Northern Essex Community College

Welcome to the P-Card Training Program

Cardholder & Supervisor Responsibilities

Acceptable and Restricted Use

Obtain P-Card

Violation Procedures

Card Profile Limits

Goods and Services only
Travel Only or Both

Goods & Services less than $999.00

Travel less than $5,000

If you have both travel and goods & services the limits are still $999 for goods and services and $5,000 for travel

Department & Cardholder's Responsibilities

Departments and Cardholders

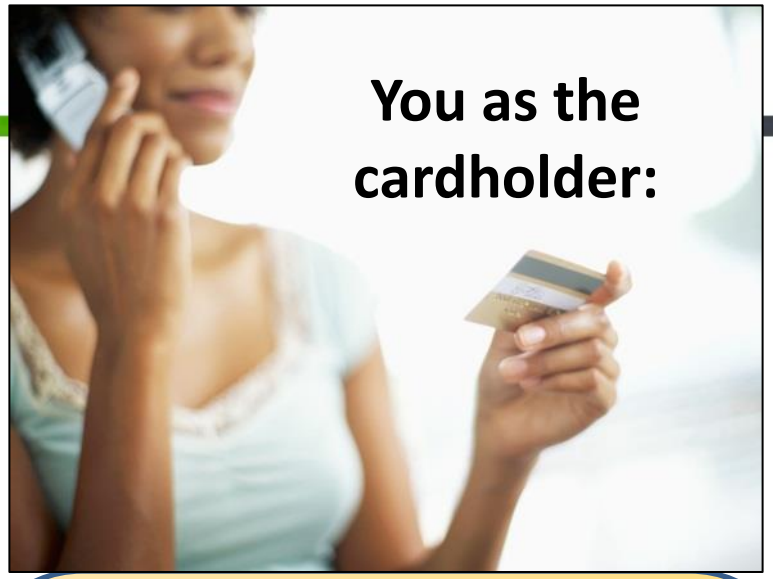
Accountable for actions

Follow procedures & policies

Exceptions can be granted for business purposes PRIOR to the purchase.

NOT intended to Avoid or Bypass:

- Appropriate Purchasing Procedures
- Bidding Requirements



You as the cardholder:

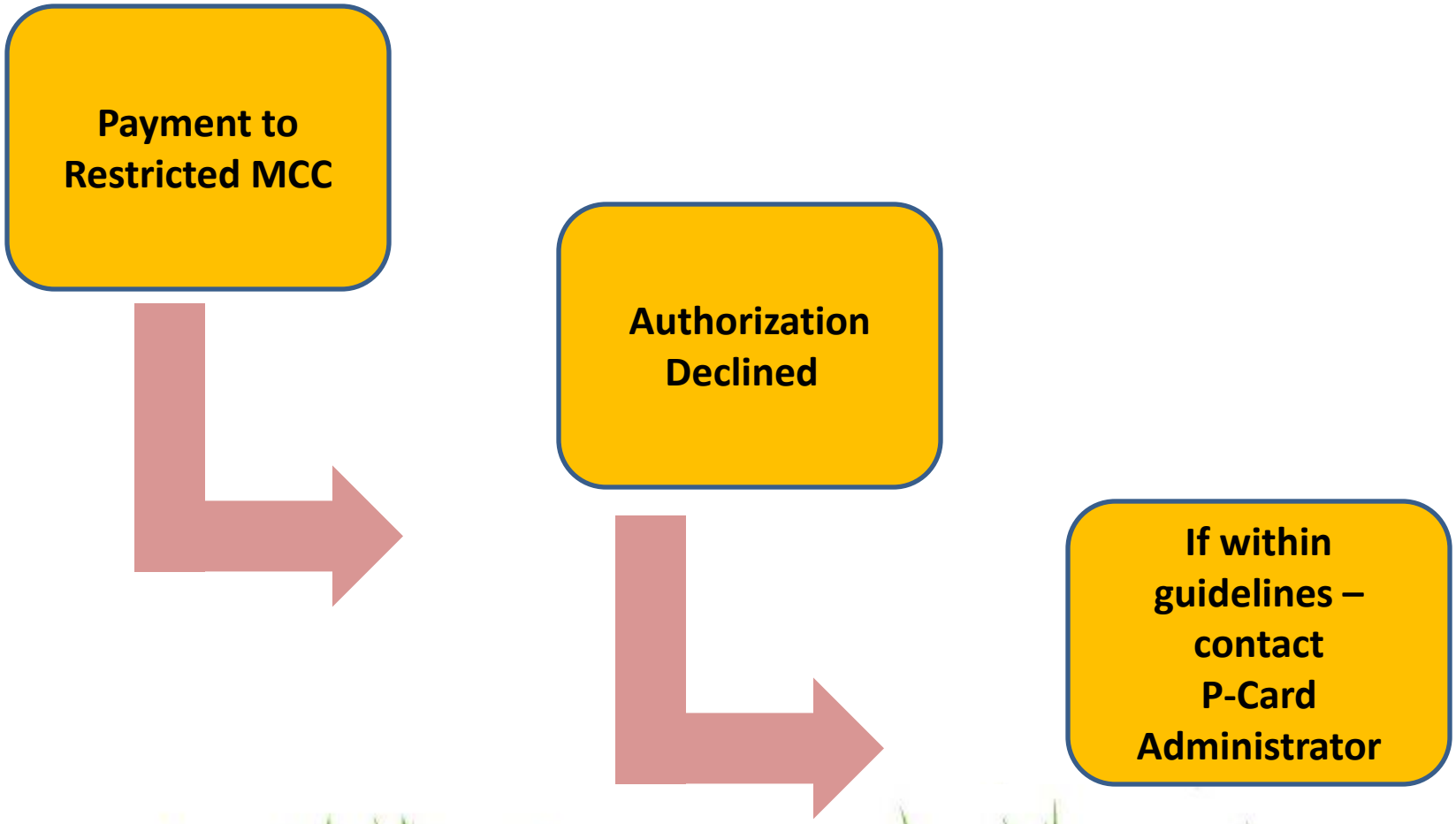
- Personally liable for the security of the card
- Keep in secure location

- Guard account number
- Be suspicious of account requests
- Never send card number via email
- Only last 4 digits, if necessary

Merchant Category Code (MCC)

- Assigned to vendors
- Based on type of business
- Restricted from use with certain types of suppliers and merchants

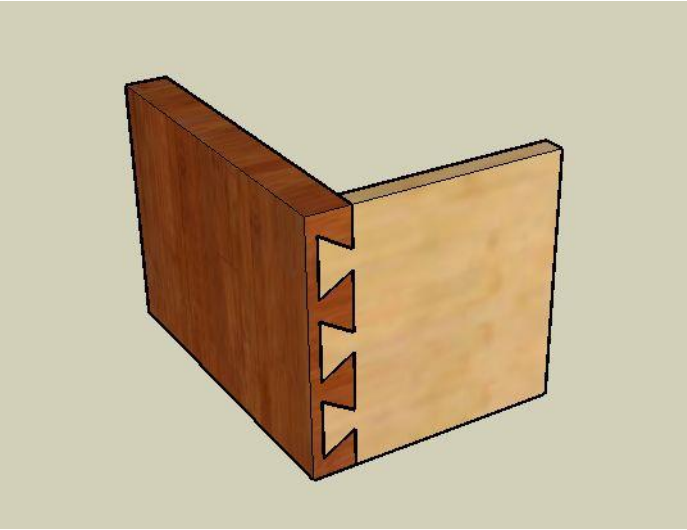
Restricted Vendors



NOTE:

Vendors who operate within acceptable MCC's may sell some items that are restricted from purchase, such as IT computers, furniture, Wal-Mart is a great example, e.g. Just because the vendor sells it does not mean the Cardholder can buy it. You can only use the P-Card for unrestricted purchases.

