RCC PROCUREMENT

CARD (P-CARD)

POLICY

RCC Purchasing Office

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1. Introduction

Welcome to the Randolph Community College (RCC) Procurement Card Program. The main purpose of this program is to simplify and expedite the purchase of goods and services. The program is designed to maintain accountability while reducing the processing time, and the administrative burden of procurement procedures such as E-Procurement purchase requisitions/orders, direct pay requests, and expense reimbursements. The card is issued by Bank of America via the Statewide Term Contract for Procurement Card services and is accepted by vendors that support Visa card purchases.

The procurement card otherwise known as a P-Card is one of two procurement tools (E-Procurement or P-Card) offered by the State of North Carolina Division of Purchase and Contract, which offers an expansion of the existing RCC procurement processes. The P-Card will allow departments to make certain transactions without having to submit a requisition for the issuance of a purchase order or a check request.

Having a P-Card is a privilege that comes with responsibilities. This manual will serve as your guideline when using your P-Card. All North Carolina laws, policies, and procedures, as well as the institutional policies of RCC apply to purchases made with the p-card. This includes the expense of funds from all sources including institutional, county, state, and federal funds (including grants). If two or more rules or requirements exist for a specific practice the more stringent rule will be followed.

Whenever in doubt, you should always contact the Purchasing Office. We are here to assist and ensure the program's success and compliance with all laws.

1. Policy Scope

Procurement Cards (P-Card) will be administered and monitored by the Purchasing Office. To be considered as a qualified individual the p-card recipient must be a full-time employee of Randolph Community College who has been employed by RCC for more than three (3) months, or whose purpose of employment is directly related to procurement which would be determined by the positions job description.

The P-cards may be used for travel and other purchases related to the normal business of RCC that has been previously approved by the vice president of the cardholder’s assigned area. Computer and technology equipment and software purchased with the p-card will also require the approval of the Director of Computer Services prior to purchase. A list to serve as examples of allowable and non-allowable purchases will be provided in a subsequent section.

1. Card Issuance

Full time faculty and staff with the approval of their assigned vice president may be issued a P-Card. Upon their vice presidents request, a RCC Procurement Card Agreement will be issued for signatures. The signatures of the potential cardholder, their vice president and the vice president of Administrative Services are all required in order for a card to be issued. The potential cardholder must attend training prior to the card being issued to them. A vice president may also elect to apply for an individual to receive a P-Card due to need if the individual wishes to travel on behalf of RCC.

In exchange for a faster way of making purchases, cardholders must be willing and able to follow institutional and state purchasing procedures and keep good records for accounting / reporting purposes. It is not necessary for every employee within a department to obtain a P- Card. Only employees who purchase on behalf of their departments need a P-card.

1. Card Renewal and Changes

P-Cards are issued and valid for five (5) years. Renewal cards will be mailed from Bank of America to the P-Card Administrator and distributed by the P-Card Administrator to the Cardholder. You should receive your new card approximately thirty (30) days before the expiration date.

Should a name change occur the cardholder must notify the P-card Administrator. The P-Card Administrator must verify the change with the Human Resources or Financial Services Departments before making any changes to the cardholder’s file. New or additional documentation may be required to update the cardholder’s file.

If the cardholder separates from the college or no longer requires their card in the performance of daily job duties, the P-Card must be cancelled immediately. The cardholder or their supervisor is to notify the P-Card Administrator of the need to close the cardholder's account or cancel the card. The employee or their supervisor will be responsible for reconciling their final P-Card statement depending on the conditions of the separation.

If you transfer to a different department and your new position requires a P-Card, please email the Purchasing Office so proper changes can be made.

Regardless of the type of employment change, the card remains the property of **Randolph Community College**and must be surrendered immediately to the P-card Administrator or the cardholder’s supervisor upon request for any reason.

1. Lost or Stolen Card

If you believe you have lost your card or that it has been stolen, immediately report the problem to Bank of America at 1-877-451-4602. Customer assistance is available 24 hours a day. Immediately after reporting to Bank of America, notify the P-Card Administrator of the event. It is extremely important to act promptly in the event of a lost or stolen card to avoid company liability for fraudulent transactions.

You will no longer be able to use the account number after notifying the bank. Bank of America will automatically reissue a new card with a new card number. The Procurement Card Administrator will notify you when the new card is received. A card that is subsequently found after being reported lost should be sent to the P-Card Administrator who will be responsible for destroying the card.

1. Card Inactivity

If a card is inactive for a period of six (6) months or more, it may be cancelled due to a lack of need. The cardholder and their supervisor will be alerted if the card is under review for cancellation.

1. Procurement Card (P-Card) Use
2. The P-Card does not change **WHAT** you can buy or the purchasing rules regarding contracts, delegations, quoting, and bidding. The P-Card offers another means to process the purchases to vendors that accept credit cards as a form of payment. Vendors do not need to be registered with E-Procurement in order for an order to be placed.

All p-card purchases must have prior approval in the form of one of the following.

