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University Purchasing Card Program Policies & Procedures

OVERVIEW

The Purchasing Card program is designed to facilitate the quick and efficient purchase of relatively low-cost goods and services required to meet the everyday operations of the University’s various academic and administrative departments. Cardholders should include authorized University administrators whose regular responsibilities include the purchase of goods or service for the department through use of the card, purchase order requisitions or requests for funds. No personal purchases or travel and entertainment (T&E) related transactions are allowed on Purchase Card. The individual Cardholder is responsible for insuring that all card purchases meet the University’s policies and procedures described here. These responsibilities include determination of the allowability of all purchases made using the Purchase Card, the return of any purchases, the receipt of appropriate refunds, the reconciliation of all credit card charges with the goods and services received and the proper allocation of credit card charges to appropriate budget accounts. A Department Head is responsible for assigning and approving an individual under their supervision to act as a Cardholder on behalf of the Department and delegates the scope of responsibility for the card to that individual. The Department Head remains responsible as the Card Supervisor for the Department and will be required to certify that all purchases made by the Cardholder are in accord with the University’s Policies and Procedures as detailed here.

The responsibilities of individual Cardholders, and Cardholder Administrators and Card Supervisors must be emphasized recognizing that the University secures the credit provided to each Cardholder. There is no individual credit check or liability (other than for fraudulent use by any individual). For reasons, maintaining the confidentiality of card information is imperative to prevent fraudulent or inappropriate use by non-card holders. Lost or stolen cards are to be reported immediately by the Cardholder to the Program Bank, Citizens Bank at 1-888-356-8378 and then to the Program Administrator, Karoline Prosperi, at x1276.

PURPOSE

Again, the purpose of the Purchasing Card program is to facilitate the purchase of basic needs for the day to day operations of University departments by providing a quick and efficient mechanism to make recurring purchases. The goals of the Program include:

- To make purchasing relatively low-cost items and repeat purchases quick, flexible, easy and cost effective.
- To reduce paperwork by not requiring Requisitions, Purchase Orders or Request for Funds (Direct Pay) to pay for such low cost, repeat purchases.
- To enable Cardholders and Cardholder Administrators to efficiently manage and account for such purchases through one monthly reconciliation.
- To enable the University to consolidate payments for such high volume, low-cost purchases through a single monthly payment by the University.

BENEFITS

Benefits of the Program include:

- Reduction in paperwork: Requisitions, Request for Funds, or Petty Cash are not needed when using the Purchasing Card.
- Reduction of petty cash funds and the risks related to cash transactions
- Allows departmental managers to work directly with suppliers to meet their needs in a more timely and effective manner.
- Faster processing time for end users.
- Reduces the use of personal funds requiring requests for reimbursement through the Universities Business Travel and Expense Policy.
• Reduces processing time and effort for the Cardholder, The Cardholder Administrator, the Purchasing Department in its capacity as Program Administrator, and Accounts Payable. Consolidated invoicing for a single monthly payment saves time, stationery, checks, postage and filing.
• Consolidation of purchases and payment can result in financial savings to the University in improved cash management, volume discounts and purchase rebates.

**DEFINITIONS [Please Alphabetize]**

**Cardholder:** University employee whose name appears on the Purchasing Card and is accountable for all charges made with that card.

**Card Administrator:** University employees within each department are responsible for verifying that all charges against the Cardholder’s account are backed up by support documentation and the documentation copies are forwarded to the Office of Financial Affairs. Card Administrators are responsible for reallocating individual charges to departmental accounts through use of CentreSuite, the Program Reporting system maintained by the Card Provider. Cardholders may be their own Card Administrators and a Card Administrator may oversee more than one Cardholder account depending on how the department elects to manage its accounts.

**Cardholder Agreement:** A form provided by the Office of Purchasing prior to delivery of the Purchasing Card to the Cardholder for signature acknowledging: (1) the requirements of the Purchasing Card Program; (2) their participation in an orientation and training session on the appropriate and effective use of the card; (3) their receipt and review of these Program Policies and Procedures, and (4) the agreement of the Cardholder to comply with these Program Policies and Procedures.

