



Purchase Card Program Handbook

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Procurement Card Program

A. Welcome & Introduction

The Community College of Denver's (College) Purchase Card (P-Card) Program (Program) has been established to allow the use of a state credit card to make small dollar purchases. The goal of the College's Program is to make it easier for College employees to acquire goods while providing more timely payment to vendors and reducing the number of small dollar payments and purchase orders. In short, it is a payment method whereby users in departments are issued a P-Card to pay for small dollar transactions for College business.

P-Card payments for purchases are governed by the same statutes, procurement, personnel, and fiscal rules that apply to all other purchases and paid by state warrant or check. Additional rules that apply include program policies and procedures.

In accordance with Fiscal Rule 2-1, all expenditures, including P-Card transactions, shall meet the following standards of propriety:

- Are for official state business purposes only.
- Are reasonable and necessary under the circumstances.
- Are not for the personal use or personal benefit of another individual.

In addition, the last section of Fiscal Rule 2-10, states the following:

"State agencies or institutions of higher education participating in the procurement card program shall use the state procurement card for purchases at local vendors in lieu of open or other charge accounts. The state agency or institution of higher education's procurement card administrator and the controller or chief fiscal officer must approve exceptions to this requirement in advance. Open accounts should be closed as soon as procurement cards are available to state agency or institution of higher education personnel."

Cardholders and Approving Officials play a critical role in ensuring the success of the Program. The receipt of a P-Card is a privilege and the College's demonstration of confidence and trust in the Cardholder. Although the P-Card lists an individual's name it is actually issued to the College, and in turn, the State of Colorado. The College is ultimately responsible for all purchases and payment to Citibank. However, Cardholders are solely responsible for ensuring each purchase is made in accordance with all applicable statutes, procurement, personnel, and fiscal rules. This includes the security and safe

guarding of ones P-Card. The College's Program Administrator and each Approving Official are responsible for monitoring the Cardholder's use of the P-Card and ensuring the accurate recording of expenditures.

Citibank is the P-Card issuer and VISA is the P-Card platform. Each P-Card has the ability for multiple controls such as spending limits and/or a specified number of transactions per time period. Every individual who is authorized to use a P-Card and their Approving Official must attend training and sign an agreement that they will follow Program Guidelines as specified in this P-Card Handbook (Handbook).

We hope you find the Program to be helpful in conducting business on behalf of the College. Please do not hesitate to ask questions of the Program Administrator regarding any aspect of the Program. The College welcomes your input and suggestions for improvement to the Program.

B. Program Participants: Roles and Responsibilities

Participant

Role and Responsibilities

Cardholder

Role: Person issued an individually assigned P-Card to pay for purchases.

Responsibilities:

- Custody, safe keeping and use of the P-Card.
- Use of P-Card is only for official College business.
- Immediately reports a lost or stolen P-Card to Citibank and the Program Administrator.
- Purchases are made in accordance with College and the Colorado Community College System (CCCS or System Office) guidelines, procedures, and policies and fiscal and procurement rules.
- Obtain and submit supporting documentation as outlined in this handbook for each transaction.
- Ensures transactions are reallocated to the appropriate FOAP within five (5) business days of receiving the transaction notification email from CCCS.
- Reconciles signs, dates, obtains signature and date from the Approving Official, and submits P-Card submission packet to Program Administrator no later than the 15th of the month following the statement date. Should the 15th

fall on a weekend or holiday, it would then be due the next working day following the 15th.

- Contacts merchants to resolve disputed transactions. If unable to resolve with merchant in a timely manner Cardholder must file a dispute with Citibank. This can be done by logging into the [Cardholder Citibank](#) online account. Must immediately notify the Program Administrator of any disputed purchase.
- Ensures refunds/credits are reallocated to the same P-Card transaction Fund/Org/Account/Program (FOAP) that was used for the original purchase.
- Obtains the proper authorization/delegation in the form of an email from the organization code owner for the expenses reallocated to the respective organization codes.
- Notifies Approving Officials and P-Card Administrator of changes in employment status such as transfer and termination.
- Must establish a CitiManager online account.
- Must log into their CitiManager online account on or after the 26th of each month and print the current billing cycle statement. This statement is to be included in the p-cardholders monthly submission packet. If no statement is available to print, it would mean that the p-cardholder had no transactions during that billing cycle and no p-card submission packet would be due.

Account Manager/Reallocator

Role: Person responsible for re-allocating transaction charges from the default p-card FOAP to the correct FOAP. In most instances the Cardholder is also the Reallocator.

Responsibilities: Ensures transactions are reallocated to the appropriate FOAP within five (5) business days of receiving the email notification from CCCS.

