



THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY

P-CARD POLICY

THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY
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1. PROGRAM OVERVIEW

1.1 Purpose

The Southern Baptist Theological Seminary Procurement Card (P-Card) program is designed to provide a more efficient means of making routine purchases and payments by reducing paperwork, allowing for more control and responsibility at the school or department level, and streamlining the purchasing cycle.

Cardholders use the purchasing card to purchase allowable goods and services, but billing and settlement are centralized. All transactions are automatically loaded into the accounting system, thus reducing the need for purchase orders, petty cash, and invoices. To ensure proper account information, the cardholder and departmental p-card administrator need to routinely review transactions and make needed adjustments to accounting codes and descriptions using a web-based application.

Use of the card **will not replace current Seminary travel or competitive bid policies and procedures, nor will it allow departments to bypass Seminary purchasing policies and procedures.** However, the program will complement the existing purchasing and payment processes.

NOTE: Purchases that exceed the P-card spending limits should continue to be processed on an electronic requisition through the Operations Department. The Capital Request and RFP process will be appropriate for larger expenditures and purchases of equipment and/or furniture. Split purchases are *strictly prohibited*. A split purchase is when a quote from a vendor that is over a card's maximum transaction limit is split into several orders and charged through several smaller transactions to circumvent the maximum transaction limit.

It is important to remember that

- **The P-card is a convenience and privilege provided for employees of the Seminary, and**
- **Seminary funds will be committed each time the card is used.**

Therefore, P-card privileges may be revoked if the cardholder willfully violates policies or procedures or uses the card for personal purchases. Additionally, unauthorized purchases may result in personal liability or other serious consequences.

1.2 Program Eligibility

To be eligible for an SBTS P-card, an individual should be a full-time employee of the Seminary with administrative or cost center management responsibilities

1.3 Program Administration

The Accounting Department will be responsible for administering the P-card program and will maintain a list of cardholders, card numbers, and established spending limits for each card. The Accounting Department will also periodically monitor spending patterns with vendors to ensure that the most cost-effective means of obtaining needed goods and services are utilized.

Contact Info:

Manager of Accounts Payable; (502) 897-4395

Oversees the daily administration of the P-Card program.

Accounts Payable Specialist; (502) 897-4722

Assists with program responsibilities, processes P-Card applications; performs pre-issuance and ongoing P-card training, and manages and conducts audits of P-card transactions and documentation for compliance with Seminary policies

Office Location	Mailing Address	Hours of Operation
Carver Hall Room 119	The Southern Baptist Theological Seminary Attn: Accounts Payable 2825 Lexington Road Louisville, KY 40280	M-F 8:00am to 4:30pm Phone: (502) 897-4722 Fax: (502) 897-4202

2. P-CARD PROGRAM CARD TYPES

Traditional P-Card This card can be used to make purchases of all types of goods, supplies, and/or allowed services per the P-Card Policy, **except** for travel related expenses.

Travel Card This card can be used to make purchases of travel related expenses for traveling student groups (i.e., Aletheia, Jubilate, etc.), International travel related to Seminary sponsored missions/academic trips, and travel related to non-regular employee travel (employment candidates, guest speakers, adjunct faculty, etc.).

Managed Spend Card This card is issued with an expiration date and a credit limit set as the maximum amount to be spent for the term of the card. The maximum amount credit limit is reduced by the amount of each transaction and does not reset at the end of each billing cycle. These cards are limited to use for various school Shepherding groups.

3. SPENDING LIMITS & GUIDELINES

3.1 Spending Limits

- Default limits (\$2,500 per transaction; \$10,000 per month)
- Single purchases cannot be divided to circumvent the approved single transaction limit. This type of process is called a “split transaction” and is a violation of the Seminary’s P-card policy (will result in suspension of the procurement card)
- Purchases over \$5,000 require a Seminary purchase order prior to entering into the transaction (regardless of payment method)
- Purchases over \$5,000 require 3 formal quotes or a No Bid Justification Form approved by the VP of Operations prior to entering into the transaction (regardless of payment method)
- Purchases of \$20,000 or more are required to be subjected to a formal Request for Proposal (RFP) process (Please refer to the Seminary’s Purchasing Policy). Any exceptions must be approved in writing by the VP of Operations or the SVP of Institutional Administration
- The Accounts Payable Department will periodically monitor spending patterns with vendors to determine where contracts need to be established

3.2 Spending Limit Increases/Decreases

- Requests to increase or decrease transaction and monthly spending limits may be made by completing a **Request for Spending Limit Change Form** and submitting it to Accounts Payable. Any such requests must be approved by the Controller before any such change is implemented. Approval or denial of such requests will be communicated to the Cardholder and P-card Administrator
- The Accounts Payable Department will periodically monitor monthly spending patterns to determine the need to adjust transaction and monthly spending limits. Any changes made as a result of this monitoring will be communicated to the Cardholder and P-card Administrator

4. AUTHORIZED USE

4.1 Purchases Must Comply with all Seminary Policies

All purchases made with the P-card must be made in accordance with established Seminary policies and must be for expenses related to Seminary business only. Any expenses of a personal nature made on the P-card must be reimbursed to the Seminary by the cardholder and may result in the revocation of card privileges.