**Card Provider:** The University Card Provider is Citizens Bank.

Card Supervisor: The Department Head required to approve the monthly Purchasing Card reconciliation submitted to Account Payable by the Card Administrator. A Department Head may choose to be a Card Holder for their Department, but in such cases the signature of the Department Head’s Supervisor will be required on each Purchasing Card Reconciliation package submitted. In keeping with the standards of the Business and Expense Reimbursement policy, **by signing the Purchasing Card Reconciliation Package, the Card Supervisor is attesting and providing assurance that the report is: (1) accurate; (2) valid and appropriate for meeting legitimate University business needs, and (3) is in compliance with all aspects of this Purchasing Card Program Policies and Procedures.**

**CentreSuite:** Internet-based software program offered by Citizens Bank used to reconcile statements and access account information.

**Default Budget Number:** The department fund and organization code is assigned to an individual Cardholder’s Purchasing Card. An account code must be assigned by the Card Administrator at the time the Statement of Account is reconciled. A different fund and organization code may be assigned if they are in the Card Administrator’s budget authority.

**Merchant:** Vendor or supplier you are ordering from.

**Monthly Limit:** A dollar limitation of purchasing authority is assigned to the Cardholder for the total of all charges made during each monthly billing cycle. This amount will be established by the Office of Purchasing at the request and with the approval of the appropriate Vice President as well as the Department Head.

**Program Administrator:** The Associate Director of Purchasing is responsible for administering the Purchasing Card Program for the University, and acting as the liaison between the University and the bank as
Card Provider. In the absence of the Associate Director of Purchasing, the Director of Purchasing will administer the Program.

**Purchasing Card:** A charge card issued to an employee of Saint Joseph's University for the purpose of making authorized purchases on the University's behalf. The University will issue payment for charges made with the Purchasing Card.

**Purchasing Card Electronic Transaction Log:** Reconciliation report generated through CentreSuite which summarizes monthly transactions with budget numbers and detailed notes.

Purchasing Card Reconciliation Package: The submission of the Cardholders account reconciliation reflecting all charges posted to the Cardholder’s account each month, together with the properly entered Fund, Organization and Expense Account codes for budget reporting purposes. The package also includes all necessary Supporting Documentation and the approving signatures of the Cardholder/Card Administrator and the Department Head.

**Statement of Account:** This is a listing of all transactions charged to the Cardholder’s card account. This is accessed through CentreSuite.

**Support Documentation:** A merchant-produced or non-University document that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased, the total charge amount and the merchant’s name and address (e.g., sales receipt, original invoice, credit receipt etc.). Receipts/invoices for on-line purchases should be printed directly from the vendor’s website. If receipt is misplaced or lost, completed written explanation from the Card Administrator will be required which must be submitted with the Card Supervisor’s authorization as part of the monthly Purchasing Card Reconciliation Package.

**Transaction/Charge Limit:** A dollar limitation of purchasing authority is assigned to the Cardholder for each total charge made with the Purchasing Card. Dollar limitations will be established by the Office of Purchasing. Department Heads may establish lower limits for individual Cardholders in their Cardholder basis. A single transaction/charge may include multiple items but cannot exceed the limit set by the Office of Purchasing.

**Transaction List:** List of transactions within CentreSuite made by individual cardholders.

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**APPLICATION PROCESS**

**NOTE:** All transactions must be for the use and benefit of Saint Joseph's University. Personal purchases as well as T&E related transactions are NOT allowed.

**To obtain a Purchasing Card:**
Complete an application form available through the Office of Purchasing.

1. Application forms must be complete with signature approval of the Department Head and the appropriate Vice President and must include a default Banner Fund and Organization code. Monthly credit limit will be established by the Purchasing Department. Higher
monthly credit limits may be requested in writing by the Department Head and appropriate Vice President.

2. Forward the completed and approved forms to the Program Administrator, Karoline Prosperi, in the Office of Purchasing.