Approving Official

Role: Person assigned to review Cardholder transactions to ensure compliance with P-Card Guidelines. No responsibilities

assumed by the Cardholder relieve the Approving Official of their responsibility.

- A Cardholder may not be his or her own Approving Official.
- A Cardholder's supervisor may be the Approving Official.
- An Approving Official may not be subordinate to the Cardholder.
- Each Cardholder must be assigned an Approving Official.
- Approving Official responsibilities may not be further delegated. In the case of longer leaves (annual, sick, travel), responsibilities may be temporarily assigned to the next level supervisor. Such assignment should be in writing for a defined period of time.

Responsibilities:

- Reviews packet, and signs and dates each monthly account statement and/or, any required approval document for Cardholders assigned to Approving Official. Ensures that the submission packet is submitted to the Program Administrator no later than the 15th of the month following the Citibank statement date. Should the 15th fall on a weekend or holiday, it would then be the next working day following the 15th
- Ensures that all documentation is received and retained in accordance with this Handbook.
- Document and report Cardholder violations to the Program Administrator.
- Notifies Program Administrator via email of changes in Cardholders employment status such as transfer and termination.
- Verifies that each purchase meets with applicable State Fiscal Rules, and College and System Office procedures and policies.
- If a purchase is made with grant monies, Approving Official also verifies the purchase is allowable and applicable approvals have been obtained.

- Cardholder responsibilities should be considered in the annual performance review.

Program Administrator

Role: Person who is responsible for the College's Program, including P-Card issuance/cancellation, monitoring Approving Officials, management reporting, and development of the Program. This person is the primary interface with the State Purchasing Office and Citibank.

- Serves as the College's liaison with the System Office P-Card Administrator and Citibank on Program matters.
- Establishes and updates the College's P-Card Website, and Handbook to ensure compliance with statewide policies and guidelines.
- Provides training to Cardholders and Approving Officials in the management and use of the P-Card.
- Works closely with College personnel to administer and improve the College's Program.
- Maintains and scans records of all Cardholders and other information in a secure manner.
- Coordinates the handling of P-Cards including additions, deletions, and changes.
- Maintains P-Cards in a secure manner until issued to Cardholders.
- Develops and issues periodic management reports as needed to monitor the development of the program.
- Ensures that Program personnel prepare transaction exception reports for review.
- Conducts monthly audits of each Cardholder's P-Card Submission Package to ensure compliance.
- Reviews diagnostic reports to review transactions and reallocations, and reports discrepancies to appropriate personnel.
- Ensures Approving Official responsibilities are transferred to a subsequent supervisor upon notification of transfer or separation of the current Approving Official.

I. P-Card Management

A. Requesting a P-Card

All College permanent employees are eligible to have a P-Card. Supervisors must approve employees as Cardholders based on their job responsibilities and their need to make purchases. Before approving a cardholder's application, supervisors should conduct a review of past performance evaluations to verify that there were no previous lapses of fiscal accountability or stewardship of resources. This review may include:

- Demonstrated responsibility in carrying out required duties.
- Accuracy in submitting expense reimbursement forms.
- The use of any travel card.

Any employee approved by their supervisor to be a P-Cardholder will need to go to this link

<https://www.ccd.edu/docs> & complete the following form:

- under Fiscal Services: Procurement Card Application FIS-3

The Cardholder's supervisor must approve the application and submit it to the Program Administrator who reviews it for completeness and accuracy. The Program Administrator will then confirm with Human Resources that the applicant is not a temporary or student employee. Once confirmed the Program Administrator will send additional forms to the applicant to be completed and returned. Once all forms have been properly completed and returned to the Program Administrator (s)he will order a p-card for the applicant. Citibank will issue the P-Card and express delivery (FedEx or UPS) it to the Assistant Controller. The Assistant Controller is responsible for placing P-Cards in the safe in Fiscal Services until it is picked up by the Cardholder and notifying the Program Administrator that the card has arrived. The Program Administrator will then contact the applicant via email to arrange for the p-card training required before the p-card can be released.

B. Training and Agreements

All new Cardholders and Approving Officials are required to read this Handbook and the cardholder must sign the Cardholder Acknowledgements form FIS-23 indicating they understand and will comply with the contents of this Handbook.

P-Cards will only be issued to Cardholders after mandatory training is completed and the P-Card Cardholder Agreement form FIS-28 and P-Card Approving Official Agreement form FIS-24 are signed.

These documents outline important responsibilities and expectations and must be submitted to the Program Administrator prior to receiving a P-Card. The Program Administrator will maintain Cardholder files in a secure file cabinet in Fiscal Services.

C. P-Card Distribution, Activation, and Custody

P-Cards will be distributed upon satisfactory receipt of all required documents, and upon successful completion of training. The Cardholder must sign the back of the P-Card when it is picked it up and are required to immediately activate it in accordance with the procedure explained on the P-Card.