If you believe your department has a unique purchasing situation that cannot be met due to these restrictions, contact Donna Ashbrook, P-Card Administrator, x3811 PRIOR to the purchase.



Dovetailing

(also known as pyramiding)

Use of multiple card transactions to make a purchase that would otherwise exceed your p-card per transaction limit.

Dovetailing Charges

$500 Tran on Lim

$500 P

$400 Purchase

Restricted/Prohibited Purchases

- **Please refer to the P-Card Policy and Procedures at: http://facstaff.necc.mass.edu/wp-content/uploads/2009/07/NECC-P-Card-User-Guide.pdf**

Please contact the Procurement Department if you have a need that may not comply with this program.

Economical Practices

- **Vendors under contract contact Procurement Department for questions regarding vendors.**

Meal Per Diem

- MCCC/MTA and AFSCME per diem meal expenses can be found under their respective contracts.
- Non-Unit Professionals and contract employees' per diem rates can be found at gsa.gov. http://www.gsa.gov/portal/category/21287
- These allowances are inclusive of meal expenses and gratuities

Travel Expense Reimbursement Form

- Travel is always on per diem. If you use your P-Card you must supply copies of your receipts.
- If you are **not** using your P-Card receipts are **not** required.

Travel Expense Reimbursement Form

Travel Expense Reimbursement

NECC
Northern Essex Community College

THIS FORM MUST BE SUBMITTED WITHIN 30 DAYS OF EXPENDITURES.

Date | Group | NECC ID #

Employee

Purpose of Travel

Index # | Travel Type

*See NECC Travel Policy: http://facstaff.necc.mass.edu/wp-content/uploads/2012/07/Approved-travel-policy.pdf

Only fill out fields for which you are requesting reimbursement.

Exception Meals - If meals are paid with a P-Card, meal information must be filled out and copies of the original receipts must accompany this form.

Transportation

	Amount
Miles*	$0.00
Parking	
Tolls	
Taxi/fares	
Airfare	
Total transportation	$0.00

*Reimbursement is based on actual driving distance by the most direct route. *Reimbursed at $.555/mile

Lodging

	Amount

Event fees

Conference/Registration	

Other

Total Lodging, Event and Other	

Meals

	1st Day	2nd Day	3rd Day	4th Day	5th Day
*Per Diem					
Minus Meals Provided					
P-Card Actual					
Sub Total					

Total meals	
Total travel expenses	$0.00
Less travel advance	
Due to Traveler or (due to NECC)	$0.00

If Total Reimbursement is a negative amount, then that amount is owed to NECC. Make Check payable to NECC. If positive amount then that amount will be reimbursed to you.

For Accounting & Finance Use

Banner invoice # | Check #

Direct deposit # | Date

Employee's signature

Authorized signature

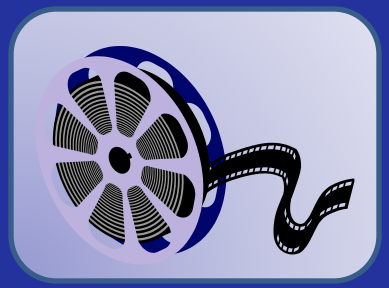
revised 10-31-12

Reset Form | Print Form

Send completed form to Accounting & Finance, B209 Keith Pothier x3932

Travel/Hospitality Charges

- **If Travel/Hospitality is added to card - some items are NOT authorized:**



In room movies

Personal hotel phone calls

Extended Stay

Where to find Travel Policy

- **NECC Travel Policy and business related expenses.**
  - **http://facstaff.necc.mass.edu/wp-content/uploads/2012/07/Approved-travel-policy.pdf**

Chemicals/Hazardous Chemicals

Explosive, flammable, oxidizer, corrosive or poison and with either a flammability, health or reactivity designation factor above one (1)

Using the Card

Guidelines for Card Usage

- Within monthly & per transaction limits
- Item is not on restricted list
- State sales tax exempt
- Provide card information
- Vendor provided confirmation number
- Itemized receipt
- Review transactions online within 7 days

Sales Tax

Tax ID Number: 999-089-547

State Sales Tax

Sales Tax

- In the event tax is charged:
  -- Cardholder's responsibility to obtain credit for tax amount

Record Retention

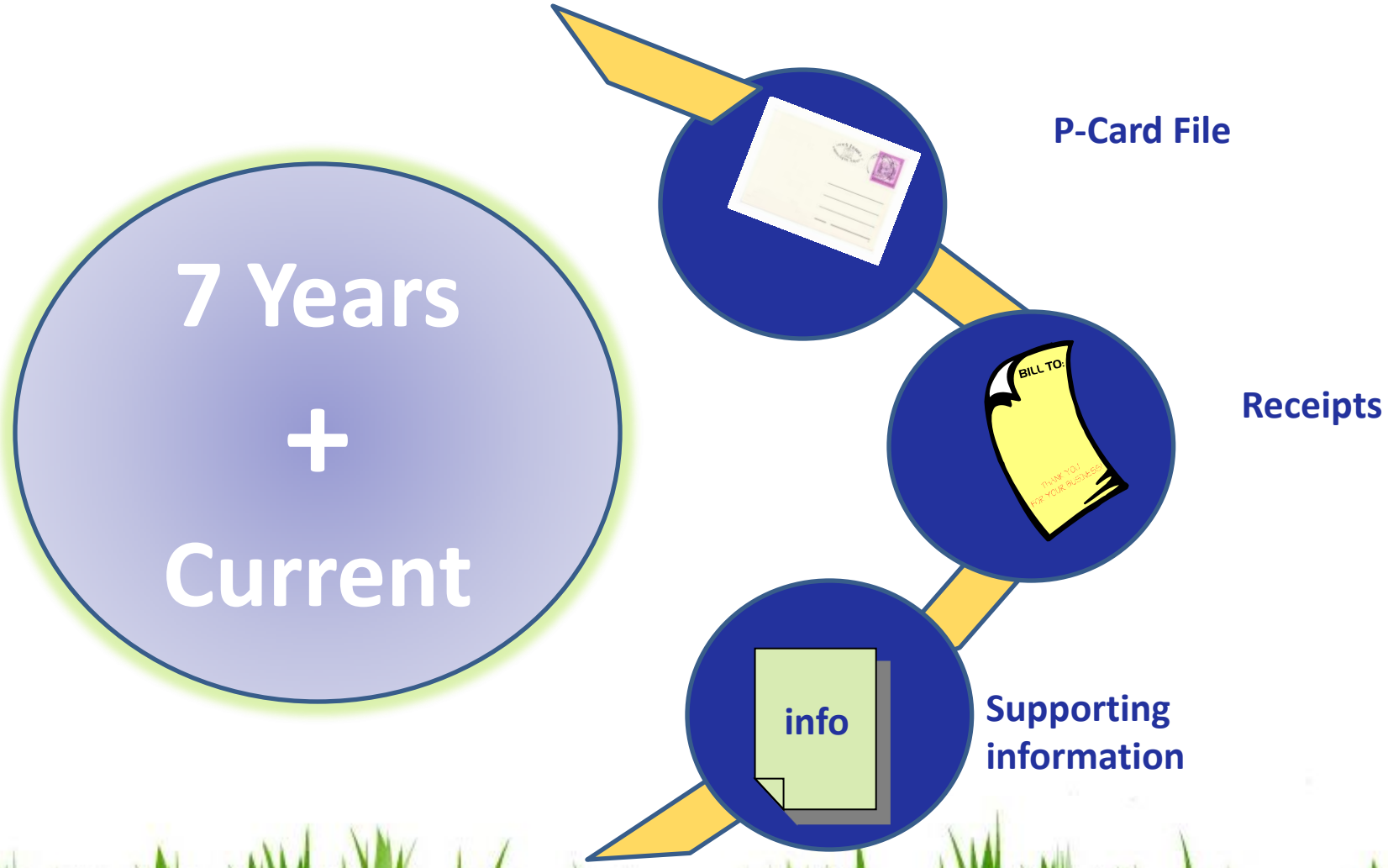
- Original itemized receipts
- Internet purchases:
  - Copy of the order confirmation itemizing all costs
- If required documentation is unavailable:
  - Fill out Lost/Missing Receipt Form must be filled out for the transaction

Record Retention Travel

Must fill out Travel Expense Reimbursement Form.

