

# **SMU Card Program Guide**

and Staff

**3.11. Preferred Provider/Buying Consortiums:** A number of firms have been selected through a competitive process and are listed as Preferred Providers for various commodities. Additionally, SMU belongs to six buying consortiums, Educational and Institutional Cooperative Service, Inc., Horizon Resource Group, The Cooperative Purchasing network, Provista, The Cooperative Purchasing Network (TCPN), U.S. Communities, Buy Board and MiCTA. Any firm listed as a Preferred Provider or with these buying consortiums is guaranteed to have a competitive price and their use is encouraged.

#### **4.0 OBTAINING THE SMU CARD:**

**4.1** A completed Cardholder Enrollment Form must be submitted for each prospective Cardholder. This form must be signed by the Authorized Manager for the default account shown on the form, and then forwarded to the Program Administrator.

**4.2** All prospective Cardholders must sign a Cardholder Agreement Form including the conflict of interest statement to be eligible to receive an SMU card.

**4.3** When we go live on Concur, after submitting application, cardholder must complete training and take a general pcard test. Cardholder must pass their test in order to receive their card when it comes in.

**4.4** There will be 3 types of card options. Please keep this in mind when ordering your card.

- Purchase Card: This will be used to make non travel purchases for items allowed by policy.
- One Card: This card can be used for both travel and non-travel related purchases allowed by policy.
- Travel Only Card: this can be used for only travel related purchases allowed by policy.

**4.5** Rebates received for use of the SMU card are received yearly. Part of the algorithm that is used to determine the amount of rebate SMU receives is the number of cards in active use during the calendar period. If any of the cards are not active then the University does not receive maximum benefit of the use of the card program. Therefore, if SMU cards are inactive in a ninety (90) day consecutive period the Cardholder will be advised by the SMU card Administrator that the card will be cancelled if the card remains inactive for a one hundred and twenty (120) day consecutive period.

#### **5.0 AUTHORIZED CARD USE:**

**5.1** Cardholders are authorized to use the SMU card to purchase any merchandise required as a function of their duties at the University, with the exception of the following unauthorized uses:

1. Any purchases prohibited by University policy or not related to University business – pay special attention to policies 3.7 Travel Management Policy and Procedures and 3.10

2. Cash advances
3. Chemicals and hazardous materials
4. Contracting
5. Financial services
6. Alcoholic beverages (except with prior approval)
7. Gasoline (except University vehicles)
8. Items for personal use
9. Motorized vehicles
10. Radioactive material

**Note** Purchases of laboratory animals requires prior approval of the Institutional Animal Care and Use Committee.

**5.2** A Cardholder, whose name is embossed on the SMU card, is authorized to use the card and is responsible for insuring that all charges made with the card are in compliance with these Procedures.

**5.3** A Cardholder may not authorize use of their card to another university employee unless the card is to be used as a departmental card within the specific department of the cardholder and for purchase of common use supplies. The cardholder of this departmental card is responsible for any mistakes or erroneous charges by someone other than the cardholder. Therefore, it is paramount that the named individual on the SMU card have complete faith and trust in someone else utilizing the card as well as receiving all proper paperwork to back up the required reporting.

**5.4** When a purchase is made for entertainment purposes, the cardholder must document the business purpose of the expenditure and list all attendees.

**5.5** The cardholder must document where on the SMU campus items such as electronics or appliances are placed and/or used.

**5.6** SMU employees with or without a SMU card are not authorized to use a personal credit card for official University purchases and then request reimbursement through Accounts Payable.

## **6.0 UNAUTHORIZED OR INAPPROPRIATE CARD USE:**

The SMU card **must never** be used to purchase items for personal use or for non-University purposes even if the Cardholder intends to reimburse the University.

