



## Overview

### **The Bryant P-Card**

Bryant University has established a Procurement Card Program (P-Card) to and use of a University credit card for individual employees to make **allowable, routine, low-dollar purchases** for University related needs only. The JP Morgan Corporate VISA card is convenient, secure and flexible and allocates the charges directly to your budget.

The Card Holder is responsible for spending funds wisely and maintaining the appropriate paperwork.

### **P-Card Uses**

The P-Card delegates some purchasing authority to you. Items that do not require a purchase order (i.e., **most** items under \$2,500 – Please see the Bryant University Purchasing Policy for guidance on items that do require a Purchase Order) can be purchased with your card. You can also use your P-Card for authorized travel-related expenses, and even as a method to pay small invoices, eliminating the need for check requests.

### **Responsibilities of a Cardholder**

Because Bryant University empowers its cardholders to spend University funds, cardholders, in turn, must agree to follow all P-Card policies and procedures or risk losing their P-Card privileges. These requirements will be outlined in the following pages, but in general they include:

- ✓ Protection of your card from loss, theft and misuse
- ✓ Maintenance of proper records and documentation of all charges
- ✓ Verification and review of your charges in a timely manner through use of PaymentNet, the online component of the program
- ✓ Adherence to all policy
- ✓ Not using the PCard to buy any items on the restricted list

## **Responsibilities of a P-Card Administrator**

- ✓ Setting up new cardholder accounts with JP Morgan
- ✓ Ensuring that monthly statements are properly approved and returned to Accounts Payable in a timely manner
- ✓ Performing audits of accounts on a monthly basis
- ✓ Receiving and verifying documentation for audits.

### **Use of the P-card for personal purchases is strictly prohibited.**

Adherence to Bryant's policies and procedures is vital in maintaining a successful P-Card program; and prior to receiving a P-card, cardholders must sign an agreement signifying their acceptance of all policy.

## **Payment of Charges**

The Accounts Payable Department pays the entire JP Morgan Chase P-Card bill, and your departmental charges will download directly to the General Ledger.

## **Assistance**

The P-Card program is administered through the Purchasing Department. If you have any questions or problems relating to the use of the card, please contact Purchasing at extension 6018.



## **Card Usage**

The P-Card can be used several different ways. Please keep the following in mind as you make a purchase:

- Bryant is a tax exempt institution. Tax exempt certificates are available from the Purchasing Department.

- All items requiring shipping must be sent directly to the University. Shipping an item elsewhere is prohibited and may result in cancellation of your card.
- Items over \$2,500 require a Purchase Order and cannot be purchased by P-Card. Contact the Purchasing Department if you need assistance entering a Purchase Requisition.
- P-Cards cannot be used to purchase anything that would be classified as a Capital asset of the University or anything that would become part of an asset. (e.g. vehicles, furniture, tires (that would become part of a vehicle) without authorization of the Purchasing Office.

### On-Line Purchases



When making on-line purchases, **your confirmation email or order screen should be printed and will serve as your receipt.** Keep any packing slips as proof of delivery.

### Telephone/Fax Orders



When placing telephone orders, **be sure to ask for a detailed receipt.** Keep any packing slips as proof of delivery.

### Retail Stores



When using your P-Card at a retail store, always attempt to obtain a **tax-exempt** sale. Tax exempt certificates are available in Purchasing for this purpose.

Keep your receipt as a record of your purchase. Should an item need to be returned, a credit to your P-Card must be obtained. **Cash refunds or store credit is prohibited.**

### Invoice Payment



When using your P-Card to pay invoices, the invoice should be marked “paid” and retained with your receipts. Packing slips should also be kept as proof of delivery. Paying small invoices in this way eliminates the need for check requests.

### Conference Registrations Membership Dues



When registering for a conference, your confirmation email can serve as your receipt. The P-Card can also be used for travel and other related expenses.

Membership dues and subscriptions can also be paid with the P-Card.

