

Policy #	Title:	Effective Date:
	Small Purchase Charge Card Policy and Procedures	August 2009
Approved by:	Responsible Office: Department of Materiel Management	

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1 Purpose

The purpose of this document is to establish policies and procedures for the use of the Commonwealth of Virginia's Small Purchase Charge Card (SPCC) Program at Old Dominion University (the University). The policies and procedures identified herein will describe a program to streamline the process for procuring and paying for small dollar goods and services.

2 Authority

2.1 Commonwealth Program

The Commonwealth of Virginia, through competitive negotiations, has established a purchasing card program for all Commonwealth agencies and institutions, and the use of it is governed by the *Commonwealth Accounting Policies and Procedures (CAPP) Manual*.

2.2 Administration

It shall be the sole responsibility of Construction & Procurement Services, specifically Materiel Management, to develop, implement, monitor, and enforce the policies and procedures governing the use of the Small Purchase Charge Card Program by Old Dominion University employees. The oversight for this program shall be provided by the University's SPCC Program Administrator, as designated by the Executive Director for Construction & Procurement Services.

2.3 Use of Commonwealth's Program

Purchasing cards may be issued to full or part time employees of the University. The cardholder and their respective University department shall assume full and ultimate liability for employees use of the card. Purchases made through the purchasing card program must comply with:

- All Commonwealth of Virginia and University small purchase charge card and procurement regulations, policies, and procedures.
- Purchases made with the card shall not:
 - Exceed the established transaction and monthly limits.
 - Be used to purchase items that do not support the mission of the University.
 - Be used to purchase personal items or cash advances.
 - Be loaned to another individual.

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3 Procedures

3.1 Responsibilities

3.1.1 Program Administrator

The University's Small Purchase Charge Card Program Administrator:

- Approves and processes card applications
- Conducts training for card applicants, cardholders, and supervisors.
- Issues cards
- Approves changes to spending limits
- Monitors usage of the card and adjusts spending limits accordingly
- Provides follow-up during next billing cycle with cardholders and their supervisor's for all taxes paid that exceed \$50.00 for any given transaction.
- Cancels, suspends, or revokes cards as appropriate

3.1.2 Cardholder Supervisor

Supervisors are expected to ensure the cardholders they supervise are using the cards properly; therefore, supervisors are expected to know the general policies and procedures governing the University's Small Purchase Charge Card (SPCC) Program. Specifically, supervisors are expected to:

- Authorize the issuance and use of cards for employees of the University under their supervision, if appropriate.
- Establish spending limits for the cardholder based on an analysis of departmental spending activity.
- Complete mandatory State training annually.
- Ensure proper use of the card by reviewing all SPCC charges for accuracy and appropriateness of purchase. Performing a three way cross check between the log, statement, and receipts.
- Review and approve in writing the cardholder's monthly transaction log after reconciliation with the statement, receipts, and credit slips. Supervisor's signature on the cardholder's monthly log(s) certifies that (i) the goods and/or services purchased are essential and necessary, (ii) the associated funds are appropriately budgeted, (iii) have been properly received, (iv) are in compliance with the University's SWaM plan, and (v) the goods and/or services purchased directly support the mission of the University.
- Ensure credit for returned merchandise is credited back to the SPCC.

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- Review receipt documents for sales and use taxes. Follow up with the cardholder to ensure taxes charged are credited back to the SPCC.
- Ensure the cardholder maintains records and completes monthly reconciliations to be submitted to Accounts Payable.
- Perform and submit a written review annually of the cardholder's limits and spending activity.
- Ensure cardholder completes a final reconciliation of charges when transferring to a different department or leaving the University.
- Revoke the cardholder's purchase authority for improper use of the card and immediately advise the Program Administrator of the action.

3.1.3 Cardholder

- Every new cardholder must attend an Agency training session to receive his/her Bank of America Visa and complete mandatory State training annually.
- Agrees to use the card for approved purchases only and agrees not to charge personal purchases.
- Agrees to return the card immediately upon request or upon termination (including retirement). Should there be any organizational change that causes the cost center to change, the cardholder also agrees to return the card and arrange for a new one if appropriate.
- If the card is lost or stolen, the cardholder agrees to notify Bank of America, the University's Program Administrator and his or her Supervisor immediately. The notice to the Program Administrator and Supervisor shall be in writing.
- Understands the vendor must have a Secure Socket Layer (SSL) Version 2.0 or greater to properly order goods and services through the internet. To ensure the vendor has a SSL, the address window must start with https://. This may not occur until the payment information is requested.
- When returning merchandise, the cardholder will specifically request the charge be credited to the Purchasing Card.

