

Yeshiva University Purchasing Card Program Policies & Procedures Guide

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Purchasing Card Policies & Procedures Guide

1. INTRODUCTION

1.1 PURPOSE STATEMENT

To set forth Policies and Procedures for Yeshiva University's Purchasing Card Program.

1.2 INTRODUCTION TO THE PURCHASING CARD PROGRAM

The Yeshiva University Purchasing Card Program has been established to provide a convenient means with which to make purchases and, at the same time, reduce the costs associated with initiating and paying for those purchases. The Purchasing Card used is a MasterCard issued by JP Morgan Chase. The University shall be liable for all Purchasing Card transactions. In the event that a Cardholder overspends the designated budget, then the Cardholder's college, school, department, or office shall resolve the deficit budget. **The University shall not maintain any central fund that shall be available to cover spending beyond the applicable budget.** The University's Procurement Services department is responsible for managing the Program and each Academic or Administrative department is responsible for managing its Cardholders. Two areas of responsibility have been defined within each department to assist in this management effort. They are the Cardholder and Card Manager.

It is Yeshiva University policy to procure items/service via a Purchase Order. Only in instances where a Purchase Order is not accepted, a Purchasing Card can be used. Many items that are currently procured using Transmittals, Check Requests, some Blanket Orders, or Petty Cash are prime candidates for Purchasing Card use. The Purchasing Card Program is designed to cut costs by consolidating supplier invoices and eliminating transmittal processing.

1.3 HOW TO USE THIS GUIDE

This *Purchasing Card Policies and Procedures Guide* provides the details about the Purchasing Card program. The *Definitions & Responsibilities* (Section 2.0) define the terms used throughout this Guide. The *Purchasing Card Policies and Procedures Guide* will be updated and changed as necessary. Please refer to the Procurement Services web site at www.yu.edu/procurement for the most current version of the *Purchasing Card Policies and Procedures Guide*.

2 ROLES AND RESPONSIBILITIES

2.1 DEFINITIONS & RESPONSIBILITIES

2.1.1 Purchasing Card: A charge card/credit card issued to an employee of Yeshiva 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.

2.1.2 Transaction Limit: A dollar limitation of purchasing authority assigned to the CARDHOLDER for each total charge made with the PURCHASING CARD. A single transaction/charge may include multiple items but cannot exceed the transaction limit. The individual transaction limit for each cardholder is determined by the CARD MANAGER but may not exceed \$2,500.

2.1.3 Monthly Spending Limit: A dollar limitation of purchasing authority assigned to the CARDHOLDER for the total of all charges made during each monthly billing cycle. Departments may establish a limit on a per CARDHOLDER basis. A monthly limit must be established for each CARDHOLDER. Any request for a monthly spending limit of more than \$10,000 will require special approval (see P-Card Monthly Limit Increase Form). These requests shall also be reviewed and approved/declined by the Chief Procurement Officer (CPO) and the Director of E-Commerce.

2.1.4 Default General Ledger Number: A University General Ledger Number assigned to an individual CARDHOLDER's PURCHASING CARD by the CARD MANAGER. Only one DEFAULT General Ledger Number can be assigned to a PURCHASING CARD and all charges made with the PURCHASING CARD will be posted into that DEFAULT General Ledger Number unless the CARDHOLDER reallocates the charges on-line using PAYMENTNET before the PAYMENTNET ON-LINE REVIEW DEADLINE. Otherwise, charges may be reallocated via Journal Voucher after the payment of the monthly electronic statement. (See Section 4.0) A generic P-Card Object code is set for all transactions. This code must be changed to the appropriate code reflecting the type of item/service purchased.

If an ALTERNATE General Ledger Number used to allocate a charge is either entered incorrectly, is inactive or has insufficient funds to accommodate the expenses the DEFAULT General Ledger Number will be charged, so that the bill can be paid.

In the event the DEFAULT General Ledger Number fails, we have no alternative but to suspend Purchasing Card charging privileges on all Purchasing Cards sharing the same DEFAULT General Ledger Numbers until the default General Ledger Number problem is rectified. The Budget Officer of your school/division will be notified and any finance charges that may be assessed by JP Morgan Chase due to a late payment caused by the DEFAULT General Ledger Number problem will be paid by your department.

We have no desire to suspend cards, so please ensure that the General Ledger Number being used is correctly entered and sufficiently funded.

2.1.5 PaymentNet: JP Morgan Chase designed PaymentNet as an Internet based software, which can be accessed with practically any commercial browser. Internet accessibility allows cardholders to view information from the office, home or any other remote location. PaymentNet is used to review and reallocate charges. The review of charges by the CARDHOLDER should be done within 24-48 hours after a charge has been placed. This is accomplished by logging on at **www6.paymentnet.com** by using your individual used ID and password, reviewing the charge, changing the General Ledger Number if necessary and placing a check mark in the **Reviewed** box.

The PROGRAM ADMINISTRATOR will post any information or announcements regarding the Purchasing Card program on the Home Page of PAYMENTNET.

2.1.6 Billing Cycle: The period between one BILLING DATE through the next BILLING DATE.

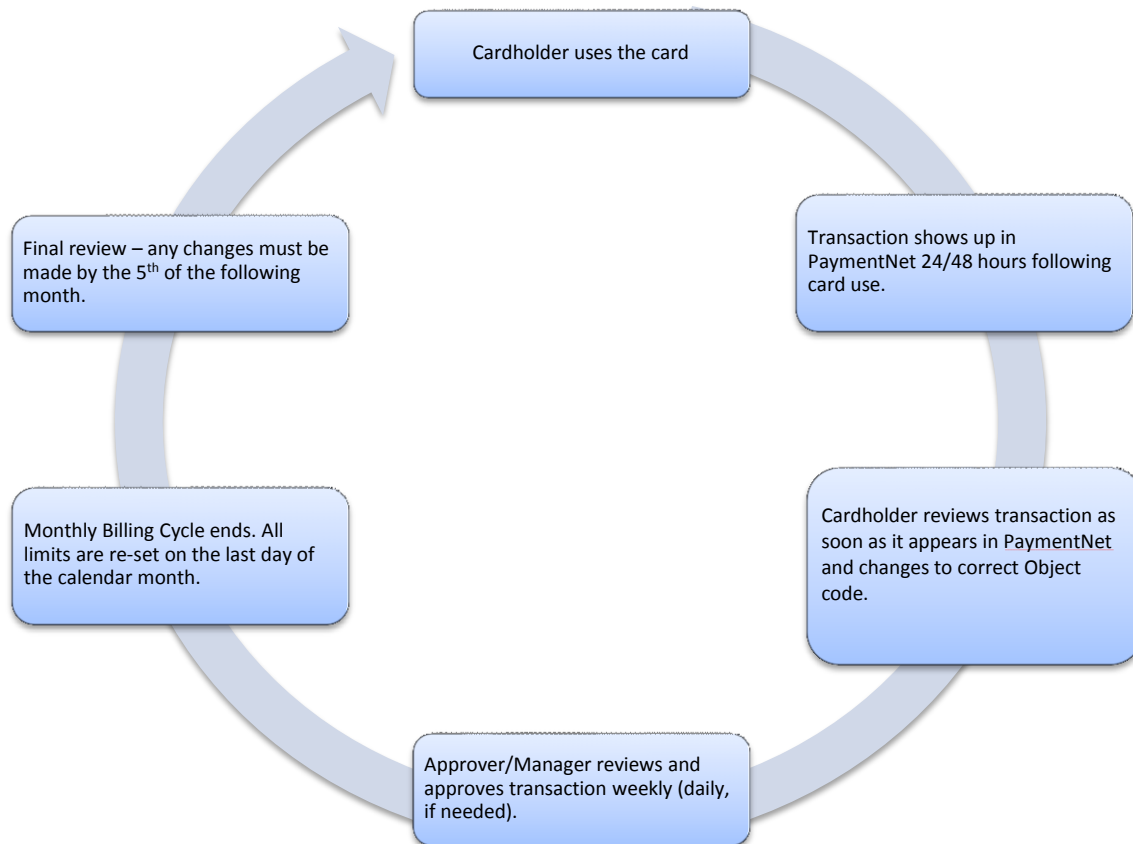
2.1.7 Billing Date: The date that the BILLING CYCLE closes. The BILLING CYCLE closes on or near the last day of the month. JP Morgan Chase does not close a BILLING CYCLE on a weekend or bank holiday. Therefore, if the last day of the month was on a Sunday, the BILLING DATE would be Monday. If the last day of the month was on a Saturday, the BILLING DATE would be Friday.

