JP MORGAN CHASE BANK is the administrator for our purchasing/travel credit card. Cardholders have been assigned specific capabilities by the department heads. Some cardholders are authorized to purchase small dollar items (less than $1,500). The card eliminates the use of purchase requisitions and purchase orders related to these items. Purchases made with the purchasing/travel card do not require approval by procurement.

Others are authorized to use the card for business travel on behalf of East Stroudsburg University. It replaces travel advances, hotel/transportation orders, and purchase requisitions related to travel. The card may not be used to purchase goods or services or for personal purposes (except as noted in “Use of Travel Card” Sections C7, C8, and C9).

The remaining cardholders are authorized to use the card for purchases and travel on behalf of East Stroudsburg University. Authorizations will be explained when the card is issued to individual cardholders.

A. Obtaining a Purchasing/Travel Card
   1. A purchasing/travel card is issued to selected individuals within East Stroudsburg University.

   2. To obtain a purchasing/travel card, an employee must:
      a. Provide his/her last 4 digits of Social Security number to the purchasing/travel card company (done on employees' behalf by Financial Affairs). The information requested is required only for the cardholder's protection. (Travel Card users must also provide a billing address).
      b. Receive training from an Accounts Payable staff member. No card will be issued until training is complete.
      c. Sign a Purchasing/Travel Card Acceptance Form (see Exhibit A) stating that he/she has received training and is aware of the purchasing/travel card policy.

B. Employee Liability/Responsibility
   1. The purchasing/travel card is issued in the employee's name.

   2. Purchases
      The monthly statement for purchases (not including travel) is paid by East Stroudsburg University.
      Although the cardholder is not responsible for paying the monthly invoice, the cardholder is responsible for all charges against his/her purchasing/travel card.
Travel

The cardholder will be billed directly for all travel related charges incurred on your travel card. *You are responsible for paying the statement balance* and for submitting your travel expenses on a Travel Expense Voucher form with original receipts attached for reimbursement. Travel Expense Vouchers may be submitted on a per trip basis.

3. Purchases

On a weekly basis, the cardholder will receive an emailed “Statement of Account” from JP MORGAN CHASE BANK.

After cardholders have received the “Statement of Account” via email on Thursday, they will be responsible for reviewing the statement, providing original coded receipts, obtaining approval signature and forwarding to Accounts Payable the following Wednesday in order to be posted every Friday.

Travel

At the end of each month, JP MORGAN CHASE BANK will provide the individual cardholder with a remittance advice and payment envelope along with their monthly billing statement. The statement will contain the following information:

- The name and address of the issuing bank
- Previous balance
- Total of purchases and other charges
- Total credits
- Total payments
- Late payment charge
- Posting date
- New balance
- Amount due
- Transaction dates

Payments must be received within 25 days of the cycle date, and payments are posted to the account within two business days from the date of receipt. Checks returned will result in a $29.00 non-sufficient fund fee charged to the account. This fee is non-reimbursable to the employee.

4. Each purchasing/travel cardholder with purchasing authorization is responsible for:
   a. Retaining receipts for all purchasing charges to attach to a copy of the weekly PVSN et “Statement of Account”.
   b. Verifying that all purchases listed on the purchasing card statement are accurate.
   c. Resolving any erroneous charges with the vendor or purchasing card company, as appropriate.
   d. Safeguarding his/her purchasing/travel card.
   e. The cardholder is responsible for all charges against his/her purchasing card.
Each purchasing cardholder with travel authorization is responsible for:
   a. Retaining receipts for all travel card charges to attach to the Travel Expense Voucher submitted for reimbursement.
   b. Verifying that all purchases listed on the purchasing/travel card statement are accurate.

