



MONTGOMERY COLLEGE

PURCHASING CARD PROGRAM USER'S GUIDE

Program Administrator

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1. Purchasing Card Program Overview

Montgomery College Purchasing Card (P-Card) Program with **M&T Bank** (Current Contractor) provides purchasing charge cards designed to enable authorized College employees to make purchases of supplies and materials on behalf of the College for business related expenses up to **\$4,999**. The program streamlines payments by eliminating the administrative burdens and cost associated with traditional methods of payment and replaces a variety of processes, including petty cash, check in advance, and certain purchase orders.

1.1 Purchasing Card Benefits

The P-Card makes small-dollar purchasing easy by ...

- Allow employees to obtain many goods and services much faster and easier.
- Providing an easy and efficient method of making small-dollar purchases.
- Paying suppliers within three business days.
- Eliminating paperwork and expense throughout the purchasing process.
- Handling invoicing and payments electronically.
- Reducing accounts payable invoices and automating postings to the general ledger.
- Supplying consolidated management reports for tracking purposes.

The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures. Rather, the program complements the existing processes available.

1.2 What makes the Purchasing card unique?

The P-Card Program utilizes **Visa®** purchasing cards issued by **M&T Bank**. The purchasing card is similar to any other Visa card, except that it includes controls to make it functional for large companies and organizations like Montgomery College. These controls ensure that the card can be used only for specific commodity purchases within specific dollar limits. The commodity controls are referred to as Merchant Category Codes (MCC's).

1.3 Who is eligible to apply for a Purchasing Card?

Permanent, full or part-time employees of Montgomery College who have responsibility within their unit for ordering supplies and services are eligible to obtain a Purchasing Card. Consultants, contractors, student assistants, temporary employees, or those as determined by the Director of Procurement, are not eligible for a Purchasing Card. Exceptions will be considered, where justified.

Card usage may be audited and/or rescinded by the Director of Procurement at any time. The card is issued to the Montgomery College employee, not the department. You are the only person entitled to use your card!

1.4 Obtaining A Purchasing Card

After you read this guide and understand the procedures outlined, complete a Purchasing Card Application and Agreement form. Your Cost Center Manager and supervisor should indicate approval and agreement to adhere to program guidelines by signing both the application and agreement. It is up to these individuals to carefully read this document. **Signing the Cardholder Agreement indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program.** All requests will be processed through the Office of Procurement. You will receive your M&T Bank Purchasing Card upon receipt of a completed

application, the signed *Agreement to Accept the M&T Bank Visa Purchasing Card*, and successful completion of the purchasing card policy training session and quiz. You may begin using it immediately upon activation.

2. Program Roles and Responsibilities

The Purchasing Card team is a network of people from both M&T Bank and Montgomery College. Together, we work as a team to ensure that the program runs smoothly and adapts to Montgomery College's changing needs. The following are important duties and responsibilities to be carried out by each Purchasing Card team member:

2.1 Card Program Administrators

The College Procurement Officer serves as the official liaison between the College and the Bank for all matters related to the Program. The Purchasing Card Program Administrator (Administrator) reserves the right to withdraw any authority or delegated approval due to non-compliance with applicable rules, regulations, policies, and procedures, or the terms of any conditional approval.

a. Office of Procurement, office of Business Services

- Responsible for overall planning and administration of the Purchasing Card Program.
- Determine appropriate spending codes, limits, and levels of reporting.
- Assist Cardholders and Cost Center Managers in reconciling errors, billing disputes, unauthorized use, card loss, misplacement, and theft, as necessary.
- Interface with M&T Bank representatives about Cardholder data and update Cardholder information.
- Prepare reports about card activity to the Vice President of Finance.
- Accept or reject new account applications.
- Provide training to new Cardholders.
- Maintain record of Cardholders.
- Review cardholder activity for compliance with these procedures and Montgomery College policies and procedures.
- Notify Cardholders of appearances of noncompliance.

b. Accounts Payable, Office of Business Services

- Receive invoice from M&T Bank.
- Issue payment to M&T Bank by the payment due date

c. Auditor

- Review Cardholder transactions for compliance with the Purchasing Card Program procedures and Montgomery College policies and procedures.
- Report discrepancies and/or noncompliance with the Purchasing Card Program to the Senior Vice President for Administrative and Fiscal Services and to the Chief Compliance, Risk and Ethics Officer.