2.1.8 PaymentNet On-Line Review Deadline: Review and if necessary reallocation of all charges (Charge GL Number changes and split Charge GL Number) must be completed on a weekly basis. The deadline for the making any changes for current billing cycle is the 5th of the following month. This date will be posted on the PAYMENTNET home page under “Message from your Program Administrator.” If an erroneous General Ledger Number is entered during the reallocation process or if the General Ledger Number entered is not recognized by the GL system, charge will be processed against the DEFAULT General Ledger Number. All charges made are paid regardless of a check mark appearing in the **Reviewed** or **Approved** box.

This is how the monthly payment cycle will work (see **Figure 1**):

- CARDHOLDERS and CARD MANAGERS review charges periodically during the week reconciling charges by changing General Ledger Number if necessary and placing a check mark in the **Reviewed/Approved** boxes.
- On Monday CARDHOLDERS and CARD MANAGERS make their final review of the previous weeks charges posted to PAYMENTNET.

Figure 1. Monthly Cycle



2.1.9 Commercial Card Statement: A listing of all transactions charged to the CARDHOLDER's PURCHASING CARD up to the end of the monthly BILLING CYCLE. This statement is sent by JP Morgan Chase, directly to the CARDHOLDER, on a monthly basis or may be printed out on-line from PAYMENTNET. This statement is used for monthly reconciliation of charges. It is **not** to be used for payment purposes (i.e. do not submit to ACCOUNTS PAYABLE for payment).

2.1.10 Support Documentation: A merchant produced or non-University document (original, fax, e-mail) that records the relevant details for each item purchased including quantities, amounts, a description of what was purchased which includes line item detail, shipping/handling charges, the total charge amount and the merchant's name and address (e.g. sales receipt, invoice, priced packing slip, credit receipt, internet vendor confirmation page, etc.). A Missing Receipt affidavit (included with this document) must be filled out and filed if the original receipt is missing and could not be obtained from vendor.

2.1.11 Cardholder: University employee whose name appears on the PURCHASING CARD and is accountable for all charges made with that card. The CARDHOLDER's responsibilities are:

- Completes Purchasing Card training. Training must be completed before a Purchasing Card Application is submitted to the PROGRAM ADMINISTRATOR for processing. Online refresher training must be completed at PURCHASING CARD renewal (every 3 years). Failure to complete the refresher training within 30 days will result in suspension of charging privileges for the CARDHOLDER.
- Completes a Purchasing Card Application.
- Signs a Cardholder Agreement.
- Uses the PURCHASING CARD to purchase only the business-related goods that cannot be procured via a Purchase Order and items on the *Restricted Items* list as indicated in Section 3.0.
- The total value of any one charge made with the PURCHASING CARD may not exceed the TRANSACTION LIMIT stipulated on the CARDHOLDER's Purchasing Card.
- Keeps track of purchases and returns.
- Obtains SUPPORT DOCUMENTATION for each charge and verifies orders for accuracy.
- Reviews charges on-line using PAYMENTNET (www6.paymentnet.com) within 24-48 hours after charge has been made, change the Object Code to match the expense type, reallocate charges to another GL account - if necessary - and place a check mark in the **Reviewed** box. Repeated Failure to change the Object Code will result in Card revocation.
- Reviews all charges by the PAYMENTNET ON-LINE REVIEW DEADLINE, which is posted on the PAYMENTNET Home Page.
- Reconciles SUPPORT DOCUMENTATION to the monthly COMMERCIAL CARD STATEMENT, signs and dates the COMMERCIAL CARD STATEMENT after reconciliation and forwards for review to the CARD MANAGER. If any SUPPORT DOCUMENTATION is missing, contacts vendor for a copy of the missing SUPPORT DOCUMENTATION.
- Notifies bank's Customer Service Representative of any billing discrepancies posted on the COMMERCIAL CARD STATEMENT.

- Notifies bank's Customer Service Representative immediately regarding a lost or stolen PURCHASING CARD.
- Adheres to the Purchasing Card Policies & Procedures
- Notifies CARD MANAGER of any changes.
- Maintains PURCHASING CARD security to prevent unauthorized charges against the account.
- Periodically reviews the *Purchasing Card Policies and Procedures Guide* on the Procurement Services web site at www.yu.edu/procurement in order to remain current on any changes.

2.1.12 Card Manager: An employee associated with each department (i.e. budget officer, financial analyst, department administrator) responsible for verifying that all charges against the CARDHOLDER's account are backed up by SUPPORT DOCUMENTATION and that the COMMERCIAL CARD STATEMENT and SUPPORT DOCUMENTATION is retained within the department.

A CARD MANAGER may oversee more than one CARDHOLDER account depending on how the department elects to manage its accounts. The CARD MANAGER must not be in a subordinate role to their CARDHOLDERS. There can be only one CARD MANAGER in each Department.

Additional responsibilities include:

- Completes Purchasing Card training. Online refresher training must also be completed at three-year intervals. Failure to complete the refresher training within 30 days will result in suspension of charging privileges for the CARD MANAGER'S CARDHOLDER(S).
- Determines necessity and purpose of each PURCHASING CARD.
- Identifies potential CARDHOLDERS.
- Approves CARDHOLDER's Purchasing Card Application and Cardholder Agreement forms. The CARD MANAGER must also obtain the approval signature, on the Purchasing Card Application, of the Dean or University Vice President.
- Ensures CARDHOLDER applicant completes training.
- Reviews charges on-line using PAYMENTNET (www6.paymentnet.com), changes the Object code, reallocates charges if necessary and places a check mark in the "Approved" box. All reviews must be completed before the PAYMENTNET ON-LINE REVIEW DEADLINE.
- Ensures that the CARDHOLDER is reviewing their charges on-line using PAYMENTNET.
- Reviews each CARDHOLDER's monthly COMMERCIAL CARD STATEMENT and SUPPORT DOCUMENTATION. Samples and tests PURCHASING CARD transactions to verify that they are appropriate and supported by adequate SUPPORT DOCUMENTATION. If all documentation is satisfactory, signs and dates COMMERCIAL CARD STATEMENT upon completion of review. If CARDHOLDER'S COMMERCIAL CARD STATEMENT is unsatisfactory, advises CARDHOLDER to meet requirements.
- Ensures that all COMMERCIAL CARD STATEMENTS are retained within the department for the appropriate period of time as indicated in Section 7, *Record Retention and Audit*, and are accessible for an audit at any time.

