



Procurement Card Policies and Procedures

These policies and procedures explain how to properly use the University's Procurement Card (P-Card). The P-Card is a MasterCard issued for the purposes of buying goods and services that cost less than \$4,500. The P-Card may be used solely for university business transactions.

Travel Management and Corporate Card Services

General Information: (213) 740-9794

Website: www.usc.edu/pcard

Issued by: _____
Dennis F. Dougherty
Senior Vice President, Finance and
Chief Financial Officer

Date issued: November 19, 2007

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INTRODUCTION AND PURPOSE

Travel Management and Corporate Card Services, a department within Business Services, administers the Procurement Card Program. The Procurement Card is a MasterCard (issued by GE Capital) that gives direct buying power to authorized employees. Using the P-Card is convenient and efficient, as it eliminates many costly-to-administer Requisitions / Purchase Orders, Check Requests, and Petty Cash transactions.

Because Requisitions / Purchase Orders for small-dollar transactions are costly-to-administer, use of the Procurement Card is expected for purchases less than \$500. Requisitions / Purchase Orders will be issued on an exception-basis in order to accommodate necessary situations.

Amount of Purchase	Policy Regarding Use of P-Card
Less than \$500	Expected
More than \$500 and less than \$4,500	Strongly recommended
\$4,500 or More	Cannot be Used

ELIGIBILITY

An employee is eligible for a P-Card when warranted by a business need and with approval from both the employee's supervisor and Senior Business Officer. The P-Card is issued based on the university's line of credit. There are no credit checks conducted of applicants. Applications are on-line and route via email to both approvers.

LIABILITY AND GENERAL RESPONSIBILITIES

The P-Card is an institutional-liability credit card. This means that the university pays the cardholder's monthly P-Card statement in full directly to GE Capital. The cardholder does not remit payment to the bank and does not process an expense report. However, monthly statements must be signed by the cardholder and co-signed by a departmental reviewer. Receipts and business purpose to support each transaction must be attached to the monthly statement and retained for a minimum of four (4) years within the department. All cardholders are subject to audit.

ALLOWABLE USE

Cardholders must use their P-Cards according to the policies stated herein. Cardholders may use the P-Card for university business transactions only. Partial business and personal transactions are not permitted. The P-Card may not be used for travel-related purchases. The university's policy on Misappropriation of University Assets is applicable with respect to use of the P-Card. Misuse of the P-Card may result in disciplinary action, up to and including termination of employment.

The P-Card must be surrendered and use discontinued upon request from the university or GE Capital / MasterCard or upon termination of employment.

ACCOUNT ADMINISTRATION

Each P-Card has a single, university account and object code assigned to it. All charges on the P-Card post directly to the account and object code assigned to it (unless the transaction was reallocated), and appear on the Transaction Detail of the university's Account Status Report (ASR).

PROCUREMENT CARD POLICIES AND PROCEDURES

SECTION 1 APPLICATIONS / CARD SET UP / LIMITS / TRAINING

1.1 ELIGIBILITY / APPLICATIONS

University employees (with employee ID numbers and with 'Active' payroll status) are eligible for P-Cards when warranted by a business need and with approval from both the employee's supervisor and Senior Business Officer. P-Cards are issued based on the university's line of credit. There are no credit checks conducted of applicants.

A P-Card application must be initiated by the prospective cardholder on-line (www.usc.edu/pcard). Hardcopy applications cannot be accepted. Initiated P-Card applications will route for approval via email, first to the employee's supervisor and second to the department's Senior Business Officer. Upon Senior Business Officer approval, the application will route via email to the Corporate Card Program Administrator for processing ([Appendix A](#)). No signatures are required on the P-Card application as the 'signatures' are obtained electronically.

P-Cards are issued by GE Capital and are typically delivered to Travel Management and Corporate Card Services within five (5) business days after Senior Business Officer approval. The cardholder will be contacted when the P-Card has arrived. Cardholders will be required to attend mandatory training (Section 1.4).

During training, the new cardholder will be required to complete and sign a Cardholder Agreement (www.usc.edu/pcard). A new Cardholder Agreement must be signed every three years when a renewal card is issued. Cardholders picking up replacement cards (e.g. replacements for lost or stolen cards) will also be required to complete a new Cardholder Agreement.