The Purchasing Office will set up the Cardholder’s account with the Card Provider, Citizens Bank. The applicant will be notified via email by the Office of Purchasing when the physical Purchasing Card will be available for pick up. Prior to receipt of the card, the Cardholder will be asked to participate in a brief orientation and training session, and to sign a Cardholder Agreement.

4. If you do not receive notification to pick up your Purchasing Card within ten business days after forwarding your application to the Office of Purchasing, please contact the Associate Director of Purchasing at x1276.

ALLOWABLE PURCHASES

As described herein, the Purchasing Card Program has been established to facilitate the acquisition of everyday goods and services required for the normal operation of University departments. The use of the card for these typically low dollar amount purchases is to be used as substitute for purchase order requisitions, requests for funds, or the use of Petty Cash. Individual transaction limits of $1000 will be assigned by the Office of Purchasing. Higher transaction limits may be established at the written request of a Department Head with approval of the responsible Vice President. Monthly transaction limits for each cardholder must be requested by the Department Head with approval of the responsible Vice President at the time of application by the Cardholder.

The Purchase Card may be used for the following acquisitions:

- Dues, memberships, licenses, application fees
- Conference and seminar registration fees
- Books, publications, periodicals, subscriptions, reprints, newsletters, videos and audio recordings
- Advertisements
- Furniture not exceeding $1000
- Interlibrary loans from external libraries
- Photo, art, shop and lab supplies
- Miscellaneous office supplies not provided through the University’s consolidated office supply purchase program administered through Office Depot
- Office equipment and computer related supplies (Note: equipment, peripherals and software are not permitted on the card. You must continue to request these items through Information Technology – through the Technology purchasing link in MySJU or designated IT liaison approved by IT)
- Ongoing purchases from previously contracted and approved suppliers and service providers under active purchase agreements
● Food and supplies related to support of specific University meetings and events. Note that any purchase of food and supplies for such meetings and events will require documentation of the individuals in attendance at the meeting with the required approvals to be submitted as part of the Support Documentation required for the monthly Purchasing Card Reconciliation Package. In general, the type of meal should be consistent with good business practice. When possible, meals should be limited to beverages, desserts or snacks. All food arrangements should be made with the University’s food service provider (Aramark) Any exceptions should be approved by Aramark as the University’s provides them the right of first refusal.

RESTRICTIONS

● **No personal charges are allowed, even with the intent of reimbursing the University. The Purchasing Card is not intended to be used as a substitute for a Travel and Expense card. The Purchasing Card entails greater exposure to liability for the University and its use must be managed accordingly.**

● Airline, hotel, restaurant and expenses related to authorized University business travel is not allowed. Such expenses may be charged to a Travel and Expense card held by the Cardholder with reimbursement subject to the University’s Travel and Business Expense Reimbursement Policy and Procedures.

● No transaction will be allowed that exceeds the available budget available budget.

● The Purchasing Card may not be used to purchase Traveler’s Checks or cash withdrawals from ATM machines.

● The card should not be used for the purchase of goods or supplies provided by other another on-campus department, such as Mail Services, Print and Design services, Drexel Library services, and services and supplies available through Facilities Management.

● No purchases are allowed that would require Facilities Management to deliver, install or engineer the space required for the purchase. the item is going.

● No purchases presenting significant potential risk or exposure to liability for the University. For example: items or services that present special health, safety, occupational, or environmental risks (i.e.: radioactive materials, lab animals).

● No purchases requiring any contract, agreement or arrangements whereby the University is required to sign any type of contract or agreement (i.e.: leases, independent contractors and consultants.)

● Any transactions that that exceed the Cardholder’s transaction limit, or would cause the monthly limit to be exceeded.
  ● Stringing of purchases with one merchant when the amount exceeds either the card transaction limit or the University’s competitive bidding requirement of $10,000

● Any purchase of $10,000 or more, requiring competitive bid.

● No use of the card for casino gambling.

● No purchase of computer equipment and peripherals. Please contact Information Technology for assistance.
- No purchase of furniture exceeding $1000. Please contact the Office of Purchasing for assistance with such purchases.