## **General P-Card Usage Policies**

The P-Card can be used to purchase goods and services in accordance with P-Card and Purchasing policy. Topics specific to the P-Card are outlined below (alphabetical).

**Business Meals:** All meals charged on your P-Card, whether incurred during travel or incurred locally, require the following documentation:

- a) name of the restaurant
- b) date
- c) names of people in attendance
- d) **business purpose of the meal**
- e) reason for spousal attendance, if applicable



Omission of this information will result in an “audit finding” and possible cancellation of your card.

**Cancellation:** P-Cards will be cancelled immediately upon termination of any employee or, in the event of abuse, at the discretion of the Director of Purchasing and Auxiliary Services.

**Changing P-Card Information:** Default accounting codes, spending limits and name changes are processed through use of a “P-Card Maintenance Form (available at <http://intranet.bryant.edu/portal/purchasing/forms.htm>)

**Credit Limits:** The University will issue P-Cards with a Standard credit limit of \$5,000 a month and \$2,500 for a single transaction. (A single transaction is the total of all items purchased at one time.) Actual limits may vary, however, as determined by divisional Vice Presidents.

**Credit Limit Increases:** Credit limits can be increased either permanently or temporarily. If an increase is deemed appropriate by your approver, fill out a Procurement Card Maintenance Form (available at <http://intranet.bryant.edu/portal/purchasing/forms.htm>). Emergency credit limit changes can be processed immediately upon delivery of the signed form to the Purchasing Department.

**Disputes:** The cardholder must attempt to resolve any disputed transactions through direct contact with the merchant. If the matter cannot be resolved in this manner, the next step is to alert JP Morgan Chase through PaymentNet. The “Dispute” function is located on the transaction detail screen.

**Email Inquiries:** The Purchasing Department monitors all P-Card transactions on a daily basis and will occasionally send out email inquiries requesting information on certain charges. This may occur when unfamiliar or questionable merchant activity posts to your account or when the business purpose of a transaction is unclear. When you receive such an inquiry, you should respond with the requested information as soon as possible. Your immediate response will help Purchasing validate the charge.

**Missing Receipt Affidavit:** If you are unable to obtain a receipt for a purchase or have lost a receipt, a Missing Receipt Affidavit (MRA) (available at <http://intranet.bryant.edu/portal/purchasing/forms.htm>) must be filled out completely and signed by your approver. Completed affidavits then serve in place of the missing receipt. An **unsigned** Missing Receipt Affidavit is not considered a valid receipt and will result in an audit finding. The Director of Purchasing and Auxiliary Services will determine if excessive Missing Receipt Affidavits warrant further action. A maximum of three (3) MRA's will be accepted per month. It is up to the card-holder to maintain accurate records with regard to all P-Card transactions. Failure to do so will first result in a warning. If the poor record-keeping continues and there are three violations within a 1 year period, you may be subject to forfeiture of your P-Card privileges.

**Personal Purchases: Use of the P-card for personal purchases is prohibited.** All items purchased must be for the use and benefit of Bryant University. If your card has been used accidentally for a personal purchase, reimbursement must be made immediately to the Bursar's Office. Your receipt of repayment to the Bursar's Office must be kept with your P-Card packet as evidence of the repayment. Personal purchases may result in an audit finding.

**Pyramiding:** Pyramiding refers to making multiple "split" transactions in an effort to circumvent single transaction limits. **This practice is prohibited and may result in cancellation of a P-Card account.** Should an increase in the single transaction limit be needed, a credit limit increase must be requested.



**Receipts:** Receipts are necessary for **all** your P-Card transactions. To be considered a valid receipt, it must:

- ✓ be issued by the merchant

- ✓ include a dollar amount
- ✓ state a description of the item or service purchased

It is extremely important that receipts are appropriately maintained with each month's P-Card statement and available for audit. Federal regulations require receipts be kept on hand for seven years. Failure to maintain receipts may result in cancellation of the P-Card. This policy will be strictly enforced.

