Cardholder’s Responsibilities

- Attend cardholder training
- Activate the card with the bank
- Protect the card
- Report lost or stolen cards immediately
- Comply with the policies and procedures in the cardholder guide
- Submit FULL documentation for EACH transaction to the Account Manager within 3 days
- Review each transaction via email
- Assist in resolution of any problems with vendors
- Stay within your limits set by your PCard Managers
- Return PCard to Account Manager upon transferring or leaving employment within the USNH system

Additional Cardholder Responsibilities

- Contact your Account Manager or Business Manager regarding any questions as to whether a purchase is appropriate to put on your PCard
- Contact your Account Manager or Business Manager if you need to make a purchase that exceeds your PCard limit.
- You the cardholder are the only authorized user of your PCard.

Violations

It is against the law to use any governmental funds for personal use. As a result, any personal use of institutional funds may be construed as a criminal act and subject to prosecution.

The difference between misuse and fraud is intent. Misuse implies a violation occurred without foreknowledge that the action was incorrect or inappropriate, while fraud involves an awareness of the impropriety and a conscious decision to proceed.

The following are a few examples of “misuse” of the Purchasing Card.

- Personal Purchases
- Assignment or transfer of your card to an unauthorized person, (example: giving your PCard or PCard number to another person to make a purchase for you)
- Cash or cash type transactions, (example: cash advances)
- Splitting transactions or "pyramiding", (example: a transaction exceeds your card limit so you have the vendor charge your card multiple times)
- Inappropriate purchases, (see list of unauthorized purchases)
- Lack of original documentation

Consequences for Violations

The severity of the violation will determine the extent of the consequences and as outlined in the USNH personnel policy, fraud can result in immediate dismissal and/or criminal prosecution.

- Loss of card
• You may be required to reimburse the University for unauthorized transactions or transactions lacking documentation
• Fraudulent use of the card may result in disciplinary action up to and including termination of employment.

Documentation Requirements

For all Purchasing Card transactions, the department account manager maintains the official record of the transaction. When audited, the department will be contacted to provide documentation supporting the business purpose of all Purchasing Card transactions under review. Lack of original documentation is a cardholder violation which could be viewed as a personal purchase and subject to the consequences of misuse as stated in Procedure 9-102, Role and Responsibilities.

(Required Points)

• Who
  o Vendor name & cardholder name must be on all invoices
  o Vendor address (internet address is sufficient for online vendors)
• What
  o Brief description of goods purchased, (please add descriptions if only item or model numbers are present)
• When
  o Date of purchase
• How many
  o Number of units purchased
• Business Purpose
  o What is this for?
  o Why did the University pay for it?
• Other Information
  o Substantiate why a contracted vendor was not used, (example: why did you buy it from Staples and not Boise)
  o Are any items being sent back? Is there a credit coming?
  o Account to be charged – fund org account code?

Acceptable Types of Original Documentation

• Cashier Receipt
• Supplier Invoice
• Credit Card Slip (with itemized pricing)
• Copy of order form or application (that includes pricing)
• Packing slips are allowed only when provided with pricing detail or in conjunction with one of the above

Please note:
For purchases from online vendors: Please print the order screen prior to disconnecting from the vendor’s website. The order screen may end up being the only documentation available to you.

Lack of Original Documentation
Substitute documentation is allowed in rare and unusual instances. However, lack of original documentation is a cardholder violation and the purchase may be viewed as a personal purchase and subject to investigation. Substitute documentation must include all of the required points expected on an original document along with the following:

- Explanation of why original documentation is not available
- Cardholder’s signature and date

**Authorized Purchases**

- Conference & registration fees
- Membership dues & fees
- Campus preferred rental car agency (unless not available)
- Postage – Off Campus
- Printing & Copying – Off Campus
- Rentals with no intent to purchase
- Supplies
- Use at these USNH vendors only:
  - Campus Bookstore
  - Paul Creative Arts Store
  - Division of Continuing Education
  - College of Lifelong Learning

http://www.finadmit.unh.edu/pol_proc/chapter_09/pro09_104

**Unauthorized Purchases**

- Advertising (with authorized exception only)
- Alcohol
- Animals
- Automotive repairs
- Awards, gifts, prizes (with authorized exception only)
- Cash Advances
- Construction/Renovation
- Consulting Services
- Donations
- Equipment (Single item over $5000)
- Flowers (with authorized exception only)
- Gasoline (with authorized exception only)
- Lease/rental of real property
- Meals (with authorized exception only)
- Personal items (regardless of intent to reimburse)
- Purchase from an employee or where a conflict of interest exists
- Radioactive materials
- Services: professional or personal
- Telephone equipment
- Weapons or ammunition
- Use at these USNH vendors is **not allowed**:
  - Athletics
  - Printing and Mail Services
  - UNH Computer Store
To Report a Lost of Stolen Card

Immediately report lost or stolen Purchasing Cards to the bank by calling 1-800-848-2813.

After reporting a lost or stolen card to the bank, the cardholder must also immediately contact their Account Manager, who must in turn report to the Campus Card Administrator.

A replacement card will be issued by the bank and mailed to your Campus Card Administrator. The Campus Card Administrator will notify your Account Manager and Business Manager to discuss issues, retraining, etc.