

# Procurement Card Rules & Guidelines

Rules and Guidelines Effective July 2024, Updated Receipt Requirements effective July 2024

Applicable Employee Classes All Florida Tech Employees	Reviewed Date February 2020, June 2024, September 2025	Signed by <div>DocuSigned by: <i>Scott Peterson</i> 53F045CE0048499...</div>
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Florida Institute of Technology's Visa Card program is administered by JP Morgan Chase for individual and departmental procurement cards (p-card). Departmental cards will be held by the department PCard Administrator, or department designee for use. Each department card must be assigned to one designated person, the administrator, and associated with their #900 for Workday. Contact JP Morgan Chase immediately if your card is compromised, lost, or stolen 1(800) 316-6065 or the number on the back of your card for 24-hour customer service and inform the Business Services p-card coordinator as soon as possible. The cardholder's approving official and the PCard Coordinator must also be notified at pcard.ask@fit.edu. Failure to report the loss, theft, or fraudulent use of the PCard to the bank and PCard Coordinator may result in increased financial loss to the institution. Cardholders can also call the number on the back of the card for questions regarding card decline and available balance.

- The billing cycle is from the **first (1st) of each month to the end of the month**. Your credit limit is reinstated the first of the next month. Unused balances will not roll over.
- **Cardholders are responsible and accountable to always know their credit limits and current balances.**
- All detailed transaction receipts are to be given to your reconciler by the end of every week for reconciliation. If the documentation for a transaction has been lost, it is the cardholder's responsibility to obtain a duplicate from the vendor. If a duplicate cannot be obtained, the cardholder-must complete the Missing Receipt form on the Expense Card website <https://www.fit.edu/controller/business-services/strategic-sourcing-contracts/expense-card/>. Include the supplier's name, the business reason for the purchase, and itemized breakdown of the purchase/transaction including amounts/totals.
- **Department Heads are responsible for their employees PCard use and must approve all transactions each month.**
- Purchases are not to exceed \$5,000 total per purchase transaction per the Strategic Sourcing competitive bid policy.
- **Split Transactions are prohibited** - Split transactions are purchases with more than one transaction per card or with multiple cards.
- Cardholders should not pay Florida State Sales Tax on any transactions. Please provide the supplier with your copy of the FIT Florida sales tax exemption certificate at the time of purchase. You can download a copy from the Office of the Controller's FIT website <http://www.fit.edu/controller/business-services/tax-and-compliance/>.
  - o It is the purchaser's responsibility to avoid the payment of Florida Sales tax. Please check your receipts at the point of sale to ensure that no sales tax was erroneously charged. At the time of purchase is the greatest opportunity for you, as the purchaser will have to request that a vendor reverse the sales tax charge.
  - o If you attempt to reverse/avoid the tax and are unable to do so, please submit an explanation of the situation and any related documentation of the exemption attempt as an attachment to the applicable receipt(s). Many online retailers will also honor your Florida sales tax exemption. Please submit your tax-exempt information when placing orders online.

- o The FIT tax-exempt certificate is to be used for university purchases only. No personal purchases can be made using FIT's tax exemption. The IRS considers misuse of tax-exempt status to be a tax fraud offense.
  - o Purchases may be made by phone, internet or in store.
  - o When ordering online, instruct the supplier to put your name and department name on the outside of the package. Items must be shipped to the FIT mailing address, not a home address.
  - o If an item is delivered damaged, broken, incorrect or does not arrive, contact the supplier immediately to resolve the issue. If you have any difficulties, call Strategic Sourcing & Contracts for assistance.
- Purchases for airline tickets, hotel reservations, and car rentals (which are for company business) are to be within your monthly limit or can be booked through our travel partner Frosch Travel. **Note:** The limits on your P-card for airfare, hotel and car rental may be raised when traveling if requested, justified, and upon emailed approval to the PCard Coordinator [pcard.ask@fit.edu](mailto:pcard.ask@fit.edu).
- Amazon Purchases:
  - o All Amazon purchases must be made through the Florida Tech business account.
  - o You must separate your personal Amazon account from your business account.
  - o Do **not** use your business account for personal use.
  - o Do **not** use your p-card to pay for Amazon Prime membership.
  - o Amazon is now a Punch Out service through Workday.