The Cardholder is responsible and accountable for the P-Card and its use at all times. The College is liable and responsible for payment of all transactions unless they are successfully disputed. Please see Section II. K. "Disputed Transactions" for further information.

The person issued a P-Card is the only one authorized to use that P-Card. Under no circumstances should a Cardholder allow another individual to use their P-Card or their card number. This is referred to as "sharing" and is considered a serious infraction. Cardholders who violate this are subject to disciplinary action and may immediately lose their P-Card privileges.

D. Lost, Stolen, or Fraud-Compromised P-Cards

Cardholders are required to report lost or stolen P-Cards to Citibank and the Program Administrator **immediately** as the College is liable for all charges until the lost or stolen P-Card is reported to Citibank. Call Citibank Customer Service directly at **800-248-4553**. If you feel that your p-card has been compromised by fraud, please call Citi's fraud department at 800-945-3114 and your Program Administrator. The Cardholder is responsible for providing Citibank with any and all information they request. When fraud is involved this is a "Declaration of Fraud" form which Citi will send you via email.

Cardholders whose P-Card was lost or stolen will need to request a replacement card with the Program Administrator. The Program Administrator will notify the Cardholder by email when their new P-Card has arrived and is ready for pick up.

E. Credit Limits

Credit limits and other controls are established when the P-Card is authorized and approved. The College has established the following limits on all P-Cards.

Single Transaction Limit	Monthly Cycle Limit	Maximum Transactions Per Day	Maximum Transactions Per Cycle
\$2,999.00	\$5,000.00	5	100

At no time may P-Cards be used for single transactions of more than \$2,999.00 or attempts made to circumvent this threshold by splitting a purchase into two (2) or more transactions. This is a violation of fiscal and procurement rules and will result in disciplinary action against the Cardholder.

F. Merchant Category Code

The Merchant Category Code (MCC) describes the type of business that a vendor provides to Visa from a predefined list. MCC groups are assigned to each Cardholder account in compliance with all applicable State and CCCS rules and guidelines.

G. Change in P-Card Information or Purchase Limits

Cardholders should contact their Approving Official and Program Administrator to update changes in work address, default account codes, etc. The Cardholder's Approving Official must approve all changes.

H. Cancelling a P-Card

In the event a Cardholder is terminated, transfers, resigns, or changes employment status within the College, the Approving Official must immediately notify the Program Administrator. The employee's P-Card and all P-Card files shall immediately be sent to the Program Administrator for proper record retention. A Returned P-Card form FIS-25 needs to be completed, a copy provided to the employee, and the original retained in the Program Administrator's file.

I. Monitoring

In the case of fiscal staff holding P-Cards, Program Administrators must be assured of proper segregation of duties, ensuring that cardholders do not have access allowing them to make purchases, create budget entries, and record journal entries without systematic limitation or reviews.

II. Use of Individually Assigned P-Cards

A. Definition

An individually assigned P-Card is one that, in addition to including the name of the College, also contains the name of the individual Cardholder on the P-Card and the tax exemption number for CCCS. The individual to whom the P-Card is assigned provides a signature on the back of the P-Card. The individually assigned P-Card cannot be used by anyone other than the person to whom the P-Card has been assigned.

B. Authorization to Purchase

The College has established limits on purchases. These limits apply to P-Card payments for purchases, as well. Cardholders must obtain advanced written approval for single transactions outside their delegated signature authority. Delegated signature authority must be supported by a form on file, signed by the organization code owner. Please refer to CCCS President's Procedure SP 8-60-b Purchasing Approval Policy for further guidelines. In addition, if purchases are made against a grant or charged to a particular fund the Cardholder is responsible for ensuring that the charges are allowable. When making purchases it is mandatory to honor all [State of Colorado pricing agreements](#).

As it pertains to this manual, delegated signature authority applies to P-Card purchasing authority only. Cardholders are not authorized to sign written agreements and/or contracts that bind the college unless they have delegation expressly in writing from the College President.

C. Placing the Order

Orders may be placed in person, by phone, fax, email, internet, or mail. If the P-Card is used to pay for an order that is placed over the internet, make sure it is a secure site. If the order is placed by fax, call the merchant and provide the P-Card number instead of including it on the fax documentation. If the P-Card number is provided over the telephone, the Cardholder should be alert to others in the surrounding area that may hear the P-Card information.

When an order is placed, provide the merchant with the following information:

- The purchase is tax exempt. Provide the merchant with the Tax Exemption number (95-15145-0000) and/or certificate as requested. The tax exempt number is stamped on all

P-Cards for convenience. A copy of CCD's Tax Exemption Certificate is available on the CCD Intranet on Administration's Purchasing Cards (P-Cards) webpage.

