



Overview

The Purchasing Card is a MasterCard credit card that is issued to Mott Community College by Comerica Bank. The Card provides Mott with an alternate method to petty cash, check requests, and small dollar purchases. The program is intended to streamline and simplify the procurement process. The Card is a tool that reduces transaction costs, facilitates timely acquisition of materials and supplies, automates data flow for electronic commerce and accounting purposes, and offers flexible controls to help ensure proper usage. The Card program is not intended to avoid or bypass the current purchase order system, but to complement the existing processes.

Only approved, full-time employees are eligible to receive the Card. The cardholder is responsible for all charges made to the Card. However, the Card has no impact on employees' personal credit because it is issued to Mott Community College. The Card may be used only for purchases specifically related to the delivery of college-related goods and services to the students as appropriated in the budget adopted by the Board of Trustees. Intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal.

Each card will have a pre-set monthly spending limit to be determined by the employee's cost center manager and the Purchasing Card Administrator, the Chief Financial Officer or designee. This limit may be changed upon request by the cost center manager with approval by the Purchasing Card Administrator.

The Director of Accounting will be responsible for receiving and processing application forms and requesting and distributing cards. A staff Accountant will be responsible for training the cardholder to input purchase details and to receive monthly account summaries with itemized receipts and posting charges to the general ledger. While posting charges to the general ledger, if Accounting notices a discrepancy, they will inform the Director of Accounting, CFO and appropriate Executive Cabinet member immediately. Comerica's system will generate an e-mail account statement to all cardholders on the first of each month.

Card Usage and Guidelines

The Purchasing Card may be used for the following business-related expenditures:

- Hosting expenses
- Subscriptions and memberships
- Supplies and Materials under \$1,000
- Travel expenses
- Business related meals
- Contracts and leases
- Maintenance agreements and contracts
- Utilities
- Rentals

Note: All computer and audio video equipment, regardless of cost, must be taken immediately to Receiving for inventory tagging.

The Purchasing Card may not be used for:

- Personal entertainment activities/services
- Cash advances
- Supplies and materials of \$2,500 or more (Use the Datatel requisition process for purchases \$2,500 or more.)



- Capital equipment
- Personal items – unless prior approval given by the President’s Office.
- Purchases involving trade of College property
- Furniture
- Duty free stores
- Motor homes, camper dealers, boat dealers, rentals, marinas
- Personal service providers (barbers, funeral services, health spas, dating services)
- Professional services (doctors, hospitals, schools)
- Recreation and utility trailers
- ATM service or other cash-related activities
- Alcohol

Other Important Guidelines:

- *Under no circumstances may a transaction be split into two separate receipts to bypass the single transaction dollar limit and/or the Purchasing guidelines.* Transactions will be electronically monitored.
- All itemized receipts must be turned in. Charges for missing receipts will need to be reimbursed to the College.

Using the Purchase Card

Cardholders may use the card to purchase items for the College that fall into one of the categories of approved expenditures. All original itemized receipts must be retained for reconciliation. The Cardholders may not exceed their pre-set spending limit at the risk of losing card privileges.

The Cardholder will have online access immediately to purchases that have been made. The Cardholder enters the account number and description pertaining to each purchase made and checks that it has been reviewed. The Cardholder’s supervisor then must approve the transaction on-line. It will be up to the cardholder to reconcile his/her account. Within five (5) business days after month end, the Cardholder must have account numbers assigned online. By the 15th day of the month cardholders must submit original receipts for the previous month’s activity to the accounting department. At this time the supervisor approval should also be complete.