If a Seminary employee desires to obtain goods or services outside of policy guidelines, that employee will be required to submit a **P-Card Policy Waiver Form**, documenting the purpose and nature of the purchase/agreement, to the Controller for review and approval before making the purchase. The decision to approve or deny the waiver request will be communicated back to the requesting department. Purchases outside policy guidelines should not be executed unless approval for the waiver request is obtained.

Consequences for violating of the Seminary's purchasing and P-card policies can include suspension and/or cancellation of the P-card or having one's signature approval authority within the department revoked, depending on the severity and/or frequency of such violations.

4.2 Allowable Purchases

The following items are examples of **ALLOWABLE** purchases on the P-card:

Traditional P-cards

- Athletic supplies (**excluding items considered to be equipment that cost more than \$250**)
- Books and periodicals
- Building supplies and Hardware up to \$100
- Computers and Peripherals up to \$75
- Conference registration fees
- Custodial supplies
- Equipment rentals (**excluding automobiles**)
- Furniture and Equipment up to \$250 (Includes office chairs, printers, etc.)
- Instructional materials and supplies
- In-town business meals (**P-Card Food Purchase Form must be completed for each meal**)
- Membership dues
- Miscellaneous office supplies (Office Max should be used whenever possible)
- Photocopies/Duplication/Printing (**only for services not provided by Print & Mail**)
- Photo Developing
- Postage stamps and shipping charges
- Service agreements and maintenance contracts (**Agreements and contract need to be reviewed and approved by the VP of Operations**)
- Subscriptions
- Webinars

Travel Cards

- Airline Tickets
- Car Rental
- Gasoline for rental cars

- Ground Transportation (taxi, shuttle service, etc.)
- Tolls and bridge fees
- Parking
- Hotels and lodging
- Meals and food (restaurants/bars & grills/grocery stores) (excludes room service in Hotel)
- Fax and Telephone charges

NOTE:

Travel cards are limited to traveling student groups, international travel related to Seminary sponsored missions/academic trips and non-regular employee (employment candidates, guest speakers, adjunct faculty, etc.) travel. All non-regular employee travel, if to be paid with a P-Card, must be booked on the Accounts Payable Department Travel Card.

Managed Spend Cards

- Books and periodicals
- Meals and food (coffee shops/restaurants/bars & grills/grocery stores) (P-Card Food Purchase Form must be completed for each meal)
- Photocopies/Duplication/Printing

4.3 Restricted Purchases

- ATM cash withdrawals (allowable only on some international travel cards)
- Building materials (exceeding \$100) (Accounts Payable or Operations cards only)
- Computers and Peripherals (exceeding \$75) (including iPads, Kindles, Cell phones, etc.) (Accounts Payable or Campus Technology cards only)
- Firearms/ammunition (Campus Police card only)
- Flowers or other expressions of sympathy (President's Office or SVP Office cards only)
- Supplies for employee events (i.e., birthday parties, baby or bridal showers, Boss' Day, Secretary's Day, holiday parties, farewell or retirement receptions, office luncheons or picnics, etc.) (President's Office or SVP Office cards only)
- Furniture and Equipment (exceeding \$250) (Accounts Payable or Operations cards only)
- Paypal purchases (Accounts Payable only)
- Gifts, incentives, and awards (includes gift cards) (President's Office or SVP Office cards only)

NOTE:

All purchases of gifts, incentives, and awards on the President's office or SVP office cards should be reported to the Accounting Department for determination of taxability to the recipient.

All purchases of Building Materials, furniture and equipment, and computers and peripherals (i.e., Capital) exceeding the above limits must be handled through the capital expenditure process, and such expenses may not be paid with a departmental P-Card.

A Capital & Contingency Expenditure Request and Justification form must be completed and submitted to Operations for review and approval before any expenditure for those items may be complete. No Departmental P-card may be used to pay for such purchases. Only Operations, Accounts Payable, and Campus Technology P-cards can be used to make capital purchases exceeding the above limits, if the payment method to be used is a P-card.

4.4 Prohibited Purchases/Transactions

Purchases of the following items using the P-card are **PROHIBITED**:

- Alcoholic beverages
- ATM cash withdrawals (allowable only on some international travel cards)
- Charitable contributions and donations
- Firearms and ammunition (**except on Campus Police card**)
- Flowers or other expressions of sympathy (**Except on President's Office or SVP Office cards**)
- Gifts, incentives, and awards (includes gift cards) (**Except on President's Office or SVP Office cards**)
- Gasoline (**except on travel cards**)
- Holiday decorations (**Except on President's Office or SVP Office cards**)
- Items for personal use
- Moving or relocation expenses
- Out-of-town travel (**except on travel cards**)
- Phone cards (**except on select travel cards**)
- Services subject to personal services contracts (i.e. consultants, legal services, etc.)
- Internal purchases (i.e. Bookstore, Print & Mail, Legacy Hotel, etc.)
- Supplies for employee events (i.e., birthday parties, baby or bridal showers, Boss' Day, Secretary's Day, holiday parties, farewell or retirement receptions, office luncheons or picnics, etc.) (**Except on President's Office or SVP Office cards**)