At the department's discretion and with the approvals identified above, P-Cards can be issued to a student as long as the student is on payroll (such as a teaching assistant, research assistant, etc.). Extending P-Cards to students should be done on a very limited basis and only when a P-Card is absolutely essential.

1.2 USC ACCOUNT NUMBERS AND OBJECT CODES

Each P-Card has a single, university account and object code assigned to it. If a department needs to use multiple university accounts, departments can reallocate transactions from a single P-Card via the reallocation process operated by Administration Information System (AIS) ([Appendix A](#)). Or, departments can obtain multiple P-Cards – one for each university account, though using multiple cards is the less desirable alternative.

Helpful Points About USC Account Numbers / Object Codes	
Multiple employees may have P-Cards associated with the same account	Changes to account numbers can be made with Senior Business Officer approval
Employees may have more than one P-Card reflecting each account number	Sponsored Project Accounts can be assigned to P-Cards, provided that only allowable purchases are made
P-Card applications default to Object Code 15XXX (M&S). Different Object Codes can be assigned with approval from the Comptroller's Office (Appendix A)	P-Card charges can be reallocated within Object Code 15XXX. Different Object Codes can be used within the reallocation process with approval from the Comptroller's Office (Appendix A).

All charges on the P-Card post directly to the university account and object code assigned to it (unless the transaction was reallocated), and appear on the Transaction Detail of the Account Status Report (ASR) as journal type "CDPC" (Cash Disbursement Procurement Card). There can be a lag time up to 30 days between the time of P-Card purchase and the time of ASR posting.

On-line reports are available via two sources: GE Capital's website or AIS's Budget Administration System (WEBBA) ([Appendix A](#)).

Account number and object code (15XXX) are assigned during the on-line application process but can be changed by Senior Business Officers who contact the Corporate Card Program Administrator ([Appendix A](#)).

Upon unauthorized account overdraft or account expiration, P-Card charges will be allocated to the applicable Dean's account and may be subject to card cancellation if account overdraft or expiration becomes routine.

1.3 MERCHANT CATEGORY (MCC), SINGLE PURCHASE, AND BILLING CYCLE LIMITS

Unlike a personal credit card, which has only one credit limit and can be used for all purchases, the P-Card has three (3) limits. These are set to parallel the university's purchasing policies, adequately control spending, and reduce the potential for accidental misuse or fraud.

Description of The Three P-Card Limits	
Merchant Category Code Limit (MCC)	The Merchant Category Code (MCC) limit prohibits purchases at specific businesses (e.g. gambling establishments; jewelry stores, etc.). This limit facilitates correct card usage and reduces the potential for fraud. MCC restrictions can be customized per cardholder.
Single Purchase (Transaction) Limit	The Single Purchase limit establishes the maximum size of a single transaction. The maximum single purchase limit is \$4,500, including tax and delivery. Single purchase limit defaults to \$2,500 in the application. The limit can be lowered or raised (to \$4,500) with Senior Business Officer approval.
Billing Cycle Limit	The Billing Cycle limit establishes the monthly spend on the card. The university does not identify a maximum cycle limit. The billing cycle limit is determined by the Senior Business Officer.

Notes about P-Card limits:

- **BILLING CYCLE** – All P-Cards are on the same monthly billing cycle. Each cycle begins on the 11th of each month and ends on the 10th of each month. (If the 10th is on a weekend or holiday, the cycle will end on the business day closest to the 10th). Note that the billing cycle is not the last / first date of each calendar month.
- **CHANGES TO LIMITS** – During the on-line application process, the single purchase limit and billing cycle limit are assigned the default limit (\$2,500 single purchase limit; \$5,000 billing cycle limit). Supervisors and Senior Business Officers can change the default limits (as long as they do not exceed the maximum) by providing a comment in the application's comment section. After P-Card issuance, limits can be changed by Senior Business Officers who complete a [Limit and Account Number Change Request Form](#) (www.usc.edu/pcard).
- **MAXIMUM SINGLE PURCHASE LIMIT** – Under no circumstance will a P-Card have a single purchase limit greater than \$4,500. This limit is necessary, as procurements over \$5,000, including taxes and delivery, require bidding per university policy and are defined as 'Equipment.' Information about Equipment is provided by the department of Equipment Management ([Appendix B](#)).