- **For meals, copy of receipt is required.**
- **Per Diem – we don't care what you spend, or how much see per diem policy**

Record Retention

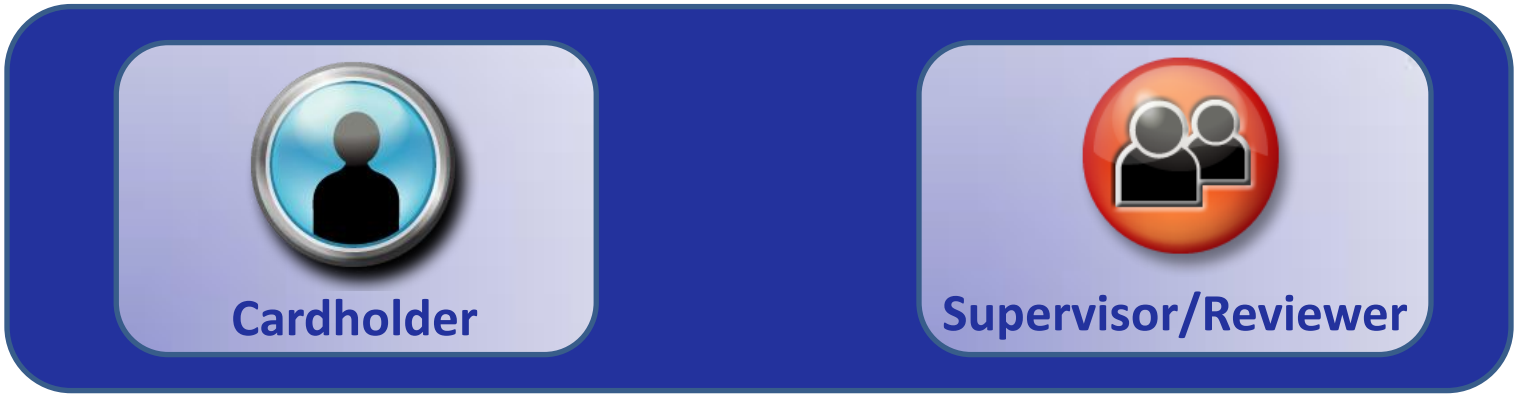


Grants: Record Retention

- Subject to Federal Grant Regulations
- Documentation for transaction is lost:

  -- Must contact vendor for duplicate receipt or Lost Receipt Form

Responsibilities



Review and Reallocate Transactions

Review/ Reallocate and/or Approve monthly statement

Changes

- Request limit adjustments or travel/hospitality added or removed at any time
  - ✓ Temporary or permanent basis
- Request via the P-Card Application/Change Form

Lost/Stolen

- CitiBank at 1-800-248-4553
- Written confirmation of card loss to the Program Administrator, Donna Ashbrook at extension 3811
- Further use blocked

Cancel Card

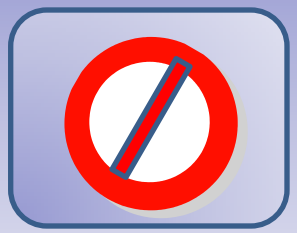
- **Return to P-Card Administration upon:**
  - ✓ **Employee termination**
  - **New signed P-Card Application/Change Form**

Audit/Review

External Auditors

Random reviews conducted by Accounting & Finance. Results shared with VP's on regular basis

Violations



Prohibited items

Exceeding Transaction Limits

Improper Record Keeping

Failure to Reallocate Transactions (cardholders)

Failure to approve Transactions (Supervisor/ Reviewers)

Excessive Sales Tax

Response to Violations

1st

- Purchasing representative discusses violation and proper procedures
- Warning of consequences of 2nd occurrence explained

2nd

- Cardholder and supervisor notified of violation
- Limits reduced until cardholder has completed re-training

3rd

- Cardholder is disciplined consistent with the appropriate Collective Bargaining Agreement or Personnel Policies Handbook.
- Escalated to the department vice president
- Appropriate action will be taken

Contact Information

P-Card Administrator & Trainer
Extension 3811
Donna Ashbrook

P-Card Training
Extension 3853
Donna Ashbrook &
Maggie Lucey

CitiBank
1-800-248-4553

Self-Check Quiz

Please take a few minutes to complete this short quiz. The following ten questions serve as a self-check to assess your understanding of this presentation.

You contact a vendor to order some items you saw on their website. The vendor requests you to send an email with the list of items and your credit card information. Is this ok to do?

- ❍ **Yes**
- ❍ **No**

As long as a vendor operates within acceptable Merchant Category Codes (MCC), any item may be purchased from the vendor

- ❍ **True**
- ❍ **False**

Mary needs to purchase an item that costs $600, but her per transaction limit is $500. She requests the vendor break the purchase into two transactions – each for $300. This way, Mary can stay within her per transaction limits.

Is this acceptable use of the P-Card.

- ❍ **Yes**
- ❍ **No**

Sue is traveling on business to attend a training class. Which of the following charges is allowed?

- In-room movies
- Personal hotel calls
- Shuttle to the training facility

Bob needs to get 1,000 brochures printed by an off-campus vendor.

Is this acceptable use of the P-Card if the quote for the service is within his transaction limits.

- ❍ **Yes**
- ❍ **No**

Jim purchased an item with the College's P-Card and realized after he paid for the item that he was charged Massachusetts State Tax. Who is responsible for contacting the vendor to issue a credit for the tax amount?

- The Controller's Office
- The credit card company
- The Procurement Department
- The cardholder

How long must credit card records be retained?