- Ensures the use of the PURCHASING CARD conforms to University policy and PURCHASING CARD program guidelines.
- Responsible for receiving and disseminating PURCHASING CARD information within their department and for relaying PURCHASING CARD information from within their department to the PROGRAM ADMINISTRATOR.
- Notifies CARDHOLDER of PURCHASING CARD misuse and informs the PROGRAM ADMINISTRATOR after **three warnings** of repeated misuse, who in turn cancels the PURCHASING CARD.
- Responsible for all PURCHASING CARD Maintenance (i.e. corrections/changes to DEFAULT General Ledger Number, updating e-mail addresses, etc.) for their department by sending an e-mail request to the PROGRAM ADMINISTRATOR.
- If the CARD MANAGER is a CARDHOLDER with a DEPARTMENTAL PURCHASING CARD, the CARD MANAGER will review their monthly COMMERCIAL CARD STATEMENT and SUPPORT DOCUMENTATION, approve the charges, and file the STATEMENT together with all of the SUPPORT DOCUMENTATION.
- Periodically review the *Purchasing Card Policies and Procedures Guide* on the Procurement Services web site at www.yu.edu/procurement in order to remain current on any changes.

2.1.13 PROGRAM ADMINISTRATOR: University PROCUREMENT SERVICES employee responsible for administering the PURCHASING CARD program for the University and acting as the main contact between the University and JP Morgan Chase. The PROGRAM ADMINISTRATOR is neither a CARDHOLDER nor a CARD MANAGER. The PROGRAM ADMINISTRATOR may at any time request a CARDHOLDER to submit their COMMERCIAL CARD STATEMENTS and SUPPORT DOCUMENTATION for audit. Additional responsibilities include:

- Establishes and maintains company-wide communication.
- Reviews Purchasing Card Applications upon receipt.
- Issues PURCHASING CARDS.
- Maintains files and profiles of CARDHOLDERS.
- Assists with problem resolution.
- Cancels PURCHASING CARDS immediately upon notification of employee termination, department transfer or PURCHASING CARD misuse.
- Monitors program compliance.
- Develops and provides CARDHOLDER and CARD MANAGER training.
- Serves as primary contact to JP Morgan Chase.
- Posts PAYMENTNET ON-LINE REVIEW DEADLINE date on PAYMENTNET home page.
- Works with PROCUREMENT SERVICES to identify and drive future program applications and enhancements.
- The PROGRAM ADMINISTRATOR pays all PURCHASING CARD charges centrally by sending an electronic file of the charges for each billing cycle to University's financial system, GL.
- Issues reminders and card use tips to CARDHOLDERS and CARD MANAGER.

2.1.14 Procurement Services: The department authorized by the University to purchase goods/services on behalf of the institution. Responsibilities include:

- Supports PROGRAM ADMINISTRATOR in managing the program.
- Establishes contracts.

- Manages suppliers.
- Works with PROGRAM ADMINISTRATOR to identify future program applications and enhancements.
- Assists with CARDHOLDER training.

2.1.15 Accounts Payable: Responsibilities include:

- Records expenses to the general ledger.
- Pays JP Morgan Chase.

2.2 PURCHASING CARD ELIGIBILITY

The Purchasing Card Program must be approved for use by each school/division. Not every school/division may wish to use a Purchasing Card or may have certain internal controls. Please consult with your budget officer to confirm if your school/division has approved the use of a Purchasing Card. In general, please follow these guidelines:

1. If a Purchasing Card program does not exist in your department, approval must be obtained from the Chief Procurement Officer (CPO). A notification approving this program in your department will be sent to the Purchasing Card PROGRAM ADMINISTRATOR. The Department Administrator must also identify at this time who will assume the role of CARD MANAGER for the department.
2. Adding individual cardholders to your department's Purchasing Card program shall require the approval of CARD MANAGER and the CPO.
3. CPO must approve the list of CARDHOLDERS and CARD MANAGERS, including MCC (Merchant Category Code) access on an annual basis.

Only full-time permanent employees and student employees are eligible to receive a PURCHASING CARD. A student or a temporary employee may not obtain a PURCHASING CARD. Only one PURCHASING CARD may be issued per CARDHOLDER. It is not necessary for every eligible department employee to receive a PURCHASING CARD. Typically, it should be the individual(s) who make the majority of departmental purchases. To obtain a PURCHASING CARD, an individual must:

- Personally complete Purchasing Card Training.
- Complete the Purchasing Card Application and Cardholder Agreement form (available upon completion of Purchasing Card Training)
- Have the Purchasing Card Application and Cardholder Agreement forms signed by the CARD MANAGER. The CARD MANAGER will complete the department section and obtain the approval signature, on the Purchasing Card Application, of the Dean or University Vice President.

Since the PURCHASING CARD is a University credit card, approval is not contingent on, nor will it impact, the CARDHOLDER's personal credit history

The CARDHOLDER is required to read the *Purchasing Card Policies and Procedures Guide* and adhere to all PURCHASING CARD policies and procedures. The most current version of the *Purchasing Card Policies and Procedures Guide* is posted on the Procurement Services web site, www.yu.edu/procurement, and it is the CARDHOLDER'S and CARD MANAGER'S responsibility to review this document periodically to ensure compliance. CARDHOLDERS must also have an active Yeshiva University e-mail account.

The individual whose name appears on the card can only use the PURCHASING CARD. PURCHASING CARDS and PURCHASING CARD numbers must be safeguarded by the CARDHOLDER against use by unauthorized individuals within or outside the University.

Note: A University PURCHASING CARD is not a benefit of employment. The University reserves the right to terminate individual PURCHASING CARD privileges at any time with or without cause.

3. AUTHORIZED/UNAUTHORIZED CARD USE

3.1 AUTHORIZED CARD USE

3.1.1 CARDHOLDERS should only use the PURCHASING CARD when a Purchase Order is not accepted and use the CARD only with key suppliers suggested by Procurement Services (see Procurement Services website at www.yu.edu/procurement) and are authorized to purchase any merchandise or services as a function of their duties at the University with the **exceptions** on the **restricted item list** documented in Paragraph 3.2 of this section. See Appendix A for the complete list of allowable merchant types.

3.1.2 Only the CARDHOLDER whose name is embossed on the INDIVIDUAL PURCHASING CARD or a person authorized by the CARD MANAGER to use the DEPARTMENTAL PURCHASING CARD is authorized to use the PURCHASING CARD and is responsible for ensuring that all charges made with the PURCHASING CARD are in compliance with these policies and procedures.

3.1.3 The total value of any **one** item purchased with the PURCHASING CARD may not exceed the TRANSACTION LIMIT stipulated.