- The purchase is subject to all applicable discounts for a state entity.
- Cardholder's name.
- Cardholder's billing address.
- Delivery instructions.
- Request documentation showing the details and pricing for each item ordered, and the cardholder name or last four (4) digits of the card number. Make sure these items are visible on the documentation.

D. Sales Tax

The College is exempt from Colorado state and local taxes and should not be charged sales tax on transactions. Point of sale P-Card purchases made in another state, however, are not exempt from their state and local taxes. It is the Cardholder's responsibility to request refunds when taxes are charged or to reimburse the College for the amount of taxes paid. Documentation of efforts to secure a credit from the vendor should be included with the transaction. In documented cases where the vendor refuses to issue a credit, the college may request a refund of the taxes paid from the Department of Revenue using form DR 0137B Claim of Refund of Tax Paid to Vendors. In such instances, Cardholders are instructed to refrain from using the vendor in the future. If there is no evidence of either a requested credit or a refusal by the vendor, instances of taxes paid are subject to an audit action. Please contact the Program Administrator if you have questions or a dispute regarding sales tax.

E. Purchase and Transaction Documentation

All P-Card transaction receipts are official fiscal documents and all originals must be submitted to the Program Administrator no later than the 15th of the month following the statement date along with the Monthly Certification and Approval Form. Using the "Checklist for P-Card Submission Package" with the monthly statement, to complete the packet may be helpful.

Each Cardholder is responsible for managing all charges made on their P-Card. All current cycle P-Card documentation should be kept in a secured location. Best practice for each individual transaction is to keep them together in chronological order. If you have a document which is smaller than 8 ½ X 11, please tape these down onto a clean unused blank sheet of 8 ½ X 11 paper.

The Cardholder is responsible for ensuring that every transaction has valid supporting documentation.

Information contained in supporting documentation **must** include:

- An original, itemized receipt from the vendor that includes the description, price, and quantity of each item purchased.
- Merchant name.
- Date of purchase.
- Total cost of the order.
- Cardholder name and/or partial card number.
- Approved Official Function/Training Function Form FIS-18 coinciding with the p-card transaction (including list of attendees for meetings), if applicable. This form is required for all official functions and any meetings or trainings where food will be served.
- Travel authorization number when applicable for conference registration fees.
- Explanation of the reason for the purchase, if the business purpose is not immediately apparent. Keep in mind that those auditing your pcard submission packet may not be familiar with all of the activities of your department, or possibly even for what department you are making purchases. Therefore, it is important for you to document the business purpose of any items that could appear to be for personal use. This is especially important for departments that purchase out of the ordinary items such as Student Life/Services and Theatre.
- IT Purchase Approval if applicable.
- Confirmation of receipt of items ordered (receiving). This can be accomplished by using the most current certification form which contains the statement that all items have been received unless otherwise indicated.

Other recommendations for a complete file include:

- Retain documentation including letters, emails, hand-prepared order information with signatures, etc. in a secured location.
- Original documentation should be retained as purchases are made to aid in month-end reconciliations.
- Please keep a copy of all documents forwarded to Fiscal Services for your records. Remember, all originals must be forwarded to Fiscal Services.

F. Lost or Unavailable Documentation


Contact the merchant directly if the original supporting documentation is lost or if the merchant did not provide it. If the merchant cannot provide documentation, complete the Documentation of Lost or Unavailable Transaction Information Form FIS-27.

G. Reallocation of Purchase Transactions

P-Card transaction files are downloaded into Banner by CCCS on a daily basis, and Cardholders should receive an automatically generated email subject "PCARD Transactions Notification" notifying Cardholders that they have P-Card transactions to reallocate. P-Card purchase transactions are initially posted to a default FOAP and must therefore be reallocated to the Cardholder's delegated FOAP by the Cardholder or approved delegate within five (5) business days of receiving the transaction notification email from CCCS.


To reallocate P-Card transactions in Banner, Cardholders must review their transactions in the FAAINVT screen.

The following are instructions for reallocating P-Card transactions in the FAAINVT screen:

1. Login to Banner using the log-in and password given to you from Banner IT Security.
2. Enter FAAINVT in the "Go To" box and hit enter.
3. Enter your S# in the "Cardholder ID" box Perform a next block.  Perform another next block to reach the transaction detail information located in the third block.
4. Scroll through the transactions using the arrows on your keyboard until the desired transaction is located. Perform a next block once and it will bring you to the "Purchase Card Transaction: Accounting Information". Perform a next block again to reach the next block.
5. Delete the existing codes in the fund, organization, account and program fields and enter only the applicable organization code. The fund and program field will populate automatically. Then enter the appropriate account code for the purchase in the account code field, using the "Frequently Used P-Card Reallocation Account Codes" list located on the Purchasing Cards web page <http://insideccd/content/1608>
6. If the charge is to be reallocated to multiple organizations or accounts, then enter the dollar amount on the first line. Move to the next line and enter the appropriate organization (once again the fund and program will automatically populate), account, and

dollar amount as before. Be sure the Bank Column/Box shows "W1" on all lines being used.

