

ProCard and Travel Card Policy and Procedures

PROGRAM DESCRIPTIONS

The Procurement Card (ProCard) and the Travel & Entertainment Card (Travel Card) programs are administered by the Wellesley College Purchasing Department and designed to promote purchasing efficiency, flexibility, and convenience. The programs provide for the rapid acquisition of primarily low-dollar items and travel-related purchases. The ProCard can be used for equipment and supplies purchases and the Travel Card can be used for College-related travel expenses. ProCard and Travel Card purchases should be made in accordance with established purchasing and travel rules and policies.

POLICIES AND PROCEDURES

Eligibility Criteria

All permanent employees who hold positions that include the need for a ProCard or Travel Card may be eligible to receive a card with which to transact on Wellesley College's behalf with the understanding that all related policies, practices, and procedures will be strictly adhered to.

Casual Wage employees are not eligible to become Cardholders.

The following additional criteria as they relate to permanent employees are provided to assist Department Heads or Supervisors who are also Cost Center Managers in determining eligibility for a ProCard and/or Travel Card:

- 1) **Primary Budget Holder:** Primary responsibilities include overseeing the departmental budget.
- 2) **Primary Departmental Purchaser:** Primary responsibilities include purchasing supplies and equipment for the department.
- 3) **“Point of Purchase” Transactions Required:** Responsibilities include the need to purchase items in-person at the vendor's location and/or a requirement to make purchases during non-business hours.
- 4) **Travels or Arranges Travel for College Business:** Responsibilities include traveling or arranging travel for College-related business.

By signing a [ProCard and Travel Card Enrollment Form](#) the Department Head or Supervisor who is also a Cost Center Manager validates an applicant's eligibility.

Oversight and Responsibility

Department Heads are responsible for identifying employees who hold positions that warrant issuance of a ProCard and/or a Travel Card and for assessing the continued need of a ProCard and/or a Travel Card for each position. Department Cost Center Managers are responsible for overseeing employee ProCard and

Travel Card use within their departments as well as for approving submitted Cardholder transaction verifications in Workday. Approval of verifications must include a review of the stated business purposes, Cost Center information, and receipts, and be completed in a timely fashion (at least every thirty (30) days.)

By signing a [ProCard and Travel Card Enrollment Form](#) the Department Head or Supervisor who is also a Cost Center Manager confirms their understanding of their own responsibilities as well as the Cardholder's responsibilities as detailed in this document.

Card Use Policies, Procedures, and Guidelines

The following shall be strictly adhered to by all Cardholders:

1. Each Cardholder is responsible and accountable for their own ProCard and/or Travel Card and must keep track of all purchases made using their card(s).
2. Each Cardholder must follow all ProCard and Travel Card policies and procedures as well as the [Purchasing Policy](#) and [Travel Policy](#) which can be found on the [Purchasing Department Website](#) and the [Controller's Office Website](#).
3. Department Chairs, Program Directors, or other Department Supervisors or Cost Center Managers are responsible for the management of ProCard and Travel Card use within their respective departments.
4. ProCards and Travel Cards may **not** be used for purchasing the following:
 - a. Personal items of any kind
 - b. Cash advances or cash refunds
 - c. Consulting or personal services
 - d. Animals
 - e. Radioactive material
 - f. Prescription drugs/controlled substances
 - g. Any single purchase of \$10,000 or more (unless approved by Purchasing)
 - h. Services that involve personal banking transfers (e.g., PayPal, Venmo, Zelle, etc...)
 - i. Gifts not in compliance with the College's gift policy (see [Business Conduct Policy](#) pages 9-10).
5. All alcohol purchases, including purchases made in dining establishments or from retail vendors, must be reallocated to the appropriate Workday Spend Category ('Alcohol - Domestic' or 'Alcohol - International') and Activity Code Worktag (ACA31259).
6. ProCard and Travel Card transactions **shall not** be split with the intention of dividing a larger purchase which would otherwise meet or exceed the \$10,000 bid policy threshold.