C. Use of Purchasing Card
   1. All purchases made with the purchasing/travel card must be for the benefit of the State System of Higher Education, within established budgets, and in accordance with the Purchasing/Travel Card Policies and Procedures.
   2. If a vendor does not accept the purchasing/travel card, the cardholder must follow the processes outlined in the Desk Reference for Requesting Supplies and Services 3rd Edition.
   3. Any purchases costing $1,500 or more must be made in accordance with the processes outlined in the Desk Reference for Requesting Supplies and Services 3rd Edition.
   4. The following items (less than $1,500) may be purchased by all departments:
      a. Office, educational, and other operating supplies
      b. Subscriptions
      c. Memberships
      d. Miscellaneous reference material
   e. The following items (less than $1,500) are permitted to be purchased only by facilities personnel:
      a. Grounds and maintenance supplies and equipment
      b. Custodial supplies and equipment
      c. Kitchen supplies and equipment, including refrigerators and microwaves
      d. Heat-generating equipment
   6. The following items (less than $1,500) are permitted to be purchased only by information technology personnel:
      a. Printers and copiers
      b. Computer hardware, including CPU, monitor, keyboard, mouse, and speakers
      c. Fax machines and scanners
      d. Computer software
      e. Other technology supplies
   7. The following items are prohibited from being purchased:
      a. Items greater than or equal to $1,500 or in excess of cardholder transaction limit
      b. Personal items, including the purchase of items for personal use with the intention of reimbursing the University after the purchase.
      c. Cash advances
      d. Personalized business items such as business portfolios and personal organizers
      e. Gifts, prizes, flowers and alcohol
      f. Merchandise for resale
      g. Postage
      h. Aspirin and other non-first aid items
i. Telephones and cellular phones
j. Service of any type such as:
   - Honoraria
   - Consulting services
   - Printing services
   - Cleaning services
   - Maintenance and repair services
   - Temporary help services
   - Catering services

Use of Travel Card
1. All purchases made with the travel card must be for the benefit of the State System of Higher Education, within established budgets, and in accordance with the Travel Card Policies and Procedures. Hotel charges in excess of the maximum allowable rates found at http://www.passhe.edu/content/?/office/finance/accounting/rates will not be reimbursed unless accompanied by a valid explanation. Explanations include:
   a) When lodging cannot be located with a reasonable effort within the maximums.
   b) When employees must stay in a specific hotel or motel where their presence is required by the nature of the official business.
   c) When employees reside at a host establishment while attending a conference or convention on official business.
   d) Claims for lodging and meal expenses will be allowed under the American Plan (i.e., when the cost of lodging and meals is contracted as a package) when contracted for at the minimum rate, and when incurred by employees residing at a host establishment while attending a conference or convention on official business.

2. The travel card may not be used to purchase gasoline for an employee’s personal vehicle. The employee will be reimbursed the per mile rate as set forth in the Board of Governor’s Policy 1986-07-A, Travel Expense Regulations (BOG Travel Policy).

3. The travel card may be used to purchase gasoline for ESU vehicles. Receipts must be attached when requesting reimbursements for gasoline purchases.

4. Executive employees who either are assigned a vehicle or reimbursed for a leased vehicle according to the Executive Vehicle Policy may use the travel card for gasoline purchases for the assigned or leased vehicle.

5. Meals may be charged to the travel card and will be reimbursed in accordance with the Board of Governor’s (BOG) Travel Policy.

6. An employee who is authorized to incur meal expenses on behalf of others may use the travel card to pay for such meals.

7. Miscellaneous reference materials such as books, tapes, and videos available for purchase at seminars/conferences may be charged to the travel card and will be reimbursed if approved by the employees’ supervisor. These are the only goods that can be charged to the travel card.
8. Incidental business expenses, incurred while in travel status, such as copies, faxes, and postage may be charged to the travel card and will be reimbursed if approved by the employee’s supervisor. Business meeting expenditures such as equipment rental and conference room charges must be made in accordance with procurement policies and may **not** be charged to the travel card.

9. The only times the travel card may be used for personal purposes are:
   a) **Hotel costs** – Personal costs incurred while staying at a hotel such as movie charges, personal phone calls, and safe fees may be charged to the travel card but will **not** be reimbursed. Charges for laundry and dry cleaning may be charged to the travel card but are reimbursed only in accordance with the BOG Travel Policy.
   b) **Conference related costs** – Personal costs related to the conference such as spouse/guest registration fee and entertainment /evening events specifically associated with the conference may be charged to the travel card but will **not** be reimbursed.

10. The travel card may **not** be used for movies or other entertainment not included in the hotel bill or conference charge.