7. Once the reallocation for this transaction has been complete, save the entries by clicking on the save icon, F10 or using the drop down menu and choosing save.

8. Hit previous block  twice to return to other transactions that need to be reallocated.

H. Reconciling Purchase Transactions to Citibank Account Statement

P-Card transaction receipts must be compared and reconciled with the monthly Citibank statements, which lists purchases posted within the statement billing cycle. Purchases made near the end of the billing cycle may not appear until the following month's statement.

The Cardholder must also review transactions as follows according to Cardholder responsibilities as indicated on pages 4 and 5 of this Handbook:

- Verify that each listed charge/credit is valid and matches with the back-up.
- Identify any disputable charges. You may call Citibank and let them know you wish to dispute the charge or you can file a dispute directly at the Citibank website once you've logged into your Citibank account. There will be a "dispute" button right next to the transaction. Please attach any correspondence or emails pertaining to a dispute to your P-Card statement for transactions that cannot be resolved directly with the merchant. Retain a copy of all paperwork until the dispute has been resolved. Reconcile credits in the same manner as charge transactions.
- Attach all supporting documentation to the statement.

Attach the Monthly Certification and Approvals form FIS-5 to the statement and forward it to the Approving Official for their review. The Approving Official must sign and date Monthly Certification and Approval Form. All documents must be submitted to the Program Administrator in Fiscal Services no later than the 15th of the month following the Citibank statement date. Should the 15th fall on a weekend or holiday, it would then be the next working day following the 15th.

I. Approving Official Review

Approving Officials must document their review and approval no later than the 15th of the month following the statement date by signing and dating the Monthly Certification and Approval Form. Approving Officials must ensure that the submission packet with supporting documentation is submitted

to the Program Administrator no later than the 15th of the month. Should the 15th fall on a weekend or holiday, it would then be the next working day following the 15th.

Approving Officials should review each statement to ensure:

- All documentation is attached in accordance with P-card and department practices and procedures by established deadlines.
- All Cardholder violations are documented and reported to the Program Administrator in accordance with department guidelines.
- Each purchase meets State Fiscal Rules and CCCS policies.
- If purchase is made with grant monies, verify the purchase is allowable to the program and contains proper approvals by grant personnel.

Violations should be reported to the Program Administrator. Also, in accordance with [State of Colorado Fiscal Rule 2-10](#), all incidents of suspected fraud and abuse of the P-Card, along with any misuse of the P-Card, must be reported to the College's Controller and/or CFO.

J. P-Card Submission Package

The College's Citibank statement cycle ends on the 25th of each month. Cardholders must reconcile, sign, date, obtain approval from the Approving Official, and submit all required documentation to the Program Administrator no later than the 15th of the month following the statement date.

The College may choose to request completed statement documentation earlier than the 15th of the month. If the 15th should fall on a weekend or holiday, Cardholders have until the next workday to submit their submission package. Disputed transactions must also be documented in the submission package.

The P-Card submission package must include the following documents:

- Reconciled Citibank P-Card Account Statement.
- Signed and dated Monthly Certification and Approval Form by Cardholder and Approving Official.
- Purchase documentation reconciled with the Citibank statement, according to Purchase and Transaction Documentation on pages 12 and 13 of this Handbook, organized in chronological order and small receipts taped down (no staples) on letter sized paper.

K. Disputed Transactions

A dispute exists when a Cardholder determines that a charge is improper or inaccurate. Some examples of transactions that should be disputed include:

- Unauthorized or unrecognized charges.
- Differences between the amount authorized and the amount charged.
- Duplicate charges.
- Failure to receive goods.
- Returned goods that are not credited.
- Sales tax.

The Cardholder must attempt to resolve the dispute directly with the vendor and should immediately contact the Program Administrator. Document the dates, times, and matters discussed with the merchant. If the matter cannot be resolved before the end of the billing cycle, the Cardholder should login to [Cardholder Citibank](#) account, complete an online Transaction Dispute Form and attach the completed dispute to the monthly submission package and statement.

The College has sixty (60) days from the last day of the cycle date to dispute a questioned transaction in accordance with contract terms. As a result, any dispute not resolved directly with the merchant twenty (20) calendar days after the monthly statement date should be formally reported by the cardholder as a disputed item with Citibank.

