

Procurement CardUsing a Procurement CardPolicy Date – March 2018

Fiscal Services administers the College's Procurement Card (P-Card) program, within this policy the scope of what the Procurement Card can be used for is described. It details allowable and non-allowable uses of the P-Card and defines the oversight of card use.

The following is a table of allowable and non-allowable charges. If you have questions about a purchase please e-mail purchasing@hocking.edu or call our Accounts Payable Specialist, Lisa Stevens at (740)-753-6554.

Allowable	Non-allowable
Advertising (Marketing should approve first)	Alcohol, Tobacco, and other substances
Membership Dues	Any purchase above \$5,000
Postage/Shipping/Freight	Cash Advance
Travel Expenses for H.C. Travel	Gift Cards
Business Meals	Personal Items
Conference Registrations (Post-Travel Approval)	Radioactive Materials
	Independent Contractors
	Splitting Transactions

Making a Purchase – when making a purchase follow the steps below:

1. Confirm that the purchase is appropriate for the P-Card by checking the items on the non-allowable list.
2. Confirm the total cost (including shipping and handling) and verify that it will not exceed present transaction limits.
3. Make sure you are obtaining the best possible price. Any cardholder can contact Fiscal Services at purchasing@hocking.edu for questions on preferred contracts and vendors to use.
4. Attempt to obtain an educational discount from each vendor.
5. Hocking College is Tax Exempt. Our Tax Exempt ID is 31-0794924. If a vendor requires a hard copy of our Sales Tax Exempt Form, it is listed under Fiscal Services on the Hocking College Website or you can contact Fiscal Services at purchasing@hocking.edu
6. Record the name of the person you speak with if you complete an order of good on the phone in case subsequent problems/issues arise

7. Upon receipt of the item, **retain all copies, (receipts should be fully itemized, listing out all individual items purchased)** and copies of receipts should be turned in with your cardholder statement on or before the 19th day of each month to Fiscal Services. All receipts are kept in Fiscal Services, readily available, for audit.
8. You can download your cardholder statement on the online platform, you do not have to wait on the arrival of your mailed hard copy statement.

Declined Card – If your card is declined when making a purchase, cardholders should contact J.P. Morgan Chase Customer Service at the phone number listed on the back of the P-Card.

Be advised: The Hocking College P-Card Administrators do not have access to the bank information and cannot tell you why your card was declined.

Disputing a Transaction – If you receive a charge that is unfamiliar, you may dispute it by filing a ‘Statement of Questioned Item’ form. The form can be downloaded from the Fiscal Services Page on the Hocking College Website or you can contact Fiscal Services at purchasing@hocking.edu Fiscal Services will fax a copy to JP Morgan Chase but cardholders should retain a copy for their records.

A dispute must be made within 30 days of receiving your P-Card Statement. It is the responsibility of the cardholder to fill out and file the ‘Statement of Questioned Item’ form with Fiscal Services.

Lost or Stolen Card – The College is responsible for all charges placed on the card until such time that JP Morgan Chase is notified. It is the cardholder’s responsibility to contract JP Morgan Chase immediately if a card is lost or stolen. The number to call is 1-800-316-6056 24 hours a day 7 days a week. You should notify Fiscal Services Accounts Payable Specialist Lisa Stevens at (740)-753-6554 so that your card can be placed on temporary hold until the status of the card is determined.

If a cardholder is leaving employment with the College, he/she must return the P-Card to Accounts Payable to ensure that the account is cancelled.

A cardholder’s employing department also has responsibility to make sure Accounts Payable is aware of the cardholder’s termination from employment.

Occasionally, a P-Card becomes so worn that it will not function in card reading equipment. Cardholder may request a replacement P-Card by contacting Accounts Payable for the procedure. The replacement P-Card will have the same account number as the previous P-Card. Accounts Payable will notify the cardholder when the new P-Card arrives. It will be the responsibility of the cardholder to pick up and sign for receipt of the new P-Card in person in Accounts Payable. Special pick-up arrangements may be made with individuals whose home base is the Logan or Perry Campuses. In exchange for the new P-Card, the old P-Card must be returned to Accounts Payable to be properly destroyed