11. The travel card may **not** be used to purchase gifts, souvenirs, or any other personal item not previously mentioned.

12. If a hotel or transportation carrier does not accept the travel card, hotel/transportation orders are available from Accounts Payable. Other arrangements may be made with Accounts Payable as appropriate.

13. The travel card may be used to pay for professional development. This payment method does not change the current practice of obtaining necessary approvals for reimbursement of these classes.

14. An employee may not use his/her travel card to pay for another employee’s expenses except as noted in “Use of Travel Card” C6.

15. The employee is prohibited from using the travel card for cash advances.
D. Making Purchases
1. The cardholder may purchase items via telephone, mail, fax, Internet, or in person.

2. The ship to addresses for all parcels should include the cardholder's name, university address and building and room number. For example:

   John Doe
   East Stroudsburg University
   Rosenkrans West, Room 107
   200 Prospect Street
   East Stroudsburg, PA 18301

3. Cardholders should make prudent selection of shipping options. The cost of shipping heavier packages and/or routine packages via Federal Express or UPS overnight or 2-day express can be very expensive. Such priority handling or expediting of shipments should only be utilized when absolutely necessary. As with all expenditures of public funds, prudence must be demonstrated and expenses justified.

4. All purchases should be made only from reputable vendors. Back orders should be avoided. Vendors should be asked for the total charge including any shipping and handling.

5. The cardholder must keep all purchasing/travel card records, including receiving reports, packing lists, delivery tickets, order forms, or other documentation supporting charges against the card.

6. The cardholder must advise vendors to send any correspondence, e.g., receipts and order forms, directly to his/her department. Vendors should not send these types of correspondence to Accounts Payable or Purchasing.

E. Returning Purchases
Each cardholder is responsible for any returns of purchases. All returns must be credited to the cardholder's account. Cash refunds are strictly prohibited.

F. Purchasing/Travel card Dollar Limits
1. All purchases must be made within approved cost center budgets.

2. The maximum amount that can be charged to the purchasing card is $1,500 per transaction (Exception: Purchasing Department is $5000 per transaction). Travel card limits, usually $1000 per transaction, are set according to user needs.
G. Sales Tax
1. Each purchasing/travel card will be marked tax-exempt. For East Stroudsburg University, tax-exempt means that the office does not pay:
   a) Pennsylvania Sales Tax.
   b) Local hotel rental tax for hotels located in Allegheny, Delaware, Montgomery, and Philadelphia counties.

2. The cardholder should remind all vendors of the office's tax-exempt status. The cardholder must review all receipts for each purchase to ensure sales tax has not been assessed.

3. If sales tax has been charged to a purchase, the cardholder should contact the vendor for a credit.

4. If an employee chooses to pay his/her hotel costs in cash or with his/her personal credit card, the employee will not be reimbursed for sales tax assessed.

H. Reimbursement Requests (Travel)
1. All costs will be reimbursed in accordance with the Board of Governor’s Policy 1986-07-A, Travel Expense Regulations.

2. The employee must:
   a) Request reimbursement using a travel expense voucher.
   b) Attach all original receipts, as required

3. The employee does not need to attach a copy of his/her monthly travel card statement to the travel expense voucher. Accounts Payable will receive a report of each employee’s travel card activity from the travel card company (JP MORGAN CHASE BANK).

4. Payment of the travel expense voucher will be made no later than 10 business days following receipt in the Accounts Payable office.

5. An employee who files an accurate travel expense voucher, with all required receipts attached, by the 14th day of the month (i.e. 14 days after the billing cycle ending date), will receive the funds to pay his/her credit card bill by the due date.

I. Delinquent Accounts (Travel)
1. Each cardholder must pay his/her total balance due, less any erroneous charges, by the due date.

2. An account that has not been paid in full by the due date is considered delinquent.

3. If the employee has a delinquent account, the employee will be given a written notice from the Controller/Director of Financial Affairs.
4. If the employee’s account is delinquent a second time:
   a) the employee must surrender the travel card to Accounts Payable.
   b) the travel card will be cancelled by Accounts Payable.
   c) Disciplinary action may be taken, if appropriate.