- 7 years plus current year
- 1 year
- 6 months
- 2 years plus the current year

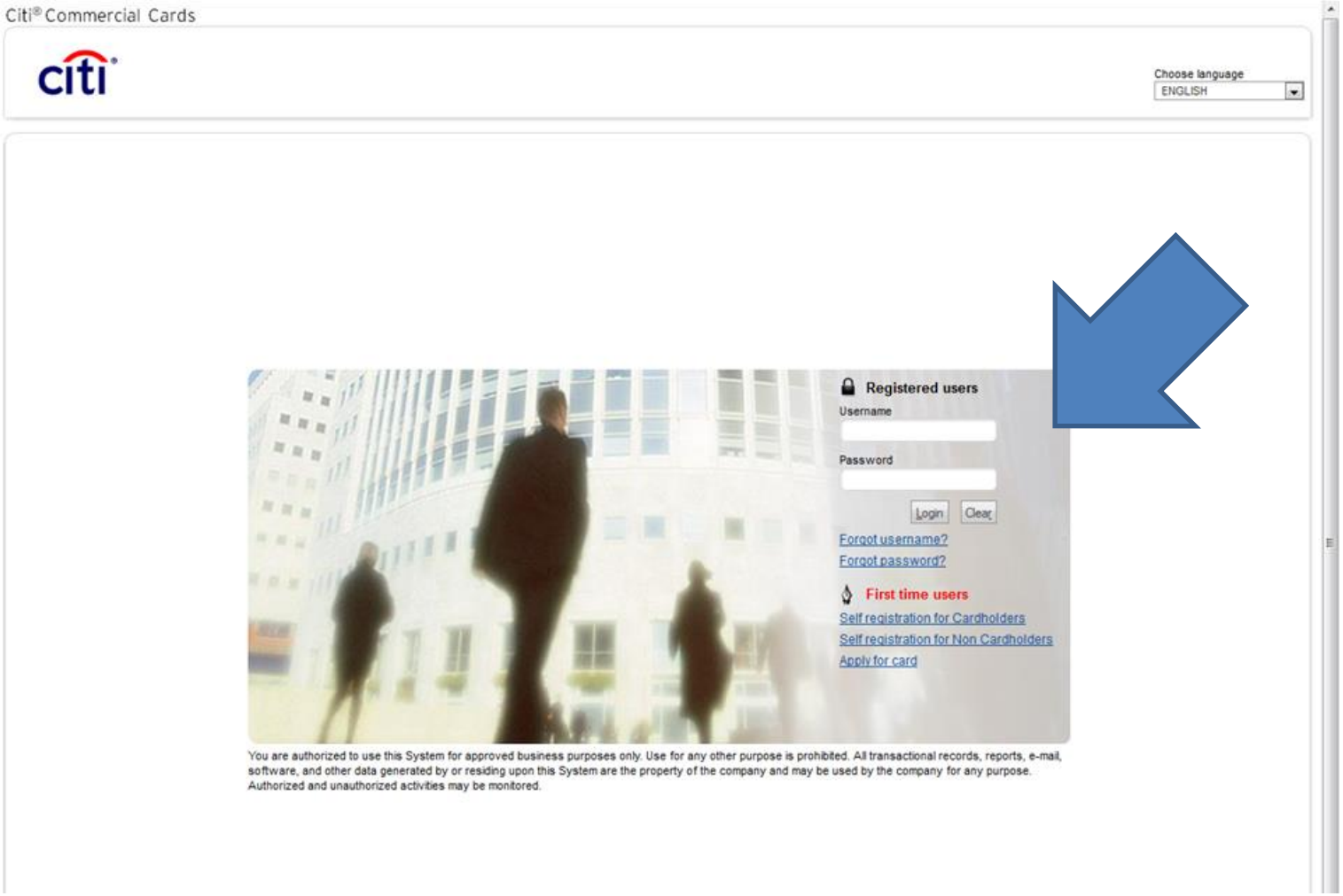
Which of the following are violations of the P-Card Procedures?

- Failure to review P-Card transactions online
- Reviewer's failure to approve P-Card transactions
- Exceeding per transaction limits by dovetailing purchases
- Purchase of a prohibited item
- Improper record keeping
- Excessive sales tax applied to P-Card transactions.
- All of the above

Go to:

https://home.cards.citidirect.com/CommercialCard/Cards.html

CitiBank Site: https://home.cards.citidirect.com/CommercialCard/Cards.html



Citi® Commercial Cards

citi®

Self registration for Cardholders

Please select the proper registration process for your organization.

Registration ID/Passcode

I have my registration details and I would like to register my card.

Fill the card's data

I have not received registration details and I would like to register card.

Continue Cancel

citigroup.com

Citi® Commercial Cards

Self registration for Cardholders

Enter details for self registration. The fields marked with asterisk (*) are mandatory to proceed.

Card Details

* Card number

Enter the account number from your card with no spaces or dashes.

* Account name

Enter the name that appears on your card. Please note that this must be entered exactly as it appears on your card.

Contact details

* Address line 1

Address line 2

* Town / City

* Country

--Select--

* State/Province

--Select--

* Zip/Postal code

Enter your billing address for your card.

Continue Cancel Clear

Citi® Commercial Cards

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Recap

Confirm the details that you entered.

Username
kpothier

Card number
XXXXXXXXXX489107

Account name
Keith Pothier

Contact details

Address line 1 100 Elliott St	Country UNITED STATES OF AMERICA
Address line 2	State/Province MA
Town / City Haverhill	Zip/Postal code 01830

Confirm Cancel

Citi® Commercial Cards

citi®

Sign on details

Enter details for sign on. The fields marked with asterisk (*) are mandatory to proceed.

* Username

* Password

* Confirm password

* Helpdesk verification question

--Select--

* Helpdesk verification answer

Continue Cancel Clear

Username is not case sensitive and:

- Must be more than six characters.
- May contain letters, numbers and special characters.
- Cannot contain space(s)
- Must not contain only numbers.

Citi® Commercial Cards

Confirmation message

The account with username 'kpothier' has been signed up successfully.

Citi® Commercial Cards

citi

Select challenge questions and set answers.

Challenge Question 1

Who is your favorite person from history?

Answer 1

Challenge Question 2

Who is your favorite person from history?

Answer 2

Challenge Question 3

Who is your favorite person from history?

Answer 3

Save Cancel Clear

Citi® Commercial Cards

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Welcome! **KEITH POTHIER** Logout 07/20/2012

NORTHERN ESSEX COMM COLLEGE

For assistance please contact Citi Customer Services

Home | My Card Account | Statement | My Profile | Resources | Web Tools

This is your Citi Commercial Cards home page where you can view your account statements and payment details.

Messages New message(s):0, Total message(s):1

System Maintenance 07/17/2012 09:36:21

Application and Maintenance Requests

Overview Of My Card Accounts

Card Number	Bill Type	Account Type	Billing Currency	Last Statement Amount	Payment Due Date	Current Balance As On 07/19/2012
XXXXXXXXXX489107	Central	Cardholder	USD	0.00	NA	0.00

View Statement | View Unbilled Transactions

What's New?

WHAT'S NEW IN CITIMANAGER

Quick Links

- Manage Alerts
- Update User Profile
- Apply For New Card
- Link another card account
- View Requests

Citi® Commercial Cards

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Welcome! **KEITH POTHIER** Logout 07/20/2012

