Franklin and Marshall Purchasing Card (P-card) Application Instructions

Section 1 – Type of Request
a. Choose “New Card Privileges” if this is a new card request for a position that never had a card before. This type of request needs to be approved by a senior officer.
b. Choose “New Employee in a position with current card privileges” if there is a new person in the position.
c. Choose “Replace” if a replacement card is needed.
d. Choose “Delete/Close” if the position no longer will be authorized to have a card.

Section 2 – Applicant Information
a. Fill out ALL fields. Credit is issued in the name of the College and the issuance of an F&M purchasing card will not affect the employee’s personal credit rating. However, it is important to note that by signing the Employee Usage Agreement, the employee is accepting personal liability for any intentional misuse of the card.

Section 3 – Credit Limit & Purchase Requirements
a. Using the check boxes, select the type(s) of transactions you will be making with your P-card. If your business purpose is not listed, select “Other” and note the expense type in the blank.
b. List the amount you think you will typically spend per month on the P-card. Note – your credit limit may end up being higher or lower than this amount, and real-time credit limit increases can be requested for emergency situations.
c. Select whether or not you will use the card for International travel.

Section 4 – Accounting Information
a. List the General Ledger account that you want to list as your default account. If charges are not reconciled by the 15th of each month, charges will default to this account and appropriate escalating corrective actions will be taken with the cardholder. An example General Ledger Account will look like: FUND__10000__ ORG__81029__ ACCOUNT__51000___ PROGRAM__61___
b. Normally the P-card holder is required to reconcile the card charges electronically by the 15th of the month. If you have a situation where another employee is being assigned to electronically reconcile your charges, list their name here. This “reconciler” must sign at the bottom of the application so that they are aware of these responsibilities.
c. List the name of the person responsible for electronically approving the card transactions by the 20th of each month. This is normally the card holder’s supervisor, but special situations may apply.

Section 5 – Employee Usage Agreement
a. Carefully read and ensure you understand the Employee Usage Agreement. The reconciler (if applicable) and approver must also read and understand the Employee Usage Agreement.

Section 6 – Approvals
a. Cardholder signature – required on every application
b. Reconciler signature – required only on applications where the cardholder is assigning reconciling duties to another employee.
c. Approver signature – required on every application (normally the cardholder’s supervisor, but exceptions may apply)
d. Senior Officer approval – required if this is a card being issued for the first time to a position

Application Submission and Card Pick-Up
a. Submit completed and signed Purchasing Card Application to the P-Card Administrator via:
   • Campus Mail – Attn: Dianna Zimmerman, Business Office- 644 Race Avenue
   • E-mail scanned attachment to PCardAdministration@fandm.edu
b. When the card arrives, the cardholder will be notified by the P-card administrator. The cardholder must attend a training session before the card will be issued. The cardholder should make an appointment to pick up the card in the Business Office in order to receive additional procedures and instructions for activating the card.
Franklin and Marshall College Purchasing Card (P-card) Application

<table>
<thead>
<tr>
<th>Section 1 - Type of Request</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ New Card Privileges (senior officer approval required)</td>
</tr>
<tr>
<td>☐ New Employee in a position with current card privileges</td>
</tr>
<tr>
<td>☐ Replace (Card # ________________________)</td>
</tr>
<tr>
<td>☐ Delete/Close (Card # ________________________)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2 - Applicant Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name: _____________________ Last Name: _____________________</td>
</tr>
<tr>
<td>Employee ID (last 4 digits will be card activation code): __________ Campus Phone: ________________</td>
</tr>
<tr>
<td>Cell/Personal Phone: (for fraud notifications) ________________ E-mail Address: ________________</td>
</tr>
<tr>
<td>Department Name: __________________ Position Title: ________________</td>
</tr>
<tr>
<td>Network Username: __________________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3 - Credit Limit (per month) and Purchase Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose the business purpose(s) of the purchases you intend to make with the Purchasing Card:</td>
</tr>
<tr>
<td>☐ Travel ☐ Supplies ☐ Equipment ☐ Grant Expenses ☐ Other (describe) ________________</td>
</tr>
<tr>
<td>What is the “typical” amount you anticipate spending per month? $ ________________</td>
</tr>
<tr>
<td>Will Card be used for International Travel? ☐ Yes ☐ No ☐ Maybe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 4 - Accounting Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main/Default Banner Account Code:</td>
</tr>
<tr>
<td>FUND ______ ORG ______ ACCOUNT ______ PROGRAM ______</td>
</tr>
<tr>
<td>Print Name of Employee Responsible for Electronic Reconciling (if different from applicant): ________________</td>
</tr>
<tr>
<td>Print Name of Supervisor Responsible for Monthly Electronic Approvals: __________________</td>
</tr>
</tbody>
</table>

*If you have any questions regarding this application, please contact Dianna Zimmerman, P-card Administrator, at x3927 or e-mail PCardAdministration@fandm.edu*
Section 5 - Cardholder Implementation Form
Employee Usage Agreement

Your participation in the purchasing card program is a convenience that carries responsibilities. Your signature below verifies that you understand this agreement and agree to comply with the College’s purchasing card procedures and to attend appropriate P-card training.

