Expense Card Procedures

Procurement Services • 2022
Why are we helping to Educate?

1. To assist in maximizing the use of the University’s budgeted funds.

2. To keep the University compliant with IRS and other governmental regulations.

3. To work to protect FL Tech and its’ employees for compliance with audits by the IRS, Department of Labor, Department of Education, etc.

4. Accountability
   It is everyone’s responsibility to be accountable.
How it Works

Billing Cycle
- From the 1st of each month to the end of the month
- All transactions from the previous month need to be reconciled by the eighth business day of the new month

Limits and Balances
- Credit limit is reinstated the 1st of each month
- Unused balances do not roll over
- Card holders are responsible and accountable to know their credit limits and current balances at all times

Card Limits can be raised with an Account Change Request form upon justification and signed approval.
How do I get an Expense Card issued with access to Grant Restricted Funds?

Your Expense Card application must first be submitted to the Office of Sponsored Programs for review. Upon signed approval, the request will be forwarded to Procurement Services.
Contact BOA Immediately and Inform
Procurement Coordinator

If your card is compromised, lost, or stolen
or
Regarding any disputed charges/billing errors

BOA: 888-449-2273
Transactions and Taxes
Transactions

Card Limits
• Purchases are not to exceed $5,000 total per transaction
• Split Transactions are prohibited: more than one transaction per card or with multiple cards

Where Allowed
• In store, by phone and online
  • If Amazon - Purchase through registered FL Tech Business Prime account only using FL Tech Expense Card

For Travel
• Airline tickets, hotel reservations, and car rentals within your monthly limit after approved travel spend authorization
FL Tech Tax Exemption

The cardholder is responsible to:

- Provide FL Tech tax exemption card for every purchase in person and online

- Check your receipts! At the time of sale is the greatest opportunity to have the supplier reverse an erroneous tax charge

- If unable to reverse/avoid tax, submit explanation & documentation attached to the affected receipt(s)

You **May Not** use the FL Tech Tax Exempt Card for personal use. The misuse of tax exempt status is considered tax fraud and you may be fined and/or convicted with a felony.
Consumer's Certificate of Exemption
Issued Pursuant to Chapter 212, Florida Statutes

Certificate Number: BS-8012646509C-2
Effective Date: 05/31/2019
Expiration Date: 05/31/2024
Exemption Category: 501(C)(3) ORGANIZATION

This certifies that

FLORIDA INSTITUTE OF TECHNOLOGY INC
150 W UNIVERSITY BLVD
MELBOURNE FL 32901-6962

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

Important Information for Exempt Organizations


2. Your Consumer's Certificate of Exemption is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.

6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 8480, Tallahassee, FL 32314-8480.
## Reconciling Receipts

<table>
<thead>
<tr>
<th>Statements</th>
<th>Reconciling</th>
<th>Missing Receipts</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Statements are not required to be attached to Expense Reports but may be downloaded digitally from BOA for personal/departmental use.</td>
<td>• Detailed receipts are to be attached to your expense report in Workday and <strong>must include the business purpose for purchase.</strong></td>
<td>• Obtain duplicate receipt from Supplier whenever possible.</td>
</tr>
<tr>
<td>• Expense Reports submitted in Workday will go through approvals.</td>
<td></td>
<td>• If no duplicate, complete Missing Receipt form with supplier name, business reason for the purchases, and itemized totals.</td>
</tr>
</tbody>
</table>
Receipt Requirements
MISSING RECEIPT FORM

[Blank] have either not received or misplaced a receipt totaling $[Blank]. This expense was on behalf of Florida Tech.

This form is submitted in lieu of the original receipt.

Transaction: [Blank]   Date: [Blank]
Supplier: [Blank]   Amount: [Blank]

List item(s) Purchased: (Please provide details)

Reason for missing receipt: [Blank]

I certify that the amounts shown above were expended for Florida Tech business purposes. If charged to a grant or contract, I certify that the claimed expenses comply with the conditions of the grant or contract.