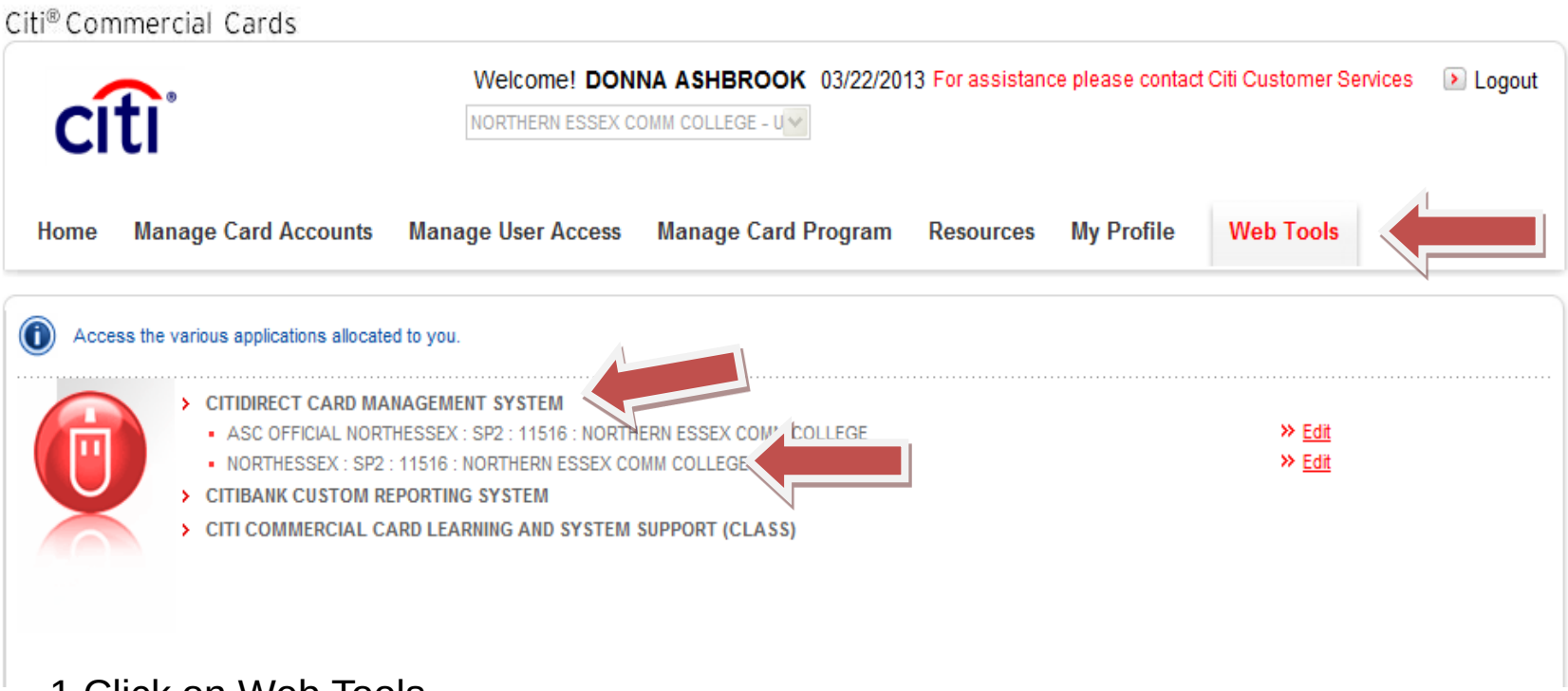
NORTHERN ESSEX COMM COLLEGE

For assistance please contact Citi Customer Services

Home | My Card Account | Statement | My Profile | Resources | Web Tools

Access the various applications allocated to you.

CITIDIRECT CARD MANAGEMENT SYSTEM



1.Click on Web Tools
2.Click on CITIDIRECT CARD MANAGEMENT SYSTEM
3.Click on NORHESSEX SP2 11516 NORTHERN ESSEX COMMUNITY COLLEGE

CitiDirect® Card Management System

What's New Help Home Logout

11516-DONNA ASHBROOK

Inbox Card Management ASC Management Hierarchy Reporting Inquiry Assistance

Statement
Transaction
Dispute Log
Declined Authorization
ASC Search

Note: If you need any assistance, please contact the CitiDirect Helpdesk via our toll free number at 1-800-248-4 ternational calls, dial collect at (904) 954-7314.

> Citi Manager

Last Updated 03/21/2013

Home

citigroup.com

Terms of Use Privacy

1. Click on Inquiry down arrow
2. Choose Statement

CitiDirect® Card Management System

What's New Help Home Logout

11516-DONNA ASHBROOK

Inbox Card Management ASC Management Hierarchy Reporting Inquiry Assistance

Inquiry - Statement - Look up Statement

cycle: All

status: All

last name: starts with

first name: starts with

account number:

search

> Citi Manager

Last Updated 03/21/2013

Home

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Done Internet | Protected Mode: On 100%

Click Search

cycle: All
status: All
last name: starts with Pothier
first name: starts with
account number:
search

RESULTS

- Check the box next to each statement you want to print. A maximum of 2000 transactions can be selected for each printing request.
- Click here to unselect statements on all pages.

account number	card status	account status	cycle	name	status	statement approver	approval date	trans count
xxxxxxxxxx489107	Card Account Opened	-- - Open	03/01/2013 - 03/28/2013	Keith Pothier	Interim	ACCOUNTS PAYABLE		14
xxxxxxxxxx489107	Card Account Opened	-- - Open	01/29/2013 - 02/28/2013	Keith Pothier	New	ACCOUNTS PAYABLE		23
xxxxxxxxxx489107	Card Account Opened	-- - Open	12/29/2012 - 01/28/2013	Keith Pothier	New	ACCOUNTS PAYABLE		14
xxxxxxxxxx489107	Card Account Opened	-- - Open	11/29/2012 - 12/28/2012	Keith Pothier	New	ACCOUNTS PAYABLE		24
xxxxxxxxxx489107	Card Account Opened	-- - Open	10/27/2012 - 11/28/2012	Keith Pothier	New	ACCOUNTS PAYABLE		3
xxxxxxxxxx489107	Card Account Opened	-- - Open	07/28/2012 - 08/28/2012	Keith Pothier	New	ACCOUNTS PAYABLE		3
xxxxxxxxxx489107	Card Account Opened	-- - Open	06/29/2012 - 07/27/2012	Keith Pothier	New	ACCOUNTS PAYABLE		1

(1 - 7 of 7)

Total number of transactions selected:
Total number of statements selected: 0

print statements

> Citi Manager

Last Updated 03/21/2013

Home

Done

Internet | Protected Mode: On

100%

This page shows all statements
Choose a statement by clicking blue account number

Inbox ▾ Card Management ▾ ASC Management ▾ Hierarchy ▾ Reporting ▾ Inquiry ▾ Ass

Inquiry - Statement - Cardholder Memo Statement

Statement Approver	ACCOUNTS PAYABLE				
Cardholder	KEITH POTHIER	Account Number	xxxxxxxxxx489107	read notes	e-mail
Product Type	INTEGRATED	Statement Period	03/01/2013 - 03/28/2013	Statement Status	Interim
Default ASC	5100 --~CHOOSE ONE~				
Tax Total	$ 2.82	Statement Total	$ 16,834.21		

Attention: ' g data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

expand all collapse all

Total Number of Transactions: 1

select all	post date	tran date	last alloc date time	merchant	amount	status	note	type	rec ind	app in
⊞	03/01/2013	03/01/2013	03/04/2013 08:27:29 AM	COMCAST CABLE COMM	$ 216.90			✓		
⊞	03/04/2013	03/01/2013	03/05/2013 11:17:33 AM	RED OXYGEN PL	$ 136.36			✓		
⊞	03/05/2013	03/05/2013	03/11/2013 08:28:38 AM	COMCAST CABLE COMM	$ 296.81			✓		
⊞	03/06/2013	03/06/2013		POLAND SPRING WATER	$ 367.81					
⊞	03/07/2013	03/06/2013	03/11/2013 08:28:58 AM	XEROX CORPORATION/RBO	$ 326.74			✓		
⊞	03/12/2013	03/11/2013		VERIZON ONETIMEPAYMENT	$ 194.92					
⊞	03/12/2013	03/11/2013		VERIZON ONETIMEPAYMENT	$ 1.09					
⊞	03/12/2013	03/11/2013		VERIZON ONETIMEPAYMENT	$ 1,208.77					
⊞	03/14/2013	03/13/2013		XEROX CORPORATION/RBO	$ 1,616.46					
⊞	03/14/2013	03/13/2013		XEROX CORPORATION/RBO	$ 689.14					

Red check marks mean transaction has been reallocated.