**Receipt of Goods>Returns:** Each cardholder is responsible for ensuring receipt of goods and services and must follow-up with the merchant to resolve any delivery problems, discrepancies, damaged goods or disputes. In the case of a return, it is the cardholder's responsibility to ensure proper credit is issued by the merchant and posted to the cardholder's account. The issuance of cash or credit slips for a return is strictly prohibited. All credits must be applied directly to the P-Card account by the vendor.

**Shipping:** All items ordered must be shipped to Bryant University. Shipments to non-Bryant addresses will result in cancellation of the card.

**Suspension of Card:** Cardholder accounts can be suspended or cancelled with cause at the discretion of the Director of Purchasing and Auxiliary Services.

**Tax Exemption:** Bryant University is tax-exempt and the Rhode Island tax exempt number is embossed on the front of your card (161). Always make your best effort to avoid paying sales tax. Please contact the Purchasing Department at extension 6018 for further information.

**Temporary Employees:** With Vice-Presidential approval, temporary employees are able to obtain P-Cards. Upon termination of employment, the cardholder must turn in his or her P-Card and all paperwork (statements and receipts) to the designated approver of the account. It is the approver's responsibility to notify Purchasing to close the account and forward the destroyed P-Card to the Purchasing Department. All statements must be kept with the approver for archival.

**Termination of Employment:** When an employee leaves the University, the cardholder's approver is responsible for forwarding the employee's P-Card, along with an email or memo of explanation, to the Purchasing Department. The P-Card Administrator will cancel the card as soon as notified. Under no circumstances should the department continue to use the card after the cardholder's departure.

**Unauthorized Use:** A P-Card may be used only by the cardholder to whom it is issued and may not be transferred to any other person or entity.

## **Travel & Entertainment Expenses**

Your P-Card may be used for **approved** travel-related expenses including hotel, transportation and business meals.

Before departing on a business trip, it is important to check your available balance. By doing so, you can avoid potential card declines caused by exceeding your monthly limit. If a credit increase is needed, discuss the situation with your P-Card approver.

If a temporary increase in credit limit is deemed necessary, fill out the Procurement Card Maintenance Form (available at [web.bryant.edu/~purchase/forms.php](http://web.bryant.edu/~purchase/forms.php)), obtain the appropriate signatures and forward to the Purchasing Department.

**Use of a corporate card for Travel & Entertainment-type expenses requires special documentation as required by the IRS. See below.**

Type of Expense	Documentation Required
<p><b>Airfare</b></p> 	<ol style="list-style-type: none"> <li>1. Receipt and confirmation</li> <li>2. Name of Traveler</li> <li>3. Price of room</li> <li>4. Date of stay</li> <li>5. Business Purpose of flight must be noted on ALL documentation.</li> </ol> <p>An example of an acceptable transaction note would be:</p> <p>Airfare for self to attend NAPCP conference in Atlanta.</p>
<p><b>Hotels</b></p> 	<ol style="list-style-type: none"> <li>1. Receipt and confirmation</li> <li>2. Name of Traveler</li> <li>3. Price of room</li> <li>4. Date of stay</li> <li>5. Business Purpose of trip must be noted on ALL documentation.</li> </ol> <p>An example of an acceptable transaction note would be:</p> <p>Hotel stay while attending Banner classes in Philadelphia.</p>
<p><b>Restaurants</b></p> 	<p>All meals charged on your P-Card, whether incurred during travel or incurred locally, require the following documentation:</p> <ol style="list-style-type: none"> <li>1. Receipt and confirmation</li> <li>2. Name of Traveler</li> <li>3. Price of meal</li> <li>4. Date of meal</li> <li>5. Business Purpose of meal must be noted on ALL documentation.</li> </ol> <p>Examples of acceptable transaction notes in include:</p> <ul style="list-style-type: none"> <li>• Business meal to discuss 1<sup>st</sup> quarter report with</li> </ul>