## Prohibited Items

- Alcoholic beverages or tobacco products (Alcoholic beverages for certain groups are permitted with prior Presidential approval. i.e., Advancement)
- Parking/Traffic Violations
- Excessive tips (greater than 20%)
- Rent/Lease payments
- Capital equipment. Regardless of the cost, capital equipment must be ordered through a purchase requisition.
- Construction/remodeling
- Consultants, speaker fees
- Controlled substances
- Donations
- Fines
- Tuition
- Prescription drugs, medical gases, controlled substances, regulated materials, live animals, non-taxable high-proof ethyl alcohol, radioactive materials, and safety critical equipment. (See definitions in Section XVIII of the PCard Policy). Hazardous chemicals/radioactive isotopes/laser, etc. These items must be ordered through a purchase requisition unless Strategic Sourcing & Contracts has established a planned purchasing program outlined with the department.
- Cash advances on your p-card are not allowed. (The p-card will not work at an ATM)
- Cashback on purchases or returns is not allowed. Please request that your card be credited.
- .. Florida Tech venues or on campus e.g., Panther Grocery, Panther Dining, Barnes and Noble Bookstore (can purchase through requisition/PO), Florida Tech Copy Center, Evans Library, Florida Tech Security Parking
- Personal items. The use of the university P-Card is strictly prohibited. If you make a personal purchase in error, please inform your department head and the P-Card coordinator immediately, so that you may reimburse the university within 7 days. Keep your business card separate from personal cards.
- Peer-to-peer mobile payment services, such as, but not limited to, Venmo, Zelle and/or Popmoney, are strictly prohibited.
- Cardholders are prohibited from linking P-Cards to PayPal, Applepay, Google Pay and other payment portals.

- Florida Tech does not allow the use of high-risk suppliers such as eBay, TEMU etc.
- Purchase of/Repair of Luggage even if used for company business.
- Computers and laptops, regardless of cost, must be ordered through a purchase requisition. You may order these systems through Future Tech or through the CDW-G punch out system so that these items can be tagged and to ensure it meets IT specifications and warranty requirements.
  - o **Note:** All other mobile computer devices **under \$1,000** may be purchased with a P-Card. These items must be tracked by the department and **must be given a property tag and recorded** by a member of the Property Control team for inventory.
- These items will be tracked and logged for safety through the Department of Environmental & Regulatory Compliance <https://www.fit.edu/office-of-environmental-health-and-safety/>.
- Any software or technology subject to the jurisdiction of the **International Traffic in Arms Regulations (ITAR)**, as enumerated on the **United States Munitions List (e.g.,** firearms, certain infrared cameras, certain UAVs, etc.).

## Grant Restricted Funds

All Procurement card applications for RESTRICTED FUNDS must be submitted to the Office of Sponsored Programs for review. Upon approval, the request will be forwarded to Strategic Sourcing & Contracts.

## Detailed Receipts

For each transaction, accountable documentation (i.e., a sales draft or receipt) must be obtained as proof of purchase. Documentation must contain line-item description and line-item pricing for the purchase whenever possible. The documentation should include:

- Supplier name
- Transaction amount
- Date of the purchase
- Itemized list
- **Written business purpose for purchase(s).** This can be on the receipt itself or attached to each receipt as a separate document.
- Other information as required by the department

For meals, special events, and entertainment charges, the cardholder needs to provide a complete business purpose, including a list of attendees/group name, either by noting it on the receipt or attaching an explanation to the receipt (This includes all food/drink transactions made at a restaurant or grocery store). The complete business purpose must include: the reason for the purchase, date of the meeting/event, location of the meeting/event, type of meal, and list the names of individuals at the meeting (if attendance is over 1, provide an explanation of what group it is).

## PCard Use for Fuel Transactions

- Use the PCard to purchase fuel for rental vehicles **only** when traveling for the university. A rental car agreement must accompany any fuel receipts submitted.
- Do not use the P-card to purchase fuel for personal vehicles.

# Expense Report Reconciliation

- All expense reports are due by the 10<sup>th</sup> of the following month.

## PCard Violations

Disciplinary action can be taken on cardholders who violate the PCard Rules and Guidelines as well as Strategic Sourcing & Contracts Policies. The cardholder may be asked to provide a detailed explanation and documentation to justify the purchase or action. The disciplinary action taken is dependent on the severity of the violation, the number of previous violations incurred by the offender, corrective action previously imposed, and any other factors deemed as relevant. Any combination of the below repercussions will occur based on the violation:

- Upon your first violation you will receive an email warning and a member of the Strategic Sourcing & Contracts team will request to schedule a time for you to come into the Business Services Office to go over training materials to refresh your knowledge of PCard guidelines. Your department head will be copied on the correspondence.
- On the second violation, the cardholder will receive a written p-card violation warning that will require the cardholder's signature and the signature of their department head.
- If a third, or more serious, violation occurs your card privileges will be revoked. Further actions may be determined by Florida Institute of Technology depending on the severity of the violations.

## IMPORTANT

**Note:** Individual and department cards will be audited by our PCard coordinator. Violation of these rules and uses may result in disciplinary action and card privilege revocation. Possible signs of violations and misuse will be further investigated by Florida Tech's internal auditor.

## I HAVE READ AND UNDERSTOOD THE ABOVE INSTRUCTIONS:

Signature of Cardholder/Department Administrator:      Date:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Department:

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