CHOOSING TRANSACTIONS FOR REALLOCATION:

Either click on expand all or the [+] to expand details of the transaction(s)

03/04/2013	03/01/2013	03/05/2013 11:17:33 AM	RED OXYGEN PL	$	136.36	✓		
03/05/2013	03/05/2013	03/11/2013 08:28:38 AM	COMCAST CABLE COMM	$	296.81	✓		
03/06/2013	03/06/2013		POLAND SPRING WATER	$	367.81			
03/07/2013	03/06/2013	03/11/2013 08:28:58 AM	XEROX CORPORATION/RBO	$	326.74	✓		
03/12/2013	03/11/2013		VERIZON ONETIMEPAYMENT	$	194.92			

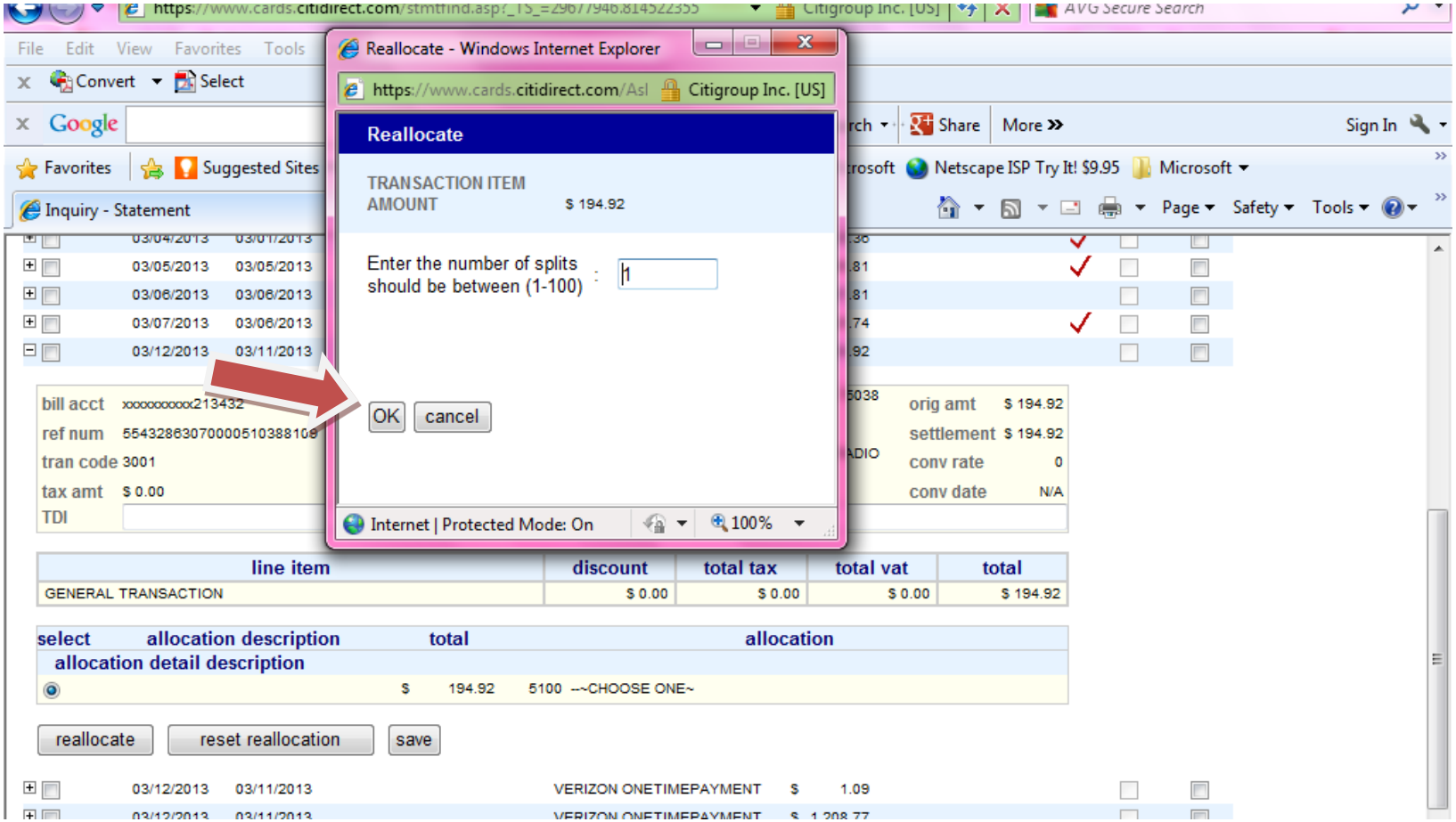
bill acct	xxxxxxxxxx213432	merch addr	600 Hidden Ridge, 800-VERIZON, TEXAS 75038 US	orig amt	$ 194.92
ref num	55432863070000510388109	MCC	4899	settlement	$ 194.92
tran code	3001	MCC description	CABLE, SATELLITE & OTHER PAY TV & RADIO SERVICES	conv rate	0
tax amt	$ 0.00	supplied by	N/A	conv date	N/A
TDI		TDD			

line item	discount	total tax	total vat	total
GENERAL TRANSACTION	$ 0.00	$ 0.00	$ 0.00	$ 194.92

select	allocation description	total	allocation
	allocation detail description		
◉		$ 194.92	5100 --~CHOOSE ONE~