	<p>Howard Jones.</p> <ul style="list-style-type: none"> <li>• Team meal during Women’s Basketball trip to Conference playoff game in Pittsburgh, PA, including team members and coaches</li> <li>• Meal for self while recruiting in NYC area.</li> </ul>
<p><b>Rental Car</b></p> 	<ol style="list-style-type: none"> <li>1. Receipt and confirmation</li> <li>2. Name of Traveler</li> <li>3. Price of car</li> <li>4. Date(s) of rental</li> <li>5. Business Purpose of trip must be noted on ALL documentation.</li> </ol> <p>An example of an acceptable transaction note would be:</p> <p>Rental car needed for recruiting visit to 5 Buffalo-area high schools.</p>
<p><b>Gasoline</b></p> 	<ol style="list-style-type: none"> <li>1. Receipt and confirmation</li> <li>2. Name of Traveler</li> <li>3. Price Paid</li> </ol> <p>Gasoline may be purchased with a P-Card <b>ONLY</b> for University owned vehicles and vehicles rented exclusively for University business use. Any mileage incurred for business use of a personal vehicle should be claimed as a reimbursement from the University at the appropriate rate which would be in effect for that time period.</p>

**Parking & Transportation**



1. Receipt and confirmation
2. Name of Traveler
3. Price of Parking or transportation
4. Date of trip
5. Business Purpose of trip must be noted on ALL documentation.

Receipts for parking, taxis and shuttle busses can sometimes be difficult to obtain. If you are unable to do so, a Missing Receipt Affidavit must be filled out. An example of an acceptable PaymentNet transaction note would be:

Parking fees incurred during team trip to UCONN

Your T&E transaction notes will be considered insufficient if they do not include any of the information outlined above. Such omission may result in an audit finding and possible cancellation of your card.

## **Restricted Items**

The P-Card is **not** to be used for the following commodities. Doing so represents misuse and could result in temporary suspension or cancellation of your card.

<b>Not Allowable</b>	<b>Comment</b>
Alcoholic Beverages	Liquor store purchases are not allowed.
Assets	Any item(s) that could be classified as an asset of the University MUST be obtained through the Purchasing Department specific written authorization is given by the Purchasing Office.
Cash Advances or Travelers Checks	These transactions are not allowed. Be sure to review available credit before travelling, and contact the Purchasing Office if emergency funds are required.
Cell Phones	All Cell Phones must be obtained through the Assistant Director Network Operations, Information Services. (*See note in allowable items for Cell phone cases and accessories.)
Chemicals	Chemicals housed on-campus must be tracked by the Facilities Dept.
Clothing (of any type)	<b>No Clothing of any type may be purchased with your P-Card</b>
Computer Hardware or Software of Any Type or Dollar Amount	These items must be requisitioned through the Help Desk, as our IT Department is responsible for support of these items.
Consultants	This type of purchase is not allowable with your P-Card.
Entertainment	Tickets for Movies, Theatre, Concerts, and Sporting Events are not allowed. Also prohibited are tickets or other expenses at a nightclub or casino, and any meals at such non-allowed events.
Firearms and Explosives	No Firearm, explosive or ammunition may be purchased with your P-Card.
Furniture	All furniture purchases require a purchase order. Contact Purchasing at ext. 6018.