For Charges Unrelated to Travel

* NC e-Procurement Requisition with Supervisor chain and Purchasing approval to pay with a p-card.
* An Approved Emergency Purchase Request Form located on the RCC website under the Purchasing tab. [**Emergency Purchase Request**](https://www.randolph.edu/_pdfs/employee-publications-forms/emergency_purchase_request_12.17.2024.pdf) (These should be processed electronically through email if at all possible.)

Travel Related Charges

* An approved Emburse Enterprises (Formerly Emburse Enterprise (Formerly Chrome River)) Pre-Approval Request. [Emburse Enterprise](https://app.chromeriver.com/login)

In response to the increased volume of credit card purchases, vendors are charging a merchant fee (2-3%). RCC will allow the payment of that fee because the fee can be recouped at the end of the year from the rebates. RCC earns an annual rebate from Bank of America based on a percentage from total spend for a 12-month period.

Term contract items will still be bought from Vendors on contract, but you may be able to process small orders with the card. Competition is to be sought on open-market items that exceed the small purchase delegation amount.

Certain accounts have been set up for Randolph Community College and our online purchasing needs. All college purchases to these vendors not addressed with a purchase order must be made on the Randolph Community College business account. No college purchases should be made on an individual’s account if a Randolph Community College business account has been set up.

Each cardholder will be given online access to the following vendors:

* + FSI – Forms and Supply
	+ Amazon Business

Depending on the department, other cardholders will be given online access to the following vendors and more:

* + Grainger
	+ McKesson

Only the named cardholder to which the card has been issued may use the card. When purchasing items, the following procedures should be followed:

1. Always follow proper procurement procedures when using the P-Card. If unsure as to whether an item to be purchased does or does not fall within the RCC Procurement Card guidelines, please contact the Purchasing Office.
2. Inform vendors that RCC is **not** tax exempt, and all applicable taxes do apply.
3. Packages must be clearly marked “P-Card Purchase” with the recipient’s name on the shipping label.
4. Merchandise **must** be shipped to one of the college campuses listed below:
	* Asheboro Campus- 629 Industrial Park Avenue, Asheboro NC 27205
	* Archdale Campus- 110 Park Drive, Archdale, NC 27263
	* Emergency Services Training Center- 895 Training Center Dr. Randleman, NC 27317 **OR** 3659 Old Cedar Falls Road Randleman, NC.

***\*\*\*Under no circumstances should merchandise be received at an individual’s residence\*\*\****

1. All transactions are required to have an itemized receipt. A receipt can be a charge slip, invoice, etc. as long as it includes the vendor’s name, date of transaction, itemized list of goods/services, unit cost and total cost, and the last 4 digits of the credit card number. All receipts must match the total(s) of the transaction on the Bank of America Statement and in Emburse Enterprise (Formerly Chrome River), the application used to reconcile all charges.
2. Charges should not appear on the P-Card until the merchandise has been shipped. If your transaction appears and you have not received the merchandise, you must call the vendor to check the status of your order.
3. The Cardholder is responsible for resolving disputes with vendors such as incorrect pricing, delivery problems, incorrect items received, damaged items, etc.
4. Most disputes can be resolved by calling the vendor and having them issue a credit back to the card account. Never accept cash, store credits, or gift cards in lieu of credit.
5. For security purposes, P-Card purchases cannot be made via email. Card numbers should never be included in an email to a vendor or anyone else.
6. Return of Goods Purchased

Items purchased with the P-Card will periodically need to be returned. When this occurs, a vendor usually offers a Return Materials Authorization (RMA) number and issues a credit invoice upon receipt of the goods. Make certain to document the RMA number and keep the credit invoice to use in the reconciliation process at the end of the P-Card billing cycle.

When receiving goods that you may need to return, consider the items below.

 Always retain boxes, containers, special packaging, and packing slips, until certain that you are going to keep the items. Items that are fragile or computer- related generally cannot be returned without the original packing materials.

Read all enclosed documents carefully. Often a critical phone number and other instructions about how to return items are included.

Contact the vendor and obtain a Returned Materials Authorization (RMA) number for the return. To facilitate the return of goods, follow vendor shipping instructions, if applicable.

In some cases, you may encounter a restocking fee. The P-Card may be used to pay this fee if it does not exceed any of the card limits.

Contact Shipping and Receiving to inform them of the return.

\*\*When the package is ready to be returned it can be brought to Purchasing for pickup by the appropriate shipper. UPS and FedEx have daily drop-off and pick-up schedules for that location\*\*

1. Authorized and Unauthorized use of the P-Card

Authorized Purchases

1. Travel Purchases of $9,000 or less per single purchase transaction including current NC sales tax and applicable freight. (**Excluding travel related meals**)
2. Supply and Equipment purchases of $4,999 or less after all fees and supplemental charges are considered such as NC sales tax and applicable freight.
3. Institutional Memberships (**not Individual**) and organization dues**.** Membership must be transferable if the employee leaves the college. (**All individual memberships must be paid by the Purchasing Department. Forward a copy of the invoice or renewal notice to** **invoices@randolph.edu****. )**
4. Subscriptions
5. Advertising
6. Certification
7. Office Supplies (Mandatory State Contract is with Forms and Supply, order should be over $50.00 or a small order fee of $5.00 will be added)
8. Maintenance Contracts
9. Equipment Repairs
10. Meals and/or food associated with meetings and/or visitors. **Not related to travel.**
11. Seminar and Conference registrations, webinars, hotels, airline tickets, shuttle and taxi services, and parking fees (cardholder only). **\*\*\*A RCC Travel Request must have been completed and approved prior to these charges being made. \*\*\***