3.1.4 It is strongly recommended that CARD MANAGERS establish a list of approved suppliers for each of their CARDHOLDERS, as appropriate, monitor activity and report any discrepancies to the PROGRAM ADMINISTRATOR.

3.2 RESTRICTED ITEMS

Most of the items on this list are restricted due to IRS reporting guidelines. Your PURCHASING CARD **CANNOT** be used to purchase the following items:

1. Items For Personal Use
2. Items For Non-University Purposes
3. Items that can be procured via a Purchase Order
4. Office Supplies (must be ordered via StaplesLink)
5. Cash Advances
6. Contracting (Due to IRS Requirements and 1099 Reporting: handled by P.O.)
7. Leases or Demonstrations of Equipment
8. Rental of Vehicles (automobiles, vans, etc.)
9. Financial Services
10. Employee Benefits: tuition, gifts, scholarships, stipends, etc
11. Telephone (regular or cellular): purchase, installation or service
12. Laboratory Animals (Controlled by the Department of Lab Animals)
13. Gift Certificates.
14. Any purchase requiring a contract (Due to IRS Requirements and 1099 Reporting: Handled via P.O.)
15. Goods or Services currently on a University contract (Check with Procurement Services Department if you are unsure)
16. Any purchases prohibited by other University policies or not related to University business
17. Services:
 - Consulting (i.e. architectural, computer, on-line technical support, etc.)
 - Special Services (i.e. independent contractors, performers, consultants, speakers)
 - Payments of medical or health care services (i.e. medical and dental lab work, ambulance and ambulette services, etc.)
18. Controlled Substances (i.e. Radioactive Materials, Ethyl Alcohol, DEA items)
19. Purchases from auctions and on-line auctions (e.g. E-Bay, You Bid, etc.) (High Risk issues and warranty issues.)
20. Computers and computer peripherals (must be ordered via P.O)

21. Purchases from individuals.

CARDHOLDERS and CARD MANAGERS should contact the PROGRAM ADMINISTRATOR in advance of a purchase if there is any doubt.

3.3 UNAUTHORIZED AND/OR INAPPROPRIATE PURCHASING CARD USE

The PURCHASING CARD is a privilege granted to you by the University and you are expected to use it responsibly. 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 Purchase shall not be split into multiple transactions to circumvent the single purchase transaction limit in order to obtain a single item whose cost is in excess of the CARDHOLDER's TRANSACTION LIMIT. The card is to be used only by the CARDHOLDER and must never be given for use to someone else. Since the PURCHASING CARD is issued in your name, it is assumed that you made all purchases.

You must use this Card for approved purchases *only*. A CARDHOLDER who makes an unauthorized purchase with the Purchasing Card, as defined in Sections 3.0 and 4.0, uses the Purchasing Card in an inappropriate manner or fails to follow the policies and procedures established by the University for the use of the Purchasing Card, may result in disciplinary action up to and including termination of employment and criminal prosecution. Should the Cardholder use the Purchasing Card for personal items, the card privileges will be immediately revoked. Yeshiva University will audit the use of this Card and report and take appropriate action on any discrepancies.

4. USING THE PURCHASING CARD

4.1 MAKING A PURCHASE WITH THE PURCHASING CARD

4.1.1 In-Person Purchases: When making purchases in person, the CARDHOLDER must sign the charge receipt and retain the customer copy. The CARDHOLDER must advise the supplier that Yeshiva University is Tax Exempt, and the CARDHOLDER must make an effort to have the tax removed from the charge. (See Section 4.1.4) The Cardholder should verify that either the charge receipt or sales receipt complies with the requirements for SUPPORT DOCUMENTATION set forth in Section 2.0.

4.1.2 Non-In-Person Purchases: When making non-in-person purchases (e.g. via telephone, computer, mail order, etc.) CARDHOLDERS should follow these instructions:

Give the supplier the following information:

1. Yeshiva University and CARDHOLDER's department
2. CARDHOLDER's Name
3. Account number embossed on PURCHASING CARD
4. Expiration Date of PURCHASING CARD
5. Complete campus delivery address including building name and room number
6. Preferred Method of Shipment
7. Description of goods to be ordered
8. Notify the supplier that Yeshiva University is tax exempt

The following information should be obtained from the supplier:

1. Order Confirmation or Tracking Number
2. SUPPORT DOCUMENTATION with Itemized Pricing
3. Anticipated Delivery Date
4. Freight Costs (if available)

Request the supplier to provide the following on the package:

1. CARDHOLDER name and phone number
2. Department name
3. Complete campus delivery address including building name and room number
4. The words "Credit Card Purchase"
5. Packing Slip with itemized pricing or some other SUPPORT DOCUMENTATION as outlined in Section 2.0 with itemized pricing. (Itemized pricing may also be mailed or faxed directly to the cardholder but a packing slip must always be included with the shipment.)

***Note:** The PURCHASING CARD Number should not appear anywhere on the exterior of the package. This number is confidential.*

CARDHOLDERS are encouraged to receive their own shipments; however, if someone on Campus will be receiving a shipment on the CARDHOLDER's behalf the CARDHOLDER should notify them in advance. Regardless of who receives the shipment, the CARDHOLDER is responsible for obtaining all SUPPORT DOCUMENTATION (packing slips, mail order form copies, etc.) related to the purchase and verifying that the documentation complies with the requirements for SUPPORT DOCUMENTATION set forth in Section 2.0.

4.1.4 New York State Sales Tax: Yeshiva University is exempt from New York State Sales Tax. It is the responsibility of the CARDHOLDER to ask that sales tax not be charged when making a purchase. If you are charged tax in error, request a credit from the supplier as soon as possible. If the supplier requires a Sales Tax Exempt Certificate, it is the CARDHOLDERS responsibility to ensure that the document is sent to the supplier. Sales Tax Exempt Certificates are available by contacting the Procurement Services at 718-430-3001 or Accounts Payable at 718-430-3011. The Sales Tax Exempt Certificate will be mailed or faxed to the

supplier by these departments only. The Sales Tax Certificate must not be used for personal purchases. A CARDHOLDER using the Yeshiva University Sales Tax Certificate in this manner will result in disciplinary action up to and including termination of employment and criminal prosecution.

4.1.5 Declined Charges: A charge can be declined for a number of reasons. If the merchant advises that the charge will not go through, check the following:

- Has the Cardholder reached their Monthly Spending Limit?
- Is the charge over the Transaction Limit?
- Confirm with the merchant if the correct credit card number and/or expiration date was entered.
- The merchant is blocked since they are listed as an unauthorized supplier.

If you are having difficulty determining the reason for a declined charge, contact JP Morgan Chase at 800-270-7760.

4.2 MERCHANDISE RETURNS, EXCHANGES AND DISPUTES

4.2.1 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. The nature of the dispute and the final resolution must be documented. This documentation must be retained with the COMMERCIAL CARD STATEMENT on which the disputed charge appears.