5. An employee who loses his/her travel card privileges must request travel expense payments through the requisition process; cash advances will not be granted.

6. Charge Privileges
   a) will be cancelled (transactions will be declined) once a card reaches 61 days past due
   b) will be revoked once a card reaches 91 days past due
   c) revoked accounts cannot be reopened

J. Monthly Reporting (Purchases)

1. On a monthly basis, the cardholder will logon to JPMorgan website and download “Statement of Account,” available the second day of the following month. (Ex. January 1-31 transactions will be available on February 2).

2. The cardholder must:
   a. Compare charges listed on the statement to actual receipts.
   b. Resolve any erroneous charges listed on the purchasing/travel card statement.
   c. Attach, in chronological order, all original receipts to a copy of the Purchasing/Travel Card Expense Log/Report and purchasing/travel card statement. This data attachment is critical to provide audit substantiation. The receipt must have vendor name, amount, cost code (funds center, fund and general ledger account) and description of item purchased. The following documents are acceptable forms of receipts:
      - Original invoice (purchasing/travel card statements are not invoices).
      - Receiving report
      - Packing List
      - Order Forms
      - Renewal Notices
   d. If the cardholder does not have documentation for a transaction on the statement he/she must attach a "Purchasing/Travel Card Missing Transaction Receipt Form" (see Exhibit C) for each missing receipt.
   e. Enter cost center and GL codes on JPMorgan site.
   f. Statement must include cardholder’s signature and supervisor’s approval signature before forwarding the Purchasing/Travel Card Expense Log/Report, a copy of the statement and all original receipts to Accounts Payable by the 10th of every month. If it falls on a Saturday or Sunday, it will be due that Monday. Accounts Payable will review the documentation, post the charges, and maintain supporting documentation for audit purposes. Any documentation required for departmental inquiry should be copied prior to forwarding to Accounts Payable.
3. Each department head is responsible for:
   1. Reviewing and verifying the accuracy of all charges and reconciling between the statement and individual transaction documentation (receipts, delivery slips, logs, etc.). This reconciliation is critical to ensuring that the correct amount is paid.
   2. Verifying that the cardholder had contacted the vendor regarding any discrepancies or erroneous charges listed on the statement.
   3. Approving and signing the weekly statement to be forwarded to Accounts Payable by Wednesday for the prior week’s charges.

4. Accounts Payable will receive a monthly master invoice listing all purchasing card transactions for East Stroudsburg University by departmental cost center. Accounts Payable will pay the central invoice for purchases (not travel). Charges will have been posted to the appropriate department cost centers on a monthly basis.

K. Violations of the Purchasing/Travel Card Policy and Procedures
   1. The following are purchasing/travel card violations:
      a. Using the card for personal purposes
      b. Using the card for cash advances
      c. Purchasing prohibited items
      d. Purchasing items which exceed approved budgets or which were specifically not approved in the budget process
      e. Paying for contracted services
      f. Submitting the Purchasing/Travel Card Expense Report after the due date
      g. Submitting the Purchasing/Travel Card Expense Report with insufficient documentation to support purchases made

2. Accounts Payable will review charges against purchasing/travel cards on a monthly basis.

3. If a cardholder violates the Purchasing/Travel Card Policy and Procedures:
   - Notified by Accounts Payable via email
   - Notified by Accounts Payable Manager the cardholder is in jeopardy of losing ESU credit card privileges.
   - Written notice from the Controller to submit ESU credit card.

4. If a cardholder violates the Purchasing/Travel Card Policy and Procedures a third time:
   a. He/she must surrender the purchasing/travel card to Accounts Payable
   b. The purchasing/travel card will be canceled by Accounts Payable
   c. Disciplinary action may be taken, if appropriate

5. If a cardholder purchases items exceeding approved budgets, the related expense will be charged against the cardholder's respective Vice President's operating budget.