L. Allowed Services

Services may not be paid for with the P-Card. However CCD allows the use of P-Cards to pay for printing and catering services from the following vendors:

Printing services:

- Ricoh Printing

Catering:

- Visit AHEC's website at ahec.edu for a current list of Auraria Campus Authorized Caterers.

Remember - tipping is not allowed on P-Card purchases.

M. Price Agreements

There are two (2) different types of [price agreements](#) that the State of Colorado has, mandatory and permissive. If a good is on a mandatory price agreement you must use that vendor. Use of vendors on a permissive price agreement is highly recommended, but the purchaser has discretion to use other vendors. When shopping for a good to buy, you must check the price agreements. A mandatory price agreement would be coded: Agreement# 6150044411**M**/WSCA. When you see an “**M**” in the agreement number, this would indicate that it is a mandatory price agreement. A “**P**” means it’s a permissive price agreement.

All State of Colorado pricing agreements must be honored with the following exception:

The College has an existing contract with Toshiba, in which Toshiba will supply toner cartridges for the College. Some specialized printers are not part of the Toshiba contract. If unsure as to whether or not your printer is considered specialized and exempt from the Toshiba contract, please contact IT for clarification. While the Toshiba contract is in place, **no printer toner cartridges should be purchased by individual departments and paid for using a P-Card unless you are purchasing *printer toner cartridges for a specialized printer***. If you have questions regarding toner cartridge purchases contact the Program Administrator.

III. Restricted P-Card Use and Prohibited Transactions

A. Restricted P-Card Use

The College shall not use any other credit or debit card program for general merchandise and service procurements. In addition, the College shall not utilize any card types other than a card with the name of an individual assigned to it under the Master Agreement between Citibank and the State of Colorado without express, written permission from the Colorado Department of Personnel & Administration.

Individually assigned P-Cards may only be issued to an individual. ***Individually assigned P-Cards shall not be shared or loaned to any other person, neither shall the card number be shared with any other person for the purpose of making a purchase.***

B. Prohibited Transactions

The P-Card may not be used for the following purposes:

- Purchases not approved by the Org Owner or the College.
- Payment for services with the exception of Auraria Higher Education Center (AHEC) authorized caterers and RICOH printing services on the Auraria Campus.
- Payment for memberships. Memberships are viewed as a service. The only exception is when a time constraint exists and there is no time to process a purchase order. Examples of this would be registering for a conference and the early bird registration fee would save your department a substantial amount on the cost of the conference by becoming a member. Pre-approval from Controller or CFO will be required. Additionally, review and approval by Human Resources must be obtained prior to payment and must be included with p-card submission packet.
- You may not use your P-Card for payments to caterers that are not listed under Section B. II. L. Allowed Services in this Handbook and you must have an approved Official Function/Training Function Form in place before the payment can be made with the P-Card. You must obtain an updated Official Function/Training Function Form if you are going to spend more than what is approved on the original form. An updated form should be obtained as soon as you know that the cost is going to exceed what was originally approved. Both forms should be submitted as backup documentation with the packet.
- Items purchased for personal use such as paper towels, facial tissue, hand sanitizer etc. Purchases of these items are allowed by departments or individuals who deal with students or employees on a regular basis where these items are needed. Examples include student conduct offices and human resources. If such items are needed, please indicate such on your transaction so Fiscal Services is aware they are not for personal use.
- Cash advances such as cash back with a purchase, cash credit returns, traveler's checks, money orders, ATM transactions, and cash-equivalent purchases. Donations are also prohibited.
- Online transactions or any transaction in which you must agree to terms or conditions of the vendor; agree to a click thru agreement, or the vendor requires that you sign an agreement. Remember you are not authorized to sign or agree to any terms and conditions of any agreements on behalf of the College. You may become personally liable if you do. Please contact the Program Administrator for assistance.
- The purchase of gift cards is prohibited unless written preapproval from the President has been obtained. Gift cards that are purchased must be housed in Fiscal Services until

awarded. All recipients must complete form [FIS-26](#) Award Disclosure. This form should be signed by the department representative and submitted to Fiscal Services once completed. Additionally, a [W-9](#) will need to be completed by the recipient if they are not an employee of the College.