4.2.2 Merchandise Returned for Credit: If merchandise is returned for credit, the CARDHOLDER is responsible for documenting returns and obtaining a Return Authorization Number (if used by the merchant) and a credit receipt (if used by the merchant) from the merchant and retaining that receipt with the SUPPORT DOCUMENTATION for that purchase. If the merchant does not use a Return Authorization Number and/or a credit receipt, retain a copy of any return documents with the monthly COMMERCIAL CARD STATEMENT. **Receiving cash or checks to resolve a credit is prohibited.**

4.2.3 Merchandise Exchanged: 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 purchase.

4.2.4 Problems or Disputes: If you have a problem or dispute with a purchased item or billing resulting from the use of the PURCHASING CARD, you should try to resolve the problem directly with the supplier. If you cannot reach a solution, dispute the charge with JP Morgan Chase on-line using PAYMENTNET.

You must also contact your CARD MANAGER and apprise them of the situation. Explain that you intend to dispute a charge and follow up quickly with written information. Disputes must be submitted within 60 days of the transaction date. Your next statement should be reduced by the amount of the disputed charge until the issue is resolved. In the event of an audit, you must prove that a dispute is in process. Document the steps you have taken to try to resolve the Dispute with the merchant and retain with the COMMERCIAL CARD STATEMENT.

5. CARDHOLDER VERIFICATION AND RECONCILIATION OF CHARGES

5.1 CARDHOLDER ON-LINE VERIFICATION AND REVIEW OF CHARGES

5.1.1 CARDHOLDERS are accountable for all charges made with their PURCHASING CARDS. Since the PURCHASING CARD is issued in your name, it is assumed that you made all purchases. A complete review of charges must be done and reviewed by the CARDHOLDER and CARD MANAGER by the PAYMENTNET ON-LINE REVIEW DEADLINE.

5.1.2 Every week the CARDHOLDER will log-on to PAYMENTNET (www6.paymentnet.com), review their charges on-line, make any necessary General Ledger Number adjustments and place a check mark in the **Reviewed** box for each charge. Transaction Notes field, describing the nature and purpose of the charge, is required for all charges. The CARDHOLDER must complete the on-line review of charges by the PAYMENTNET ON-LINE REVIEW DEADLINE, which is posted on the home page of PAYMENTNET. If the CARDHOLDER is away from the University when a charge posts to PAYMENTNET and does not return till after the PAYMENTNET ON-LINE REVIEW DEADLINE the CARDHOLDER will document their absence as the reason the on-line review was not completed and retain with their COMMERCIAL CARD STATEMENT. **Failure to place a check mark in the Reviewed box does not stop the payment process.**

Periodically, the PROGRAM ADMINISTRATOR will spot-check charges and request that SUPPORT DOCUMENTS be emailed to the PROGRAM ADMINISTRATOR within 10 business days for any anomalies. If SUPPORT DOCUMENTS are not received within 10 business days, the card will be suspended until the SUPPORT DOCUMENTS are received.

5.2 CARDHOLDER VERIFICATION AND RECONCILIATION OF MONTHLY COMMERCIAL CARD STATEMENT

5.2.1 Each month the CARDHOLDER will receive in the mail a COMMERCIAL CARD STATEMENT from JP Morgan Chase or the CARDHOLDER can also print a copy of the COMMERCIAL CARD STATEMENT from PAYMENTNET. The CARDHOLDER is responsible for checking all transactions against the corresponding SUPPORT DOCUMENTATION to verify their accuracy and propriety. This check must be done monthly using the CARDHOLDER's printed COMMERCIAL CARD STATEMENT (mailed copy or on-line printout) by matching the SUPPORT DOCUMENTATION to the charges. There must be SUPPORT DOCUMENTATION for each charge. If SUPPORT DOCUMENTATION is missing, it is the CARDHOLDER's responsibility to obtain the SUPPORT DOCUMENTATION. If SUPPORT DOCUMENTATION cannot be obtained from the vendor, **Missing Receipt Affidavit** (included in this document) must be filled out and filed. Failure to have SUPPORT DOCUMENTATION for each charge will result in the cancellation of the CARDHOLDER's PURCHASING CARD.

5.2.2 If a particular charge or credit does not appear on the COMMERCIAL CARD STATEMENT, it should be checked against next month's COMMERCIAL CARD STATEMENT. If the charge or credit does not appear within 30 days after the original charge was made, the CARDHOLDER must check with the supplier to ensure that the charge/credit was processed. The CARD MANAGER should also be notified.

5.2.3 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 COMMERCIAL CARD STATEMENT on which the disputed charge appears.

5.2.4 After all transactions have been checked on the COMMERCIAL CARD STATEMENT, the CARDHOLDER must sign and date the COMMERCIAL CARD STATEMENT and forward the COMMERCIAL CARD STATEMENT and all applicable SUPPORT DOCUMENTATION to the CARD MANAGER. The CARD MANAGER will review the charges, sign and date the CARDHOLDER's COMMERCIAL CARD STATEMENT. (See Section 6.0 for the CARD MANAGER's review process.)

5.2.5 The COMMERCIAL CARD STATEMENT and associated SUPPORT DOCUMENTATION will be filed in chronological order within the department as per the department's guidelines.

5.2.6 If the CARD MANAGER is also a CARDHOLDER, the COMMERCIAL CARD STATEMENT and all SUPPORT DOCUMENTATION must be forwarded to the CARD MANAGER's supervisor for review and approval. This supervisor must assume the duties of the CARD MANAGER and review, sign and date the COMMERCIAL CARD STATEMENT

5.3 CHARGE ALLOCATION TO NON-DEFAULT GENERAL LEDGER NUMBER

5.3.1 For any given charge, the CARDHOLDER has the option to perform an on-line reallocation from the DEFAULT General Ledger Number using PAYMENTNET. If the CARDHOLDER does not exercise the reallocation option before the PAYMENTNET ON-LINE REVIEW DEADLINE the total amount of the charge will be posted into the DEFAULT General Ledger Number. Charges usually appear on-line on PAYMENTNET within 24-48 hours from the time of the transaction. This is dependent upon the supplier and when they submit their charges to JP Morgan Chase. If the reallocated General Ledger Number(s) are entered erroneously during on-line reallocation or if the General Ledger Number entered is not recognized by GL (Yeshiva University financial system), the DEFAULT General Ledger Number will be charged. Reallocation after the PAYMENTNET ON-LINE REVIEW DEADLINE will require a Journal Voucher to be submitted by the CARD MANAGER.

Note: Reallocation to Revenue or Salary Object codes is not permitted.

5.3.2 For any given charge, the CARD MANAGER has the option to change the General Ledger Number on-line using PAYMENTNET or perform a reallocation via a Journal Voucher to the Controller's Office after the PAYMENTNET ON-LINE REVIEW DEADLINE.