2.2 Cost Center Manager and Supervisor

The Purchasing Card program delegates both authority and responsibility for small dollar purchases to staff in individual departments or business units. It is the respective dean, chair, director, cost center manager, or other supervisor who holds the overall responsibility for ensuring that cardholder expenses are authorized, comply with policies and procedures, and serve a legitimate business purpose. The

cardholder commits College funds each time they make a purchase. **By approving the transactions, the cost center manager and supervisor are certifying that to the best of their knowledge all transactions are necessary, reasonable, and compliant.** Successful delegated purchasing requires oversight by both the cost center manager and supervisor. The roles of the cost center manager and supervisor are described below:

a. Cost Center Manager

- The cost center manager is a faculty/staff employee who is the primary budget manager for the assigned cost center. Cost center managers have access to cost center spend financial reporting and approval authority for financial transactions.
- In addition to the authorization of expenditures, transaction approval in Workday by the 10th of each month is required in order to ensure that each transaction is posted to the accurate general ledger account.
- **The cost center manager is only allowed to approve reports for up to a total of seven (7) combined corporate and purchasing cardholders.**
- The cost center manager is authorized to spend funds appropriated to their department up to the approved budget limit; therefore, it is their responsibility to ensure that total P-Card expenditures do not exceed stated budget limits.

b. Supervisor

- The cardholder's supervisor is responsible for ensuring that all P-card transactions are within the acceptable use limits described in the P-card User's Guide and that the purchasing activity of the cardholder offers overall support of the College's mission.
- The supervisor may or may not be the Cardholder's cost center manager.
- Supervisors are responsible for reviewing all required P-Card documents. These documents include all transaction receipts, related documentation, and the P-card verification reports of each cardholder within their unit.
- The supervisor must ensure compliance with P-Card policies and verify that cardholders are maintaining adequate records.
- If the supervisor discovers that a cardholder has transaction activity that is not in line with the policy set forth in the P-Card User's Guide, they are required to immediately notify the cardholder and hold them personally accountable for the transaction(s).
- In addition, the supervisor must apprise the Procurement Office of the situation as soon as possible to discuss intended corrective action and coordinate efforts to prevent future inappropriate P-Card activity by the cardholder.
- If the cardholder, supervisor, or cost center manager finds that there have been fraudulent charges placed on a P-Card, the cardholder should notify M&T Bank to cancel the card immediately. The Procurement Office should also be notified right away to coordinate appropriate legal action, if necessary.
- If a cardholder is expected to be on extended leave or terminated from the College, the Procurement Office should be notified immediately to eliminate potential purchasing liability on the card. Card limit reduction for the relevant time frame or account termination will occur once the Procurement Office has been notified.

2.3 Cardholders and Related Account Users

All program participants are de facto purchasing agents for Montgomery College and their individual employers. Accordingly, all participants must have a minimum understanding of procurement card rules and regulations as contained in the Montgomery College Procurement Card Users Guide. **Each**

time you use your P-card you are committing College funds. This responsibility should not be taken lightly!