- No Audio Visual Equipment or Media Lecterns. Please contact Instructional Media Services for assistance.

- Telephone and teleconferencing equipment. Please contact Telecommunications Services for assistance.

- No fuel or service charges for rental or University-owned Vehicles. Allowable charges may be incurred using a Travel and Expense card or a University fuel card.

- In keeping with the University’s Travel and Business Expense Reimbursement Policy with regard to gifts for Hospitality/Bereavement, or recognition of service, the Purchase Card may be used to purchase flowers or a gift on behalf of the University. The amount should be reasonable and in keeping with good business practice. Such purchases require the approval of a Dean or Vice President. No purchases of gifts for employees, student workers, or any third parties are allowable without documentation of such approval.

**UNAUTHORIZED/INAPPROPRIATE USE**

The Purchasing Card must never be used to purchase items for personal use or for non-University purposes, even if the Cardholder intends to reimburse the University.

- A Cardholder who makes an unauthorized purchase with the Purchasing Card, or uses the Purchasing Card in an inappropriate manner may be subject to disciplinary actions including: Verbal Warning

- Loss of Purchasing Card privileges for a specified period of time or permanently

- Written warning added to the employee’s personnel file

- Termination of employment and possible civil and/or criminal prosecution for suspected serious infraction of University policy, fraudulent use and/or violation of law

**CARDHOLDER RESPONSIBILITIES**

The Cardholder to whom the card is assigned is authorized to use the card and is responsible for ensuring that all charges made with the card are in compliance with these Policies and Procedures.

The Cardholder is required to attend a Purchasing Card Program Orientation prior to use of the card.

It is the Cardholder’s responsibility to safeguard the security of the Purchasing Card and its related account information at all times.

The Cardholder shall keep the card in a secure place at all times (The card should not routinely be taken home on weekends and vacations. Again, the card is for departmental not personal use as a substitute for other procurement avenues that typically take place at work rather than while traveling. Expenses incurred while traveling are charged appropriately to the T&E card rather than the Purchasing Card.)

Under no circumstance shall the Cardholder permit anyone else to use the card.

The Cardholder shall document all Purchasing Card Transactions.
The Cardholder shall keep a record of all transactions each month on the Purchasing Card Electronic Transaction Log. The log shall be attached to the monthly statement with original receipts and submitted to Accounts Payable, Leslie Paynter, in the Office of Financial Affairs.

It is the Cardholder’s responsibility to present a receipt for all transactions. An original, printed copy, or fax copies acceptable. Missing receipts will require a written explanation signed by the Department Head as documentation for the monthly Purchasing Card reconciliation Package.

The Cardholder shall report errors on the account statement to Citizens Bank at 888-356-8378 or utilizing the Electronic Dispute Form available through CentreSuite.

The Cardholder shall report immediately a lost or stolen card to Citizens Bank at 888-356-8378, and shall notify the Program Administrator following the call.

The Cardholder shall return the card and all current transaction documentation to the Department Head upon separation of employment with the University.

The Cardholders may be required to reimburse the University for any and all transactions not authorized by these Policies and Procedures.

**CARD ADMINISTRATOR RESPONSIBILITIES**

It is the responsibility of the Card Administrator to ensure the proper use of the Procurement Card by the cardholders within their organization, as outlined in this policy, and to ensure that the cardholders who report to them properly document their charges according to required billing and payment schedule. The Card Administrator has the authority to suspend use of the card, or to order the account to be cancelled by the Program Administrator when evidence of abuse is identified.

The Card Administrator shall immediately notify the Program Administrator when a Cardholder’s employment with the University is terminated. The Card Administrator shall obtain all current receipts from the Cardholder for final statement processing.

The Card Administrator must ensure that all Cardholder’s Statement of Accounts are completed in CentreSuite and that all supporting documentation is forwarded to the Office of Financial Affairs by the 7th working day of the month. The Card Administrator is responsible for obtaining the approving signatures required of the Department Head, or the appropriate Card Supervisor if the Cardholder is a Department Head.