Employee Cardholder Signature: [Blank]   Date: [Blank]

Supervisor Signature: [Blank]   Date: [Blank]
Print Supervisor Name: [Blank]
Detailed Receipts

Documentation

• Receipt/invoice or sales draft that has:
  • Supplier name
  • Transaction amount
  • Date of purchase
  • **Itemized list:** Line item description and line item pricing
  • Tip, if applicable

• Explanation of business purpose for purchase(s)
Detailed Receipts (Cont.)

Business Purpose

Must provide business purpose either by writing on the receipt or typing in the comment box accompanying the receipt.

• Complete business purpose for meals/events includes:
  • Reason for the purchase
  • Date of meeting/event
  • List of attendee names or group name if applicable (i.e., Volleyball team, Board Meeting etc.)
<table>
<thead>
<tr>
<th>Pay To</th>
<th>Status</th>
<th>Personal</th>
<th>Company Paid</th>
<th>Prior Balance Applied</th>
<th>Cash Advance Applied</th>
<th>Reimbursement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deanna Perez</td>
<td></td>
<td>0.00 USD</td>
<td>533.46 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
<td>0.00 USD</td>
</tr>
</tbody>
</table>

**Expense Line**

**Date**: 12/16/2021

**Credit Card Transaction**: D470195741065216 57.44 USD

**Charge Description**: 6370195741065216

**Comment**: Holiday Team Build Lunch, Denise, Deanna, John, Sandy & Brian

**Total Items**: 2

**BJ's Wholesale #:** 60216

**Paints - Non-Travel - Departmental**

**Date**: 12/16/2021

**Credit Card Transaction**: D470195741065216 57.44 USD

**Charge Description**: 6370195741065216

**Comment**: Stareks K-cups + Daily Fix Cereal for A. Stankevic
Expense Card Use for Fuel

Use the Expense Card to purchase fuel for rental vehicles when traveling on approved business for the university. A rental car agreement must accompany any fuel receipts.

**Do Not** use the Expense Card to purchase fuel for personal vehicles. Please utilize Mileage on your Expense Report.
Prohibited Items and Restrictions
Prohibited Items

- Alcoholic beverages
- Capital equipment – regardless of cost
- Construction/remodeling
- Consultants
- Speaker fees
- Parking/Traffic Violations
- Tuition
- Live Animals
- Computers/laptops
- Hazardous Chemicals/radioactive isotopes/laser etc.
- Controlled substances
- Donations
- Cash back for purchases/returns
- Cash advances
- Purchase/repair of luggage
- Fines

Expense Cards cannot be used for personal purchases.
Prohibited Items (Cont.)

- Excessive tips (greater than 20%)
- Peer-to-peer mobile payment services
- Software/technology subject to Traffic in Arms Regulations (ITAR), enumerated on the US Munitions List (e.g. firearms, weapons, certain infrared cameras, certain UAV’s etc.)

If you have any questions or concerns about whether a potential purchase is within the Expense Card Procedures, please reach out to the Procurement Services team and we will be happy to assist you in determining the proper course of action.
Expense Card Violations
The disciplinary action taken is dependent on the severity of the violation, along with other relevant factors. Disciplinary action can be taken on cardholders who violate the "Expense Card Procedures" or "Procurement Policies.

- First Violation of non-compliant purchases will receive an email reminder. If you receive more than two email reminders, you will need to schedule repeat/additional training with Procurement Services. Your department head will be copied on the correspondence.

- On the Second Violation the cardholder will receive a written Expense Card violation warning that will require the cardholder's signature and the signature of their department head.
This is an old form. Please contact Procurement Services for the new form.
The cardholder may be asked to provide detailed explanation and documentation for any potential violation(s).

Any Combination of these actions may be taken at the determination of the University.

- If a Third violation Occurs, the status of your card will be discussed between the CFO, your department head, and Procurement Services. Your card privileges could be revoked.

Further actions may be determined by Florida Tech depending on the severity of the violation.
Thank you for attending. Please don’t hesitate to call on us! Our team is here to help:

- Purchasing: purchasing@fit.edu 321-674-8155

All contact info, forms, and policies can be found on our website: www.fit.edu/financial-services/procurement-services/