a. **Individual Cardholders**

- Maintain card security to prevent unauthorized charges against the account.
- Obtain approval of cost center manager for orders or purchases **prior** to transaction.
- Purchase supplies for College-related business only.
- Notify suppliers of the College sales tax exempt number.
- Obtain a receipt at the point of purchase and verify it for accuracy. Retain all original receipts and related transaction documentation for your records and auditing purposes.
- Call M&T Bank Customer Service immediately regarding lost or stolen cards.
- Notify M&T Bank Customer Service of any billing discrepancies that cannot be resolved with the supplier. M&T Bank will place these charges in dispute.
- Reconcile and forward the Transaction Verification Report and all receipts/charge slips to the cost center manager for review.
- Utilize Workday to reconcile and allocate all transactions placed on the P-Card.
- Notify the Office of Procurement and cost center manager via email of name, address, and division/department changes or separations.
- Use the Purchasing Card in accordance with Montgomery College policies and procedures and the Purchasing Code of Ethics.
- Be liable for any charges in violation of these procedures and Montgomery College policies and procedures.

b. **Use of the Card and related Accounts**

All purchases made through the program must be for official College business. Cardholders must provide unambiguous justification for all transactions placed on the P-card. When plastic cards are issued, only the employee whose name appears on the face of the P- Card is authorized to initiate transactions with the card. Use of the card by any other person is considered misuse of the card, even if the purchase is for legitimate College business. **Use of any P-Card program accounts for personal purchases is strictly prohibited and will result in disciplinary action, including termination of employment and criminal prosecution.** (Personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official College business)

2.4 Purchasing Agents

Purchasing agents work in the Office of Procurement to process Collegewide requests for goods and services required for College operations. Purchasing agents are also cardholders and may determine that utilizing their P-card is the most appropriate procurement method for a purchase.

Purchasing agent P-card purchases require department pre-approval and fund encumbrance through the submission of an online requisition. In order to facilitate their role in the procurement process, purchasing agents' P-cards may be less restrictive than College P-cardholders.

3. Purchasing Card Controls

3.1 Merchant Category Classification (MCC) Codes

As suppliers become Visa-capable, they are assigned a four-digit code based on the type of goods or service that merchant or vendor typically provides. These codes are known as their Merchant Category Classification (MCC). Montgomery College uses the Merchant Category Classification

code to block specific supplier purchases by Cardholders (e.g., airlines, travel agencies, restaurants, computer supply vendors, etc.). MCC blocks may vary from one individual Cardholder to the next. If you experience a decline for a purchase you would typically be permitted to make, contact the Procurement Office. A member of the Procurement staff will assist you in order to meet your purchasing needs.

3.2 Spending Limits

The Office of Procurement determines spending limits depending upon unit needs and in accordance with College Policy and Procedures. If you find over time that your credit limit is too low to accommodate your monthly requirements, please contact your Primary Cost Center Manager to re-evaluate your limit. If it is agreed that your limit should be increased, the Primary Cost Center Manager should contact the Director of Procurement for approval. If approved, you will be notified when the increase becomes effective.

Most purchasing cards have a \$5,000 monthly credit limit unless a lower or higher limit has been established by the cardholders Department Head and the Director of Procurement. The per transaction limit for P-card purchases is \$4,999. ***Under no circumstances may the cardholder split transactions in order to circumvent the per transaction limit! This will result in a minimum penalty of Purchasing Card suspension. If transaction splitting is repeated, the cardholder's Purchasing Card privileges will be revoked.***

4. Using the Purchasing Card

The P-Card can be used for official purchase of supplies, materials, and equipment. All purchases must be made in accordance with Montgomery College policies and procedures set forth in this user's guide.

4.1 Card Activation

When P-card accounts are set up with M&T Bank, The College ID number is used in place of the social security number. When contacting M&T Bank, use your College ID number when prompted to provide your SSN. Replace the "M" with a zero when contacting M&T Bank customer service to activate your card.

4.2 Pre-Approval

When you decide what you need to purchase, **obtain pre-approval from your cost center manager.** Pre-approval is required and should be obtained either verbally or in writing, depending on the unit's departmental controls.

4.3 Sales Tax Exemption

All purchases made with the purchasing card are sales tax-exempt within the state of Maryland. All in state and some out-of-state vendors honor this exemption.