4.5 Supporting Documentation

Acceptable supporting documentation must be obtained for each purchase made with the P-card. Acceptable supporting documentation includes: Invoice, **Itemized** Register receipt, **Itemized** Online receipt, Web Page Printout. The supporting documentation must include the following information:

- Date
- Vendor name
- Description of items purchased
- Price of each item purchased
- Shipping/handling charges, if applicable
- Amount of sales tax
- Total amount

If proper supporting documentation is not obtained, the cardholder is required to complete a **Missing Document Affidavit** for the purchase. **If there are excessive instances of lost receipts, the P-card may be suspended or revoked.**

NOTE:

If the register receipt only includes the total purchase amount, list the items purchased with costs. Credit Card receipts with just the total amount of the purchase reflected is not sufficient documentation to support the purchase (if that is the only receipt available, the user should complete a Missing Document Affidavit).

4.6 Conflicts of Interest

Cardholders are delegated limited purchasing authority on behalf of the Seminary, and as such, have the responsibility to ensure that purchases made on their P-card do not fall within the definitions of a conflict of interest. (See Seminary's Employee Handbook and Purchasing Policy)

Conflict of interest purchases can subject the cardholder to suspension or revocation of the procurement card and reporting of the conflict-of-interest violation to the appropriate manager for review.

4.7 Sales Tax

The majority of Seminary purchases are exempt from Kentucky Sales Tax. Advise the seller/cashier/ clerk that your purchase is tax-exempt before the purchase transaction is initiated. If tax is added in error, the cardholder is responsible for obtaining a credit from the vendor – regardless of the amount.

A copy of the Seminary's Tax Exemption Certificate can be found on Inside SBTS Intranet under the Accounts Payable Department link.

NOTE:

It is understood that some vendors (especially restaurants) do not always recognize tax exempt status. Therefore, if the vendor refuses to accept the Seminary's Tax Exemption Certificate, that fact must be documented on the receipt or other supporting documentation.

It is also understood that there are situations where making a purchase that includes sales tax may be more advantageous than making a purchase of the same item(s) through a different means. If this is the case, the reason for making the purchase including sales tax must be documented on the receipt or other supporting documentation.

4.8 Security for Internet Purchases

All policies and restrictions described in this P-card Policy also apply to the use of a P-card during Internet transactions.

Online purchases may only be made with vendors using a Secure Sockets Layer (SSL) browser session. There are several ways to confirm that a secure Internet area has been accessed. All SSL-capable browsers have a symbol to indicate secure mode, but the secure mode may not appear until going further into the web site. Controls for online purchases include:

- Know with whom you are doing business. You are safest when doing business with a reputable company
- Be sure “https” or “shttp” appears in the website’s address bar when you are ready to provide payment information
- Look for logos from organizations that feature trusted or credential websites like BBBOnline, TRUSTe or Verisign
- Do not send credit card information through email
- Do not perform online transactions from a public computer or kiosk
- Do not perform online transactions through a wifi-connected computer without a VPN (Virtual Private Network) connection
- Do not enter personal information in a popup screen

Customers must use the same care and common sense in supplier selection as they would with any other purchasing method. The objective should be to balance quality and service with price.

NOTE:

PayPal transactions are not allowed on departmental P-cards under any circumstances. Purchases that must be made through PayPal, due to vendor requirements or limitations, must be made using the Accounts Payable Department P-Card.

4.9 Point of Delivery

Goods purchased with the P-card shall be shipped for "desktop" delivery rather than to Central Stores. Vendors should be given a complete mail to or ship to address to guarantee correct delivery.

4.10 Additional Procedures and Information

- Available budget authority must exist to cover the amount of the purchase
- P-card purchases are subject to the same **signature authority limits** as a purchase made through an invoiced transaction.
- Returns or exchanges of items purchased with the P-card must be handled through a like item exchange or a credit must be processed to the P-card account. Cash refunds are strictly prohibited.
- The Seminary shall not pay any surcharge (or convenience) fee to a vendor for the use of a P-card as the method of payment.

5. OBTAINING A P-CARD

An individual must complete the following steps to participate in the P-Card Program:

- Designate a P-Card Administrator and one back-up person to act as a liaison for your department in dealing with cardholders, vendors or merchants, the Accounts Payable Department, Visa, and the card issuer, US Bank. This individual will be responsible for all aspects of the P-Card program within the department, such as:
 - Reconciling the monthly credit card statement to US Bank's Access Online website
 - Completing the Access Online voucher by entering specific account numbers for each charge
 - Filing and retaining cardholder statements and all supporting documentation for future audits.
 - Retention and confidential maintenance of cardholder account information
- Fill out an **Application for P-Card** and forward it to Accounts Payable for review and approval
- Review the PowerPoint presentation and P-Card policy and score 100% on a 26 question quiz in Google Classroom (AP will grant access to this quiz)
- If the P-card application is approved, the cardholder and the P-card administrator must sign a **P-Card Cardholder Agreement** before the card is issued and sign a **P-Card Acceptance Form** upon issuance.

