

Students & Enrollment P-Card Agreement for SAF Organizations

I. Background Information

The University P-Card program is managed by Procurement Services. It is used to provide Visa credit cards to department staff. The cards can be used to make purchases for which the expenses are then supported by the department's funds within the university accounting system through a web-based tool, PaymentNet (<http://www.paymentnet.com>).

II. Titles and Equivalencies

The titles of "Student Union Treasurer," "Assistant Vice President for Students and Enrollment," and "Budget Analyst" shall be construed to refer to any functionally equivalent future position(s) where applicable throughout this document.

III. Issuance of Cards

Because of the administrative overhead required to oversee the use of P-Cards, only a limited number will be available in any given fiscal year. The exact maximum number of cards will be determined at the discretion of Procurement Services in consultation with the Union Treasurer and Budget Analyst, but shall in no case exceed 15 cards. No organization shall ever be entitled to possess more than one active P-Card at any given time, and only a club's financial liaison may request a P-Card. Either the Union Treasurer or the Division of Students and Enrollment may deny any request for a P-Card at their discretion.

Due to the limited number of cards available, the following order has been established to determine the priority of issuance of cards among organizations, as follows:

- a. Student Union / Finance Board / Fundraising (for use only by the Student Union Treasurer)
- b. Secured Organizations (*7 in total*)
- c. Chartered Organizations (*must have Finance Board funding*) (*up to 5 for FY 2007 – 2008*)
(*number of cards for Chartered Organizations may vary year to year*)

In order to obtain a P-Card, a club **must** adhere to the following process:

1. The financial liaison must file a request to obtain a P-Card with the Student Union Treasurer.
2. The Treasurer must approve the request before it will be processed.
3. The financial liaison must fill out, sign, and submit the following documents to the Office of Students and Enrollment:
 - a. P-Card Application for Undergraduate Student Clubs and Organizations (**TBA**)
Sample at (<http://www.brandeis.edu/offices/procurement/forms/P-CardApplication.pdf>)
 - b. Students & Enrollment P-Card Agreement for SAF Organizations (this document)
4. The Assistant Vice President for Students and Enrollment must approve the request before it may be submitted to Procurement Services for processing.

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5. The liaison must attend a **joint** training session with the Union Treasurer, the Budget Analyst, and a representative from Procurement Services.
6. Upon the conclusion of the training session, the liaison must fill out and sign the Card Holder Agreement (available at <http://www.brandeis.edu/offices/procurement/forms/CardHolderAgreement.pdf>. Please note that the Card Holder Agreement is a contract with Procurement Services, and it is a *different* agreement than this document).

The P-Card is presented to you immediately upon completion of the training session and signature of the (Procurement) Cardholder Agreement. The entire process typically takes less than two weeks.

IV. Funding

Clubs authorized to obtain P-Cards will be provided with a “declining balance” P-Card, which functions like a pre-paid cash card. The Union Treasurer, after consultation with the Budget Analyst, may set the amount of total available funds that may be used on a particular card (however, the amount may not exceed the cumulative total of a club’s Finance Board allocations, fundraising balance, and gift account balance, minus expenses to date, if applicable). This maximum amount may be increased periodically upon request to the Union Treasurer, provided funding is/becomes available. The cardholder is responsible for tracking the amount expended and the remaining balance.

V. Orders

a. Placing Orders

You may place orders as you would with a credit card. Each P-Card is tied to the university Tax ID so that you may obtain the university’s sales tax exemption for your purchases.

b. Shipping and Receiving

You may only have your orders shipped to Brandeis University, and not to any personal off-campus address. Orders may be shipped to any University mail stop or to any student mailbox.
Important: make sure to retain any packing slips and/or invoices that arrive with your orders!

c. Billing Address

You must use the following billing address for *all* orders placed with your card:

Brandeis University
Procurement Services, MS 048
Epstein Building
415 South St.
Waltham MA 02454-9110

d. Order Tracking and Returns

The cardholder is responsible for checking on the status of any order and for taking care of product returns. All questions regarding an order’s status should be directed to the appropriate vendor.

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e. Unallowable Expenses

A list of unallowable expenses can be found in the P-Card Manual, available on the Procurement Services web site at <http://www.brandeis.edu/offices/procurement/forms/PCardManual.pdf>. The Student Union, Procurement Services, the Office of the University Controller, and the Office of Students and Enrollment may also impose additional restrictions on the use of these P-Cards at each department's discretion.

IMPORTANT: You may NOT use a P-Card for any personal purchases (i.e., expenses not related to club business). If any instances of fraud, misuse, or violation of the policies applicable to P-Cards are discovered, the card will be immediately deactivated and corrective action(s) will be taken by the Student Union Treasurer. Penalties include but are not limited to freezing of accounts indefinitely until the Treasurer has determined that the club/organization has met all criteria making it acceptable for said entity to resume making expenditures. The Office of Students and Enrollment may also, at its discretion and in accordance with the University's business conduct and student conduct policies, impose additional sanctions, potentially including referral to the Department of Student Development and Conduct in the Office of Student Life.