6. CARD MANAGER VERIFICATION OF CARDHOLDER CHARGES

6.1 ON-LINE REVIEW OF CARDHOLDER'S CHARGES

6.1.1 On a weekly basis (daily, if needed), the CARD MANAGER must review CARDHOLDER charges on-line using PAYMENTNET to ensure that the CARDHOLDER is reviewing charges on-line and that the CARDHOLDER is placing a check mark in the **Reviewed** box. The CARD MANAGER will log-on to PAYMENTNET (www6.paymentnet.com), review these charges on-line, make any necessary General Ledger Number adjustments and place a check mark in the Approved box for each charge after the CARDHOLDER has placed a check mark in the **Reviewed** box. The CARD MANAGER must complete the on-line review of charges by the PAYMENTNET ON-LINE REVIEW DEADLINE, which is posted on the home page of PAYMENTNET (See Section 2.1.13)

6.1.2 Once the CARDHOLDER places a checkmark in the Review box, the CARD MANAGER can review the charge and change the General Ledger Number if necessary. Upon completion of the review the CARD MANAGER will place a checkmark in the **Approved** box. All approvals by the CARD MANAGER must be completed by the PaymentNet On-Line Review Deadline. **Failure to place a check mark in the Approved box does not stop the payment process.** If the CARD MANAGER is away from the University when a charge posts to PAYMENTNET and does not return till after the PAYMENTNET ON-LINE REVIEW DEADLINE the CARD MANAGER will document their absence as the reason the on-line review was not completed and retain with the CARDHOLDER'S COMMERCIAL CARD STATEMENT.

NOTE: Failure to review charges twice shall warrant notification to the CARD MANAGER's Budget Officer. Failure to review charges three times shall warrant notification to the Senior Vice President for Finance, the School's Dean or University Vice President and suspension of cards not reviewed.

6.2 REVIEW OF CARDHOLDER'S MONTHLY COMMERCIAL CARD STATEMENT

6.2.1 The CARD MANAGER must review each month the transactions on their CARDHOLDERS COMMERCIAL CARD STATEMENT to ensure compliance with these Policies and Procedures. The CARD MANAGER will review the transactions from each COMMERCIAL CARD STATEMENT to verify that:

- The CARDHOLDER has signed and dated their monthly COMMERCIAL CARD STATEMENT, which signifies that the CARDHOLDER has reviewed their COMMERCIAL CARD STATEMENT.
- Each transaction is supported by adequate SUPPORT DOCUMENTATION. For a charge to be supported there must be adequate SUPPORT DOCUMENTATION available so that the CARD MANAGER can ascertain that the purchase is valid and the CARDHOLDER is accountable for that purchase.
- Each transaction meets all the criteria for authorized card use set forth in Sections 3.0 and 4.0. Questionable transactions (e.g. purchases of items for personal use or for non-University purposes, purchase of disallowed items from the restricted list, items shipped to home address, etc.) should be especially scrutinized.
- Review results are documented and retained with the SUPPORT DOCUMENTATION and corresponding COMMERCIAL CARD STATEMENT.

6.2.2 For questionable transactions or transactions that lack adequate SUPPORT DOCUMENTATION, the CARD MANAGER must contact the CARDHOLDER to obtain an explanation, SUPPORTING DOCUMENTATION and/or reimbursement. Questionable charges for which satisfactory explanations or SUPPORT DOCUMENTATION cannot be obtained will be deemed unauthorized and/or inappropriate. (See Sections 2.0, 3.0 and 4.0) For there to be a discrepancy associated with a charge, any one or more of the following situations may exist:

1. Insufficient SUPPORT DOCUMENTATION.

2. One or more of the criteria for authorized card use set forth in Section 3.0 have not been met.
3. The CARDHOLDER disputes the charge with no documentation. (See Section 4.0)

All discrepancies must be investigated and resolved. The disposition of each discrepancy must be documented and retained with the monthly COMMERCIAL CARD STATEMENT and SUPPORT DOCUMENTATION. CARDHOLDERS are accountable for all discrepancies.

6.2.3 The CARD MANAGER will send an e-mail to any CARDHOLDER who violates these Policies and Procedures explaining the infraction with a copy to the PROGRAM ADMINISTRATOR. The CARD MANAGER must explain that continued abuse of the PURCHASING CARD will result in its cancellation

6.2.4 If during the review process, serious irregularities or a continued disregard of the *Purchasing Card Policies and Procedures* are detected, the CARD MANAGER must document these irregularities on the COMMERCIAL CARD STATEMENT and notify the PROGRAM ADMINISTRATOR.

6.2.5 Upon completion of the review process and all criteria are met to support each charge on the statement, the CARD MANAGER will sign and date the COMMERCIAL CARD STATEMENT.

6.2.6 After the review process is complete, the CARDHOLDER's monthly COMMERCIAL CARD STATEMENT and corresponding SUPPORT DOCUMENTATION are to be filed in chronological order within the Department per the record retention requirements set forth in Section 7.0 of these *Purchasing Card Policies and Procedures*.

7. RECORD RETENTION AND AUDITS

7.1 RECORD RETENTION

7.1.1 CARDHOLDER Responsibility: The CARDHOLDER is responsible for obtaining SUPPORT DOCUMENTATION from the merchant (sales receipt, packing slip, etc.) to support all purchases made with the PURCHASING CARD and verifying that the SUPPORT DOCUMENTATION complies with the requirements for SUPPORT DOCUMENTATION set forth in Section 2.0. All records must be filed in chronological order which means attaching SUPPORT DOCUMENTATION to the back of the COMMERCIAL CARD STATEMENT in the order in which they appear on the COMMERCIAL CARD STATEMENT. Then file the COMMERCIAL CARD STATEMENT with the attached SUPPORT DOCUMENTATION in chronological order.

Missing or incomplete SUPPORT DOCUMENTATION is considered to be a misuse of the PURCHASING CARD and may result in revoking card privileges. These receipts are the primary documentation supporting the purchase. Do NOT dispose of them.

7.1.2 CARD MANAGER Responsibility: It is the CARD MANAGER's responsibility to assure that all SUPPORT DOCUMENTATION and the corresponding COMMERCIAL CARD STATEMENT for each CARDHOLDER are retained within the department in chronological order as defined in Cardholder Responsibility (Section 7.1.1) and retain for no less than 4 years after the year in which the documentation is received.

Note: It is recommended that the CARD MANAGER retain all CARDHOLDER documentation within a central depository.

7.2 REVIEW AND AUDIT

To ensure the continued success of the Purchasing Card Program, COMMERCIAL CARD STATEMENTS are subject to review and audit by University employees, including the Yeshiva University Internal Audit staff, Budgets Office, PROGRAM ADMINISTRATOR, and by outside auditing consultants. External auditors will also conduct periodic reviews. The purpose of the audits will be to ensure that the CARDHOLDERS and their respective departments are adhering to these *Purchasing Card Policies and Procedures*. Audit steps will include but not limited to:

- Review to ensure that the PURCHASING CARDS are used for authorized purchases related only to University business.
- On-line review of charges is being performed.
- Proper SUPPORT DOCUMENTATION (receipts, packing slips, pricing, etc.) is maintained to support PURCHASING CARD transactions.
- Timely reconciliation of the CARDHOLDER's account is performed between the goods received and the charges reported on the CARDHOLDER's COMMERCIAL CARD STATEMENT.
- The CARDHOLDER forwards SUPPORTING DOCUMENTATION and the related COMMERCIAL CARD STATEMENT to the CARD MANAGER for verification of CARDHOLDER charges.

8. PURCHASING CARD SECURITY

8.1 SECURITY

8.1.1 It is the CARDHOLDER's responsibility to safeguard the PURCHASING CARD and PURCHASING CARD account number at all times.

8.1.2 CARDHOLDERS must keep their PURCHASING CARD in a secure location at all times.

8.1.3 CARDHOLDERS must not allow anyone else to use their PURCHASING CARDS. The CARDHOLDER may make transactions on behalf of others in their department. However, the CARDHOLDER shall be responsible for all use of the PURCHASING CARD.