- **SPLITTING OF TRANSACTIONS** -- Transactions may not be split in order to circumvent the established maximum single purchase limit.

1.4 CARD VALIDITY PERIOD / TRAINING

P-Cards are valid for three (3) years. Expiration dates vary and are printed on the P-Card's face.

On-line training is mandatory for all new P-Cardholders, and P-Cards may not be delivered until training has been completed. A link to the P-Card training class will be provided to the cardholder upon completing the P-Card application process. The new P-Cardholder on-line training module takes approximately 30 minutes.

Training is also mandatory every three (3) years when P-Cards are renewed. Cardholders who have been determined by Disbursement Control and Accounts Payable auditors as needing additional policy guidance will be requested to complete either the new cardholder on-line training again or attend an in-person training class. All other cardholders may complete an on-line renewal training which takes approximately five (5) minutes. Those eligible to take the on-line renewal class will be sent a link to a renewal training module approximately one (1) month prior to the P-Card's expiration date.

After renewal training has been completed and approximately two (2) weeks prior to the expiration date, Travel Management and Corporate Card Services will contact the cardholder and coordinate the delivery or pick up of the card. It is important for Cardholders to complete the on-line training so that the renewed card can be delivered prior to the expiration date.

**SECTION 2
REQUIRED USE / ALLOWABLE USES / CARDHOLDER AND SUPERVISOR RESPONSIBILITIES**

2.1 REQUIRED USE

Using the P-Card is convenient and efficient, as it eliminates many costly-to-administer Requisitions / Purchase Orders, Check Requests, and Petty Cash transactions. Because of the P-Cards efficiencies, use of the P-Card is expected for purchases less than \$500. Requisitions / Purchase Orders will be issued on an exception-basis in order to accommodate necessary situations.

Amount of Purchase	Guideline
Less than \$500	Expected
More than \$500 and less than \$4,500	Strongly recommended
\$4,500 or More	Cannot be Used

Notes about exceptions to P-Card use policy:

- **AUTOMATIC EXCEPTIONS** – Suppliers that do not accept a MasterCard and suppliers that are established with the university for Electronic Data Interchange (EDI) can be paid via Requisition / Purchase Order without the need to request an exception. (Note: EDI suppliers send the university electronic invoices in exchange for electronic payment. This is a very efficient invoicing and payment system.) Suppliers that do not accept a MasterCard and EDI suppliers are identified within Purchasing Service’s vendor system and a Paperless or Paper Requisition / Purchase Order can be issued directly to these suppliers.
- **EXCEPTION REQUESTS** – Individuals requesting to pay a supplier for an order less than \$500 via a Requisition / Purchase Order can email the applicable buyer, add a comment within the Requisition process, or submit an Exception Request Form (www.usc.edu/pcard). Reasonable exceptions will be accommodated.
- **INDEPENDENT CONTRACTORS** – Independent Contractors are not considered suppliers. Therefore, payments to Independent Contractors less than \$500 are not subject to the P-Card use policy.

2.2 COMMON AND ALLOWABLE USES

The P-Card can be used regardless of the sources of funding, though some specific purchases (e.g. gifts, alcohol, etc.) may be restricted by sponsored-project funded accounts. All P-Card transactions must be in compliance with the University’s Expenditure Policies and Procedures (www.usc.edu/policies).

The P-Card can be used with suppliers who are not set up with a “USC Vendor Code.” However, if an item is available through a university “Contract Supplier,” the item should be purchased from the “Contract Supplier” (Purchasing Services Policies and Procedures: www.usc.edu/policies).

The following is a list of the most common purchases made on a P-Card associated with an unrestricted account. Detailed lists specific to sponsored-project funded accounts can be obtained from the Procurement Card web site (www.usc.edu/pcard).