VI. Documentation

For each order placed with a P-Card, clubs are required to obtain the following minimum documentation of the purchase:

- a. **Original** Invoice/Receipts (e.g., printout of an online order confirmation page)
- b. Packing Slip (for items physically shipped) or some other confirmation (e.g., photocopy of a membership card, if the order is for a membership).
- c. Any other relevant documentation, including a Finance Form.

All documentation must be submitted to the Student Union Treasurer **within 12 hours after placing a P-Card order**, including weekends. If nobody is in the office, you may slide all items under the door. If you do not have certain documentation (such as packing slip) in this time frame, you may submit it later, but you must **always** fill out and submit a *Withdrawal Form* to the Treasurer within 12 hours of using the card.

VII. Using the PaymentNet System

Each week, the cardholder **MUST** log in to the PaymentNet system (<http://www.paymentnet.com>) in order to review the transactions. You should log in even if you did not recently make any purchases, to ensure that no unknown or illegitimate charges have been billed to the card. The cardholder is responsible for marking all transactions in PaymentNet as "Reviewed," and, if applicable, to select the correct charge line to be billed. They should also use the system's "notes" function to document the purpose of each transaction.

The Union Treasurer and the Budget Analyst will be able to log in to the system to mark transactions as "Approved." Please note that, in the event that a transaction is not reviewed or approved, your account **will** still be charged, unless you choose to dispute the transaction (which can be done by clicking on the appropriate link in the PaymentNet system).

VIII. Deactivation

Brandeis is a 501(c)(3) organization and each P-Card is a business instrument of the university, bearing its tax ID. All transactions using a P-Card are considered to be official business of the University, and will be treated accordingly.

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The auditing mechanisms of the student P-Card program will be periodically reviewed by Procurement Services, Financial Affairs and Treasury Services, the Office of Students and Enrollment, and the Union Treasurer to determine any necessary modifications to the policies outlined in this document.

IX. Quick Reference Guide: Proper P-Card Purchasing Procedure

1. Place your order using the P-Card.
2. Collect an invoice or receipt (and packing slip, where applicable) for each transaction.
3. No later than 5 PM on **WEDNESDAY**, log in to the PaymentNet system (<http://www.paymentnet.com>). View your transactions, add a note to each purchase documenting its purpose, and mark them all as “Reviewed.”
4. Fill out a *Withdrawal Form*.
5. Attach all documentation (receipts, packing slips, etc.) to the appropriate order confirmations.

X. Contact Information

If you have questions about:

Obtaining a P-Card or adjusting its total budget – call the Union Treasurer (x63711).

Tax-exempt status or other University policy matters – call Procurement Services (x64500).

Any item or issue mentioned in this agreement – call the Budget Analyst in the Office of Students and Enrollment (x62412).

XI. Amendment #1 (9 July 2007)

To comply with University audit procedures, this document, the “Students and Enrollment P-Card Agreement for SAF Organizations” is amended to include the following additional clauses:

- The default expiration date of student club P-Cards will be a predetermined date in May set by the Union Treasurer. Clubs may request a later expiration date for the card during the application process if they can demonstrate that the club officer(s) will remain on campus conducting business that necessitates the use of a P-Card. However, in no circumstances may the expiration date of a student club P-Card be set any later than June 15th of the current academic year.
- P-Cards must be returned to Procurement Services (via the Budget Analyst in the Office of Students and Enrollment) by the end of the semester. If a student leaves a club or withdraws from the university, this must be reported to the Union Treasurer and Budget Analyst, and that student’s P-card must immediately be turned in for deactivation.
- The cards will **automatically** expire if you exceed your credit limit and there is a waiting period of approximately one to two weeks before a new card can be issued.
- There is a waiting period of at least 24 hours before the total available balance on a card can be increased.
- Exceptions to Procurement regulations must be requested before a card is issued and approved jointly by the Union Treasurer, Procurement Services, and Students and Enrollment.

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- The accounting department will be continually auditing the documentation for each card and may take any action deemed appropriate for any transaction that does not comply with university policies (such violations include a lack of appropriate documentation). Therefore, it is mandatory that back-up material is submitted in a timely manner to the Budget Analyst (via the Union Treasurer). Back-up material must, at a minimum, demonstrate and prove the cost of goods and/or services and that all goods were received and/or all services were performed. Generally, documentation should be submitted with order confirmations whenever possible, but may be submitted up to a week later (e.g. waiting for a packing slip to arrive). If it will take longer to provide this information (e.g. backorder/shipping delay), the Budget Analyst must be informed of this.
- Additional amendments to this agreement may be enacted collaboratively between the Union Treasurer, Procurement Services, Financial Affairs and Treasury Services, and the Office of Students and Enrollment. In such cases, clubs using P-Cards will be informed of all changes in a reasonable and timely manner.

XII. Required Signatures

I have carefully and thoroughly read the entirety of the document, "Students & Enrollment P-Card Agreement for SAF Organizations," and agree to abide by all the terms contained therein.

Name:

Date:

Club Financial Liaison:

(please print name)

Approval Required:

Date:

Student Union Treasurer:

Choon Woo Ha, Student Union Treasurer

Students & Enrollment:

Keenyn McFarlane, AVP for Students and Enrollment