6. CARDHOLDER RESPONSIBILITIES

Along with the authority to use the P-card comes the responsibility of:

- Monitoring the *Inside SBTS* intranet website for changes to the P-card program and this P-card Policy
- Ensuring that the P-card is kept secure at all times. The Seminary P-card is to be protected by the same safeguards that are applied to the security of a personal debit or credit card. Because all workspaces are not equipped in the same fashion, it is left to the discretion of each cardholder to determine where the most secure place would be depending on the specific nature of their responsibilities and the constraints of their physical workspace.
 - P-cards should not be carried by an individual in a purse or billfold unless the user is in travel status (travel cards only) or going to make an imminent purchase
 - At no time should a photocopy of a P-card be made to provide to others
- Ensuring the appropriate use of the P-card

- Ensuring that appropriate documentation is obtained for all purchases and that all documentation related to the P-card and its usage, including receipts, transaction log sheets, and US Bank memo statements, is retained for a period of 7 years
- Ensuring the receipt of materials purchased and contacting of vendors to resolve any delivery problems, discrepancies, and damaged goods claims
- Properly documenting and substantiating all return and exchange transactions (This information may be necessary to file or resolve a formal dispute)
- Contacting the vendor and/or U.S. Bank to report or resolve disputed transactions
- Ensuring the reconciler reconciles all P-card activity on a monthly basis.
- Ensuring that the P-card Administrator maintains an appropriate filing system to accommodate the following items:
 - Copies of Cardholder applications
 - Copies of Cardholder agreements
 - Monthly statements
 - Supporting documentation

7. P-CARD ADMINISTRATOR RESPONSIBILITIES

- Ensuring that the P-card is kept secure at all times. The Seminary P-card is to be protected by the same safeguards that are applied to the security of a personal debit or credit card. Because all workspaces are not equipped in the same fashion, it is left to the discretion of each cardholder to determine where the most secure place would be depending on the specific nature of their responsibilities and the constraints of their physical workspace.
 - P-cards should not be carried by an individual in a purse or billfold unless the user is in travel status (travel cards only) or going to make an imminent purchase
 - At no time should a photocopy of a P-card be made to provide to others
- Ensuring the appropriate use of the P-card
- Reconciling all P-card activity on a monthly basis.
- Ensuring that the physical P-card packet is forwarded to the Accounts Payable Specialist for document retention of 7 years
- Ensuring that appropriate documentation is obtained for all purchases and that all documentation related to the P-card and its usage, including receipts, transaction log sheets, and US Bank memo statements, is retained for a period of 7 years
- Maintaining an appropriate filing system to accommodate the following items:
 - Copies of Cardholder applications
 - Copies of Cardholder agreements
 - Monthly statements and supporting documentation

8. BACKUP PERSONNEL

All departments that have been issued a P-card must have a back-up person that is able to handle the signing-out and reconciliation of the card. This is mandatory for several reasons:

1. The departmental P-card administrator may need to make a purchase for the department using the card. This ensures that at least two people are involved in the process for accountability.
2. In the absence of the departmental P-card administrator, the back-up person will need to be able to sign out the card and perform the monthly reconciliation if needed.

9. FIDUCIARY RESPONSIBILITY

Since the P-card represents an *official delegation of purchasing authority*, cardholders/ P-card administrators/ backup personnel have certain *fiduciary responsibilities* in this regard. It is the cardholders'/ P-card administrators' and/or backup personnel's responsibility to ensure that all provisions of Seminary policies and procedures have been followed. A cardholder's/P-card administrator's or backup personnel's *certification/signature* (whether or not someone else reconciles the transactions on the cardholder's behalf) on the approval of P-card transactions or statements form represents *personal testimony* to the following:

- All purchases have been reviewed and reconciled
- An *itemized* receipt supports all purchases or, if an *itemized* receipt is not available, a **Missing Document Affidavit** has been completed for the items purchased
- All purchases are within the authorized budget of the account being charged
- All purchases are within authorized *signature authority limits*
- Disputed items have been communicated to the bank via the cardholder dispute process and a copy of all information sent to the bank is attached to the packet. It is the cardholder's responsibility to ensure that these issues are resolved and that credits are posted to the account as appropriate
- All purchases have been made on behalf of the department, support department operations, have been received in the department, and have been put to use by department staff
- No personal purchases have been made or if personal or disallowed purchases were made in error, reimbursement has been made to the Seminary before submittal of the packet
- All purchases comply with **all** Seminary policies and procedures, including P-Card policies and procedures

10. P-CARD SIGN-OUT PROCESS

Each department that has a P-card will have a designated departmental P-card administrator who is responsible for the signing-out of the card so that purchases may be made.

Typically, the name listed on the P-card is a Dean, Director, or Department Head. However, there will be an administrative assistant that serves as the departmental P-card administrator that is responsible for the (1) the safekeeping of the card, (2) the sign-out sheet, (3) obtaining all receipts, and (4) ensuring each purchase fall within the guidelines of this policy.

NOTE:

The P-card must be kept in a secure location and be accounted for at all times.

The following steps will be taken to sign-out the P-card for every purchase.

