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

9/13/2013
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

Payment to Restricted MCC

Authorization Declined

If within guidelines – contact P-Card Administrator

9/13/2013
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 Transaction Limit

$500 Purchase $400 Purchase
Restricted/Prohibited Purchases

• Please refer to the P-Card Policy and Procedures at:

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](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

<table>
<thead>
<tr>
<th>Travel Expense Reimbursement</th>
<th>NECC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Employee</td>
<td></td>
</tr>
<tr>
<td>Purpose of Travel</td>
<td></td>
</tr>
<tr>
<td>Index #</td>
<td></td>
</tr>
<tr>
<td>Travel Type</td>
<td></td>
</tr>
<tr>
<td>Milos*</td>
<td></td>
</tr>
<tr>
<td>Amount</td>
<td>$0.00</td>
</tr>
<tr>
<td>Parking</td>
<td></td>
</tr>
<tr>
<td>Tolls</td>
<td></td>
</tr>
<tr>
<td>Taxi/Taxis</td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Total transportation</td>
<td>$0.00</td>
</tr>
<tr>
<td>Lodging</td>
<td></td>
</tr>
<tr>
<td>Event fees</td>
<td></td>
</tr>
<tr>
<td>Conference/Registration</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Total Lodging, Event and Other</td>
<td></td>
</tr>
<tr>
<td>Meals</td>
<td></td>
</tr>
<tr>
<td>*Per Diem</td>
<td></td>
</tr>
<tr>
<td>Minus Meals</td>
<td></td>
</tr>
<tr>
<td>Provided</td>
<td></td>
</tr>
<tr>
<td>P-Card Actual</td>
<td></td>
</tr>
<tr>
<td>Sub Total</td>
<td></td>
</tr>
<tr>
<td>Total meals</td>
<td></td>
</tr>
<tr>
<td>Total travel expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Less travel advance</td>
<td></td>
</tr>
<tr>
<td>Due to Traveler or (due to NECC)</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

For Accounting & Finance Use
Banner invoice # | Check # | Direct deposit # | Date |

Employee's signature | Authorized signature
revised 10-31-12 | Sand completed form to Accounting & Finance, 8209 Keith Pothier x3932


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.
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.
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

![Cellphone Icon](image1.png)

![HTTP Icon](image2.png)

![Mailbox Icon](image3.png)

![Person Icon](image4.png)
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
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

7 Years + Current

P-Card File

Receipts

Supporting information

info

9/13/2013
Grants: Record Retention

• Subject to Federal Grant Regulations
• Documentation for transaction is lost:
  -- Must contact vendor for duplicate receipt or Lost Receipt Form
Responsibilities

Cardholder

Review and Reallocate Transactions

Supervisor/Reviewer

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
| 1st | • Purchasing representative discusses violation and proper procedures  
    • Warning of consequences of 2\textsuperscript{nd} 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
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
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
Recap

Confirm the details that you entered.

Username
kpothier

Card number
XXXXX0000489107

Account name
Keith Pothier

Contact details

<table>
<thead>
<tr>
<th>Address line 1</th>
<th>Country</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 Elliott St</td>
<td>UNITED STATES OF AMERICA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address line 2</th>
<th>State/Province</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MA</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Town / City</th>
<th>Zip/Postal code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Haverhill</td>
<td>01830</td>
</tr>
</tbody>
</table>
Citi® Commercial Cards

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

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.

Continue  Cancel  Clear
Citi® Commercial Cards

Confirmation message

☑️ Confirmation of self-registration

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

OK
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

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
1. Click on Inquiry down arrow
2. Choose Statement
Click Search
This page shows all statements
Choose a statement by clicking blue account number

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

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

print statements
CHOOSING TRANSACTIONS FOR REALLOCATION:

Either click on *expand all* or the + to expand details of the transaction(s)
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.
Choose org
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
Bulk reallocation are completed the same as a single reallocation.
1. Select transactions for a bulk reallocation
2. Click bulk reallocate