- Split Transactions – Split transactions are defined as single transactions costing more than \$2,999.00, which are split between multiple transactions or P-Cards to circumvent the \$2,999.00 single transaction limit.
- Backorders – Backorders could adversely affect future orders because of the "number of transactions" and "dollar amount per day" P-Card limits and should be avoided.
- Travel and non-travel related transactions (airline travel, automobile rentals, lodging, and restaurants). Please refer to the Travel Procedures for the required mechanism for these purchases.
- Alcohol purchases.
- Automobile related products and services. A State Fleet Card administered by State Fleet Management should be used instead.
- Unallowable purchases under the terms of any applicable grant or project.
- Payments on contracts without proper authorized signatures, including internet purchases which require a "click-through" agreement.
- Gratuity and tipping are not allowed.
- No foreign vendors (vendors outside the United States). Purchases from foreign vendors are not to be made with the P-Card. All foreign vendors purchase payments must go through Accounts Payable and must be approved by CCCS.
- Any information technology purchases without prior appropriate approval from IT.
- Restaurant purchases.

P-Cards contain a feature that will decline a purchase at vendors in the following merchant categories:

Merchant Category	Description
Automotive/Vehicle	Fuel for state vehicles (licensed equipment).
Business/Other Services.....	Employment agencies, temporary help services, computer and data processing services, and truck stop transactions. Services with single entity independent contractors. If a purchase is unclear, please call the Program Administrator.

Cash Equivalents	Cash advances, deposit accounts, traveler's checks, foreign currency, money orders, savings bonds, manual or automated cash disbursements, securities, insurance money orders, and wire transfers.
Clothing Stores.....	Furriers and fur shops.
Entertainment.....	Betting including lottery tickets, chips at gaming casinos, off-track betting, and wagers at racetracks.
Food/Beverages	Meals, alcoholic beverages when consumed in eating places such as restaurants, bars, cocktail lounges, nightclubs, and other drinking places, fast food, packaged liquor stores.
Government Services.....	Court costs including fines, bail and bond payments, and tax payments.
Lodging.....	Hotels, motels, and resorts.
Personal Use.....	Any goods and/or services for personal use.
Retail Stores.....	Furniture, tobacco, duty free items, miscellaneous food stores, convenience stores, markets, specialty stores, and vending machines.
Transportation	Travel agencies, airport services and airlines, auto rentals, railroads, bus lines, limousines and taxicabs, cruises, boats and ferries, marina services, bridge and road fees, commuter transportation, ambulance services, and other transportation services.

C. Violations and Consequences

It is the Cardholder's responsibility to purchase only items that are necessary to carry out their job requirements and to comply with State Procurement Rules, Fiscal Rules, and College and System Office Guidelines. Failure to comply with State Procurement and Fiscal Rules along with College and System Office Guidelines as stated in this Handbook could result in a violation. Violations come with consequences and each P-Card violation is reviewed on a case-by-case basis to determine the outcome of the infraction. There is no single module used to determine violation consequences. Therefore, regardless of the consequences listed below for specific violations committed or the implementation of the "Three Strike Method", the CFO has the authority to suspend or revoke a P-Card at any time.

The Program Administrator will determine if a violation has occurred during the monthly audit, analysis of the weekly reports or by communication with the Cardholder and/or their Approving Official. The College will use the "Three Strike Method" to determine when P-Card suspensions or revocations are necessary. The "Three Strike Method" assesses one (1) strike for any violation, prohibited transaction, or continued disregard of established Guidelines. In general, when three (3) strikes have been accrued within a fiscal year, the P-Card may be suspended for a minimum of three (3) months. However, P-Card privileges could be suspended or revoked for any violation depending on the severity of the infraction. In the event the Cardholder continues to incur violations after their P-Card is re-instated, they risk having their P-Card permanently revoked.

List of violations that a Cardholder could receive that would apply to the "Three Strike Method":

1. Personal purchase.
2. Service (this does not include AHEC authorized caterers or Ricoh printing, which are acceptable transactions on the P-Card).
3. Split purchase.
4. Sharing the P-Card or P-Card number.
5. Prohibited transaction.
6. Travel related transaction.
7. Paying tips.
8. Missing documentation (this could be anything from signatures to itemized receipts).
9. Incorrect and/or late P-Card transaction reallocation.
10. Lost documentation ("Documentation of Lost or Unavailable Transaction Information Form" must be submitted).
11. Official Function/Training Function Form not approved prior to P-Card transaction in which catering, food and/or beverages were purchased.
12. No Approving Official review by the 15th of the month following of the statement date of the P-Card Submission Package, and/or late submission of package.
13. Paying a sales tax without documentation of efforts to receive credit.

Other actions resulting from a violation may include the following:

1. Investigation.
2. Required additional training.
3. P-Card suspension and/or revocation.
4. Charges may become the liability of the Cardholder.

Any such actions will be preceded by email notification to the Cardholder, their Approving Official, Executive Staff Member, CFO, and Controller.

D. P-Card Transaction Audits

The Program Administrator will conduct monthly audits of all P-Card files and transactions. Notification of violations will be sent to the Cardholder and Approving Official. Cardholder and Approving Official responses acknowledging the violation and addressing resolution should occur within one (1) week of the date of notification.