Providing the sales tax-exempt number to the supplier at the time of purchase is the responsibility of the cardholder. This number is printed on the purchasing card. A copy of the tax-exempt certificate is also available online at www.montgomerycollege.edu/procure . Cardholders are responsible for ensuring that merchants do not charge tax. If taxes are charged, the cardholder must contact the merchant to obtain a credit to the account or the **cardholder will be requested to make payment for any sales tax charged to the College.**

4.4 Billing Address

For P-Card address verification, the billing address on file is 9221 Corporate Blvd, Rockville, Maryland 20850. P-Card invoices, bills, receipts, etc. should be mailed to your office address. *Do not use the Accounts Payable address as the billing address* as this may result in a duplicate payment to the vendor.

4.5 Shipping Address

Purchases placed on the College P-card must always be shipped to a College address. Orders that are not picked up in person or delivered to your office may be received in Central Receiving. *Unless prior approval is granted, p-card purchases cannot be shipped to your home address.* It is recommended that orders be shipped to Central Receiving at 7602 Standish Place, Rockville, MD 20855. To ensure that you receive the order, the shipping label must include cardholder name, department name and department address. **Orders may be returned to sender if packages are not properly labeled.**

4.6 Receipts

Always obtain a receipt and packing slip for all purchased items. An itemized receipt is required for every transaction. If cardholder does not obtain, or loses original purchase receipt, the Workday Substitute Receipt Form must be completed and submitted accordingly. Failure to complete and submit Workday Substitute Receipt Form or to obtain a receipt may result in the temporary suspension or revocation of purchasing card.

4.7 Returns, Damaged Goods, Credits

If goods purchased with the P-Card need to be returned the cardholder should work directly with the vendor. Many vendors require you to obtain a "Return Authorization Number" before they will accept a return. Always retain the original packaging until you are certain you are going to keep the goods.

4.8 Keeping Purchasing Cards Secure

You are responsible for the security of your card and the transactions made with the card. No one other than the designated cardholder is authorized to use it for any purpose. Each cardholder is directly responsible for the physical security of their card and account information.

- ✓ When you receive your card, sign the back of the card and always keep the card, account numbers and receipts in a secure location.
- ✓ Don't give out your account number over the phone unless you initiate the call and you know the company is reputable. Never give your credit card information out to anyone who calls you
- ✓ Never respond to emails that request you provide your credit or debit card info via email -- and don't ever respond to emails that ask you to go to a website to verify personal (and credit card) information. These are called 'phishing' scams
- ✓ Never provide your credit card information on a website that is not a secure site. *A website is secure if it has "https:" in the URL and the lock in the bottom right corner of the browser window*
- ✓ Shield your card number so that others around you can't copy it or capture it on a cell phone or other camera
- ✓ Reconcile frequently. Save all receipts. You can also log into your account online for real time transactions

- ✓ If you find any charges that you don't recognize -- report these charges promptly

4.9 Lost or Stolen Cards

It is the responsibility of the cardholder to report the loss of a P-Card immediately to M&T Bank Customer Service at 800-443-8671. (Any charges incurred prior to bank notification on a stolen or lost card are not disputable or reimbursable if the actual card was used to make purchases. Those charges would be the responsibility of Montgomery College and/or the cardholder. After the card is reported stolen, the cardholder is protected and cannot be held accountable for charges incurred on the lost or stolen card from that point forward.)

The cardholder should also immediately report the lost or stolen card to the Purchasing Coordinator at 240-567-5241.

5. Types of Purchases

The P-Card can be used for official purchase of supplies, materials, and equipment. All purchases must be made in accordance with Montgomery College policies and procedures set forth in this user's guide. *The listing of acceptable and unacceptable uses may be modified from time to time at the sole discretion of the Office of Procurement.* Exceptions to the list may be granted on an individual basis. If an exception is made for a transaction, be sure to retain a copy of the email authorization. If you are in doubt as to whether or not your intended purchase is acceptable, please contact the Procurement Office.