- The department staff/faculty member will contact the P-card administrator within the department to check-out the P-card.
- The departmental P-card administrator will have the employee sign the **P-Card Log/Reconciliation** Sheet AND will **verify** that what they are requesting is an allowable purchase. You may always contact the Accounts Payable Department if you are having trouble distinguishing if the item in question is an allowable P-card purchase.
- The P-card will be given to the employee to make the desired purchase, and the time the P-Card is checked out **MUST** be recorded on the P-card log
- The employee will return the card immediately after making the purchase AND submit the original, itemized receipt to the P-card administrator, and the time the P-card is returned **MUST** be recorded on the P-card log
- The departmental P-card administrator will (1) tape the receipt (flat, if possible) to an 8.5” x 11” sheet of copy paper, (2) write the accounting distribution on the sheet of paper, and (3) file it in the reconciliation binder with the rest of the receipts.

11. **DISPUTED TRANSACTIONS**

The cardholder is responsible for contacting the vendor and/or US Bank at 1-800-344-5696 about any erroneous charges, returns, or disputed items. Disputed billing can result from:

- Failure to receive goods or services charged
- Fraud or misuse
- Altered charges
- Defective merchandise
- Incorrect amounts
- Duplicate charges

- Procurements not processed

In case of suspected fraud, please notify the Accounts Payable Department at 502-897-4722, as soon as possible.

Contact the vendor first to resolve any questionable charges. If agreement cannot be reached with the vendor, notification to US Bank should be made by use of the P-Card Dispute Form. Fax the form to US Bank at fax number 701-461-3463, no later than the 60 days after receipt of the first bill on which the error or problem appeared.

The disputed transaction should be entered into the Jenzabar general ledger and a completed copy of the Cardholder Statement of Disputed Item form should be sent to accountspayable@sbs.edu. If you have a routine question, US Bank Customer Service Department may be able to provide information at 1-800-344-5696.

After US Bank has completed its investigation, the cardholder will be notified of the resolution. If the dispute is settled in the favor of the cardholder, the account will be credited for the disputed amount.

12. REPORTING A LOST OR STOLEN CARD

To report a lost, stolen, or compromised P-card, the cardholder or departmental P-card administrator should immediately contact the Accounts Payable office. A Report of Lost or Stolen Card Form should also be completed and emailed to the Accounts Payable office.

When a card is lost, stolen, or compromised, U.S. Bank will cancel the card and automatically issue a replacement card. The replacement card will be mailed to the Accounts Payable office which will contact the cardholder when the replacement card is available for pickup.

13. CARD CHANGES/CANCELLATION/RENEWAL

13.1 Card Information Revision

Should any information on the original P-card application/cardholder agreement need to be revised, written or email notification must be sent to the Accounts Payable office.

13.2 Card Cancellation

P-cards must be cancelled under the following circumstances:

- The cardholder's termination of employment with the Seminary.
- The cardholder's transfer to another position within the Seminary.
- The card is revoked by the cardholder's Supervisor or the Accounting office due to misuse by the cardholder.

All cancelled cards must be returned to the Accounts Payable office for destruction.

13.3 Card Surrender

The P-card must be temporarily surrendered to the employee's supervisor at the beginning of a leave of absence.

13.4 Card Replacement

If a P-card needs to be replaced because it is worn out or defective, the cardholder or departmental P-card administrator should contact the Accounts Payable office to request a replacement card. The replacement card will be mailed to the Accounts Payable office which will contact the cardholder when the replacement card is available for pickup. Replacement cards must be personally picked up in the Accounts Payable office and a new cardholder agreement must be signed. The old card must be returned when the new card is picked up.

13.5 Card Renewal

A renewal P-card will automatically be mailed to the Accounts Payable office two years from the issue date. Cardholders will be notified when their P-cards are available for pick up. Renewal cards must be personally picked up in the Accounts Payable office and a new cardholder agreement must be signed. The old card must be returned when the new card is picked up.

14. CREDIT CARD STATEMENT RECONCILIATION

Each cardholder will receive a detailed memo statement from US Bank every month. This statement will list the transactions that US Bank has transmitted to the Seminary for the cycle and should match (1) your sign-out sheet and (2) original receipts you have obtained.

For the credit card statement, the statement cycle period will end on the 10th of the month. The departmental P-card administrators will then have 3 business days to reconcile the P-card account. The reconciliation of the P-card consists of:

- Verifying all transactions are allowable Seminary purchases
- No prohibited purchases were charged to the card
- All receipts (*itemized*) are present (or the **Missing Document Affidavit** is provided for missing receipts)
- The receipts, sign-out log, and Access Online all match
- Accounting distributions are keyed in Access On-line for each transaction
- No sales tax was charged to the card (unless documentation of the vendor's refusal to recognize the Seminary's tax-exempt status for the purchase)

Reconciliation must be performed monthly. Please follow the steps listed below when performing the monthly reconciliation.

