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## Purchasing Card

### CARDHOLDER'S QUICK REFERENCE GUIDE

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Room 280  
Pendleton, SC 29670  
864-646-1804

For details regarding Tri-County Technical College's Purchasing Card program, or for questions or comments regarding this brochure, contact:  
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#### **What is the Purchasing Card?**

The Purchasing Card is a VISA credit card issued by Bank of America. It provides a fast, cost-efficient method for purchasing approved supplies and services directly from vendors without using a purchase order. This streamlines the purchasing process, helps improve order receipt turnaround time, and significantly reduces the workload and processing costs related to the purchase of, and payment for, merchandise and services.

***Cardholder Eligibility*** – Purchasing cards are only issued to permanent, full-time employees.

***Cardholder Liability*** – The purchasing card is a corporate charge card; it does not affect the cardholder's personal credit. It is the Cardholder's responsibility to ensure the card is used **only for legitimate business purposes** and every purchase complies with State of SC and Tri-County Technical College purchasing policies and procedures. (The State of South Carolina blocks certain vendors from Purchasing Card use; attempted purchases from those vendors will be blocked at the point of sale.)

***Purchasing Card Use*** – The card works just like a personal credit card, except the College accepts liability for employees' use of the card. Cardholders should treat the College Purchasing Card with at least the same level of care as his/her own personal credit card, i.e. card should be maintained in a secure location, the account number should be carefully guarded, and no one other than the Cardholder should be allowed to use the card. Misuse of the card will subject the Cardholder to disciplinary action (see Account Closure).

#### **Cardholder Responsibilities:**

- Obtain original, **itemized** sales slips, register receipts, credit slips, etc. to document every purchase, and provide same to the Account Supervisor for reconciliation, approval, and allocation of transactions.
- Provide appropriate justification for all charges.
- Notify Account Supervisor if account number should be changed to a number other than the default number.
- Attempt to resolve disputes or billing errors directly with the vendor. (Notify Program Administrator if the dispute or billing error is not satisfactorily resolved.) Ensure appropriate credit for the disputed item(s) or billing error appears on a subsequent statement. **Do not accept cash or store credit in lieu of a credit to the Purchasing Card account.**
- Immediately report a lost or stolen card to Bank of America at 1-800-538-8788 (24 hours a day, 365 days a year), and to the Account Supervisor and Program Administrator at the first opportunity during normal business hours.
- Review and sign monthly statement and forward to Account Supervisor with appropriate documentation for every transaction that appears on the statement.
- Upon terminating employment with the College or transferring Departments within the College, immediately return the Purchasing Card to the Program Administrator.
- Report errors and/or emergency transaction needs to Purchasing Card Administrator and Account Supervisor.

### **Allowable Purchases:**

The Purchasing Card may be used for purchases of supplies, materials, equipment, or services, where not otherwise prohibited or restricted. All purchases must be within Cardholder assigned spending limits unless prior, written approval is received to exceed these limits. Ordering methods such as verbal, Internet, or fax can be used to acquire any type of supplies or services **except that** those items may not be purchased from a merchant blocked by the State of South Carolina or Tri-County Technical College. Questions regarding allowable purchases should be referred to the Purchasing Office or the Purchasing Card Program Administrator.

### **Prohibited Purchases:**

The following types of purchases are strictly prohibited by State policy. No exceptions will be granted unless otherwise indicated.

- Personal purchases of any kind (personal purchases are defined as purchases of goods or services intended for non-work related use or use other than official State business).
- Gift cards, stored value cards, calling cards, pre-paid cards or similar products.
- Lodging expenses for employee travel. (See TCTC College Procedure 7-3-1010.1 for more detailed regulations regarding employee travel and subsistence expenses.)
- Gasoline (for personal or rental cars).
- Food for consumption by State employees. (See Procedure 7-3-1010.2 for College regulations regarding employee meals.)

- Entertainment, including in-room movies.
- Alcoholic beverages.
- Tobacco products.
- Medical services (e.g. drug testing)

### **Account Closure:**

An account can be closed for any of the following reasons, which may also subject Cardholder to disciplinary action in accordance with Tri-County Technical College Policies and Procedures relating to disciplinary action and termination for cause:

- The Card is used for personal or unauthorized purposes.
- The Card is used to purchase alcoholic beverages or any substance, material, or service which violates College or State policies, laws, or regulations.
- The Cardholder allows the card to be used by another individual.
- The Cardholder splits a purchase or uses another employee's card to circumvent the purchase limits assigned to the card.
- The Cardholder fails to provide Account Supervisor with appropriate receipts.
- The Cardholder fails to provide, when requested, information about any specific purchase.
- The Cardholder does not adhere to all Purchasing Card policies and procedures.

### **Frequently Asked Questions:**

May I use the card for travel related expenses? **Answer:** The card may be used for the following: registration fees, car rentals, and airline tickets. **The card may NOT be used to pay for lodging, personal meals or gasoline.** If the card is used for an overnight trip, a copy of the overnight

travel authorization must be included with the expense receipts.

May I use the card to purchase items on the Internet? **Answer:** Yes, but an itemized list of items purchased, e.g. copy of the "shopping cart", is required as documentation for the transaction.

May I use the card to place telephone orders? **Answer:** Yes, but keep a list of items ordered and make sure the vendor faxes or emails a confirmation of the order to document the purchase.

What should I do if my card is declined? **Answer:** Call the Program Administrator at 864-646-1804. The Administrator will determine the reason for the decline and contact the Bank, if necessary.

Can my spend limits be increased? **Answer:** Yes; Department Head must forward his/her approval for the increase to the Purchasing Card Administrator.

What if I lose the receipt? **Answer:** Contact the vendor for another receipt. **As a last resort** if no receipt can be obtained, complete a Missing Receipt Documentation form, obtain approval signatures, and forward to the Account Supervisor as a substitute receipt for the purchase. *(This form may not be used more than three times in a fiscal year.)*

What are the limits on my card? **Answer:** Tri-County Technical College *standard* default limits are \$2,500 maximum per transaction, and \$5,000 per month.