Common Use for P-Card on Unrestricted Accounts	
Appliance, Hardware and Electronics	Lab Supplies (medical/dental/hospital)
Associations and Organization	Laundry (lab coats/hospital linen/uniforms)
Bakeries and Grocery Stores	Office Supplies (incl. coffee supplies)
Books and Periodicals	Overnight Courier Service
Business, Trade and Vocational Schools	Paints and Supplies
Camera and Photo Supply	Postage
Caterers (for on-campus events)	Restaurants (for on-campus events)
Commercial Photography and Graphics	Quick Copy and Reproduction
Computers (equip/software/maintenance)	Schools, Colleges and Universities
Conference Registration (no hotel charges)	Sporting Goods
Departments Stores	Subscriptions
Equipment Repair	Telecommunication (wireless and equip)
Exterminating Services	Truck Rental (not car rental agencies)
Florists and Nurseries	Uniforms (purchase and cleaning)
Government Agencies	Wholesale Clubs

Notes about restrictions to above list:

- **CATERERS AND RESTAURANTS** – Food and beverage purchases that are needed for delivery to a business-related event held on-campus are permitted on the P-Card. Cardholders may not use the P-Card for individual meals, meals held at restaurants, meals held at hotels, or meals held at other restaurant / hotel type establishments. The P-Card is no longer limited to just catering establishments.
- **GOVERNMENT UNALLOWABLES** – Government unallowables may not be purchased on a P-Card associated with a Sponsored Project Account. If government unallowables are purchased on an unrestricted P-Card account, departments may be contacted by Financial Analysis (*Appendix A*) to identify unallowable amounts for the purposes of calculating the university's indirect costs. For example, if a catered event included alcohol and flowers, these amounts may be requested by Financial Analysis.
- **PRINTING / PROMOTIONAL MATERIAL** – Because the university carefully monitors proper use of the USC seal, logo, colors, etc., printed and promotional items must be purchased through a "Contract Supplier" (printing) and through a "Licensed Supplier" (Promotional), even when using a P-Card (*Purchasing Services Policies and Procedures: www.usc.edu/policies*).

2.3 PROCUREMENT AGREEMENT SIGNING

Cardholders may not enter into procurement agreements. There is a difference between having the authority to procure (buy) and having the authority to sign a procurement agreement. Cardholders needing to obtain a signature for a procurement agreement should contact Purchasing Services, regardless of the agreement's dollar volume (*Appendix B*).

2.4 CARDHOLDER RESPONSIBILITIES

Cardholders may use the P-Card for university business transactions only. Partial business and personal transactions are not permitted. The P-Card may not be used for travel-related purchases. For these, the Travel^{Plus} Card should be used ([Appendix B](#)). Intentional misuse or abuse of the P-Card will result in the immediate revocation of privileges and may be subject to disciplinary action up to and including termination of employment. The university's policy on Misappropriation of University Assets applies to use of the P-Card (www.usc.edu/policies).

Cardholders act as university purchasing agents. The only person authorized to use the P-Card is the person to whom the P-Card is issued; lending or sharing of P-Cards is not allowed per USC's contract with GE Capital. The P-Card must be surrendered and use discontinued upon university or GE Capital / MasterCard's request or upon termination of employment.

P-Cardholders are Expected to Be Responsible for the Following	
Signing the back of the P-Card immediately upon receipt.	Retaining or shredding the sleeve the P-Card comes in (P-Card number is printed on sleeve).
Contacting GE Capital (see sticker on face of card) to activate P-Card.	Maintaining a current "billing address, phone number, and email address" as suppliers often require this information.
Not splitting transactions in order to circumvent the established maximum single purchase limit.	Dealing directly with the merchant in the event of a problem with a transaction.
Reporting a lost or stolen P-Card to GE Capital and to the Corporate Card Program Administrator as soon as possible.	Contacting GE to dispute any transaction within 60 days of the posting date, if the problem cannot be resolved or a charge is not legitimate.

2.5 RECEIPT AND BUSINESS PURPOSE REQUIREMENTS

Each P-Card transaction must be supported by a written business purpose. A clear business purpose answers all of the following questions: who benefits from the transaction, what was purchased, where the purchased item will be located (if applicable), when the event took place (if applicable), and why the transaction was necessary. When the type of transaction may inherently imply a business purpose (toner, paper, pens, letterhead, lab supplies etc.), it is still necessary to provide a business purpose that describes for which location or project within the department the merchandise is being purchased. For some sponsored-project accounts, purchases are only allowed if they are solely used for the specific project attached to that account.