8.1.4 CARDHOLDERS must not write their PURCHASING CARD account numbers where they be easily seen by others.

8.2 LOST, STOLEN OR DAMAGED PURCHASING CARD

8.2.1 If a PURCHASING CARD is lost, stolen or damaged, the CARDHOLDER must notify JP Morgan Chase at and the PROGRAM ADMINISTRATOR **immediately**. JP Morgan Chase representatives are available 24 hours a day (see Section 12 for contact information).

8.2.2 CARDHOLDERS must notify the CARD MANAGER if their cards are lost, stolen or damaged within 24 hours after reporting the incident to JP Morgan Chase. The CARD MANAGER must notify the PROGRAM ADMINISTRATOR.

8.2.3 After the above notification procedures have been completed the PROGRAM ADMINISTRATOR will issue a new PURCHASING CARD to the CARDHOLDER.

8.2.4 A PURCHASING CARD that is found after it has been reported lost or stolen must be destroyed by cutting it in half. The same procedure applies if a PURCHASING CARD is damaged. Both card halves must be forwarded to the CARD MANAGER. The CARD MANAGER will notify the PROGRAM ADMINISTRATOR.

8.3 RENEWAL OF EXISTING PURCHASING CARDS

The PURCHASING CARDS are issued with an expiration date three years from the date of issuance. PURCHASING CARDS are renewed automatically at their expiration date, unless otherwise notified. A renewed PURCHASING CARD will be sent automatically to the PROGRAM ADMINISTRATOR prior to the expiration date of the PURCHASING CARD. A refresher training session must be completed by the CARDHOLDER prior to receiving the renewed PURCHASING CARD.

8.4 NON-USE OF PURCHASING CARD

PURCHASING CARDS are to be used. PURCHASING CARDS will be automatically cancelled if they have not been used within a 12-month period.

9. CARD MAINTENANCE

9.1 CARDHOLDER ACCOUNT MAINTENANCE

Whenever any of the information contained on the CARDHOLDER's original Purchasing Card Application changes, CARDHOLDER maintenance must be completed. The CARD MANAGER will e-mail all PURCHASING CARD maintenance requests to the PROGRAM ADMINISTRATOR. CARDHOLDER maintenance can include, but are not limited to, changing the DEFAULT General Ledger Number, updating a mailing address, etc.

9.2 CARDHOLDER TRANSFER WITHIN THE UNIVERSITY

CARDHOLDERS who transfer to a new position within the same department and require the use of a PURCHASING CARD as part of their new duties, should continue to use the same card. CARDHOLDERS who no longer require a PURCHASING CARD in their new position must cancel their PURCHASING CARD per the instructions in Section 9.4. CARDHOLDERS who relocate to another department within the University must cancel their PURCHASING CARD per the instructions in Section 9.4.

9.3 CARDHOLDER SEPARATION FROM THE UNIVERSITY

Prior to separation from the University, CARDHOLDERS must surrender their PURCHASING CARDS and corresponding SUPPORT DOCUMENTATION to the CARD MANAGER. If the CARDHOLDER is the CARD MANAGER the PURCHASING CARD and SUPPORT DOCUMENTATION must be surrendered to the CARDHOLDER's immediate supervisor. In either case, the PURCHASING CARD must be canceled as per the instructions in Section 9.4.

9.4 PURCHASING CARD CANCELLATION

The PROGRAM ADMINISTRATOR must be notified immediately when a PURCHASING CARD is to be canceled. The PURCHASING CARD must be destroyed by cutting it in half. Both card halves must be forwarded by CARD MANAGER to the PROGRAM ADMINISTRATOR. The CARD MANAGER will e-mail the PROGRAM ADMINISTRATOR immediately to request a cancellation of the PURCHASING CARD.

10. PURCHASING ETHICS

10.1 CODE OF ETHICS

Purchasing professionals must have a highly developed sense of professional ethics to protect their own and their institution's reputation for fair dealing. Procurement Services subscribes to the following standards and ethics and all cardholders will be expected to do the same:

- To consider first the interests of Yeshiva University in all its transactions and to carry out and believe in its established policies and objectives.
- To buy without prejudice, seeking to obtain the maximum ultimate value for each dollar of expenditure; recognizing that value represents a combination of quality, service and price.
- To be receptive to competent counsel from colleagues and to be guided by such counsel without impairing the dignity and responsibility of the position.
- To accord a prompt and courteous reception, so far as conditions will permit, to all who call on a legitimate business mission.
- To demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement or a sample of the product.
- To avoid sharp practice and be willing to submit to arbitration on any major controversies.
- To cooperate with trade and industrial associations, governmental and private agencies, engaged in the promotion and development of sound business methods.
- To counsel and assist fellow purchasing agents in the performance of their duties, whenever occasion permits.
- To accept no gifts or entertainment in the guise of sales expense, where the intent or effect is to unduly prejudice the recipient in favor of the donor as against legitimate competitors.
- To receive no bribes, in the form of money or otherwise, and to denounce all forms of bribery.

10.2 CONFLICT OF INTEREST POLICY

By virtue of your duties and responsibilities as a CARDHOLDER, which allows the individual the ability to purchase on behalf of the University, the CARDHOLDER is required to abide by the Conflict-of-Interest Policy. Go to www.yu.edu/procurement for policy details.

11. FREQUENTLY ASKED QUESTIONS

Q: Who is our PURCHASING CARD bank?

A: JP Morgan Chase.

Q Who is eligible for a PURCHASING CARD?

A: The PURCHASING CARD is available to full-time employees and student employees, as authorized by their School's or Division's CARD MANAGER.

Q: How do I get a PURCHASING CARD and how long does it take?

A: Complete the Purchasing Card Application and Cardholder Agreement and send it to the PROGRAM ADMINISTRATOR. Complete the required training. Your PURCHASING CARD arrives in about 2 weeks.

Q: When should I use the PURCHASING CARD?

A: The PURCHASING CARD should be used in an instance where a service or item cannot be obtained via a Purchase Order. CARDHOLDERS should use the PURCHASING CARD when ordering items from allowable merchants (see "Allowable Merchant Types" document for a complete list). Each charge must be equal or lower than your transaction limit.

Q: Why shouldn't I use the PURCHASING CARD at any merchant that accepts JP Morgan Chase MasterCard?

A: Think "Purchase Order first". P-Card Program is intended to supplement the Procurement system, not replace it. As such, there are certain charges that are prohibited for use on the PURCHASING CAR in accordance with University policies.

Q: My charge was denied. Why?

A: There are 4 reasons a charge is usually denied:

1. You have reached your MONTHLY SPENDING LIMIT.
2. Your charge is over the TRANSACTION LIMIT.
3. The merchant entered the wrong credit card number and/or expiration date.
4. You are using your PURCHASING CARD with an unauthorized merchant.

To determine exactly why your charge was denied, contact JP Morgan Chase at 800-270-7760.

Q: I am a Cardholder – What do I need to do in the P-Card Transactions Management System (PaymentNet)?