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- Agree to follow **all** State regulations and established University Policies and Procedures related to procurement and the purchasing card. Failure to do so may result in the revocation of card privileges and/or disciplinary action.

3.2 Card Issue and Receipt

3.2.1 Applying for a New Card

To apply for the SPCC the employee:

- Supervisors and Applicants shall complete the mandatory SWaM Procurement Training before submitting the application to Materiel Management. The training can be found at the url listed below:

<http://www.odu.edu/af/materiel/training/>
- Shall submit completed and signed Employee Agreement, Purchasing Card Request, and Projected Usage Analysis forms, available on the Materiel Management website, www.odu.edu/procurement. All forms shall be signed by the Applicant and the Applicant's Supervisor as indicated.
- The Applicant's Supervisor will complete and sign the Purchasing Card Request Form, which supports the issuance of the card, including level of activity and transaction limit justification.

Materiel Management will process the necessary information to Bank of America to obtain the card.

3.2.2 Receipt of New Card

Upon receipt of the card by Materiel Management, the Applicant will be contacted and scheduled for training. The Applicant shall receive training prior to taking possession of the card. Training sessions are normally held once a month.

3.2.3 Renewal Card

Active cards are automatically renewed. The cards are sent to the University Program Administrator for distribution. Picking up of a renewal card requires a signature; therefore, it must be picked up in person. To pick up a renewal card, bring picture identification along with the completed and signed renewal agreement. Cards are valid until the last day of the month it expires.

3.3 Card Security

A card is only authorized for use by the person named on the face of the card. The cardholder is responsible for ensuring that the card and the number are secure. If a cardholder's duties do not require them to work nights and weekends, it is strongly

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encouraged and recommended that the card be made secure on campus prior to departing. This will prevent accidental use or loss of card during other than regular business or operating hours.

Cardholders shall not:

- Share the purchasing card or number with another person who is not a vendor with whom they are conducting business. If a cardholders provides their card number to another person whether they use the card or not, the named cardholder's privileges will be revoked according to the SPCC Policy and Procedure.
- Post the card number or leave the number or card in a conspicuous place.
- Mail the full 16 digit account number.
- Fax the card number to a vendor or leave a copy of the card on file with a vendor. Orders may be faxed to the vendor leaving the card number and expiration blank. Call the vendor to provide the number and expiration date over the telephone.
- Make a photocopy of the card.
- Send card number and expiration date information via E-mail.

Bank of America will never initiate a call and ask for your card number and expiration date, they already have this information. If you receive this type of call from someone claiming to be a representative of Bank of America, ask him or her for their name and telephone number. Tell them you will call back. Call the toll free number on the back of the card to verify the identity of the caller.

3.3.1 Transferring to a New Department

Cardholders shall notify the Program Administrator if they transfer to a new department within the University. The current card will be cancelled. The Budget Unit Director or Supervisor in the new area will need to process an Employee Agreement, Purchasing Card Request, and Projected Usage Analysis forms if they wish the transferred employee to have a card.

3.3.2 Lost or Stolen Cards

Cardholders shall immediately notify the service provider, their supervisor, and the Program Administrator whenever a card has been lost or stolen. Bank of America Customer Service may be reached by dialing 1-888-449-2273. Written notification shall be forwarded to the SPCC Program Administrator. It shall include the cardholder's name, date the card was last seen, the last transaction, and provide verification that the cardholder's supervisor has been notified.

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3.3.3 Separation from the University

A Cardholder separating from the University shall notify the SPCC Program Administrator of the date of their separation and is responsible for returning the cut up card to the Administrator and completing a final reconciliation of all pending charges. Cardholder's supervisors are responsible for ensuring the cardholder has completed a final reconciliation. When the reconciliation is complete, the supervisor must review the documentation. After completing the review, cardholder and supervisor will sign, date, and submit the documentation to Accounts Payable.