5.1 Catering services for College-related business events

Metz Culinary Management, the current food service contractor, provides catering services to Montgomery College, on an **exclusive** basis. Effective August 26, 2024, College departments may outsource all College-funded catering events, on or off-site up to \$1,000. On-site events requiring catering services with costs greater than \$1,000, must be fulfilled by Metz. If Metz cannot (must be documented) fulfill an on-campus catering need, outside service providers can be utilized with approval from the Director of Auxiliary Services or the Office of Procurement.

5.2 Allowable Purchases for College-related business

- Catering/Food Purchases up to \$1,000
- Printing and copying services
- Promotional Items (cups, pens, lapel pins USB drives, etc.)
- Film and film processing
- Grocery store items and refreshments
- Magazine Subscriptions and Memberships (*Please do not sign up for auto-renewal)
- Office Supplies (Must be purchased from the College's office supply contractor)
- Shipping Charges (US Postal Service, Fed Ex, UPS, etc.)
- Application fees for professional tests, licenses, permits, except where EAP funds are utilized
- Online professional training, classes and workshops, except where EAP funds are utilized
- Registration for professional conferences and seminars, except where EAP funds are utilized, or if registration is in conjunction with hotel stay (card will be rejected at hotels)
- Advertisements and Sponsorships up to the single purchase limit of \$4,999 (Purchases of \$5,000 - \$10,000 will require submitting a supplier invoice request in Workday)
- MC-Branded drinkware (mugs, glasses, cups, water bottles, etc.)
- MC-Branded desk accessories

- MC-Branded clothing (t-shirt, polo shirt, etc.)
- MC-Branded headwear (hats, visors, caps, etc.)
- MC-Branded tote bags
- MC-Branded umbrellas
- MC-Branded writing instruments (pens, notebooks, sticky notes, etc.)
- MC-Branded USB drives, chargers
- MC-Branded mobile accessories
- MC-Branded calendars
- MC-Branded key chains
- MC-Branded PPE
- Other similar MC-Branded items not listed

5.3 Prohibited Purchases

- Refreshment/Food
 - Alcoholic Beverages
 - Water Services and Delivery where a contract is required (Stand Alone Coolers)
- Gifts/Non-College Related Business
 - Gifts of sentiment or employee-related events (ex. Flowers, balloons, or gifts for Administrative Professionals Day, birthdays, retirement, office parties, etc.)
 - Gift cards (prohibited unless approved by the Senior VP of AFS -P&P #63001)
 - Gift certificates, or cash cards (credit cards that are used like cash)
 - Gifts or giveaways for students and staff, unless prior approval is granted. (Excludes Promotional Items)
- Travel/Entertainment
 - Gasoline
 - Travel and entertainment expenses (this includes but not limited to: airfare, cabs, car rentals, boats, buses, trains, parking fees, road tolls, hotel/motel fees-including room rentals for conferences, meals in restaurants/hotels, show tickets, etc.)
 - Traveler's checks
- Services
 - Annual Maintenance Contracts
 - Capital Projects for Construction and Building Roads
 - Consulting Services
 - Items that require installation or assembly (Central Facilities cannot assume responsibility for the installation or assembly of any items purchased with the P-Card such as furniture, shelving, etc.)
 - Service transactions (ex. Delivery, maintenance, office repairs or other types of services, unless otherwise specified elsewhere in this document)
 - Utilities
 - Equipment and space rentals
- Personal Uses
 - Cash Advances are *strictly prohibited*
 - Tuition Reimbursement
 - Personal use (Items/services for non-College related purposes)

- Technology
 - Cell Phones and/or service, cell phone enabled devices (IPhones, Droids, etc.)
 - Computer hardware, software, and related components (Computers, tablets, printers, scanners, iPads, iPods, Kindles, apps, etc.)
 - Technology related repairs for College issued mobile devices
- Other
 - Capital Equipment
 - Furniture
 - Honorariums - are currently handled via the supplier invoice request
 - Purchases delivered to non-College addresses
 - Purchases not related to College business
 - Radioactive material
 - Splitting of purchases to avoid or circumvent the \$4,999 transaction limit

5.4 Grant-funded Purchases

Unless prior approval is granted by the Office of Procurement, P-cards cannot be used for grant-funded purchases. If approval is granted, the federal and state debarment status of companies for which grant funds are being used must be checked prior to making purchases. If the company is excluded, an order cannot be placed with that company. These status results must be saved as an attachment in Workday for every grant-funded transaction.