P-Card transactions must be supported by a receipt for each purchase regardless of amount and regardless of source of funds. The university's [Expenditure Policies and Procedures](#) define what constitutes a receipt (www.usc.edu/policies). An excerpt from the policy's receipt definition is charted below. All receipt types require sufficient information (merchant name, transaction date, amount, etc.)

Preferred Receipt Document Type	
Original receipt	
Alternative Receipt Document Types	
Fax of receipt	Order Form
Copy of receipt	Letter indicating 'paid'
Email receipt	Invoice
Conference brochure (w/ costs)	Packing slip
Print screen receipt	Itinerary

2.6 MISSING RECEIPTS

When a receipt cannot be obtained or has been lost and all measures to obtain a copy or fax (or other acceptable alternative) of the receipt have been exhausted, a Missing Receipt Declaration needs to be provided by the cardholder (www.usc.edu/pcard). The declaration requires an explanation of why such receipts are not being submitted and a business purpose for the expense. Each expense for which a receipt is missing must be itemized on a separate Declaration. Do not bundle multiple expenses that are missing receipts onto a single Declaration. The Declaration must be signed by the Senior Business Officer if the missing receipt is more than \$15. The Declaration must be retained with the Procurement Card statement.

2.7 DOCUMENT RETENTION

The P-Card is an institutional-liability credit card. This means that the university pays the cardholder's monthly P-Card statement in full directly to GE Capital. The cardholder does not remit payment to the bank and does not process an expense report. However, at the close of each billing cycle (the 10th of each month), each cardholder must comply with the following. All P-Card transactions are subject to audit by Disbursement Control and Accounts Payable.

At the Close of Each Billing Cycle, Cardholder Must Do the Following	
Print statement from www.genetservice.com or retain hardcopy mailed by bank to cardholder.	Sign the statement.
Review all transactions for accuracy and legitimacy.	Have statement, receipts, and written business purpose reviewed and signed by supervisor or Senior Business Officer (i.e. "reviewer").
Provide a receipt and written business purpose for each transaction, regardless of the amount and regardless of source of funds.	Retain signed statement and all support documentation for a minimum of least four (4) years.

Notes about document retention

- **SPONSORED PROJECT ACCOUNTS** -- If a P-Card is linked to a sponsored project account, P-Card statements and support documentation must be maintained for four (4) years after final payment or completion of audit if started prior to the expiration of the four (4) year period.

2.8 SUPERVISOR RESPONSIBILITIES

In addition to approving a direct-report's initial P-Card application (Section 1.1), supervisors must review the statements and purchases of their employees or ensure that the review is being performed by the Senior Business Officer (Section 4). Employees who misuse the card or who cannot provide supporting documentation or supervisor authorization for purchases may be subject to disciplinary action, up to and including termination. Supervisors who have not provided adequate oversight of purchases also may be subject to disciplinary action.

2.9 AUDIT SERVICES AND UNIVERSITY HOTLINE

University employees must report known or suspected misappropriations, regardless of magnitude, to their immediate supervisor, manager, department chair or dean. Supervisors, managers, department chairs or deans must then inform Audit Services ([Appendix A](#)). Individuals wishing to report suspected incidents on an anonymous basis may call the Office of Compliance Help and Hotline ([Appendix A](#)).

SECTION 3 ACCOUNT MAINTENANCE

3.1 DISPUTING A TRANSACTION

It is important to dispute any charge appearing on a P-Card statement with the merchant and with GE Capital within 60 days of the posting date. Contact information for GE Capital is provided in [Appendix A](#).

The best practice is to contact the merchant first and try to resolve the dispute, as most erroneous charges are for the wrong amount or for duplicate charges with an intended merchant. However, it is important to subsequently dispute the transaction with GE Capital before 60 days from the posting date of the transaction. The most expeditious dispute mode with GE Capital is via www.genetservice.com.

During the dispute period, GE Capital will issue a temporary credit for the transaction. If the dispute is resolved in the cardholder's favor, the credit will permanently remain on the statement. If the transaction is determined as a legitimate charge, the credit will be reversed.

