PURCHASING CARD (PCARD) USER’S GUIDE

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Program Overview

The Purchasing Card (PCARD) is a Visa credit card issued by PNC Bank providing authorized persons with an alternate method of purchasing eligible business-related items or services. **It may not be used for personal expenses.** This purchasing method is intended to supplement the traditional purchase order process and create efficiencies in both the Purchasing and Accounting Departments. The PCARD is **NOT** intended to avoid or bypass MCC Purchasing Policy.

The PCARD and card number are not transferrable. The cardholder is the only individual authorized to use the card. The cardholder is responsible to protect the card from unauthorized use. Cardholders must return the card when, upon transfer of duties, there is no longer a need for a card or upon placement on administrative leave or termination of employment at Mott Community College.

Mott Community College adheres to the Freedom of Information Act (FOIA) for all requests for public information. Cardholders may have their transaction activity shared as part of the FOIA process, if requested.

Criteria for Issuing a Purchase Card

Cardholders must be College employees, independent contractors or staffing agency employees who are recommended by their immediate supervisors and confirmed by their Executive Cabinet Member and the Chief Financial Officer (see [PCARD Application & User Agreement](#) to have authority to make purchases for the College.

By signing the PCARD Application & User Agreement, the cardholder agrees to comply with the care, use and reconciliation requirements for the PCARD. Prior to receiving the card, the Program Administrator will review the care, use and reconciliation guidelines with the cardholder and with the supervisor, if he/she is new to the PCARD Program.

Cardholder Responsibilities

All cardholders are personally responsible to:

- Review all transactions to verify that all charges made to his/her PCARD are accurate, valid and in accordance with the use guidelines for the PCARD Program and college policies.

- Reconcile each charge made in PNC’s ActivePay® System by assigning accounts numbers, purchase descriptions, and uploading receipts for each charge by the fifth (5th) business day of each month for charges made the previous month.

- Review and submit to his/her immediate supervisor for approval all reconciled charges and uploaded receipts for review via the ActivePay® System. The supervisor’s must approve all charges no later than the 15th calendar day of the month.
USE GUIDELINES

The Purchasing Card (PCARD) may be used for the following eligible college purposes:

⇒ Equipment totaling less than $500. **Equipment with a value of $500 or more requires an asset tag and must be purchased using a purchase order.**
⇒ Materials, supplies or consumable items totaling $3,000 or less. Cardholders must not split transactions into separate receipts.
⇒ Travel-related expenses including conference fees, vehicle rental and registrations while traveling. Meals should be reimbursed on a per diem basis—see Travel Guide for exceptions.
⇒ Fuel for **college-owned** vehicles conducting college-business
⇒ Subscriptions and memberships

**NOTE:** Any purchase using grant funds must be pre-approved by the grant administrator

The PCARD may **not** be used to purchase any of the following:

⇒ Equipment exceeding $500
⇒ Materials, supplies or consumables with a total transaction exceeding $3,000
⇒ Alcohol
⇒ Fuel for **personal** vehicles (exception, **PESG** employees)
⇒ Personal expenses
⇒ Cash advances, ATM service or other cash-related activities
⇒ Items from duty-free stores
⇒ Vehiciles of any type including trailers
⇒ Purchasing involving trade of college property

Additional Use Guidelines:

- Cardholders are responsible to ensure that they receive an itemized receipt with each transaction. If a Cardholder does not have or loses a receipt, the following steps should be taken, in the order listed, to attempt to obtain a copy of the original receipt:
  1. Call the merchant and ask for a reprinted receipt.
  2. Complete the **PCARD Receipt Waiver Form.** **NOTE:** This form cannot be used for grant-funded purchases.

- Cardholders are responsible for ensuring they are not charged sales tax; MCC is a tax exempt entity.
- Meals purchased at the Bear Bistro or Applewood Café do not require an itemized receipt.
- When reconciling purchases for food, the Cardholder must give a brief description of the business purpose for the meal.
- When reconciling purchases for fuel for college-owned vehicles, the Cardholder must indicate which vehicle was fueled (i.e. Tahoe, Bus, etc.)
Not all business establishments use the same terminology when you are provided or ask for a receipt. Online shopping has blurred the lines further by providing what they call ‘order confirmations,’ which frequently do not qualify as a receipt because they are missing the method of payment. In order for your transaction to have what will qualify as a valid receipt when you reconcile your purchases, it needs to contain the following information:

A. Name of the establishment/company
B. Date of the transaction (purchase)
C. Description of items or services purchased
D. Quantity of items or services purchased
E. The cost for each item or service
F. A total amount spent for the transaction
G. Method of payment
1. Open an Internet Explorer browser. NOTE: Other browsers should work for your reconciliation, but if you experience any problems, revert to using Internet Explorer when reconciling your PCARD. Go to web address (or click on this link): https://www.pncactivepay.com.