5.5 Hazardous Materials

The P-Card can be used for the purchase of some *hazardous materials* that are considered departmental supplies. The Public Health & Environmental Safety office maintains campus wide chemical inventories and Safety Data Sheets in a central database. Similar recordkeeping is also required at the departmental level. Occupational safety regulations and local emergency planning laws require that departmental supervisors regularly update chemical inventories and Safety Data Sheets.

To assist in the process, cardholders ordering hazardous materials via the P-card must follow the specific procedures that are bulleted below. Failure to follow appropriate procedures may result in P-Card suspension or cancellation.

- The Public Health & Environmental Safety Office *must be notified prior to* purchasing hazardous materials, if the department has never kept an inventory or if the chemical is new to the department. These include orders made in person, by phone, Internet, mail, etc. There are storage and training requirements that apply to the users and managers of hazardous materials. PHES can help you meet those regulatory requirements. Instructions for using the online chemical inventory database will be provided and an account will be created for new users by PHES staff. Please send an email to EnvironmentalSafety@montgomerycollege.edu.
- If you already have an account in SDS Pro and are coordinating your department or office's inventory with PHES, then you must update your inventory in SDS Pro or submit an SDS Request. Hardcopies of Safety Data Sheets must be maintained on site and in the vicinity of the chemicals. If you need assistance with creating a new binder for a location contact EnvironmentalSafety@montgomerycollege.edu.

- The purchase of radioactive materials is not permitted on P-Cards. Equipment containing radioactive materials requires permits and should not be purchased without review by PHES.

Hazardous Materials - Any chemical, or commercial chemical product that, because of its quantity, concentration, or physical, chemical, or biological characteristics, may pose a hazard to human health or the environment. Employees must review and apply the personal protective equipment and other information located in the Safety Data Sheet, prior to using any chemical. Items that may be flammable, corrosive, reactive or toxic are considered hazardous. If in doubt, contact the Environmental Safety Manager at 240-567-4308 regarding this policy.

Examples- Chemistry & biology lab supplies, artist's supplies, cleaning products, solvents, pesticides, paints, spray cans, car batteries, anti-freeze, pool chemicals, and gas cylinders.

6. Reconciliation Process

Each cardholder is responsible for verifying and attaching a receipt for every transaction made in Workday. All transactions are subject to audit and as with any charge card; **you must retain records for your protection**. Failure to maintain proper records is a violation of the Purchasing Card Program policies and procedures. This will result in a minimum penalty of purchasing card suspension and the cardholder's purchasing card privileges will be revoked.

6.1 Record Retention Requirement

Every cardholder is required to maintain P-card records for a period of (5) years for auditing purposes. Your records must include (1) one copy of the monthly bank statement with the Cost Center Manager's signature, or approved expense report; (2) all original receipts, packing slips, sales order slips, etc. associated with a statement; (3) the M&T Bank Purchasing Cardholder Dispute Form for any disputed items associated with the statement, and (4) Debarment check results if using grant funds.