Since many merchants use centralized clearing houses for credit card processing, the name and location of the merchant on the statement may not initially be recognized by the cardholder. Before disputing, make certain that the charge is truly not legitimate.

Transactions that appear to be fraud must be immediately reported to GE Capital ([Appendix A](#)).

3.2 LOST OR STOLEN P-CARDS

In the event that a P-Card should become lost or stolen, immediately contact GE Capital Customer Service ([Appendix A](#)). The university, and the cardholder's department, could be held financially liable for transactions if not promptly reported.

The replacement P-Card will be sent directly to the Corporate Card Program Administrator ([Appendix A](#)), who will contact the cardholder for pick up. Replacement P-Cards take 7-10 business days to arrive. A replacement P-Card can be rushed in two (2) business days for a \$35 fee. This rush fee will be charged to the USC account number and object code associated with the replacement card.

3.3 DECLINED TRANSACTIONS

If a P-Card purchase is declined by a merchant, the cardholder should contact GE Capital to find out the reason for decline ([Appendix A](#)). In most cases, GE Capital can give the cardholder the information needed to correct the situation.

Common Declined Transactions
Merchant has incorrect expiration date
The cardholder's statement billing address does not match the billing address provided to the merchant
The transaction cost exceeds the card's allowable limit
The P-Card is being used at an establishment 'turned off' by the university.
Any Customization of P-Card Limits or Allowable Suppliers will Need to be Approved by the Cardholder's Senior Business Officer.

3.4 SALES TAX

The university is not sales tax exempt. The State Board of Equalization requires the university to pay CA sales / use tax on all taxable transactions (i.e. tangible, non-edible items), including transactions incurred with non-CA merchants (e.g. Amazon.com). Therefore, whenever possible, cardholders should have the supplier include Los Angeles sales tax or should purchase with CA merchants.

A representative from Disbursement Control and Accounts Payable will review P-Card transactions (*Appendix A*). To confirm that sales tax was included in a P-Card transaction, the cardholder may be asked to fax the receipt to Disbursement Control and Accounts Payable for verification. For P-Card transactions that were not charged CA sales/use tax at point-of-sale, Disbursement Control and Accounts Payable will accrue sales / use tax.

Sales / Use Tax Will be Accrued Using Procurement Cardholder's Corresponding USC Account	
If the transaction was \$500 or more, including tax and delivery	If CA sales/use tax was not charged
If transaction was taxable	On a monthly basis per transaction
If non-CA merchant was used	At the sale/use tax rate (currently 8.25%)
Sales Tax is Accrued via a Journal Entry (XX-025P)	

SECTION 4 SENIOR BUSINESS OFFICER RESPONSIBILITIES

4.1 OVERVIEW OF SENIOR BUSINESS OFFICER RESPONSIBILITIES

It is the Senior Business Officer's responsibility to oversee the P-Card program at the department / unit level. An excerpt from a typical Senior Business Officer's job description is provided below.

Excerpt from Senior Business Officer Job Description

"The SBO is responsible for determining that strong internal controls are implemented... With respect to procurement, whether by use of P-Cards, Paperless Requisitions, Paper Purchase Orders, Internal Requisitions, or USC Debit Card, the SBO should determine that there is an appropriate segregation of duties so that goods or services, which are procured are viewed and reconciled monthly to Account Status Reports by someone other than the individual initiating the transaction and by someone that does not report to the individual initiating the transaction. This reconciliation process must include obtaining and retaining original receipts and or invoices for business-related expenses."

These Procurement Card Policies and Procedures are intended to facilitate Senior Business Officer responsibilities.

4.2. NEW P-CARD APPLICATIONS

The Senior Business Officer (or authorized designee) is responsible for the final approval of each new P-Card application within the department / unit (Section 1.1). New P-Card applications route as an email from the prospective cardholder's supervisor to the Senior Business Officers (or designee).

It is important that the Senior Business Officer periodically review the SBO Table posted on the P-Card website (www.usc.edu/pcard), as the individuals listed on this table are those to whom email applications will route. If changes need to be made to the SBO Table, the Corporate Card Program Administrator should be notified (Appendix A).