6. If a cardholder loses his/her purchasing/travel card privileges, the card may be assigned to another employee in the department at the discretion of the Controller.
7. Charge Privileges
   a) will be cancelled (transactions will be declined) once a card reaches 61 days past due
   b) will be revoked once a card reaches 91 days past due
   c) revoked accounts cannot be reopened

L. Lost/Stolen Purchasing/Travel cards
   1. The cardholder must notify the purchasing/travel card company, JP MORGAN CHASE Bank
      Customer Service at 1-800-270-7760 immediately of a lost or stolen purchasing/travel card. The
      purchasing/travel card company will cancel the purchasing/travel card and issue a new card.
   2. The cardholder must immediately notify Accounts Payable of the purchasing/travel card
      cancellation.
   3. Any fraudulent charges against the lost or stolen purchasing/travel card will be handled in
      accordance with the purchasing/travel card company's policies.

M. Termination of Employment
   1. Upon termination of employment, the cardholder must surrender the card to East Stroudsburg
      University's Accounts Payable Manager.
   2. Travel account must be paid in full prior to termination date.
   3. Accounts Payable will cancel the purchasing/travel card.

N. Important Dates
   Cycle is 21 business days – calendar provided by JP MORGAN CHASE Bank
   Expense report due to Accounts Payable the 10th day of the following month/

O. Exceptions
   Any exception to this purchasing/travel card policy must be approved by the Director of
   Financial Affairs/Controller or his/her designee.

P. Contacts
   To activate new card.................................................................800-270-7760
   To report a lost/stolen card or for any additional information please contact:

   Financial Affairs:
   Jane J Togher.................................................................570-422-3513
   Donna R. Bulzoni..............................................................570-422-3117

   Purchasing/Travel Card Company: JP MORGAN Bank
   Customer Service Group..................................................800-270-7760
East Stroudsburg University
Visa Purchasing/Travel Card
Acceptance Form

This agreement is made and entered into as of the ____ day of ______, 2012 by and between East Stroudsburg University ("university") and ________________________________ ("employee").

In consideration of the issuance of the JPMorgan Chase Bank purchasing/travel card to employee and for other good and valuable consideration, the university and employee agree as follows:

Use: Employee agrees to use the JPMorgan Chase Bank Purchasing/Travel Card ("Card") solely for legitimate business purchases and shall adhere to the Purchasing/Travel Card Policies and Procedures as set forth by the university and as may be amended from time to time.

Spending Limit: Employee shall not make purchases in excess of the monthly spending limit and in no event not more than $1,500.

Card: Employee shall keep their Card in a safe place to prevent fraudulent use and shall examine all receipts for accuracy before signing them and shall keep a copy of all receipts and send all original receipts to the Accounts Payable Department on a weekly basis.

Transaction Log: Employee shall keep a transaction log of all purchases. If while reviewing their weekly statement the employee finds an inaccurate charge, the employee should make their best efforts to resolve the issue with the merchant first then contact JPMorgan Chase Bank’s Commercial Card Customer Service Group at 800-270-7760 to resolve the dispute.

Lost or Stolen: In the event that employee's Card is stolen, you should notify JPMorgan Chase Bank Commercial Card Customer Service at 800-270-7760 and the university's purchasing/travel card administrator at 570-422-3513 immediately. The lost or stolen card will be cancelled immediately and a new card will be issued by JPMorgan Chase Bank.

Misuse: Employee understands and acknowledges that the improper use of the Card may result in cancellation, disciplinary action or termination of employment.

Closing: This agreement contains the entire agreement with respect to the subject matter hereof. This Agreement shall be governed and construed in accordance with the laws of the State of Pennsylvania. Each of the parties hereby consents to the exclusive personal jurisdiction of the State courts of, and the Federal courts located in, the State of Pennsylvania, in connection with any matter relating to or arising under this agreement.

___________________________________
Donna R. Bulzoni CPA MBA
Director of Financial Affairs & Controller

___________________________________
Employee
PURCHASING CARD
MISSING TRANSACTION RECEIPT FORM

CARD HOLDER: ________________________________

GL: _______________________________________

FUND: ______________________________________

COST CENTER/WBS: __________________________

PURCHASE DATE: _____________________________

NAME OF VENDOR: ___________________________

AMOUNT OF SALE: ____________________________

REASON FOR PURCHASE: _____________________

STATEMENT ENDING DATE: _____________________

DATE POSTED: ________________________________

SIGNATURE: _________________________________