3.3.4 Extended Absences

Cardholders anticipating an extended leave of absence should contact the Program Administrator prior to leaving. The Cardholder's account will be temporarily suspended. Types of extended absences would include maternity leave, family medical leave, medical leave, military obligations, sabbaticals, etc.

It is recommended that the Cardholder's account be temporarily suspended until the cardholder returns to work. This temporary suspension will prevent unauthorized and unmonitored use of the account. Upon return to work, the Cardholder will contact the Program Administrator to have the account reopened for immediate use.

If a cardholder is on extended leave due to a medical emergency or worker's compensation issue, the cardholder's supervisor should contact the Program Administrator to arrange the temporary suspension.

3.4 Audit of Card Use

SPCC transactions shall be audited for compliance with all Commonwealth of Virginia and University policies and procedures.

3.5 Card Use

Use of the card for personal items, cash advances, and business travel expenses is prohibited with the exception of airline tickets and mass transit tickets. All cards are received with air, rail, and bus travel restrictions in place. These restrictions may be removed on a per request basis. Restrictions remain in place on all cards unless there is written documentation to support the need for removal either on a temporary or permanent basis. Attempts to procure tickets before restriction removal will likely result in a declined transaction. Contact the Program Administrator for the form to request the restriction removal.

Each cardholder is responsible for retaining documentation for their card usage. This documentation includes the log sheet, payment receipts, the vendor's signed itemized receiving documents, and any credit documentation related to that statement.

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The cardholder log shall be completed and updated as each transaction is made. This will assist the cardholder in monitoring their transactions and spending limits. Ensure that all required information is supplied, and receiving documents listing the goods or services are signed and dated as transactions occurred.

3.5.1 Airline Ticket Purchases (Information taken from CAPP Topic 20355)

Airline ticket purchases may not exceed the limits of the card. Departments must use one of the other options listed below for charges in excess of the Purchase Card (SPCC) limits:

- Bank of America VISA Employee Paid (Individual Liability) Travel Card (Contact the Office of Finance for information.)
- Bank of America Visa Agency Travel Card (Contact the Office of Finance for information.)

3.5.2 Electronic and Paper Airline Tickets (Information taken from CAPP Topic 20355)

- Note that some new airline travel regulations require that passengers who purchase electronic tickets with a charge card must produce the card at check-in. It is recommended that verification be performed with the airline of choice to determine their requirements.

3.5.3 Foreign Transaction Fee

VISA will automatically impose a 1% Foreign Transaction fee on any charges which are processed outside the United States. This fee is in addition to any currency conversion fees. Documentation regarding this fee is sent with each new card.

3.6 Order Placement

Ensure the price quoted represents the full obligation of the University for the item or service ordered. The price quoted should include shipping charges, packaging charges, installation charges etc. to avoid future billing and payment problems.

The following methods may be used to place an order:

- Phone orders – Cardholders shall provide the vendor with information that includes a description of the good/service, purchasing card number, expiration date, and a delivery address. The charge slip should say “Phone Order” on the signature line. Additionally, cardholders should ask the merchant to provide mailed receipt documentation for the phone order.

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- Over the counter – Cardholders should obtain signed tickets at pickup that includes an itemized listing of items purchased, quantities, and prices.
- Electronic orders/E-commerce – Internet purchases are allowed as long as the Commonwealth’s Electronic Commerce Policy is followed. The state policy requires that vendor web sites must have, at a minimum, a Secure Socket Layer (SSL) version 2.0 or greater. To ensure the vendor has this, the Address Window must start with <https://>. This may not occur until the payment information is requested. Card numbers and expiration dates may not be sent via E-mail.