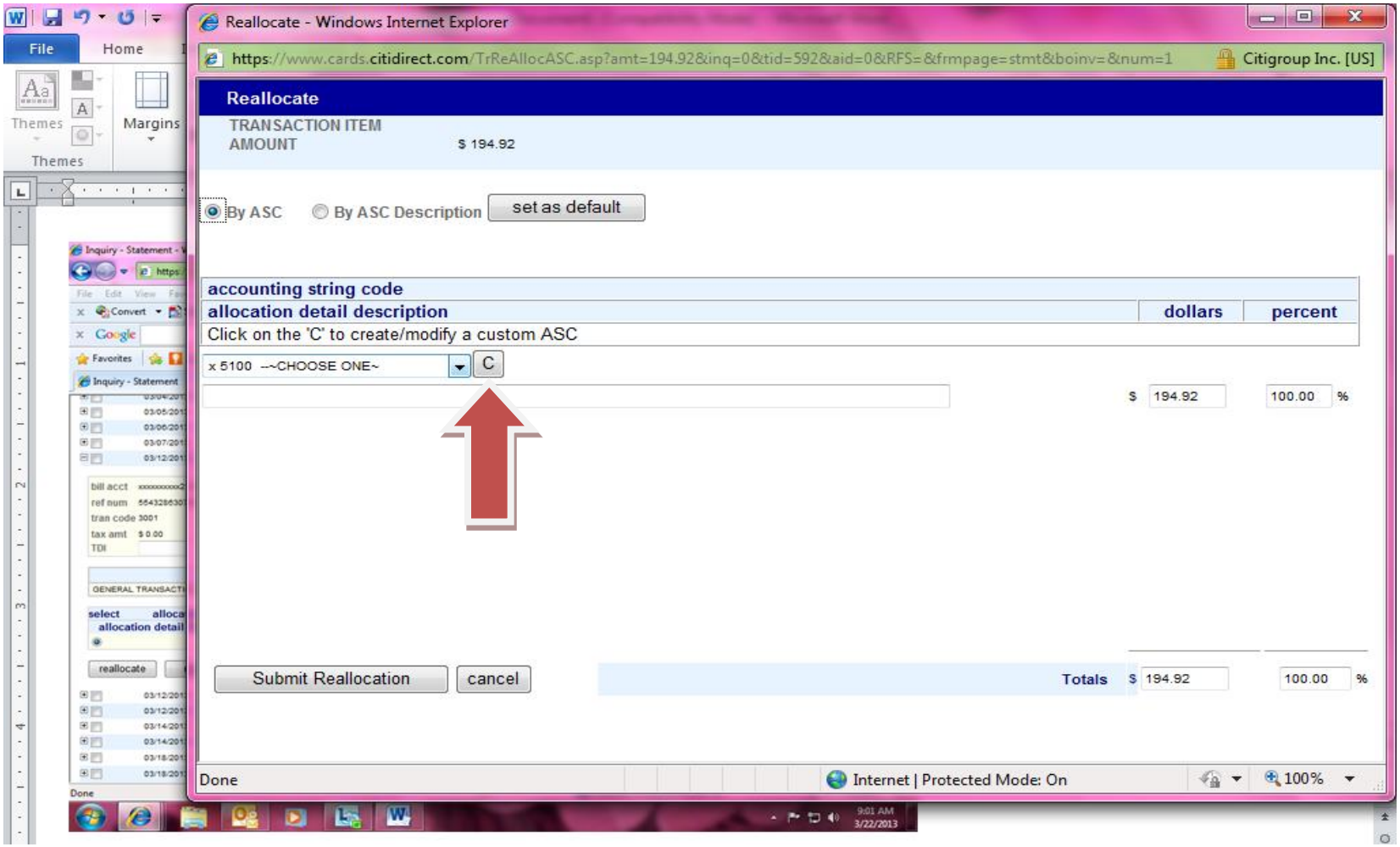
reallocate | reset reallocation | save

1, Match receipt with transaction
2. Click the radio button
3. Click reallocate



If charging to more than one org # for a particular transaction, enter the number of orgs that will be used.

Click OK



To create a new org/index combination click C. (This will have to be done one time for each combination. Once the combination is created then the system will save it.) If org/index has already been created then go to Slide 69.

Custom ASC Creation - Windows Internet Explorer

https://www.cards.citidirect.com/CustomASCCreation.asp?cid=13&inq=0&tid=592&frmpage=stmt&boinv=

Citigroup Inc. [US]

Custom ASC Creation

Choose an ASC Template:

By ASC Template | By ASC Template Description | set as default

1002 -□□-□□□□□□□□□□□□□□□□□□□□□□□□

ORGANIZATION: 1002

INDEX: (choose one)

FUNDPROGRAMACCTACTVTY: (choose one)

Custom ASC creation

Description: 1002 Presidents Office

Use this Custom ASC only for this reallocation

close | create custom ASC | update custom ASC

Done | Internet | Protected Mode: On | 100%

Choose org

Custom ASC Creation - Windows Internet Explorer

https://www.cards.citidirect.com/CustomASCCreation.asp?cid=13&inq=0&tid=592&frmpage=stmt&boinv=

Identified by VeriSign

Custom ASC Creation

Choose an ASC Template:

By ASC Template | By ASC Template Description | set as default

1002 -□□-□□□□□□□□□□□□□□□□□□□□□□□□

ORGANIZATION: 1002

INDEX: (choose one)

- (choose one)
- B1-OUT OF STATE TRAVEL AIRHOTELEMPLO
- B2-REIMB. IN-STATE TRAVEL (EMPLOYEE)
- B5-CONF.TRAIN & REGIS MEM DUES & FEES
- E1-OFFICE & ADMINISTRATIVE SUPPLIES
- E2-PRINTING EXPENSES & SUPPLIES
- E6-POSTAGE
- EA-STATE SINGLE AUDIT CHARGE
- EB-REIMB TRAVEL & EXP FOR BOARD MEMBER
- EC-SUBSCRIPTIONS MEMBERSHIPS & LIC FE
- ED-ADVERTISING EXPENSES
- EE-EXHIBITS/DISPLAYS
- EF-DONATIONS/MEMORIALS
- EI-IN STATE TRAVEL EXPENS (VENDOR)
- EJ-JOB RELATED TUITION (VENDOR)
- EM-TEMP.SPACE CONF. & CONF. INCIDENTAL
- EO-OUT OF STATE TRAVEL EXPENSE(VENDOR)
- EP-FEESFINESLICENSES & PERMITS
- ER-EMPLOYEE RECOGNITION EXP.
- ET-CONF. TRAINING & REG. FEES (VENDOR)
- EW-BOTTLED WATER
- F9-CLOTHING & FOOTWEAR
- FC-CLEANING SUPPLIES

FUNDPROGRAMACCTACTVTY: (choose one)