**CARD SUPERVISOR RESPONSIBILITIES**

The Department Head or other Card Supervisor is responsible for regular review of the use of the Purchasing Card by cardholders and the card administrators within their organization. Department heads or Card Supervisor are responsible for the review, approval and timely submission of the monthly Purchasing Card Reconciliation Package. The approval of the monthly Purchasing Card Reconciliation Package will signify the supervisor’s view that all transactions reflected in the monthly statements are in keeping with the Policies and Procedures as set for the here.

**PROGRAM ADMINISTRATOR RESPONSIBILITIES**

Evidence of failure to comply with these Policies and Procedures will result in deactivation of the card by the Program Administrator. Reactivation will require authorization of the responsible Vice President or Dean together with the Vice President for Financial Affairs.
MAKING A PURCHASE WITH THE CARD

- Identify requirement(s) to fill your need (The Office of Purchasing will provide assistance if you need with help selecting a vendor and in obtaining competitive pricing.)
- Verify the availability of budgeted funds for the transaction.
- Place order with vendor.
  1. Confirm that MASTERCARD is accepted. If not, issue an online requisition for purchase through Purchasing.
  2. If placing the order in person, Cardholder must sign the charge receipt and retain the Customer Copy.
  3. If placing the order via telephone, Internet or fax, Cardholder will give the merchant the following information as required:
     - Cardholder name and phone number
     - Department name
     - Complete campus delivery address (see below)
     - University’s sales tax exemption number
  4. If the card is declined by the merchant, it may be due to one of the following reasons:
     - MerchantCategory Code(MCC) may have been blocked by the University based on restricted acquisitions.
     - The purchase may exceed the transaction limit
     - The purchase may exceed the available monthly credit limit (credit balance)

During normal business hours, call the Program Administrator for assistance at x1276.

During nights, weekends, call the 800# on the card.
(888-356-8378) Report the occurrence to the Program Administrator x1276 on the next business day or via email. (kprosper@sju.edu, banderso@sju.edu)

All shipments on the University Purchasing Card must be directed to Saint Joseph’s as follows:
Saint Joseph's University
Your Name and Department
5600 City Avenue
Philadelphia, PA 19131.

No other ship to locations is permitted on the Card.

- Receive goods. Immediately inspect the shipment for damage or incorrect items. Retain all receipts.
- If a receipt has been misplaced, A copy of the original receipt may be obtained from the Card Provider for a fee. In the absence of a receipt, a written explanation with the signature of the Department Head is required as Supporting Documentation. All transactions must be reconciled in CentreSuite as well as forwarding the Statement of Account with original receipts attached to Accounts Payable in the Office of Financial Affairs, Attention: Leslie Paynter, by the 7th working day of the month.
- Note: Attach small receipts by scotch tape to vertical 8.5x11 page(s). Do not use staples.

SALES TAX EXEMPTION NUMBER

As a non-profit educational institution, Saint Joseph's University is a tax-exempt organization. Inform the vendor of Saint Joseph's University’s Pennsylvania Sales Tax Exemption number: 75-02138-6. If the vendor requests a Tax Exempt Form, one can be obtained from the Office of Purchasing.
MERCHANDISE RETURNS AND EXCHANGES

The Cardholder is responsible for contacting the merchant when merchandise purchased with the Purchasing Card is not acceptable (incorrect, damaged, defective, etc), and arranging a return for credit or an exchange.

Return for Credit – If merchandise is returned for credit, the Cardholder is responsible for obtaining a credit receipt from the merchant and retaining that receipt with the support documentation for that purchase. Receiving cash or checks to resolve a credit is prohibited.

Return for Exchange – If merchandise is to be exchanged, the Cardholder is responsible for returning the merchandise to the merchant and obtaining a replacement as soon as possible. Documentation showing the proper resolution of the exchange is to be retained with the support documentation for that purpose and forwarded with the statement indicating the credit and re-billing.

- Request a Return Authorization Number from the merchant
- If the Cardholder has ordered merchandise incorrectly, the departmental budget will be charged for return shipment expense.
- If the exchange is caused by vendor error in processing the order, request instructions for carrier return at Vendor’s expense (i.e.: UPS Call Tag). See instructions under Return for Damage.