4.3 USC ACCOUNT NUMBERS / OBJECT CODES AND LIMIT SETTINGS

Within the on-line application, the Senior Business Officer (or designee) needs to review and authorize the USC account numbers / object codes and the billing cycle limit / single purchase limit entered by the prospective cardholder (Sections 1.2 and 1.3). If this application information needs to be changed, the Senior Business Officer needs to indicate the change in the application's note section.

4.4 ON-GOING CHANGES

After the P-Card has been issued, the Corporate Card Program Administrator (Appendix A) needs to be notified for changes to limits, university accounts numbers/ object codes, etc. The best practice is for SBO's to complete the Limit and Account Number Change Request Form (www.usc.edu/pcard). This Form routes to the Corporate Card Program Administrator, and ensures the request is properly documented.

4.5 TERMINATED EMPLOYEES / CANCELLED CARDS

The Corporate Card Program Administrator (Appendix A) needs to be notified within 24 hours of employee's termination date. Upon termination, cancelled cards should either be destroyed (cut up) by the department or delivered to the Corporate Card Program Administrator as soon as possible.

If an employee is transferring to a different USC department, the Senior Business Officer should immediately notify the Corporate Card Program Administrator so that the P-Card can be cancelled.

Once the employee is established within the new department, the employee should apply for a new P-Card with approval from their new Supervisor and Senior Business Officer.

4.6 DOCUMENT RETENTION PROCEDURES

P-Card document retention procedures must be established and maintained by the Senior Business Officer (Section 2).

4.7 AUDITS

Disbursement Control and Accounts Payable (Appendix A) conducts routine audits of P-Cards. As part of this routine, an auditor may contact the Senior Business Officer (or designee) and/or cardholder. Action taken against a cardholder who intentionally misuses his / her P-Card is determined by university policy, though assistance from the Senior Business Officer (or designee) will be requested in all audits / investigations.

4.8 ACCOUNT STATUS REPORTS

Senior Business Officers (or designees) should make certain that university Account Status Reports (ASRs) are carefully reviewed, including reconciliation to P-Card receipts and for authorized use of the P-Card. Senior Business Officers can also obtain GE Capital web access to departmental cardholder statements by contacting the Corporate Card Program Administrator (Appendix A).

All charges on the P-Card post directly to the university account and object code assigned to it (unless the transaction was reallocated), and appear on the Transaction Detail of the Account Status Report (ASR) as journal type "CDPC" (Cash Disbursement Procurement Card). Upon unauthorized account overdraft or account expiration, P-Card charges will be allocated to the applicable Dean's account and may be subject to card cancellation if account overdraft or expiration becomes routine. On-line reports are available via two sources: GE Capital's website or USC's financial System – WEBBA (Appendix A).

4.9 REALLOCATION

Should charges incurred on a P-Card need to be reallocated to different USC account numbers, Senior Business Officers (or others with authorized access) can reallocate these charges within the General Ledger's reallocation process (GL.GEPROCARD). Charges can be reallocated two times a month, each time for a 5 business day period. Charges that are not reallocated in the General Ledger or charges that have already posted to the Account Status Report (ASR) can be reallocated via the Journal Voucher entry process (Appendix A).

APPENDICES

APPENDIX A KEY PROCUREMENT CARD CONTACTS

GE Capital Contact Information	
GE Capital	Customer Service Phone: 800-274-7378 Access to detailed / real-time statements www.genetservice.com . To access a P-Card statement, the cardholder must first register and assign a password. Note: enter 000-00-0000 in the Social Security Field.
USC Contact Information	
Corporate Card Program Administrator	Mary Wilson Phone: (213) 740-9793 Fax: (213) 740-5559 mewilson@usc.edu
Procurement Card Auditor	Rachel Baeza Phone: (213) 740-2712 Fax: (213) 740-9060 rbaeza@usc.edu
Procurement Card Assistant Auditor	Janice Thompson Phone: (213) 821-1767 Fax: (213) 740-9060 janicejt@usc.edu
Director of Disbursement Control and Accounts Payable (for Sales Tax Accrual Information)	Donald Burnett Phone: (213) 740-2709 Fax: (213) 740-7000 burnett@usc.edu
Accounting and Financial Manager (for AIS P-Card Reallocation)	Karen Mitsuuchi Phone: (213) 821-1977 Fax: (213) 746-0942 mitsuuch@usc.edu
Accounting Systems Analyst (for AIS P-Card Statement / WEBBA access)	Sam Khalil Phone: (213) 821-1934 Fax: (213) 746-0942 skhalil@usc.edu
Assistant Comptroller (for Object Code Requests other than 15XXX)	Marc Bloom Phone: (213) 821-1900 Fax: (213) 746-0942 mbloom@usc.edu
Director of Internal Audit	Howard Levy Phone: (213) 821-5423 Fax: (213) 740-9657 levyho@usc.edu
Financial Analyst	Jane Thurgood Phone: (213) 821-1937 Fax: (213) 748-0871 jmt@usc.edu
Office of Compliance Help and Hotline	(213) 740-2500