1. Print the credit card transaction statement
2. Tape each receipt separately on an 8.5" x 11" sheet of paper
3. Arrange the original receipts in the order they are listed on the credit card statement
4. Attach the original receipts AND the sign-out sheet to the credit card statement
5. Enter the accounting distributions in Access Online for each charge
6. Have the person, whose name appears on the card, sign off on the credit card statement, after the reconciliation has been performed.
7. If the reconciliation is not completed by the due date established by Accounts Payable, an amount equal to the department's statement will be charged to their general operating account. It will then, be the responsibility of the reconciler to create a series of journal entries to correct this transaction on the general ledger.

NOTE:

Repeated failure to meet established deadlines for completion of the monthly P-card will result in the suspension or revocation of the P-card

8. The departmental P-card administrator will then file the monthly statement (which also includes the supporting receipts and documentation, and sign-

out sheet). And forward a copy to the Accounts Payable office by the due date established.

15. P-CARD TRAINING

All P-card cardholders, departmental P-card administrators, and backup personnel must complete the appropriate online *P-card Terms of Agreement* training course.

After completing the training course, each person must register to take a quiz which is meant to test the individual's understanding of the P-card program and policies. You must pass the test with a score of 100%.

Reconcilers and Approvers will not be given access to US Bank Access Online until they have successfully completed the quiz. Cardholders will not be able to pick up their P-cards until they, and departmental administrator, have successfully completed the quiz.

At least every two years, cardholders, departmental P-card administrators, and backup personnel must complete follow-up P-card training before replacement cards are issued. This follow-up training is required to ensure that staff with P-card responsibilities are kept informed or updated on policies and procedures.

16. P-CARD VIOLATIONS

Violations of the P-card usage guidelines, of any kind, must be reported to the Accounts Payable office in a timely manner. Failure to report misuse of a P-card and/or repeated (2 or more) instances of misuse may result in disciplinary action, up to and including termination. The Seminary, at its sole discretion, may elect to take legal action against an individual for criminal/unlawful use of the P-card.

Violations of the P-card usage guidelines may result in the immediate suspension or revocation of P-card privileges. Examples of Reasons for the suspension and/or revocation of P-card Privileges include but are not limited to:

- Failure to adhere to Seminary policies and procedures
- Failure to safeguard the P-card from unauthorized use
- Use of P-card for non-Seminary, personal, or other prohibited purchases
- Failure to keep all necessary documentation on P-card transactions
- Failure to reconcile monthly charges
- Failure to report misuse of the P-card
- Use of the P-card in a criminal or unlawful manner

Accounts Payable will notify the following departments as deemed necessary by the frequency or seriousness of such violations.

- Campus Police
- Human Resources
- Accounting

17. P-CARD AUDITS

Purchasing transactions using a P-card potentially exposes the Seminary to additional business risk. For this reason, the Accounts Payable Department **will conduct at least annual audits** of all P-cards to ensure that all employees with P-card responsibilities are maintaining compliance with Seminary P-card Policy and Cardholder Agreements.



The Southern Baptist Theological Seminary

Card Type Requested
_____ Departmental
_____ Travel

Cardholder Information

Cardholder Name _____
 (First, MI, last)

Department Information

Department Name _____

Department Mailing Address _____

Departmental Card Administrator Name _____
 (First, MI, last)

Business Phone No. _____
 (Departmental Card Administrator)

E-mail Address _____
 (Departmental Card Administrator)

Default Account No. _____

****NOTE:** By signing below, you authorize SBTS Accounts Payable to charge this default account for 1) all unallocated transactions remaining after the monthly allocation deadline, and 2) all transactions incorrectly allocated to non-existent accounts. Please note that should this default account be used; your department will then be responsible for creating journal entries to correctly apply these transactions to the appropriate account(s).

<u>Requested Spending Limits</u>	
_____ Single Transaction (Default \$2,500)	_____ Monthly (Default \$10,000)

Restrictions

Please designate the desired spending limits for your card based on likely activity. Be conservative and select the lowest limits possible to reduce financial risk to the Seminary. If you do not designate specific spending limits, then the default limits will automatically apply. Note: The Seminary reserves the right to approve or adjust spending limits at its discretion.

I understand that I am required to complete a training course and test prior to receiving my P-Card.

Signatures

Cardholder _____ Date _____

Administrator _____ Date _____

<u>Internal Use Only</u>	
Date Received	_____
Approved/Declined	_____
Reason for Decline	_____



The Southern Baptist Theological Seminary

P-Card Cardholder Agreement

I hereby acknowledge receipt of a Southern Baptist Theological P-Card, Card Number XXXX-XXXX-XXXX-_____, issued by U.S. Bank. As the cardholder or departmental card administrator, I accept responsibility for the protection of this P-Card from unauthorized use.