A Cardholder who makes an unauthorized purchase with the SMU card as defined in Section 5.0, or uses the card in an inappropriate manner will be subject to disciplinary action including possible card cancellation, termination of employment at Southern Methodist University and/or criminal prosecution. The Cardholder will abide by the University policies of conduct as stated in Policy 9.12 (Personal conduct) and Policy 9.34 (Dishonest, Fraudulent and Illegal Practices). Disciplinary action will be in accordance



x The words "VISA Purchase"

**Internet purchases** -- You must print the order showing the vendor, items ordered and the price to use for your documentation.

**7.5** The University's state taxpayer number has been labeled on each card. The Cardholder must give this number to all suppliers at the time of any transaction to exempt payment from sales tax. In the event sales tax is billed to the Cardholder's account, it should be rectified directly with the supplier or disputed as outlined in this procedure.

(See **Section 11.0**) The Cardholder will be provided a copy of the "Tax Exempt Certificate" to provide to a merchant when appropriate. The Cardholder should be aware that SMU is exempt from State and Local Sales Tax and therefore is responsible for making the vendor aware of this exemption. Should Sales Tax be paid, it is the responsibility of the cardholder to make a serious attempt to recover the taxes from the Vendor. Continued incorrect

**9.2** The University has partnered with Concur Technologies to manage expenses made via the SMU Card. The use of Concur to report purchases made with the SMU Card is mandatory.

**9.3** When the purchase is made in person, the Cardholder shall retain the invoice to submit with his/her expense report through Concur.

**9.4** When making a purchase by telephone, the cardholder must request a receipt or paid invoice from the vendor to upload into the Concur system.

**9.5** Following the billing cycle, the Cardholder must verify all charges as outlined in Section 10, upload all documentation corresponding to card charges into the Concur system, and create an expense report for approval by appropriate/authorized parties within Concur. **CARDHOLDERS ARE ONLY ALLOWED TO SUBMIT ONE EXPENSE REPORT PER MONTH, SO MAKE SURE THAT YOU INCLUDE ALL CHARGES ON YOUR REPORT.**

**9.6** When purchasing meals and entertainment, make sure to document the business purpose consistent with the Entertainment Management Policy (**the travel team may be changing this title/policy number – so check**) when submitting your expense reports in Concur.

## **10.0 VERIFICATION OF CHARGES:**

**10.1** At the end of each billing cycle (20<sup>th</sup>-19<sup>th</sup>), the Cardholder will have access to his/her monthly statement of his/her transactions. Cardholders are accountable for all charges made with their SMU Cards and are responsible for checking all transactions. Charges can be checked through either PaymentNet or Concur.

**10.2** If a particular charge or credit does not appear, it should be checked again in the next billing cycle. If the charge is incorrect or credit does not appear within 60 days after the original charge was made, the Cardholder must notify the SMU Card Administrator.

**10.3** If the Cardholder disputes a charge, the nature of the dispute and the final resolution must be documented. This documentation must be retained with the Statement of Account on which the disputed charge appears

**10.4.** After all transactions have been checked, the cardholder must build his/her expense report in Concur using his/her credit card charges that have transferred over from the PaymentNet system.

**10.5** Each transaction should be defined, allocated, and backed up with receipt and/or support documentation.

**10.6** After the report is created it should be submitted into the approval workflow. The following items will be checked:

- x The charge was for University business
- x A detailed receipt exists for each purchase
- x The Cardholder has complied with applicable procedures

The approver's electronic approval of a Cardholder's monthly report indicates that the Cardholder was authorized to make those purchases, and those purchases were made in accordance with the applicable procedures.

**10.7** Senior managers at SMU should forward their card statements to the Director of Purchasing for review.

The Director of Purchasing will review each submitted monthly statement and approve each as having been reviewed for completeness and compliance with policy. Any administrative mistakes, for example, no backup receipt, inadequate documentation, missing signature, etc., will be brought to the attention of the submitter, for their correction and re-submittal. The Director of Purchasing will forward to the Vice President of Business and Finance any questionable purchases that do not conform to the SMU card guidelines.