2. First-Time Set-Up  Log in to the PNC ActivePay® system using the username, password and organization ID emailed to you by PNC Bank. If this is your first time logging in, you will be prompted to receive a Security Code to your registered email address. Retrieve the code from your email address and place it in the appropriate field to log-in to the site. Accept the terms of use. Follow the prompts to change your password. Enter your name, email address and phone number. Choose three challenge questions to be used when trying to reset a forgotten password.

3. From the home page, select either Manage Transactions from the Quick Links section or navigate using the blue bar, click on Transaction Maint, then Transaction Management under the drop-down menu.
   a. The date range will default to the current, open billing cycle. Best practice is to enter the search criteria of “Review Type” > Equal To > “Not Reviewed”. Click Add, then Search. This will create your list of transactions that need to be reviewed and coded.

4. Assign account codes and descriptions and attached receipt images
   a. Click into the first field, Fund, of the transaction you want to reconcile. At this point, the menu bar appears under Transactions.

5. Enter the account numbers that are appropriate for the transaction in the corresponding fields Fund, Cost Center and Activity and enter a brief description of the purchase in the Notes. On transactions for meals, make sure to include a brief description of the business purpose for the meal. Click Save when complete.

6. Click Manage Receipts to attach a copy of your receipt to the transaction.

7. Click Choose File to select the file to attach. Then click on Upload Receipt(s). Click Close once all receipts are uploaded.

8. Repeat this process until all transactions have been reconciled. Once all transactions are completed, mark them as reviewed to submit them to your supervisor for approval.
9. Download your monthly statement when you have reconciled and reviewed all transactions. Email it to your approver to notify them you have completed reconciling your transactions for the month.

**Cardholder reconciliation must be completed by the 5th business day of the month.** If account numbers, descriptions and receipts are not assigned and attached by the 5th business day of the month, the Cardholder’s PCARD may be placed on hold to prevent further spending. The account will not be reactivated until the cardholder has reconciled their charges.

A screen-by-screen tutorial is available on the Accounting website at https://www.mcc.edu/accounting/acc_purchase_card.shtml.

**If your card is lost, stolen or compromised, contact PNC Bank immediately at 800-685-4039.** The College may be responsible for any unauthorized transactions placed on the card before it is reported. After contacting PNC Bank, alert your supervisor and a PCARD Administrator that you have reported your card as lost, stolen or compromised.

**NOTE:** If you mistakenly check the Review box for a transaction and realize you have made a mistake you need to edit, your card approver is the only person that can reject that transaction back to you to edit. Card administrators cannot unlock this transaction for you.

If you choose, you can visit the PNC ActivePay® site on your cell phone. The site is mobile-friendly and allows you to do your reconciliations from your phone if you choose.
SUPervisor Reconciliation Instructions

1. If this is your first time logging-in, follow steps 1 and 2 on the cardholder reconciliation instructions.

2. From the home page, select either Approve Workflow Transactions from the Inbox section.

3. The next screen is the Transaction Management screen. The link automatically applies the filter of “Requires Workflow Approval” to “Yes.” This will create your “queue” of transactions that need to be reviewed and approved.

4. Approvers are responsible to review each transaction for eligibility and to verify the cardholder has completed the following:
   a. Entered the correct account number
   b. Entered an adequate purchase description
   c. Attached a valid receipt
   d. Receipt amount matches the amount on the cardholder’s transaction
   e. The purchase does not contain sales tax. If sales tax was charged, have the Cardholder contact the Merchant and request a refund of the sales tax charged. MCC is exempt from sales tax (Tax Exempt #38-790022F). Contact the Purchasing Office for assistance with sales tax refunds for out of state businesses.
   f. If a receipt/invoice is not itemized or if there is a missing receipt/invoice, ensure the cardholder has properly completed and attached the Waiver Form in addition to the non-itemized receipt/invoice or in lieu of a missing receipt/invoice. You must review and sign the Waiver Form.

5. If any of the information is incorrect, the approver should reject the transaction back to the cardholder for revision. Transactions can be rejected by first clicking on a chosen transaction, then clicking on Reject Transaction. This sends the transaction back to the cardholder for edit and re-submission. Make sure any rejected transactions get reconciled and resubmitted for your approval.

6. Transactions can be approved individually by using the approval checkmark under App, or in bulk using the select-all checkmark at the top of the column next to App.

7. Repeat this process until all transactions have been either rejected or approved.

**Supervisor approvals must be completed by the 15th calendar day of the month.** If the approvals are not complete by the 15th calendar day, the cardholder’s PCARD may be placed on hold to prevent further spending. The account may not be reactivated until all charges have been reconciled, reviewed and approved.

A screen-by-screen tutorial is available on the Accounting website at https://www.mcc.edu/accounting/acc_purchase_card.shtml.

**NOTE: If a Cardholder discontinues their employment/contractor relationship with the MCC, it is the Supervisor’s responsibility to ensure that a final reconciliation is completed for the Cardholder’s account.** The Supervisor should request all purchase and receipt information from the Cardholder prior to his/her last day of employment/service.