Fuel, Tolls	Fuel and other vehicle expenses for NON-University owned vehicles, should be tracked and reimbursed and should not be paid for with the P-Card
Gasoline	P-Cards may not be used to purchase gasoline for personally owned vehicles. Any mileage incurred for business use of a personal vehicle should be claimed as a reimbursement from the University at the appropriate rate which would be in effect for that time period.
Office Equipment	All Office Equipment requires a Purchase Order Contact the Purchasing Dept. at ext. 6018.
Office Supplies 	Office supplies must be ordered through our contracted supplier,. If you require an account, contact Ext. 6018 in the Purchasing Dept. Use of your P-Card at other office supply retail stores is permitted only on an emergency basis.
Personal Purchases	<b>ITEMS PURCHASED FOR PERSONAL USE ARE STRICTLY PROHIBITED.</b> Should you make a personal purchase in error, you must immediately reimburse the Bursar's office and obtain a stamped receipt. This receipt is kept with your paperwork as proof of repayment.
Prescription Drugs and Controlled Substances	<b>This type of purchase is not allowable with your P-Card.</b>
Software Licenses	<b>This type of purchase is not allowable with your P-Card.</b>
Other items not allowed to be bought with the P-Card include:	Sundry items (Toothpaste, Sun screen, Etc.)
Transportation to or from an non-allowed event	Any transportation to or from or any meals or beverages purchased at any non-allowed event.

The P-Card May be used to purchase the following items.

Cell Phone Cases and Accessories	These items can be obtained at the time of the original order from the Assistant Director Network Operations, Information Services. If you buy Cell Phone accessories at a Verizon or A T & T store (depending on your service provider) with your P-Card, make sure to mention you are a Bryant Employee to obtain a 20% discount off list price.
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**If you have questions about whether payment for an item or service is allowable on the P-Card, please ask your approver or call the Purchasing Office at 401-232-6018.**

## Managing Your Paperwork

P-Card paperwork must be managed carefully. You must:

- ✓ keep track of your purchases
- ✓ organize your receipts
- ✓ match them to your monthly statement



**Statement Reconciliation:** In your on-line profile at JP Morgan Chase Paymentnet you may choose the method by which you want to get notified that your statement is available to review. Print or review online your JP Morgan Chase credit card statement each month before the 10<sup>th</sup> of the month. You may want to keep a copy of the statement for your records. You will use the statement to reconcile your monthly purchases to your receipts. Your reconciliation insures that all goods and services charged on your P-Card were received and accurately billed. Receipts should be attached to the statement in the order in which they appear.

As soon as you are aware that your statement is available you should log in to JP Morgan Chase Paymentnet and review your transactions. You will be asked to review and enter an explanation of the transaction. Timely reconciliation of the JPMorgan Chase monthly statement is mandatory, and random audits will be conducted of card activity, receipt retention and other required recordkeeping.

Note: Transactions may take 24-48 hours to post to your account. Therefore, purchases made near the end of a month may not appear until the following month.

**Approvals:** The statement with attached receipts is forwarded to your approver for electronic approval. It is your approver's responsibility to inspect your receipts and make sure all required documentation is present and all policies have been followed.

**Document Retention:** Once the approver has signed off on the monthly statement, it is returned to the cardholder for records retention. All paperwork must be kept on file in a secure location for 7 years.

**University Policy:** The documents that make up your monthly P-Card packet are official University documents and must be kept securely on file for seven years. Failure to maintain proper records in accordance with University guidelines can result in cancellation of a P-Card account.



If you need any assistance reconciling your monthly statements, please contact the Purchasing Department. We will be happy to work with you to help establish a monthly routine or assist with any questions you may have.

## Audits



Random P-Card audits are conducted by the Purchasing Department for card activity, receipt retention and other required recordkeeping and adherence to P-Card policy in general. Each P-Card account will be audited several times per year.

**Audits and Controls:** Use of the P-Card is governed by the policies in this P-Card Manual (and all subsequent updates), as well as by the signed Cardholder Agreement. These policies must be followed by all cardholders. Policy violations may result in any of the following:

- written notice to the cardholder, approving official and/or department head;
- mandatory retraining sessions;
- revocation of cardholder privileges; and

- possible disciplinary action, including termination and legal action.

Approval of a P-Card application by the Vice President of each division signifies agreement that all individuals using the cards will comply with the following guidelines and internal controls.