7. It is the responsibility of the Cardholder to attempt to resolve any disputes with vendors. If resolution is not possible, the Cardholder should dispute the charge by contacting Bank of America (see below) and reporting the problem to the Purchasing Department.
8. ProCards and Travel Cards must be signed by the named Cardholders. While the Cardholder may allow use of their card by a responsible colleague for online purchases, the Cardholder remains responsible for ensuring that the purchases are authorized, for obtaining all receipts, and for [verifying all charges](#) made using their card. **Note:** *Cardholders shall not lend their card or provide their card information to students under any circumstances.*
9. The Wellesley College Massachusetts Tax Exemption Number is printed directly on your card(s). The Cardholder must ensure the appropriate use of this Tax Exemption Number. Please inform vendors of the exemption status when placing an order or requesting quotations. Remember, tax exemption applies to purchases made in Massachusetts only. [For more information regarding the College's tax-exempt status, please visit the Purchasing Department Website.](#)
10. The Cardholder is responsible for reporting the loss/theft of their card immediately to Bank of America and to the Purchasing Department. (See page 5, below.)
11. Verifications: the Cardholder is responsible for logging into Workday regularly to [verify their card transactions](#). We recommend verifying ProCard and Travel Card transactions monthly, at a minimum. An auto-reminder will be sent when verifications are not done within the recommended 30 days. **Note:** *Charges will post to a budget only after card transactions have been verified and approved in Workday.*
12. When items are purchased for campus delivery, provide the vendor with the recipient's name, department, building, and room number. When items are purchased for off-campus delivery, provide the vendor with the recipient's full name and complete mailing address.
13. When cards are assigned to federal funds, charges against the cards cannot be re-allocated to other College budgets.
14. Non-adherence to any policies or procedures can result in revocation of Cardholder privileges.

Receipts and Recordkeeping

Cardholders are responsible for regularly verifying their card transactions in Workday. All verifications require receipts; you must upload receipts directly into Workday as a part of the transaction verification process. For recordkeeping purposes, Cardholders must maintain the following documentation, when available, to verify proof of purchase:

- Receipts
- Credit card slips
- Packing slips

- Other information related to the purchase

Cardholders are solely responsible and accountable for obtaining all receipts and/or credit card slips related to purchases made on their ProCard and Travel Card, whether purchases are made by phone, online, or in person. (If you place an order by phone, remind the supplier to e-mail you a receipt or to include it with your package.) If you do not receive a sales receipt, contact the vendor immediately and request one.

Missing receipts must be accounted for by being replaced with the Controller's Office's [Lost/Missing Receipt Form](#). Cardholders must make every effort to obtain a duplicate receipt from the vendor prior to submission of a [Lost/Missing Receipt Form](#).

After your Workday verification has been submitted and subsequently approved by a Cost Center Manager, paper copies may be discarded. The Purchasing Department, Controller's Office, and/or outside auditors can review receipts of any card transaction at any time.

Receipt of Materials and Services

Though the Purchasing Department will be happy to assist, it is the Cardholder's responsibility to ensure receipt of materials and services and to follow up with vendors to resolve any problems including, but not limited to, item discrepancies, receipt of damaged goods, or non-receipt of goods or services. Additionally, Cardholders are responsible for coordinating and managing returns directly with vendors as well as for securing the appropriate credit to their ProCard or Travel Card.

All returns and credits must be made to the card account that was charged for the original purchase.

Cardholders must NOT take cash credits for card purchases!

Billing and Payments

Typically charges are 'run' either immediately upon order or when an order ships or a service is completed. When a vendor processes, or 'runs,' a credit card charge, the vendor is paid by Bank of America immediately. Each evening Bank of America sends charge information to Workday, making it available for the Cardholder to view, verify, and, if necessary, reallocate. When charges are visible in Workday, the vendor has been paid.

Charges will post to a budget only after card transactions have been verified and approved. Any reallocations that need to be made after a verified charge has been posted to a budget must be done via a [Journal Entry in Workday](#).

Disputing a Card Transaction

If you believe you have been charged in error, you may dispute the charge. First, contact the vendor and try to resolve the dispute. If an agreement cannot be reached with the vendor, the next step is to dispute the charge with Bank of America by calling the number on the back of your card.

Reporting Fraud

If a charge has been made to your card that you did not make or that you do not recognize, **immediately call the number on the back of your card and report the fraudulent charge to Bank of America**. After you have contacted the bank, let the Purchasing Department know that you have reported the fraudulent charge.

If you are contacted by Bank of America concerning a charge that the bank suspects is fraudulent, it is your responsibility to contact the bank (not the Purchasing Office) as soon as possible and to work with them in a timely manner to resolve the issue.

Reporting a Lost or Stolen Card

If your card is lost or stolen, notify Bank of America immediately by calling 1-888-449-2273. The bank will immediately suspend your card and issue you a new one. You should notify the Purchasing Department and your department's Cost Center Manager, as well, but only after calling the bank first.

Note: *It is imperative that you contact the bank immediately, as the College is responsible for all charges made on the card before the bank is notified.*

Card Termination

When a Cardholder leaves the College, the Cardholder's Chair or Supervisor who is also a Cost Center Manager is responsible for reclaiming their ProCard and/or Travel Card, destroying the card(s) by cutting it up or depositing it in a secure shredder box located on campus, and notifying the Purchasing Department that these steps have been completed. Failure to do so may result in revocation of all departmental card privileges.

Card Account Audit

The Purchasing Department, Controller's Office, and outside auditors may review any receipt or other documentation related to your ProCard or Travel Card account. If misuse is found, Cardholder privileges can be revoked. If fraud is found, Cardholder privileges will be revoked and termination could result.