Cardholder Responsibilities

1. The purchasing card is provided to me based on my need to purchase College-related goods and services. My card may be reassessed at any time based on change of responsibilities or needs. Although the card is issued in my name, it should be considered Franklin and Marshall College property and should be used with good judgment.

2. The card is for College-related purchases only and all charges are billed directly to and paid directly by the College. Personal charges are not to be made to the card. The credit card issuer views any personal charges on the card as a potential misappropriation of funds since the cardholder cannot pay the bank directly.

3. I am the only person authorized to use the card and am responsible for all charges made against the card. I agree not to let anyone else, including supervisors, use my P-card.

4. Improper use of the card can be considered misappropriation of College funds, which may result in disciplinary action, up to and including termination. I understand that the College audits the use of the P-card and will take appropriate disciplinary action if inappropriate transactions are found. The College will seek reimbursement for any unauthorized charges. The College’s Business Expense Policy, located on the Business Office website, can provide additional details.

5. I will comply with control procedures in order to protect College assets, such as keeping itemized receipts, documenting individuals involved in the College-funded activity, using the College’s sales tax exemption when appropriate, reconciling the monthly statement (or providing proper documentation to the reconciler, if applicable), and resolving any discrepancies by contacting the supplier first and then the bank.

6. When returning merchandise, I will ensure that the charge is credited to the P-card. I will not accept cash or store credit.

7. I agree to follow proper card security measures. This includes such measures as safeguarding the physical card, always using secure browsers and websites when making internet purchases, never faxing my full P-card number or including more than the last 4 digits of my card number in an email.

8. I will report a lost/stolen card or fraudulent activity immediately by telephone to the phone number on the back of the P-card (800-685-4039) and then to the College’s Purchasing Card Administrator (Dianna Zimmerman - x3927). If I am contacted by the bank regarding fraudulent activity, I agree to promptly respond to the call in order to protect the College against additional fraud and to ensure that my card is not deactivated without my consent.

9. A cardholder must surrender the card and any outstanding receipts upon termination of employment. Upon termination, no further use of the account is authorized.
Reconciler Responsibilities (typically the cardholder, but special circumstances may apply)

1. I will electronically reconcile, assign account codes to the appropriate general ledger codes, and submit the cardholder’s monthly P-card statement and receipts to the Approver by the 15th of the month following the statement cutoff (special cut-offs may apply due to holidays, year-end or other unforeseen circumstances).

2. I will ensure proper, itemized documentation is submitted for all transactions.

3. If I am out from the office during the reconciliation window, I will contact the P-card Administrator and ask to have a proxy set up to perform the reconcilement in my absence.

Approver Responsibilities

1. I will ensure the cardholder does not use the P-card to circumvent established purchasing procedures.

2. I will ensure proper, itemized documentation is submitted for all transactions.

3. I will ensure purchases are valid business expenses and that merchandise purchased with the card has not been returned for store credit or cash. I will verify the sales tax exemption has been applied, when appropriate, and require the cardholder to contact the merchant for a refund of sales tax if necessary.

4. I will electronically review and approve the cardholder’s monthly P-card statement and receipts after it has been reconciled. Approvals are to be completed by the 20th of month following the statement cutoff (special cut-offs may apply due to holidays, year-end or other unforeseen circumstances).

5. I will notify the Purchasing Card Administrator when one of my cardholders transfers to another department or leaves the College and will turn in that P-card to the P-card Administrator for destruction.

6. If I am out from the office during the approval window, I will contact the P-card Administrator and ask to have a proxy set up to perform the approvals in my absence.

Section 6 - Approvals

I verify that all information provided on the application is accurate. In addition, I have read this agreement; I understand the responsibilities that I will be assuming; and, I agree to conform to the College’s Purchasing Card Procedures and Business Expense Policies, which I have reviewed separately.

If the credit card statement is not reconciled within 15 days and approved within 20 days of the end of the cycle, escalating corrective actions will be taken, as described in the College’s Purchasing Card Procedures manual.

Cardholder Name (print) ______________________________ Signature ______________________________ Date ________

Reconciler Name (if applicable) (print) ______________________________ Signature ______________________________ Date ________

Approver Name (print) ______________________________ Signature ______________________________ Date ________

Senior Officer (if applicable) (print) ______________________________ Signature ______________________________ Date ________