***\*\*\*Important Note \*\*\****

***The Purchasing Office will not be responsible for verifying transactions prior to purchase. It is the responsibility of the cardholder to ensure this happens*. The Purchasing Office will audit these purchases and notify the cardholders of compliance issues and potential issues which may need to be addressed.**

Unauthorized Purchases

1. NO splitting purchases into multiple transactions so that previously mentioned limits or state purchasing guidelines are avoided.
2. NO weapons.
3. NO cash advances, alcoholic beverages, controlled substances, personal purchases, telephone calls, or monthly telephone service fees.
4. NO gift cards/debit cards **for employees** (IRS regulations consider gift cards/debit cards to be a cash equivalent with a requirement to be added to an employee’sW-2 earnings as taxable income.)
5. NO furniture purchases of any dollar value.
6. NO laptops, tablets or software purchases of any type. **All IT related purchases must be processed by the IT Department.**
7. NO **travel related** meals State provides a subsistence rate. This rate is an allowance related to meal costs (including gratuities)
8. NO gas or fuel for any vehicles. There is a separate procurement card for fuel. If you are traveling on behalf of the school and are using a fleet or rental car you may request a WEX fuel card from the Student Services area.

***When uncertain if a purchase can be made with a P-Card, contact the Purchasing Office for guidance. 336-633-0269/ invoices@randolph.edu***

1. Purchasing Flexibility

Community Colleges in North Carolina may use an exemption called “Purchasing Flexibility” when purchasing contract commodities and services from non-contract vendors provided, certain guidelines are followed.

1. The non-contract vendor’s price must be lower after all fees and any associated costs are considered.
	1. Commodities are on contract **not manufacturers.**
	2. When comparing items, they must be substantially similar in function, size, quantity, and/or intended use.
2. The cardholder must note “Purchasing Flexibility” along with the purchased item(s) description in the reconciliation process.
3. The cardholder must document the contract and non-contract prices with an attachment to the purchase in the reconciliation process.
4. The Purchasing Office will be responsible for compiling this data in an annual report that is submitted to the state.
5. Policy Enforcement

The delegation of authority to purchase goods using the P-Card is a privilege that automatically ceases upon separation from the college. A cardholder’s P-Card privileges may also be suspended pending an inquiry for policy violations and failure to complete their P-Card reconciliation within the seven (7) day reconciliation window. The authority to enforce this policy lies with the P-Card Administrator and Vice President of Administrative Services.

**Cause for Employee Disciplinary Action**

Fraudulent activity or misuse of the card, including use of the card to make personal purchases even if you intend to reimburse the college, will result in disciplinary action up to and including termination and possible criminal prosecution.

The Purchasing Office and P-Card Administrator reserve the right to revoke and cancel any P-Card(s), for failure to comply with policies and procedures of the program at any time. Three (3) repeated minor violations can result in p-card suspension or revocation. A single major violation will result in at least a one (1) month suspension and possible revocation of the cardholder’s P-Card which will be decided by the Vice President of Administrative Services and P-Card Administrator.

**Minor Violations**

1. Late reconciliation of transactions within Emburse Enterprise (Formerly Chrome River). All charges for a statement period, which ends on the 14th of each month, must be reconciled by the 21st of the month.
2. Missing or inadequate receipts attached to transactions within Emburse Enterprise (Formerly Chrome River)
3. Other infractions deemed as minor by the P-Card Administrator

**Major Violations**

1. Split transactions (to circumvent single transaction limit)
2. Non-allowable purchases
3. Failure to comply with NC State Contract Terms (without acceptable explanation)
4. Allowing another individual to use your P-Card
5. Personal purchase that is made in error.
6. Other infractions deemed as major by the P-Card Administrator.

**Criminal Activity**

1. Personal purchase that is intentional
2. Helpful websites and references
3. NC Eprocurement- [NC eProcurement](https://eprocurement.nc.gov/)
4. NC Contracts List- [NC State Contracts List](https://www.doa.nc.gov/divisions/purchase-contract/statewide-term-contracts)
5. NC Community College Contracts List- <https://www.nccommunitycolleges.edu/college-faculty-staff/budget-finance/purchasing-fixed-assets/>
6. Emburse Enterprise (Formerly Chrome River) (P-Card Management and Reconciliation)- [Emburse Enterprise](https://www.emburse.com/login)
7. Randolph Community College Purchasing Page- <https://www.randolph.edu/internal/employee-resources.aspx>
8. RCC Purchasing Contacts
9. Chris Hussey- Director of College Services

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1. James Lamb- Purchasing Coordinator

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