- Approval of P-Card transactions will be performed by someone other than the cardholder. Approvers must verify proper documentation of charges, as well as allocation of charges to the correct budget numbers.
- P-Card transactions are subject to random audits conducted monthly by the Purchasing Department. Cardholders are responsible for submitting complete monthly packets (statement with attached receipts, invoices, packing slips, etc.). Failure to maintain proper records in accordance with University guidelines can result in cancellation of a cardholder's account.

**Audit Findings:** Deficiencies noted on an audit can result in an audit "finding." Examples of serious audit deficiencies or misuse include but are not limited to:

- A missing receipt or a "Missing Receipt Affidavit" without proper signatures
- Personal purchases made with a P-Card
- Pyramiding (using numerous small purchases to stay under the per-transaction limit)
- Purchase of restricted items
- Undocumented business meals
- Lack of proper and timely reconciliation of the cardholder's account

If a finding is issued, the cardholder and his or her approver will be notified in writing.

**Policy Violations or Misuse:** The P-Card represents the University's trust in its employees and cardholders assume responsibility for the protection and proper use of the P-Card.



If you have any questions on auditing policies and procedures, please contact Purchasing at extension 6018.

## On-Line Review Using PaymentNet

**PaymentNet:** All P-Card transactions appear in our P-Card software system, *PaymentNet*, as part of our program with JP Morgan Chase. Access to the system is available over the web to all cardholders or their designees at [www.paymentnet.com](http://www.paymentnet.com). As a reminder to review purchases made, an e-mail notification will be sent to cardholders and designated approvers on a monthly basis.

**P-Card Training:** The Purchasing Department has prepared a quick-reference pamphlet that is helpful for navigating through *PaymentNet*. This pamphlet will be given to you during your required P-Card training session when you receive your card. During this session, you will be guided through the following:

- On-line review of your P-Card transactions to verify each charge made against your account
- Assignment of appropriate organization and expense codes to your purchases
- Splitting charges between multiple organization and expense codes, if necessary
- Attachment of mandatory transaction notes
- Disputing charges with JP Morgan Chase, if necessary

**On-Line Responsibilities:** On the **3<sup>rd</sup> Friday** of each month, the previous month's transactions are downloaded to the University's General Ledger. **It is the cardholders' responsibility, therefore, to insure that P-Card charges are allocated to the correct cost center in a timely manner.** In addition, by the time of the monthly download, **all charges are required to have been reviewed by the cardholder and approved by the designated approver.**

**Allocation of P-Card Charges:** Dollar amounts charged will be allocated to the default organization number designated on the cardholder's application. Dollar amounts may be moved to another organization number or split between several org numbers once they appear in *PaymentNet*. Timely and accurate allocations are mandatory and must be made before the download to the General Ledger. Otherwise, reclasses will have to be made through the Controller's Office to change account allocations.

**Disputes:** A cardholder may dispute a charge that appears on their account. Disputed charges can result from failure to receive goods or services, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. (Please note that by law, vendors are not permitted to bill your credit card for purchases until items have actually been shipped.)

**Disputes (continued):** The cardholder must first contact the vendor to resolve any issues as soon as possible. If the cardholder and vendor are unable to reach an agreement, the

next step is to dispute the transaction online. All disputed transactions are the responsibility of the cardholder and must be initiated with JPMC within 60 days of the transaction. In addition to online reporting, the cardholder must submit a “Disputed Transaction Form” to the Purchasing Department within 30 days. After the credit card company completes its investigation, the cardholder will be informed of the resolution.

## **Responsibilities of P-Card “Approvers”**

**By the 10<sup>th</sup> of each month**, cardholders are required to submit their monthly paperwork (statement with receipts) to their designated approver. The approving official should be a supervisor of the cardholder. (Peers or subordinates of the cardholder cannot approve transactions.) The approving official cannot approve his/her own purchases and must attend a training session to review all P-Card policies and procedures.

Upon receipt of each cardholder’s monthly packet, it is the approver’s responsibility to ensure that all policies have been followed and that no restricted items have been purchased. The approver also verifies correct assignment of organizational codes and account numbers before their download to the General Ledger on the third Friday of the month.