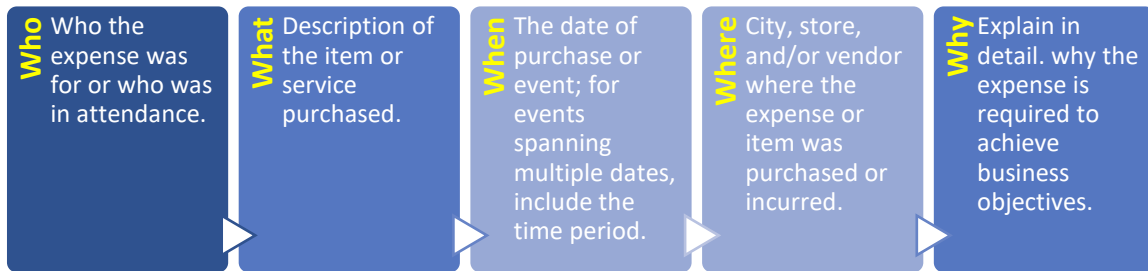
6.2 Verify Procurement Card Transactions in Workday

Cardholders are required to *verify procurement card transactions* in Workday. Through this process, cardholders allocate to the appropriate budget, provide an item description and business purpose, and attach receipts for every transaction. Once the report is completed, it must be electronically submitted to the cardholder's supervisor and cost center manager for approval.

Transactions will be loading into Workday on a daily basis as they become available. Cardholders are encouraged to verify transactions daily or weekly. The deadline to complete all the previous month's transactions is the 10th. If all the transactions are not verified and approved by the 10th, the cardholder's spending limit will be reduced to \$1 until it is completed. If this is a repeated occurrence, your P-card privileges may be suspended or revoked.

6.3 Business Purpose

A clear business purpose is required for every transaction verified in Workday. The College-related business purpose including item description must be entered in the line item description field for every transaction. A well-written business purpose should answer the following questions to relate the expense to the College's objectives.



Business Purpose Examples

Insufficient Business Purpose Description	Sufficient Business Purpose Description
Registration Fee	5/25/22 International Chemistry Association conference registration fee for Dr. Smith. Pre-approval from manager attached with invoice.
Office Supplies	Office stationery to keep up employee and participant relations (e.g., thank you cards).

6.4 Dispute Process Statement.

You can dispute an unauthorized charge that has posted to your account. Some examples of instances that may prompt a dispute are; goods lost in transit from the supplier, charges posted incorrectly or on the wrong statement, goods returned or damaged, and receipt of an incorrect item or quantity. Visa regulations require that you notify M&T Bank within 60 days of the statement date.

If you disagree with a charge that posted to your account, note the discrepancy and attempt to resolve the issue by contacting the supplier. If the issue is resolved with the supplier, verify the correction in Workday when it posts and note the resolution. If the problem cannot be resolved with the supplier, contact M&T Bank to place the transaction in dispute. **Disputed items still need to be verified and submitted in Workday. Once the dispute is resolved and a credit posts in Workday, the transaction can be allocated to the same budget as the original charge during the Workday verification process.**

6.5 Sales Tax Reimbursement Process

1. Email an explanation to William Valentin (william.valentin@montgomerycollege.edu) and cc your supervisor and cost center manager.
2. Deposit the reimbursement to the College at your nearest College Cashier's Office. Deposit the funds into the same College budget account that is used when you verify that P-card transaction in Workday.
3. Keep the original receipt from the cashier with your P-card records.
4. Send a copy of the cashier receipt and vendor receipt (either by email or regular mail) to the Procurement, William Valentin.

When verifying your P-card transaction, allocate the expense as you normally would but include a detailed note including whether the sales tax will be credited by the supplier or paid by the cardholder.

6.6 Statements and Statement Retrieval

M&T Bank issues a statement for each billing cycle (calendar month) that details purchases and posting dates, supplier names and locations, reference numbers, and fees. Cardholders should review their statements for accuracy and completeness. Statements may be retrieved from the website, www.centresuite.com beginning 24 hours after the close of the billing cycle.

To view your statement online, log onto the CentreSuite website (www.centresuite.com) and go to the *Statements* tab and click on *Account Activity*. From the *My Accounts* tab, click *Details* next to your current account. Click on the *Statements* tab to view your statement for a specific month. Click on the Adobe Acrobat icon beside the statement that you would like to view. Once your statement appears in a separate, PDF window, you can save or print the document.