The Cardholder shall obtain a receipt for each purchase made using the SPCC. The receipt should include the following:

- Vendor name
- Date of purchase
- Item Description
- Amount of purchase
- Method of payment

3.7 Purchase Restrictions

The SPCC cannot be used to purchase the following:

- Alcoholic beverages
- Ammunition
- Annual agreements (ex: cellular service, pager service), maintenance and service agreements (ex: printers, copiers, postage meters)
- Business travel expenses
- Campus design, construction, and renovation (except Webb Center and Facilities Management)
- Carpet (includes the purchase of carpet, flooring, and the installation)
- Copying and Duplicating Services – (The SPCC can be used to purchase copying/duplicating from the University’s mandatory contract vendor. Please see the Materiel Management web page for details.)
- Equipment Trust Fund Purchases (any dollar amount)
- Firearms
- Food - Effective July 1, 2009, Aramark Educational Services shall provide any and all food, beverages and/or related services that are to be used for Old Dominion University sponsored programs on property owned or leased by the University when costs for same are expected to exceed \$50. If Aramark is unable to provide the requested service, purchases of food, beverages and/or related services from another vendor for an amount greater than \$50.00 must have a written waiver from Aramark and the University’s Contract Administrator attached to the SPCC log. This requirement applies to all food, beverages, and/or related services whether purchased from off campus vendors and brought

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back to campus by staff for on campus events, and/or delivered by off campus vendors for on campus events.

- Furniture - except from Virginia Correctional Enterprise (VCE), the SPCC shall not be used to purchase any furniture from other sources. This includes furniture retailers, department stores, mail order catalogs, or internet sites.
- Gift Cards and Gift Certificates
- Lodging
- Narcotics and dangerous drugs (except Student Health Services and Dental Hygiene)
- Office Supplies (Departments must use mandatory University Contract, please see the Materiel Management web page for additional information. Effective date 3/16/2009.)
- Personal items and cash advances
- Purchases from employees of the Commonwealth
- Radioactive Materials
- Restaurant meals

3.8 Improper Expenditures

According to the Commonwealth Accounting Policies and Procedures Manual (CAPP Topic 20310) agency purchases must be considered essential to the operation of the agency and in support of the agency's mission to justify the use of State funds. Since all State-funded expenditures are subject to public scrutiny, agencies should consider the appearance of unusual purchases prior to authorization. Include supporting documentation with the log for any unusual purchases. The following lists contain examples of expenditures considered improper use of State Funds.

3.8.1 Employee Personal Expenses such as -

- Books for classes (unless they remain property of the State)
- Snacks or refreshments
- Baby sitting
- Non-business related newspapers or magazine subscriptions
- Personal articles that are lost or stolen
- Tuxedos or other formal wear
- Clothing (non-uniform) or repairs to clothing damaged in the work place
- All expenses related to personal negligence of the employee, such as traffic fines

3.8.2 Agency sponsored event expenses incurred which do not clearly support the agency mission such as –

- Retirement parties or employee going away parties
- Holiday decorations
- Alcoholic beverages
- Charitable contributions
- Gifts and flowers including expressions of sympathy

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3.9 Reconciliation

Cardholders are responsible for obtaining and using the most current version of the submission log, which can be found on the Materiel Management web site www.odu.edu/procurement.

The Bank of America billing cycle cut off date is the 15th of each month.

Reconciliation is the responsibility of each cardholder and his or her supervisor. Upon receipt of the Bank of America Visa Card Member Statement, cardholders shall reconcile the statement to the log. Incorrect charges are to be documented and resolved as quickly as possible.

3.9.1 Log Preparation

- All cardholders shall keep complete and accurate records of their purchases.
- A new log shall be established each month.
- Transaction logs should be updated as each purchase is made. If using a valid ODU, VASCUPP, or State contract enter the contract number on the line with the entry in the “Notes/Contract # column.
- If the cardholder is not using a valid ODU, VASCUPP, or State Contract SWaM Procedures must be followed.
- If the cardholder is using a DMBE SWaM certified vendor, indicate this by placing an “x” on the submission log In the column marked “DMBE SWaM.
- If a valid ODU, VASCUPP, State Contract, or SWaM vendor is not used, a justification signed by the budget unit director must be attached to the submission log.
- A separate log shall be maintained for each budget code. Use the last six digits of the account number only.
- If there are no transactions during a billing cycle, cardholders shall forward a log indicating “NO TRANSACTIONS FOR PAYMENT DURING THE MONTH OF (state month and year).” The log shall be signed and dated by the cardholder and the cardholder’s supervisor.
- The signatures on the log shall be **original**. No rubber stamp or copied signatures allowed.

