Procurement Card Rules/Guidelines

Florida Tech’s Visa Card Program is administered by Bank of America for Individual and Departmental Procurement Cards (P-Card). Departmental cards will be held by the department and each department is responsible for signing the card in and out when offering to a department member for use. Contact Bank of America immediately if your card is compromised, lost or stolen (888/449-2273 24-hr customer service) and inform Procurement Services P-Card Coordinator as soon as possible. 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.
- Transaction receipts are to be given to your Account Manager (the person who reconciles your p-card). If you don’t have a receipt, you must fill out the “Missing Receipt Form” on the Procurement Services website. Please include both the Supplier Name and breakdown of the Purchase/Transaction.
- Supervisors are responsible for and must approve all transactions each month.
  - Statements must have 2 signatures/approvals; the Cardholder and the Supervisor/Dept. Head.

1. Purchases are not to exceed $5000 total per purchase transaction.
2. Split Transactions are prohibited – Split transactions are purchases with more than one transaction per card or with multiple cards.
3. Do not pay Florida State Sales Tax. Please provide the supplier with the Florida State Sales tax Exemption Card you are given.
4. Purchases may be made by phone, internet, or in store buying.
   - When ordering online, inform the supplier to put your Name & Department on the outside of the package.
   - If an item is delivered damaged, broken, incorrect, or does not arrive contact the vendor immediately to resolve. If you have any difficulties, please call Procurement Services for assistance.
5. Purchases for airline tickets; hotel reservations; car rentals (which are for company business) are to be within your monthly limit. **Note:** The limits on your p-card for airfare, hotel and car rental may be raised when traveling.
6. If paying for a purchase with PAYPAL or Square, documentation regarding the details of the purchased item(s) and vendor must be included with the receipt.
   - If a vendor requires the use of a mobile pay other than Pay Pal, contact Procurement Services before making the purchase.
7. Amazon Purchases:
   - All Amazon purchases must be made through the Florida Tech business account.
Amazon Purchases (continued):
- You must separate your personal Amazon account from your business account.
- Do NOT use your business account for personal use.
- Do NOT use your P-Card to pay for Amazon Prime Membership.

Prohibited Items:
- Alcoholic Beverages.
- Capital Equipment. Regardless of the cost, Capital Equipment must be ordered through a purchase requisition.
- Construction/Remodeling, Consultants, Speaker fees, Controlled Substances, Donations, Fines, Parking Tickets, Tuition, or Live Animals.
- Cash advances on your p-card are not allowed. (*The p-card will not work at an ATM*)
- Cash back on a Purchases or Returns is not allowed. Please request that your card be credited.
- P-Cards are used for third party suppliers and are not allowed for use at Florida Tech venues or on campus.
- Personal use of the University p-card is not allowed. If you make a personal purchase in error, please inform your Dept. Head and the P-Card Coordinator immediately, so that you may reimburse the University. Please keep your business card separate from personal cards.
- Peer to Peer mobile payment services, such as but not limited to Venmo, Zelle, Popmoney, are **strictly prohibited**.
- Computers, iPads, etc. must be ordered through a purchase requisition, so that these items can be tagged and to ensure it meets IT specifications and warranty requirements.
  - *Please Note:* Any mobile device such as android tablets, netbooks, e-readers, kindles, watches and like items may be purchased with a P-Card as long as the base price of the item does not exceed $1000. These small attractive item purchases **must be tagged or recorded** by Property for inventory control.
- Chemicals-Hazardous/Radioactive Isotopes/Laser, etc. These items must be ordered through a purchase requisition unless Procurement Services has established a planned purchasing program outlined with the department. These items will be tracked and logged for safety through the Department of Environmental & Regulatory Compliance.

Detailed Receipts
The Cardholder needs to provide an explanation of the business purpose of each transaction, where necessary either by noting it on the receipt, or attaching an explanation to the receipt. For special events, meals and entertainment charges, the Cardholder is required to list the attendees along with the business purpose.

Billing Errors
If you experience a billing error, complete the “Statement of Disputed Item” form located on the Procurement Services website and fax to Bank of America along with Procurement Services on copy.
P-card use For Fuel:
- Use the P-Card to purchase Fuel for rental vehicles when traveling for the University.
- Do not use the P-Card to purchase fuel for personal vehicles.

Procurement Card Violations:
- Non-compliant items will be written up as a P-Card Violation.
- A cardholder will receive 2 written p-card violation warnings that will require the cardholder’s signature. After the second violation, card privileges will be revoked.

IMPORTANT

Please note: Individual and Department cards will be randomly audited by our P-Card Coordinator. Violation of these rules and uses can result in disciplinary action and card privileges revoked. 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: ____________________________ Date: ________________

Print Name: ____________________________ Department: ________________