APPENDIX B REFERENCES

The following departments are referenced throughout the Procurement Card Policies and Procedures.

Office of the Senior Vice President and General Counsel

- **UNIVERSITY POLICIES**

www.usc.edu/policies

University policies are administered through the Senior Vice President and General Counsel. Contact the General Counsel's Office at: (213) 740-7922.

- **OFFICE OF COMPLIANCE**

<http://www.usc.edu/admin/compliance/>

The Office of Compliance demonstrates the university's commitment to comply with all applicable laws and regulations, detect and correct compliance violations promptly and eliminate misconduct and other wrongdoing. The Office of Compliance administers the university Help and Hotline at 213 740-2500. Contact the Office of Compliance at: (213) 740-8258.

- **INTERNAL AUDIT**

The Office of Internal Audit assesses the adequacy and effectiveness of the university's system of internal administrative and account controls, adherence to policies and procedures, compliance with applicable laws and regulations, and the quality of operating performance when compared to established standards. Contact the Office of Internal Audit at: (213) 821-5423.

Business Services

- **DISBURSEMENT CONTROL AND ACCOUNTS PAYABLE**

www.usc.edu/dc

Disbursement Control and Accounts Payable administers the university's Expenditure Policies and Procedures, Missing Receipt Declaration, Check Requests, Procurement Card tax accruals, and Procurement Card audits. Contact Disbursement Control and Accounts Payable at (213) 740-9794. Contact the P-Card auditing division at: (213) 740-2712 or (213) 821-5399.

- **PURCHASING SERVICES**

www.usc.edu/purchasing

Purchasing Services administers the university's Purchasing Policies and Procedures, which includes information on Requisitions / Purchase Orders, printing and promotional procurement supplier restrictions, authorized procurement signers, and Equipment purchases. Purchasing Services also maintains a list of Contract Suppliers and assigns Vendor Codes. Contact Purchasing Services at: (213) 740-9794.

- **TRAVEL MANAGEMENT AND CORPORATE CARD SERVICES**

www.usc.edu/travel and www.usc.edu/pcard

The division of Travel Management and Corporate Card Services has direct responsibility for both the Procurement Card and Travel^{Plus} Card. Contact Travel Management and Corporate Card Services at: (213) 740-5805.

Financial and Business Services

- **EQUIPMENT MANAGEMENT**

http://www.usc.edu/dept/finserv/equipment_management/

The Department of Equipment Management is responsible for maintaining inventory records for all university-owned, government-owned, donated, and other sponsor-owned Equipment. Contact Equipment Management at: (213) 821-2880.

- **FINANCIAL ANALYSIS**

<http://www.usc.edu/dept/finserv/ofa/>

The Department of Financial Analysis prepares the university's facility and administration cost proposal ("indirect costs"), prepares the university's fringe benefit proposals, and coordinates all government audits. Contact Financial Analysis at: (213) 821-1937.

Comptroller's Office

- **COMPTROLLER'S OFFICE**

<http://www.usc.edu/dept/finserv/>

The Comptroller's Office is responsible for preparing and making available Procurement Card statements (<http://ais-sap.usc.edu/index-ssl.html> - BA.PROCARD.STMT.R). This statement is available in WEBBA with appropriate system's access. The Comptroller's Offices also administers the Procurement Card reallocation process (GL.GEPROCARD) and the Journal Voucher Entry process. Contact the Comptroller's Office at: (213) 821-1900.