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3.9.2 Receipt Documentation

Cardholders shall have proper receipt documentation for all purchases of goods or services. Proper receipt documentation will have the following elements:

- Vendor Name
- Date of purchase
- A description of the goods or service purchased
- Amount of purchase (itemized if multiple items are purchased)
- Method of payment (the documentation should reflect the Visa was used for payment)

Cardholders placing an internet order should receive receipt documentation showing all of the above elements. If not, contact the vendor and request the proper documentation. Cardholders placing an order by telephone should receive a receipt showing the five elements. If not, contact the vendor and request proper documentation.

3.9.3 Receipt Preparation

Small receipts should be prepared for submission by taping them to 8-1/2 x 11 sheets of paper and in order according to the transactions on the log.

3.9.4 Lost Receipt Certification

If a receipt for a purchase has been lost, the cardholder shall complete a Lost Receipt Certification form with the appropriate signatures to accompany the log. This form is available from the Materiel Management website www.odu.edu/procurement.

3.9.5 SPCC Statement

The Bank of America billing cycle ends on the 15th of the month, this date may vary slightly if weekends or holidays are involved.

Cardholders may print a statement of activity for an account from <https://payment2.works.com>.

3.9.6 Sub-Account Codes

Use the sub account code that best describes the item or service purchased.

3.9.7 Document Reconciliation

Compare the log, charge/credit receipts and receiving documents to the transactions appearing on the statement. Once the cardholder completes document reconciliation, the cardholder's supervisor shall review the documents. When the review is completed, the cardholder and supervisor shall sign and date

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the log (payment authorization form). Maintain a copy of the documents turned in for submission.

Purchases listed on the log but not posted on the statement must be appropriately noted on the log in the notes column. Retain receipts/packing slips in a pending file until the charge appears on the statement in the next billing cycle.

Note all credits due (merchandise returns, sales tax, etc.) on the log. Turn in all appropriate credit documents when the credit appears on a subsequent Bank of America statement.

Reconciliation is not complete until the cardholder and the cardholder's supervisor sign the log. A lack of signatures on the log and late submissions are violations of the Small Purchase Charge Card policy.

3.9.8 Document Submission

Documents shall be delivered to the Service Desk, 1st floor in Rollins Hall. Submit all credit information to Accounts Payable with the corresponding monthly statement **no later than the 5th** of each month. If the 5th occurs on a weekend, the information is due the Friday before.

Submit a copy of the following to Accounts Payable **no later than the fifth of each month:**

- Logs – Original documents only (do not fax to Accounts Payable)
- Bank of America statement
- Invoices
- Receipts
- Credit slips

3.10 Disputing a Charge

Cardholders should first try to resolve the issue with the merchant. Make sure to get a written confirmation of the credit from the merchant.

If a charge on the statement is not recognized or requires more information, refer to the back of your statement for billing inquiries/problems or questions. Keep records of all discussions including names and dates.

3.11 Fraudulent Activity

Card activity and mailed statements should be monitored for fraudulent activity. Fraudulent charges should be treated and reported as such. Contact Bank of America if you have fraudulent charges on your statement. Additionally, contact the Program Administrator and your supervisor in writing providing details on the fraudulent charge. Bank of America will open a fraud investigation.

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3.12 Returns and Credits

3.12.1

Returns

Contact the vendor for the proper method of return and return items promptly. Documentation of the return (such as a credit receipt) should be issued by the vendor. Document the return on the log. Reconcile the credit information with the Bank of America statement.

The cardholder may be asked to pay restocking fees charged by the vendor if the cardholder ordered the incorrect item. Restocking fees should not apply if goods arrived damaged or the vendor shipped the incorrect item. Restocking fees charged by the vendor should be fair and reasonable.

Vendors may not accept the return of custom orders, however, if accepted the restocking fee may be higher for the custom order than it would be for off the shelf items.

Cardholders should use good judgment in determining whether to keep an item or pay the restocking fee and return it.

3.12.2

Credits

It is the responsibility of the cardholder to request a credit to the SPCC. It is the responsibility of the cardholder's supervisor to ensure that all returned merchandise has been properly credited.

