreement Form

Fiscal Authority

1. Confirm the eligibility of the Cardholder and Reviewer
2. Confirm the ProCard Training completion date of the Cardholder and Reviewer
3. Verify and approve the Purchasing Card Program Application
4. Verify the Reviewer Agreement is signed and completed
5. Verify the Cardholder Agreement is signed and competed
6. Submit the approved Cardholder Application, Cardholder Agreement and Reviewer agreement to procard@domail.maricopa.edu

The Purchasing Card Program Application, Cardholder Agreement Form, and Reviewer Agreement Form can be found on the Purchasing/Procurement website under employee forms tab> ProCard forms and documents:

https://maricopa.sharepoint.com/sites/DO/business/purchasing/Pages/employee-forms.aspx

ProCard Activation

ProCards are distributed through the College Fiscal Authority.

1. The Cardholder will sign an acknowledgement of receipt when receiving the ProCard.
2. The Cardholder will activate the account.
3. The Cardholder will be prompted to create a 4-digit pin number for the ProCard.
4. Upon activation, the Cardholder will sign the back of the card.
5. The last four digits of your Employee ID number is the security code, JPMorgan Chase will ask for the security code when verifying the identity of the Cardholder.

Social Security numbers are not used and are not provided to JPMorgan Chase as a form of verification.

The ProCard is the property of MCCCD and is only to be used for legitimate business purposes.

The Procurement Card team can be contacted at: ProCard@domail.maricopa.edu