IV Appendix

A. Glossary

Accountability The understanding and acceptance that one is answerable and responsible for one's actions and activities.

Approving Official A department employee responsible for reviewing and approving purchases of designated Cardholders by the 15th of the month following the Citibank statement date. This includes verifying that purchases are reasonable, in compliance with Guidelines, etc., and within budget spending authority. Cardholders may not be their own approving authority, and the Approving Official may not be subordinate to the cardholder.

Allocator The person who maintains all documentation and determines the allocation of expenditures in the Banner System. Also, see "Reallocation".

Authorized Purchases Purchases made in compliance with applicable laws and rules, program parameters, purchasing policies and procedures, and within approved budget spending authority.

Billing Cycle Timeframe from one cycle date to the next in which transactions take place. On average each cycle is 30 calendar days.

Citibank	The bank issuing procurement cards for the State of Colorado.
Cardholder.....	The person authorized to pay for purchases of goods and allowable services with a P-Card for the College in accordance with the Guidelines of the Program.
Cardholder Statement	The statement listing all credit card transactions for the Cardholder within the billing cycle.
Catering.....	A person or company preparing food and/or drink for an event or meeting hosted by and/or paid for by the college. This includes not only catering companies but also sit-down restaurant food. You are only allowed to use your P-Card if you have an approved Official Function/Training Function Form and use one of the approved caterers listed under Section B. II. L.
Credit.....	A transaction reversing previous charges resulting from the return of goods or resolution of a dispute.
Cycle Spending Limit	The maximum dollar spending limit a Cardholder may charge during a monthly billing cycle.
Declined Transaction	Transaction where authorization had been refused by Citibank's transaction authorization system.
Default Organization Code.....	The organization code selected by the Org Owner for a Cardholder to where all purchases are initially charged. The default organization code is included in the Cardholder's setup information. See Allocator and Reallocation.
Dispute	An action taken to justify any transaction appearing on the monthly transaction statement or that the Cardholder may receive in an "PCARD transaction notification" email from CCCS, that a Cardholder believes is invalid.

Erroneous Transaction	Transaction appearing on the monthly transaction statement or received in a “PCARD transaction notification” email from CCCS that a Cardholder believes is invalid or possibly fraud.
Fraud	Any act of corruption or attempt to cheat the State of Colorado, including but not limited to, the use of government P-Cards to transact business that is not sanctioned, not authorized, not in one’s official government capacity, not for the purpose for which the P-Card was issued, or not as part of official government business.
Individually Assigned Card.....	A P-Card that is assigned to an individual – the individual to whom the P-Card is assigned is the only person who may use the P-Card.
Internal Controls	Systems used to regulate and guide operations, ensure accountability, and achieve Program objectives.
Merchant Category Code (MCC)	A four-digit number that describes the type of business that a vendor provides to Visa from a predefined list. Transactions at vendors with certain MCC codes may be prohibited and will be declined.
Organization Owner	The person whose name and signature appear on the “ORG Code Owner Signature Card” for that org. code number, and is ultimately responsible for all activity within the organizational code.
Program Administrator	The College employee who is responsible for overall administration of the Program including P-Card issuance/cancellation, monitoring Approving Officials, reporting, maintenance of P-Card website, training, and development of the Program. Acts as the primary liaison with Citibank.
Prohibited Transaction	Purchases that are not made in compliance with applicable law, Program parameters, purchasing policies and procedures, and within approved budgetary authority.

Reallocation	Process used to change the default organization code string. See Allocator and Default Organization Code.
Single Transaction Limit.....	The maximum spending (dollar) limit a Cardholder is authorized to charge in a single transaction. The current College limit is \$2,999.00.
Split Transaction	Deliberately separating a single transaction into more than one authorized transaction in order to circumvent individual single transaction limits set by CCD.
Statement.....	Official document from Citibank of all transactions (debits and credits) at the Cardholder level posted during the Billing Cycle which is available on Citibank's website.
Statement Date	Citibank's cutoff date for all monthly transactions (usually the 25th of every month).
Submission Package.....	This is submitted the 15 th of every month and includes the following: Citibank Statement for current cycle Monthly Certification and Approvals signed and dated by P-Cardholder and Approving Official, original supporting documentation for all transactions listed on Citibank Statement being submitted, taped down, in chronological order.
Transaction Statement	Monthly statement of summarizing transactions attributable to a credit card.
Transaction Authorization	The authorization that the vendor receives from Citibank to accept or decline a purchase.
Transaction Number Limits	The number of individual purchases authorized per day for each Cardholder. The current daily transaction number limit is five (5) and one hundred (100) per billing cycle.