3.13 Taxes

The University is a state assisted agency and is exempt from most sales and use tax; however, tax is required on prepared foods and hotel rooms. **It is the cardholder's responsibility to claim the exemption on goods and services.** When making over the counter purchases the cardholder will need to establish where the tax-exempt transactions are handled in that particular business. Find out what documentation is required to establish tax exemption. It is the cardholder's responsibility to present the required documentation **prior** to making the purchase. If orders are placed via the internet and the documentation shows a lump sum total, contact the merchant for an itemized breakdown. This will ensure sales and use taxes were not included in the final cost. A "Tax Exempt" sticker is affixed to each card with the University's tax-exempt number. If the sticker is missing or illegible, a replacement sticker may be obtained from the Program Administrator.

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3.14 Record Retention

Copies of Cardholder's SPCC monthly submissions are departmental records and should stay with the department if a cardholder transfers to a different department or separates from the University.

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4. SPCC Suspension and Revocation

The SPCC may be suspended and/or terminated for any of the following violations:

VIOLATION	ACTION
Exceeding transaction limit set by Program Administrator	1 st offense – 30 day suspension 2 nd offense – revoke card use for three months 3 rd offense - permanent revocation
Splitting Orders (Making separate or repeated transactions to fall within the single transaction limit with the same or similar commodities.)	1 st offense – 30 day suspension 2 nd offense – revoke card use for three months 3 rd offense - permanent revocation
Use of card by another individual	1 st offense – 30 day suspension 2 nd offense – revoke card use for three months 3 rd offense - permanent revocation
Purchase of restricted commodities	1 st offense – refresher training 2 nd offense – 30 day suspension 3 rd offense – 90 day suspension 4 th offense – permanent revocation
Purchase of Office Supplies from other than the University's mandatory contract (Effective date 3/16/2009)	1 st offense – issue citation 2 nd offense – 30 day suspension 3 rd offense – 90 day suspension 4 th offense – permanent revocation
SWaM (Small Woman and Minority Owned) Vendor Compliance	1 st offense – issue citation 2 nd offense – complete SWAM refresher training online 3 rd offense – 90 day suspension 4 th offense – permanent revocation

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<p>Failure to submit documents in accordance with the University's SPCC policy and procedure. Types of submission violations would include, but not be limited to:</p> <ul style="list-style-type: none"> ➤ Failure to submit documents to the designated area by the designated date. ➤ Failure to include the original log, proper original receipts, original credit slips, and other original documentation. ➤ Failure of the cardholder to sign and date the log. ➤ Failure of the cardholder's supervisor to sign and date the log. ➤ Failure to document the log as purchases are made. 	<p>1st offense – issue citation</p> <p>2nd offense – refresher training</p> <p>3rd offense – 30 day suspension</p> <p>4th offense – 90 day suspension</p> <p>5th offense – permanent revocation</p>
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Additionally, the SPCC may be suspend and/or terminated due to:

- A request by the Cardholder's Supervisor and/or Budget Unit Director.
- A determination made by Materiel Management due to continued violations of policies and procedures.
- Termination of employment or change in employment location.

5. Cardholder Information

5.1 Activation Code

All cards must be activated prior to use, the activation code is a combination of the University's Agency number and your birth date: 221mmddy.

5.2 How Can I Download My Statement?

Statements may be downloaded by going to the Works website at the following url:

<https://payment2.works.com>

5.3 User Name

User names are a combination of the University's agency code and your First and Last names. User names are in the following format and must be entered exactly with the underscores: 221_FirstName_LastName

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5.4 Forgot My Password

If you have forgotten your password, you can request assistance from the Works web site. Proceed to the works website: <https://payment2.works.com>

On the login page, enter the following information:

- Email address
- Username

Under the login in box click on “Forgot your password? The Works site will email you information on resetting your password.

6. Contact Information

6.1 University SPCC Program Administrator

Arcelia D. Barcliff
Program Administrator
Department of Materiel Management
abarclif@odu.edu
757-683-5790

6.2 University SPCC Back Up Administrator

Jerri Kemp
Assistant to the Director
Department of Materiel Management
jkemp@odu.edu
757-683-4267

6.3 Bank of America

- Cardholder Customer Service – 1-888-449-2273
- Print Statement of Activity – <https://payment2.works.com>

7. References

For additional information on the Small Purchasing Card Program, read section 20355 of the Commonwealth Accounting Policies and Procedures (CAPP) Manual.