

## 105 PURCHASE CARD USE

### I. PURPOSE

Establish the appropriate use of an Oberlin College Purchase Card.

### II. POLICY

- A. The appropriate Division and Department Head must approve all requests to obtain a new purchase card.
- B. The cardholder must successfully complete required training, and, upon completion of training, sign and accept the terms and conditions of the Purchasing Card Cardholder Agreement prior to receiving his/her purchase card. Cardholders must also complete a biennial refresher training course to retain use of a college issued purchase card.
- C. All purchase card transactions must be processed in accordance with college Procurement and Disbursement financial policies.
- D. All purchase card cardholders must adhere to the ethics in purchasing guidelines.
- E. The standard purchase card monthly spend limit is \$1,800.00. The standard single transaction limit is \$1,000.00. Requests to increase the standard spend or transaction limit must include an explanation of the business purpose for the request and must be approved by the appropriate Division/Department Business Manager. The request must then be forwarded to the Manager of Procurement Services (or designee) for final review and approval. Requests to increase the standard spend or transaction limit must be submitted via email using the online form. To request a single transaction exception limit for one-time use, submitted by e-mail to the Manager of Procurement Services (or designee) with copy to Division/Department Business Manager. To request a permanent monthly/single (not to exceed \$4,999) spending limit increase, please submit a properly completed purchasing card monthly spend limit exception request. This form can also be used for a temporary monthly increase.
- F. The purchase card cannot be used for purchases of restricted commodities and/or purchases from restricted vendors.
- G. All purchase card transactions must be made by the individual to whom the purchasing card is issued unless a Division/Department card has been issued.
- H. All purchase card transactions must be made for the sole use and benefit of Oberlin College. Personal purchases are not permitted under any circumstances as per the terms and conditions of the Cardholder Agreement.
- I. As an authorized agent of the College, it is the cardholder's responsibility to ensure proper use of the College's sales tax exemption number.
- J. For all meals, a detailed receipt indicating items ordered is required; and tips cannot exceed 20%.
- K. Expenses must be reconciled on a monthly basis through Chrome River, with copies of receipts uploaded as documentation. Cardholders will receive an e-mail from Purchasing indicating when the statement period has closed and receipts and reconciliation are due.

- L.** For all federal, private, and internal grant charges, cardholders must indicate in Chrome River the purpose of the charge, and, if relevant, must provide the name and institutional affiliation of everyone who participated in an activity supported by a PCard charge.

All PCard expenses on government grants, awards, or subcontracts must be reasonable, allocable, and allowable under Office of Management and Budget Uniform Guidance.

Alcohol is not an allowable grant cost; and tips cannot exceed 20%. Grant funds cannot be used to pay for meals for faculty, staff, and students in Oberlin.

- M.** It is the cardholder's responsibility to maintain appropriate supporting documentation for each purchasing card transaction along with a copy of the monthly statement of account for all transactions. Transaction documents must be kept for a minimum of one calendar year.
- N.** Procurement is authorized to review purchasing card purchasing activity to ensure compliance with this policy. Procurement is authorized to suspend the purchasing card privileges of any cardholder who is deemed to be in violation of this policy.
- O.** Violation of this policy and/or the duties and responsibilities listed in the Purchasing Card Training Manual will result in further action by the Dean, Director, or Department Business Manager in accordance with the Oberlin College Human Resources policies.
- P.** Fraudulent use of the purchasing card will result in actions being taken in accordance with the procedures established in the Cardholder Agreement form.