I have received a copy of the Seminary's P-Card policy and confirm that I have read and understand its terms and conditions. I agree with the following:

1. I am a current employee of The Southern Baptist Theological Seminary
2. I have completed the required P-Card training.
3. I understand and commit to complying with the terms and conditions of this Agreement and with the provisions of the P-Card Policy.
4. I understand that the Seminary is liable for all charges I make on the P-Card.
5. I understand that the P-Card is to be used for authorized official business purchases only and agree not to charge personal purchases to the P-Card.
6. I understand that I must use the P-Card within the operating confines of the annual budget for my department.
7. I understand that all purchases must be within the approved single and monthly transaction limits.
8. I will not split a purchase into several transactions to circumvent the approved single transaction limit.
9. I will ensure that all purchased items are received (no back orders allowed).
10. I understand that the P-Card is not to be used for travel related expenses (unless it is an approved travel card)
11. I will obtain itemized receipts from vendors for all purchases made on the card.
12. I understand that the Seminary will periodically audit the use of this P-Card and a determined instance of misuse may result in the immediate revocation of Cardholder privileges.
13. I understand that this P-Card is non-transferable.
14. If the Purchasing Card is lost or stolen, I will immediately notify Accounts Payable. I will also complete a Report of Lost or Stolen Card form and fax it to Accounts Payable at (502) 897-4202.
15. I understand that improper or fraudulent use of the P-Card may result in disciplinary action, and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment. Should I fail to use the P-Card properly, I authorize the Seminary to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the Seminary to collect any amounts owed by me under this Agreement.
16. I hereby understand that the Seminary may terminate my right to use this P-Card at any time and for any reason or no reason whatsoever. I hereby agree to return the P-Card to the Seminary's Procurement Department or my supervisor immediately upon request from the Seminary, when changing departments, or upon termination of employment.

CARDHOLDER:

Applicant's Signature

Date

Print Name

Applicant's Title

Department

DEPARTMENT CARD ADMINISTRATOR:

Administrator's Signature

Date

Print Name

Administrator's Title

Department



The Southern Baptist Theological Seminary

P-Card Acceptance Form

Cardholder Name _____
(Please Print)

Administrators Name _____
(Please Print)

I hereby acknowledge receipt of the US Bank P-Card issued in my name and assigned number:

_____ - _____ - _____ - _____

Card type: _____ Departmental P-Card _____ Travel Card _____ Managed Spend

Cardholder's Signature

Date

Administrator's Signature

Date

Witness

Date

Note: Managed Spend cards are p-cards issued to faculty members who lead student shepherding groups to be used to cover expenses related to leading those groups. These cards can be used for the following types of expenses:

- Coffee shops or restaurant purchases for monthly group meetings
- Grocery store purchases for entertaining the group in the faculty member's home

These managed spend cards may not be used for:

- Personal items
- Gasoline for vehicles
- Gifts cards of any kind
- Childcare

Receipts for purchases on the managed spend cards must be attached to a Food Purchase form and submitted to Accounts Payable (Carve Hall Room 119) upon return to campus so that they may be reconciled to the monthly credit card statements each month.



The Southern Baptist Theological Seminary

Request for Spending Limit Change

Please complete all blanks and fax form to Accounts Payable at 897-4202.

Credit Card Information

Cardholder Name _____

Administrator Name _____

Card Number (last 4 digits): _____

Department Name and Location: _____

Department Phone Number: _____

Increase Requested

<u>Requested Spending Limits</u>	
_____ Single Transaction	_____ Monthly

Justification/Explanation for the Requested Increase

Nature of Increase Request

Permanent

Temporary* (30 days or less)

*If temporary, until what date (MM/DD/YYYY)? _____

Required Signatures

Cardholder Signature

Date

Administrator's Signature

Date

Internal Use Only

Date Received _____

Current Spending Limits _____ Single Transaction _____ Monthly Limit

Increase Approved/Declined _____



The Southern Baptist Theological Seminary

P-CARD FOOD PURCHASE FORM

DATE OF EVENT: _____

REQUESTING INDIVIDUAL: _____

DEPARTMENT: _____

RESTAURANT/VENDOR: _____

LOCATION OF EVENT: _____

PURPOSE OF EVENT: Shepherding Group Business Meal Other

If Shepherding Group, please list number of students _____

If Business Meal or Other, please describe purpose, and list names of participants below

NAMES OF PARTICIPANTS TITLE/AFFILIATION**

**** If more than 5 people were present, give a general description of who attended the event with the name or names of the people leading the event.**

1. _____
2. _____
3. _____
4. _____
5. _____

APPROVALS:

Signature of Requesting Individual (Employee)

Date

****Note: Please attach itemized receipt for purchase to back of form and 1) return the completed form to Accounts Payable if it is for a shepherding group, or 2) file the completed form and receipt with the departmental P-card log for expenditures for a purpose other than a shepherding group.***



The Southern Baptist Theological Seminary

Missing Document Affidavit

P-Card Information

Cardholder _____

Card Administrator _____

Account Number _____

Purchase

Date of Purchase _____

Vendor _____

Cost _____

Item Description _____

Detailed Explanation of Missing Documentation

I acknowledge that an original receipt for the following item was unavailable or lost. Please accept this document in lieu of a receipt. No other form of reimbursement will be requested for this item.

Signature of Employee

Date

The above employee has stated that the above facts are true and correct to the best of his/her knowledge. Employee further understands that repeated incidents of missing supporting documentation for P-Card transactions may be grounds for suspension and/or revocation of the P-Card.

Signature of Administrator

Date

Signature of Cardholder

Date

NOTE: This affidavit should be filed with the P-Card log as support for the transaction.