Return for Damage – If merchandise is to be returned due to defective or damaged condition, the Cardholder is responsible to contact the merchant notifying them of the condition of the shipment received. Cardholder should retain original packaging. Cardholder should request a Return Authorization Number from the merchant, and instructions for return of shipment to the merchant at merchant’s expense. 

Note: product should be promptly packaged in original shipping container(s), taped closed, and delivered to Mail Services. Let the Mail Services Staff know how the package will be returned, or that a UPS Call Tag has been ordered for its return. (The UPS Call Tag will be delivered within 24-48 hours of your request from the merchant.)

VERIFICATION OF CHARGES

Cardholders/Card Administrators/Card Supervisors are all accountable for all charges made with Purchasing Cards used under their authority and are responsible for checking all transactions against the corresponding support documentation to verify taccuracy and propriety. This activity should be performed on a regular basis using the Transaction List.

If a particular charge or credit does not appear on the Statement, it should be checked against the next month’s Statement. If the charge or credit does not appear within 60 days after the original charge was made, the Cardholder must notify the Program Administrator at x1276.

If the Cardholder disputes a charge, the nature of the dispute and the final resolution must be documented. This documentation must be retained with the Statement on which the disputed charge appears. (See Payments, Discrepancies, Credits.)

With regards to purchases made on-line, a detailed receipt must be obtained from the Website you are ordering from and submitted with the Statement of Account.

After all transactions have been checked and account codes assigned on CentreSuite, the Card Administrator/Cardholder must sign his or her Statement of Account and obtain the signature of approval of the responsible Department Head or Card Supervisor. Place all receipts in the envelope and forward to the Accounts Payable in the Office of Financial Affairs, Attention Leslie Paynter, by the 7th working day of the month.
MONTHLY PAYMENT CYCLE

Daily:
Transaction List can be viewed electronically

7th working day of the Month:
Transaction List is reconciled, approved and forwarded to the Office of Financial Affairs; complete copy retained in Department files; CentreSuite Reconciliation completed. If the package is not received, the Card Administrator and Department Head will be notified.

15th of the Month:
If the monthly reconciliation package has not been received from the Card Administrator by the 15th of each month, all affected cardholder accounts will be deactivated.

14th of the Month:
The University issues one check for all University charges during the billing cycle.

CREDIT LIMIT

Each card will be given specific dollar limits per transaction. The monthly credit limit may vary per Cardholder/Department as established by the Office of Purchasing upon request and approval by the appropriate Department Head and relevant Vice President. Temporary adjustments to the monthly credit limit may be requested via email to the Office of Purchasing. If the situation is of an urgent nature, contact your Program Administrator. Temporary adjustments to the credit limit will revert to the original credit limit for the next statement period.

Note: The credit limit is NOT tied to your available budget funds. The Cardholder is responsible for determining if funds are available for any transaction before it is made.

PAYMENTS, DISCREPANCIES, AND CREDITS

Payments – The Office of Financial Affairs will automatically make payments on a monthly basis for all Purchasing Card transactions billed within the prior month’s cycle.

Note: The University pays all charges in full each statement period.

If a dispute or return purchase has occurred, the bank will issue a credit to the Cardholder accounts when it is resolved. A credit may take 60 days to be resolved and posted. (See Merchandise Returns and Exchanges, Cardholder Charge Dispute Resolution) As a result, a department’s budget may not receive anticipated credits for an extended period which may limit ongoing expenditure authority.

Default Charge Allocation - The Banner Fund and Organization code provided on your Purchasing Card Application Form will automatically default for each transaction. It is your responsibility to allocate the transaction to the appropriate budget account code. The Fund and Organization code may be changed to any budget number for which the cardholder maintains authority.
CHARGES TO GRANT FUNDING

For all charges to be paid from grant or other restricted funds, the Cardholder is required to obtain a determination from the Director of Research Services that the purchases are:

- Allowable and reasonable
- Not prohibited by the sponsor or federal guidelines
- Authorized by the Grant Administrator

CHARGE DISPUTE RESOLUTION

Card Administrators/Cardholders are responsible for resolving any issues directly with the merchant and/or through the Electronic Dispute Process at www.centresuite.com. Discrepancies that cannot be resolved with the merchant directly may be submitted to the Office of Purchasing for assistance.