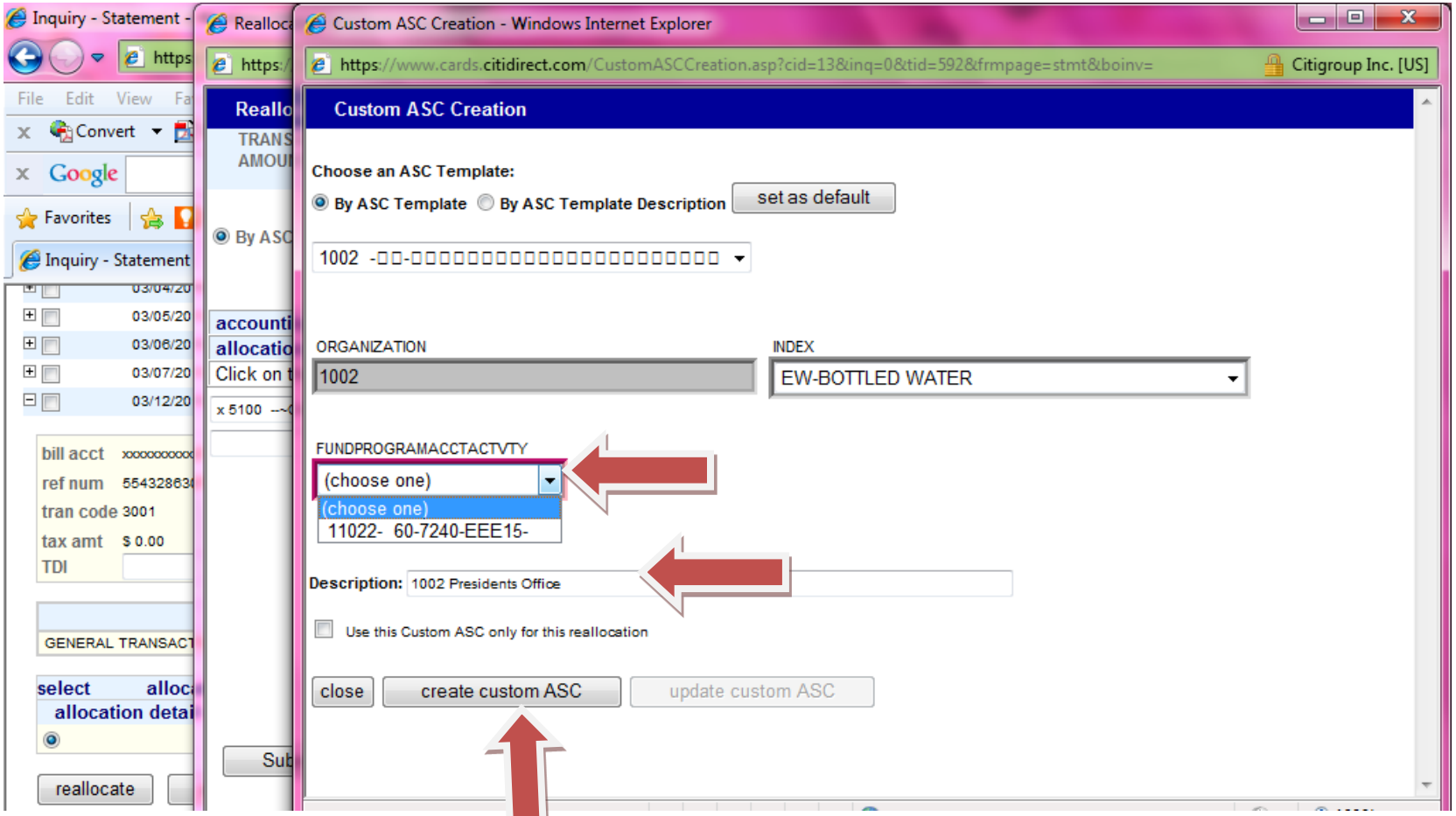
Description: 1002 Presidents Office

Use this Custom ASC only for this reallocation

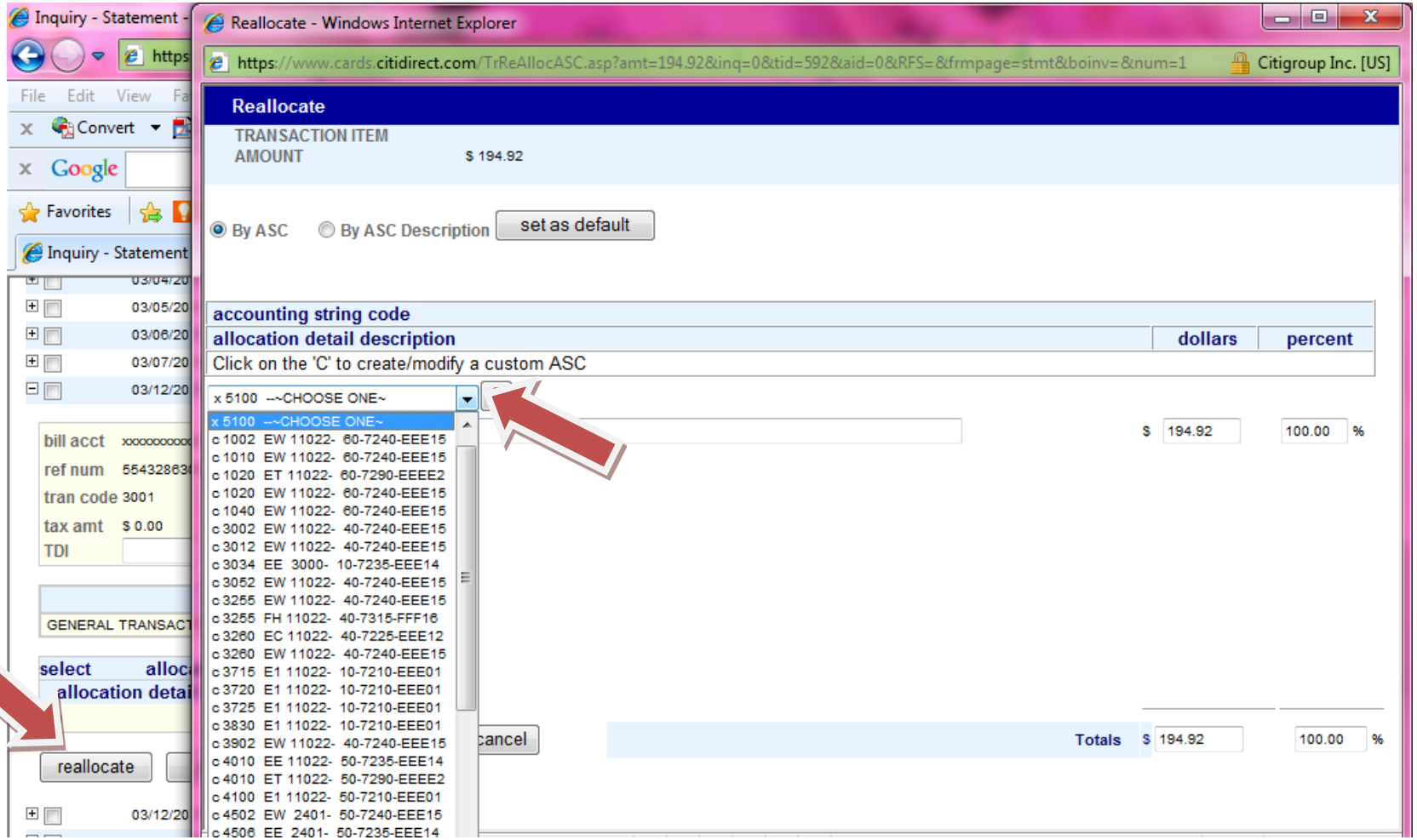
close | create custom ASC | update custo

Done

Click the down arrow to choose appropriate index.
Click on the desired index



1. Click drop down arrow
2. Choose combination (only one choice)
3. Change the Description (This must be done)
4. Click create custom ASC



This will bring you back to the reallocation screen

1. Click the down arrow to view all possible org #/Index combinations
2. Click on appropriate org#/index combination
3. Click reallocate

Cardholder	KEITH POTHIER	Account Number	xxxxxxxxxx489107	read notes	e-mail
Product Type	INTEGRATED	Statement Period	03/01/2013 - 03/28/2013	Statement Status	Interim
Default ASC	5100 --~CHOOSE ONE~				
Tax Total	$ 2.82	Statement Total	$ 16,834.21		

Attention: If adding data to a transaction, you must click the 'save' button prior to moving to the next transaction or your updates will not be saved.

expand all collapse all

Total Number of Transactions: 14

select all	post date	tran date	last alloc date time	merchant	amount	status	note	type	rec ind	app ind
	03/01/2013	03/01/2013	03/04/2013 08:27:29 AM	COMCAST CABLE COMM	$ 216.90				✓	
	[illegible]	03/01/2013	03/05/2013 11:17:33 AM	RED OXYGEN PL	$ 136.36				✓	
	[illegible]	03/05/2013	03/11/2013 08:28:38 AM	COMCAST CABLE COMM	$ 296.81				✓	
	03/06/2013	03/06/2013		POLAND SPRING WATER	$ 367.81					
	03/07/2013	03/06/2013	03/11/2013 08:28:58 AM	XEROX CORPORATION/RBO	$ 326.74				✓	
	03/12/2013	03/11/2013		VERIZON ONETIMEPAYMENT	$ 194.92					
	03/12/2013	03/11/2013		VERIZON ONETIMEPAYMENT	$ 1.09					
	03/12/2013	03/11/2013		VERIZON ONETIMEPAYMENT	$ 1,208.77					
	03/14/2013	03/13/2013		XEROX CORPORATION/RBO	$ 1,616.46					
	03/14/2013	03/13/2013		XEROX CORPORATION/RBO	$ 689.14					
	03/18/2013	03/14/2013		AIRTRANAI	$ 960.00					
	03/18/2013	03/16/2013		COMFORT INN- HADLEY	$ 1,500.08					
	03/18/2013	[illegible]		VZWRLSS APOCC VISB	$ 8,924.13					
	03/20/20[illegible]	[illegible]/2013		MEDICALTRAI	$ 395.00					

bulk reallocate | dispute | print Statement | modify account | close

Bulk reallocation are completed the same as a single reallocation.

1. Select transactions for a bulk reallocation
2. Click bulk reallocate