



RESPONSIBILITY OF P-CARDHOLDER AND DELEGATE

Attachment C

Updated 01/28/2019

- ❖ All PCard purchases must be Chapman related and be at a reasonable price.
 - Save **all** detailed receipts/invoices showing the card was charged
 - Provide restaurant receipts showing exact food and drink orders whenever possible
 - Hotel receipts **MUST be itemized** showing daily room rates and charges
 - Hotel and airfare receipts must show proof of payment (paid by Visa)

- ❖ When transactions have posted, you will receive an e-mail from Works

- ❖ PCard Reports must be reconciled and submitted through Concur monthly **within 2 days** from the close of the billing cycle:
 - Code transaction with appropriate Account and Fund-Department-Program combinations
 - Credits (refunds) must be coded to the same Account and Fund-Department-Program as original charge
 - Please clearly indicate when a charge is related to an event in a future month (i.e. flight, conference, deposit, etc.)
 - Provide comments that explain the business purpose for each transaction (**Who**, What, Where, **When**, Why)
 - Names must be provided when entertaining a business guest at a meal
 - After coding transactions and entering comments, Cardholder/Delegate should review reports to validate that changes appear on the report.
 - Report **MUST** be submitted by **Cardholder**.
 - All receipts in the order listed on the report must be attached.

- ❖ Any infractions to the items listed below will result in a 5 day notice (5 working days), after which, the PCard privileges will be terminated:
 - Failure to submit PCard Reports (completed, signed and with proper approvals) through Concur **within 2 days** from the billing cycle end date
 - Any personal purchases were charged on Chapman University PCard. If by mistake Chapman PCard was used for personal purchase the cardholder must submit payment to the Cashier immediately and attach Cashier's receipt to the allocation report.
 - As a reminder - **The intentional use of the PCard to procure goods and services for other than the official use of Chapman University System is fraudulent use. An employee found guilty of fraudulent use will be subject to disciplinary action up to and including termination and may be subject to legal action.**

- ❖ You **CANNOT** use the PCard for the following (this list is not all inclusive):
 - Personal purchases – this constitutes fraudulent use of the card
 - Room service
 - Personal meals in excess of per diem
 - Professional services (anyone who needs a 1099 for tax purposes)
 - Computers, computer-related accessories, ink toner – contact the Purchasing Department to order these
 - Gas for personal vehicle – instead mileage should be collected via a Concur expense report
 - Tickets to Chapman-sponsored events (i.e. Chapman Celebrates, Economic Forecast, etc) – these are processed via cost transfer
 - Cash advances – these can be processed via an Expense Report in Concur
 - Sponsorships – need the President’s approval first
 - Furniture and other fixed assets (i.e. items over \$1000) – contact Purchasing Department
 - ***Gifts, gift cards, gift certificates and contributions (due to tax liability as directed by IRS)***
 - Providing students with financial assistance
 - Employee relocation costs
 - External granting agencies (federal, state or other) limit what can be purchased with grant funds. For example, federal funds may not be used for alcohol or entertainment. International flights purchased with federal funds must be from a US carrier. Questions about cost allow on grants should be directed to the Office of Research at sps@chapman.edu.
 - Hazardous chemicals, live specimens
 - Supplies that can be ordered from Office Solutions

- ❖ Missing Receipts:
 - If a receipt is missing, efforts should always be made to contact the vendor for a reprint or copy. Many restaurants and organizations keep copies of receipts.
 - If a reprint or copy cannot be obtained, a memo or comment on the Allocation Report must be provided and should include why the receipt is not available and an explanation of the purchase if necessary.

I have read, understand and agree to the conditions above.

Print Cardholder/Delegate Name: _____

Cardholder/Delegate Signature: _____ Date: _____

Cardholder Delegate Circle One