Notify the merchant or Citizens Bank immediately of any discrepancies or credits due. (I.e.: Disputed or fraudulent charge)

- You will receive a reply from the bank, confirming receipt of your request, and providing the name and phone of the person handling the issue.
- The current statement will be paid in full by Saint Joseph’s. The credit for the item may take 60 days or 2 statement periods to post, since Mastercard gives the Merchant 30 days to respond.

LOST, STOLEN, OR DAMAGED PURCHASING CARD

Immediately report lost or stolen cards to Citizens Bank at 888-356-8378 (24/7 availability).

Give the last good purchase date, merchant name and approximate amount to the Customer Service Support person. All other charges after that date will be held in suspense pending the Mastercard investigation.

Notify the Office of Purchasing within 24 hours (after reporting to the bank) at x1276 or kprosper@sju.edu

- Send a Lost, Stolen, or Fraud Purchasing Card Notification Form to the Program Administrator
- The Program Administrator will issue a replacement card to the Card Administrator.
- If the card is found after being reported lost or stolen, it must be immediately cut in half and sent to the Office of Purchasing.

Report a damaged card to the Program Administrator at x1276. Cut up the damaged card and send to the Office of Purchasing. The Office of Purchasing will immediately request a replacement card for you.

**CARDHOLDER ACCOUNT MAINTENANCE**

When the information contained on a Cardholder’s Enrollment Form changes, a Cardholder Change Form must be completed and signed by the Department Head and appropriate Vice President before forwarding to the Program Administrator. (See Forms – Cardholder Change Form)

**CARDHOLDER TRANSFER WITHIN THE UNIVERSITY**

If a Cardholder transfers to a new position within the University, you will need to notify the Office of Purchasing.

If your new position does not require the card, return your card immediately to your Department Head so that it may be cancelled by the Program Administrator.

**LEAVES OR SABBATICALS**

Cardholders on Leave or Sabbatical longer than six months, must return the card to the Program Administrator with the completed Cardholder Change Form prior to the beginning of their leave so that the account may be closed.

If the Leave or Sabbatical is less than six months, the Cardholder must arrange with the Department Head to verify and reconcile any outstanding account expenses within the required statement period(s).

If, as an exception, use is permitted on the card during any Leave or Sabbatical, written approval by the responsible Vice President must be on file with the Program Card Administrator prior to the effective leave date. Again, the Cardholder must arrange with the Department Head for verification and reconciliation of account transactions with in the required statement period(s).

**CARDHOLDER SEPARATION FROM THE UNIVERSITY**

Cardholders must surrender their Purchasing Card and corresponding support documentation to the Department Head prior to separation from the University. The Program Administrator shall be immediately notified by the Card Administrator using the Cardholder Change Form to cancel the card. (See Purchasing Card Cancellation.)

**PURCHASING CARD CANCELLATION**

The Card Administrator must notify the Program Administrator immediately when a Purchasing Card is to be canceled. The card must be destroyed by cutting it in half. Forward both card halves to the Program Administrator.

**FRAUDULENT USE**
ALL transactions must be for the use and benefit of Saint Joseph's University. Personal purchases are strictly forbidden. Evidence of potentially fraudulent use may result in immediate termination of Purchasing Card privileges for the Cardholder. A determination of fraudulent use by the University may result in a claim by the University for reimbursement by the Cardholder, and other disciplinary actions, including termination that may be taken in accordance with University policies.

Contact Us
If you have any questions, or require assistance, please contact:
Karoline Prosperi, Associate Director of Purchasing, at x1276 or kprosper@sju.edu.
In the absence of the Associate Director of Purchasing, contact William Anderson, Director of Purchasing at x1276 or handerso@sju.edu