**P-Card
LOG/RECONCILIATION SHEET**



**The Southern Baptist
Theological Seminary**

Starting Date: _____ Closing Date: _____

DEPARTMENT NAME:			CARDHOLDER NAME:			CARD ADMINISTRATOR NAME:		LAST 4 – DIGITS OF CARD #
Date	Time Out	Time In	Employee name and Signature	Vendor	Purchase Description/ Business Purpose	G/L Account #	Total Purchase Amount	
			Printed:				\$	
			Signed:				\$	
			Printed:				\$	
			Signed:				\$	
			Printed:				\$	
			Signed:				\$	
			Printed:				\$	
			Signed:				\$	
			Printed:				\$	
			Signed:				\$	
			Printed:				\$	
			Signed:				\$	

Reconciled By: _____

Approved By: _____

NOTES:

- All purchases must comply with all Seminary policies
- All purchases over \$5,000 are subject to the purchase order process
- All purchases must have a detailed business purpose described
- All purchases must have an **itemized** receipt or a **Missing Receipt Affidavit**
- All food purchases must be supported by a **P-Card Food Purchase Form**
- Only printing services not provided by 5th & Broadway may be charged to card

RESTRICTIONS:

- No personal items, services, or gift cards
- No travel or gasoline (except on travel cards)
- No building supplies or equipment over \$250 (except AP or Operations cards)
- No Computers or peripherals over \$250 (except AP or Technology cards)
- No gifts, awards, or employee events (except President's or IA cards)
- No firearms or ammunition (except Security card)



The Southern Baptist
Theological Seminary

Cardholder Statement of Disputed Item

Date _____ Cardholder's Name _____
 Account No. _____ Transaction Date _____
 Merchant _____ Amount _____
 Reference No. _____

NOTE: The department should thoroughly attempt to resolve the issue above before submitting this request to the Accounts Payable Department for Assistance.

Please check the appropriate box, which pertains to your dispute. Please sign below and return this form to the Accounts Payable Department to reconcile differences caused by disputed items.

- D UNAUTHORIZED CHARGE.** I neither made nor authorized the above transaction.
- D DUPLICATE CHARGE.** I have attempted to resolve this issue with the merchant. ****Please enclose a copy of the transaction receipt and/or documentation supporting communication with the merchant.**
- D MERCHANDISE NOT RECEIVED.** I did not receive the merchandise, which may have been sent by the merchant, nor did anyone authorized by me receive the merchandise. I expected to receive the merchandise on (date)_____.
- D RETURNED MERCHANDISE.** I returned the merchandise to the merchant. ****Please enclose a copy of the credit transaction receipt. In addition, please state in writing that you requested a credit and the reason the merchandise was returned (i.e.: wrong size, color, quantity, etc.)**
- D DEFECTIVE SHIPPED MERCHANDISE.** I received damaged merchandise in the mail and attempted to return the merchandise on (date)_____. ****If only part of the merchandise was damaged or by courier, please state the dollar amount of the damaged portion \$_____.** Please provide a copy of your return receipt signed by the merchant.
- D DIFFERENCE IN AMOUNT.** The amount on my transaction receipt differs from the amount on the statement. ****Please enclose a copy of the transaction receipt.**
- D CREDIT POSTED AS A PURCHASE.** A credit transaction posted as a purchase. ****Please provide a copy of your billing statement showing the original transaction and a copy of the credit transaction receipt.**
- D CREDIT NOT POSTED.** I received a price adjustment notice from the merchant on the above transaction. The credit has not posted to my statement, and it has been more than 30 days. **** Please enclose a copy of the adjustment notice.**
- D OTHER.** Please describe issue on the back of this form.

 Administrator's Signature

 Date

 Cardholder's Signature

 Date



The Southern Baptist Theological Seminary

P-Card Policy Waiver Form

DEPARTMENT _____

EMPLOYEE/TITLE _____

DATE _____

VENDOR _____

(1) **Description of purchase to be made:**

(2) **Amount of purchase:** _____

(3) **Reason for above purchase:**

(4) I have reviewed the Purchasing and/or P-Card Policies of the Seminary and understand the guidelines set forth therein pertaining to the above-described purchase. I agree to adhere to the guidelines when making future purchases.

_____ **Date:** _____
 (Signature)

For internal use only:

Approved _____ Disapproved _____

Approved by: _____ **Date:** _____
 (Controller)

Approved by: _____ **Date:** _____
 (Vice President of Business Services)



The Southern Baptist Theological Seminary

Report of Lost or Stolen Card

Please complete all blanks and fax form to Accounts Payable at 897-4202.

Credit Card Information

Cardholder Name _____

Administrator Name _____

Card Number: _____

Department Name and Location: _____

Department Phone Number: _____

Card Was:

Lost

Stolen

Date Lost/Stolen: _____

Provide detailed explanation of events that preceded the card being lost or stolen:

Intermediate Action

No Reissue Necessary

Reissue Card

Cardholder Signature

Date

Administrator's Signature

Date

Internal Use Only

Date reported to Accounts Payable _____

Date reported to U.S. Bank _____

Date reported to SBTS Security _____