A: Login to PaymentNet on a regular basis to reconcile your transactions and change the Object Code from "437-P-Card Suspense" to the appropriate Code for the item/service purchased and mark your transactions as "Reviewed." All transactions must be reconciled by the last business day of the month.

Q: I am an Approver/Manager - What do I need to do in the P-Card Transactions Management System (PaymentNet)?

A: Login to PaymentNet weekly (daily, if needed) to confirm the transactions are appropriate and allowable. Request back-up receipts and business purpose for questionable transactions. Make sure your CARDHOLDERS change the Object Code to reflect item/service purchased. And change the GL Account, as needed. Mark the transactions "Approved" by the 5th of the following month.

Q: Can a co-worker use my PURCHASING CARD?

A: No. Only you are authorized to incur charges, however, you may use the PURCHASING CARD to make purchases for any employee in your department.

Q: What do I do with my COMMERCIAL CARD STATEMENT?

A: Use your COMMERCIAL CARD STATEMENT to verify and track your purchases. You must retain all SUPPORT DOCUMENTATION to ensure that goods billed to the card have been received.

Q: What records should I retain concerning my purchases?

A: Keep a listing of all order verification/tracking numbers and the total amount of the order is helpful for reconciliation purposes. You **must** obtain SUPPORT DOCUMENTATION for each purchase to support the charge. This will be used to validate your monthly COMMERCIAL CARD STATEMENT.

Q: How do I change my DEFAULT General Ledger Account for my PURCHASING CARD?

A: Send an e-mail to your CARD Manager requesting your General Ledger Account be changed and give the new General Ledger Account number. The CARD MANAGER will obtain the appropriate approvals, if necessary, and e-mail the PROGRAM ADMINISTRATOR requesting that a change be made in PAYMENTNET.

Q: Whom should I contact to resolve an error or dispute concerning my account?

A: You should first contact the supplier. Most exceptions or issues can be resolved between the CARDHOLDER and supplier. If in a rare instance an issue cannot be resolved to the CARDHOLDER'S satisfaction, and the supplier is an approved and contracted supplier to JP Morgan Chase, contact JP Morgan Chase Customer Support at 1-800-270-7760.

Q: When I use the PURCHASING CARD to make a purchase, how is the transaction authorized?

A: When a CARDHOLDER makes a purchase, the supplier verifies the account number with JP Morgan Chase, and spending limits are checked automatically.

Q: What do I do if my PURCHASING CARD is lost or stolen?

A: Call JP Morgan Chase at 1-800-270-7760 and notify your CARD MANAGER and the PROGRAM ADMINISTRATOR.

Q: What do I do if I need to make a return?

A: You will need to contact the supplier directly and make arrangements for the return. Be sure to give the supplier your PURCHASING CARD number and confirmation number so your account will be credited.

Q: I am missing SUPPORT DOCUMENTATION. Where do I get another one?

A: You must contact the merchant directly to get a copy. If merchant cannot/will not provide the SUPPORT DOCUMENTATION, a Missing Receipt Affidavit must be filled out and filed in lieu of the receipt.

Q: I am leaving Yeshiva University or my current department and need to cancel my PURCHASING CARD. What do I do?

A: Advise your CARD MANAGER and give your card to the CARD MANAGER. It is the CARD MANAGER's responsibility to cut the card in half and forward the cancellation request to the PROGRAM ADMINISTRATOR.

12. KEY CONTACTS LIST

Program Administrator:

Alex Kerson, MBA
Director of E-Commerce
Yeshiva University Procurement Services
Jack and Pearl Resnick Campus
1300 Morris Park Avenue, Belfer 105
Bronx, NY 10461
E-mail: akerson@yu.edu
Phone: (718) 430-8880
Fax: (718) 430-8700

JP Morgan Chase Customer Service:

800-270-7760

Lost or Stolen Cards:

800-270-7760

Outside of US:

801-281-5825

Procurement Services Web Page:

www.yu.edu/procurement/

PaymentNet Web Page:

www6.paymentnet.com

Appendix A: Allowable Merchant Types

Agricultural Co-operative	Mail Order Houses, Book/Record Clubs, Catalog Stores
Amusement Parks, Circuses, Carnivals, Fortune Tellers	Membership Organizations (Not Elsewhere Classified)
Aquariums, Seaquariums, Dolphinariums	Miscellaneous and Specialty Retail Stores
Artist's Supply and Craft Shops	Miscellaneous Food Stores —Specialty, Markets, Convenience
Automobile Parking Lots and Garages	Miscellaneous General Merchandise
Bakeries	Motion Picture Theaters
Barber and Beauty Shops	News Dealers and Newsstands
Billiard and Pool Establishments	Non-Durable Goods (Not Elsewhere Classified)
Books, Periodicals and Newspapers	Nurseries, Lawn and Garden Supply Stores
Bowling Alleys	Other Direct Marketers (Not Elsewhere Classified)
Bus Lines, Including Charter, Tour Buses	Paints, Varnishes and Supplies
Buying/Shopping Services, Clubs	Photofinishing Laboratories, Photo Developing
Candy, Nut, and Confectionery Stores	Photographic Studios
Caterers	Piece Goods Notions and Other Dry Goods
Clothing Rental —Costumes, Uniforms	Postage Stamps
Commercial Sports, Professional Sports Clubs, Athletic Fields, Sports Promoters	Record Shops
Cosmetic Stores	Recreation Services, (Includes Swimming Pools, Miniature Golf and Driving Ranges, Ski Slopes, Boat Rentals, Aircraft Rentals, and Sport and Games Instruction)
Dairy Products Stores	Religious Goods Stores
Dance Halls, Studios and Schools	Religious Organizations
Discount Stores	Rubber Stamp Stores
Drapery, Window covering and Upholstery Stores	Sewing, Needlework, Fabric and Piece Goods Stores
Duty Free Stores	Shoe Repair Shops, Shoe Shine Parlors, and Hat Cleaning Shops
Eating Places, Restaurants	Specialty Cleaning, Polishing and Sanitation Preparations
Express Payment Service – Parking Lots	Sports Apparel, Riding Apparel Stores
Express Payment Services (motion pictures)	Swimming Pools—Sales and Service
Fast Food Restaurants	Tailors, Seamstresses, Mending, Alterations
Fines	Taxicabs/Limousines
Floor Covering Stores	Telegraph Services
Florist Supplies, Nursery Stock and Flowers	Theatrical Producers (Except Motion Pictures), Ticket Agencies
Florists	Toll and Bridge Fees
Gift, Card, Novelty and Souvenir Shops	Tourist Attractions and Exhibits
Glass, Paint and Wallpaper Stores	Trailer Parks and Camp Grounds
Golf Courses —Public	Transportation Services (Not Elsewhere Classified)
Grocery Stores, Supermarkets	Typesetting, Plate Making and Related Services
Hardware Stores	Used Merchandise Stores, Secondhand Stores
Hobby, Toy, and Game Shops	Variety Stores
Home Supply Warehouse Stores	Video Amusement Game Supplies
Laundries —Family and Commercial	Video Game Arcades/Establishments
Laundry, Cleaning, and Garment Services	Video Tape Rental Stores
Local/Suburban Commuter Passenger Transportation, Including Ferries	Wholesale Clubs
Lumber and Building Materials Stores	Wig and Toupee Stores

Notes