Approvers must sign off on the log sheet (optional) or statement and verify all documentation and receipts, as well as confirm that all charges were made for official University purposes.

Once approved, monthly statements must be returned to the cardholder for records retention. All paperwork must be kept on file in a secure location for **seven years**.

## **Approval Hierarchy**

**Executive Management:** Executive Management is defined as direct reports to the President. The P-Card transactions of Executive Management require approval by the Executive Assistant to the President. The President’s expenditures are to be reviewed by the Vice President of Business Affairs.

**Academic or Administrative Management:** Academic or Administrative Management are defined as those who report directly to Executive Management. P-Card transactions for these individuals require approval by their Executive Manager. The Executive Manager may designate another reviewer/approver for any cardholders under their management.

**All Other Cardholders:** All other cardholders’ transactions must be approved by their direct report or budget manager, whoever is designated by the respective Vice President.

## **Other Information**

**Cancellation:** When a cardholder leaves the employment of the University, cancellation of the P-Card is to take place prior to or immediately following the cardholder’s last day unless extenuating circumstances exist. The employee or his/her supervisor is

responsible for contacting the Purchasing Department with respective information on the change.

To cancel a P-Card, destroy the card and send it along with an email or memo of explanation to the Purchasing Department. The departmental supervisor is responsible for notifying the Purchasing Office when an employee holding a P-Card leaves the employment of the University.



**Declined Transactions:** Should your P-Card be declined, please contact the Purchasing Department at extension 6018 or. Most declines result from exceeded credit limits or merchant issues with the CVC number on the back of your card.

**Lost or Stolen Card:** In the event your card has been lost or stolen, please report it immediately to JP Morgan Chase at 1-800-270-7760 and contact the Purchasing Department at extension 6018 . You will also be required to submit a “Lost or Stolen” form for documentation purposes. Replacement cards will be available in 7-10 days.

**Renewals:** All P-Cards are valid for three years and are automatically renewed during the month of expiration. Renewal cards are sent directly to the cardholders.

## Travel Benefits

JP Morgan Chase provides many member benefits for individuals using their P-Card for travel.

Please consult the literature that comes with your new card for:



- ✓ Travel and Emergency Assistance Services
- ✓ Automatic Common Carrier Baggage Reimbursement
- ✓ Worldwide Automatic Travel Accident Insurance

## Available P-Card Forms

All P-Card forms described below are available on the Purchasing Department's website at [web.bryant.edu/~purchase/forms.php](http://web.bryant.edu/~purchase/forms.php)

**Disputed Transaction Form:** This form is used to notify the Purchasing Department of a disputed charge which was not able to be resolved with the vendor. It does not take the place of disputing a transaction online.

**P-Card Maintenance Form:** This form has a variety of uses and is used to make changes on existing accounts. Use this form to:

- ✓ Change an existing cardholder's name
- ✓ Change a default organization number
- ✓ Issue a replacement card
- ✓ Temporarily cancel or reinstate a P-Card account
- ✓ **Permanently or Temporarily Change a Credit Limit**

**Lost or Stolen Purchasing Card Notification Form:** This form is used to report a P-Card that has been lost or stolen.

**Missing Receipt Affidavit:** This form is to be used for P-Card transactions after you have exhausted all means of obtaining an itemized receipt. This form must be attached to your monthly statement in place of the itemized receipt. It is considered a valid receipt replacement only with completed signature blocks.

**Procurement Card Application:** Use this form to request a Bryant University P-Card for any authorized Bryant employee.

**Purchasing Card - Cardholder Agreement:** This form must be signed by the cardholder at the end of the initial P-Card training session. By signing this form, the cardholder certifies that all policies and procedures related to use of the P-Card have been read and understood. This form is required for obtaining a Bryant P-Card.

**Transaction Log:** Use this form to log transactions made with the P-Card, making it easy and efficient to track purchases and verify monthly statements.