7. Account Maintenance

7.1 Annual Cardholder Certification

In an effort to strengthen the College's purchasing card program, an annual certification of all p-cardholders will be conducted. Cost center managers who approve employee purchasing card purchases will have to annually certify that those cardholders require continued use of their assigned purchasing cards for the upcoming calendar year.

Each cardholder will receive an email at the beginning of December with the annual certification form attached. The form will need to be completed, signed by the cost center manager and cardholder, and returned to the Office of Procurement prior to the College's Winter-break closing date of that year. Failure to submit the completed form by the above-referenced deadline may result in the reduction of purchasing cardholder's spend limit to \$1. All other adherences to purchasing card program policies and procedures remain in place.

7.2 Card Renewal

P-Cards are automatically renewed every two years. The Office of Procurement will insure that all cards are re-issued prior to their scheduled expiration dates. In order to be eligible to receive a new card Cardholders will be required to complete the P-Card Policy and Procedures training as well as successfully pass an assessment quiz.

7.3 Inactive Cards

A P-card account is considered inactive when the card hasn't been used within 6 months. In order to limit liability and potential fraudulent use, inactive accountholders will be contacted to determine whether their card should be cancelled. In order to maintain the security of the program, accounts that are inactive for longer than 12 months may be closed without notice. Once an account is closed, the cardholder will need to go through the application process again to receive a new a card.

7.4 Resignation or Separation from the College

P-Cards are the property of M&T Bank and must be surrendered immediately upon employee resignation or separation from the College. The Procurement Office will confirm that the P-Card has been returned and notify Human Resources through Workday. The Cost Center Manager must notify the Office of Procurement immediately when a cardholder has left their unit.

8. Misuse or Abuse of Card Privileges

Improper use of the P-Card can be considered misappropriation of Montgomery College funds. This may result in disciplinary action, up to and including termination of employment. ***Improper card use will result in the minimum penalty of P-Card cancellation!***

9. Reporting Suspected Acts of Wrongdoing (P&P 61008)

All individuals are expected to report suspected fraud, waste, abuse, financial irregularities, unethical business activities and concerns about athletic programs and activities directly to the Chief Compliance, Risk, and Ethics Officer or the confidential reporting line at:

Online Reporting: www.montgomerycollege.ethicspoint.com

Toll-free Reporting Line: 1-844-572-2198

10. Contact Information

Montgomery College — Office of Procurement Procurement Office- 240-567-5292 Cherree Adams, Purchasing Card Program Administrator -240-567-5285 William Valentin, Purchasing Specialist- 240-567-5391	M& T Customer Service: 1-800-443-8671
Account Information (balance, status, transactions)	Account Information (balance, status, etc.)
Cardholder Account Changes	Card activation
Centresuite	Centresuite
Manual overrides	Disputing an unauthorized charge/Dispute Status
New account set up and account closures	Filing a lost/stolen card report
Spending limit increases/exceptions	Transaction Information

11. Code of Ethics (Office of Procurement)

1. To consider the objectives and policies of Montgomery College.
2. To strive to obtain the maximum ultimate value of each dollar of expenditure.
3. To cooperate with trade and industrial associations, and governmental and private agencies engaged in the promotion and development of sound business methods.
4. To demand honesty in sales representation whether offered through the medium of an oral or written statement, an advertisement, or a sample of the product.

5. To decline personal gifts or gratuities from any present or would-be supplier.
6. To grant all competitive bidders equal consideration; to regard each transaction on its own merits; and to foster and to promote fair, ethical and legal trade practices.
7. To use for competitive purchasing purposes, only with consent, original ideas and designs devised by one vendor.
8. To accord a prompt and courteous reception as conditions permit to all who call on legitimate business missions.
9. To avoid outside interests that would create a conflict of interest.