Should the Vice President of Business and Finance decide that the actions taken by the SMU card holder are adequate and appropriate then she shall approve them; should she concur that there is a questionable expenditure, she will address the issue with the member in question. Upon resolution, she will forward the statement back to the Purchasing Director with direction as to the appropriate action to be taken.

reconciliation of transactions may result in suspension of the Cardholder's card privileges. Ongoing lack of submitting transactions for approval will be considered fraudulent purchases subject to investigation, disciplinary action up to termination.

#### **11.0 CHARGE ALLOCATION TO NON-DEFAULT ACCOUNTS:**

Allocation of charges to accounts, funds, and orgs other than the default may be made in Concur prior to submittal of expense report. The billing cycle ends on the 19<sup>th</sup> of each month (unless that date falls on Saturday or Sunday, in which case it will be either the 18<sup>th</sup> or the 20<sup>th</sup>). All on-line reallocations should be completed and submitted on an expense report via Concur in a timely manner.

After an expense report is submitted and approved through Concur, the transactions will be posted to the General Ledger. Reallocation at this point will require a Journal Entry.

**Note:** Reallocation to Revenue or Salary accounts is not permitted.

#### **12.0 SMU CARD SECURITY:**

**12.1** It is the Cardholder's responsibility to safeguard the SMU card and SMU card account number at all times.

**12.2** Cardholders must sign the back of the card upon receipt of the card.

**12.3** Cardholders must keep their SMU cards in a secure location at all times.

**12.4** Cardholders must not allow anyone else to use their SMU card and/or SMU Card account numbers unless the provisions of Section 5.3 are followed.

#### **13.0 LOST, STOLEN OR DAMAGED SMU CARD:**

**13.1** If a SMU card is lost, stolen or damaged, the Cardholder must notify the Bank (Chase) immediately at 1-800-270-7760. Representatives are available 24 hours a day.

**13.2** Cardholders must notify the Program Administrator within 24 hours after reporting the incident to the Bank if their cards are lost, stolen or damaged.

**13.3** After the above notification procedures have been completed, a new SMU card will be issued to the Cardholder by the Program Administrator.

**13.4** A SMU card that is found after it has been reported lost or stolen must be destroyed by cutting it in half. The same procedure applies if a card is damaged.

**13.5** It normally takes 4 – 7 days for a new SMU card to be received after ordering. If you need your SMU card sooner, then we will request Chase expedite the new card. The bank charges \$25 for expediting a new card.

#### **14.0 CARDHOLDER ACCOUNT MAINTENANCE:**



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**Signature of SMU Card Holder acknowledging having read this Guide**

**SOUTHERN METHODIST UNIVERSITY  
SMU CARD CARDHOLDER AGREEMENT**

8. I have received a copy of the Southern Methodist University SMU Card Program Procedures Manual, understand it and will abide by all the requirements set forth in the Manual.

**CONFLICT OF INTEREST**

1. Unless specific written exception has been obtained from the Vice President of Business and Finance, no employee, officer, or agent of the University shall participate in the selection, award or administration of purchases or contracts where to his or her knowledge, the employee, his or her immediate family, or partner has a financial interest in the supplier's organization.

2. Employees, officers, and agents of the University shall neither solicit nor accept cash, gratuities, favors, or anything of monetary value from suppliers or potential suppliers.

3. The Cardholder will abide by the University Policies of conduct as stated in Policy 9.12 (Personal Conduct), and Policy 9.34 (Dishonest, Fraudulent and Illegal Practices).

4. Employees, officers, and agents of the University who knowingly violate this policy will be subject to such disciplinary actions as stated in the University Policy 6.16 (Procedural Standards for Faculty Sanctions and Dismissals) and Policy 9.13 (Corrective Disciplinary Procedures for Non-Faculty Personnel) as appropriate.

My signature below indicates that I have read this agreement, understand it, and agree to be bound by it, and any subsequent amendments or addenda, for as long as I am a SMU Cardholder at Southern Methodist University.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SMU Employee ID (for identification purposes only):** 0- \_\_\_\_\_

**College and/or Department Name:** \_\_\_\_\_