



SOUTHWESTERN UNIVERSITY

Corporate Card Procedures

Welcome to Southwestern University's Corporate Card program. We trust that you will find the Corporate Card a convenient and useful tool in conducting business for the University.

These procedures will provide you with the basic information for using the Corporate Card, including: an overview of the corporate card process, using your corporate card, and using the Concur software for cardholder monthly reporting.

KEY CONTACT: Maria Kruger is the Corporate Card Administrator in the Business Office. Direct any card related questions to her at 863-1617 or at krugerm@southwestern.edu.

OVERVIEW OF THE CORPORATE CARD PROCESS

PURPOSE

The purpose of the Southwestern University Corporate Card is to provide employees with an efficient system for purchasing goods and services under \$1,500. The corporate card can only be used for University business.

The corporate card is a specialized MasterCard administered by JPMorgan Chase. Purchases made with the cards will automatically show up in your Concur account to be matched to a receipt and included on your monthly report. **Without prior approval of the President's Staff, reimbursements will no longer be made for purchases using personal credit cards.** Remember that transactions over the limit set on your card cannot be made with your Corporate Card; they will be automatically declined.

The primary benefits of using the Corporate Card for departments are:

- Acceptance by any merchant who accepts MasterCard
- More timely purchase and receipt of goods
- Convenience of purchasing via the internet or telephone
- Increased information about purchasing transactions captured by Concur
- Reduced paperwork since no PO or check requisition is necessary
- Increased rebate amounts earned by the University



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DEFINITIONS

Business Expense – necessary, reasonable, and allowable cost that is incurred in order to carry out the mission of Southwestern University.

Cardholder – University employee who has been issued a corporate card and is authorized to make University purchases in accordance with these procedures.

Concur – University’s web-based software solution used by all corporate card holders to report their monthly travel and nontravel corporate card purchases. Corporate card transactions will automatically flow into the cardholder’s Concur account. Cardholders will upload receipts, review and code their charges, and then submit a monthly report. The monthly reports are then automatically routed for approval to all required approvers based on the accounts to which the purchases are being charged.

Corporate Card Administrator - The person in the Southwestern University Business Office responsible for adding and closing corporate card user accounts, and maintaining records of corporate card requests, dollar limits, cardholder transfers, and lost/stolen/destroyed card information.

Purchasing Limits - The limitation of purchasing authority given to a Cardholder. Most cardholders at Southwestern have a maximum purchasing dollar limit of \$1,500 per single purchase and \$5,000 for total monthly purchases. These limits may be customized for each card based on the cardholder’s authority and needs. In addition, expenses should not exceed departmental budget limitations.

Senior Staff – The University’s chief administrative officers, consisting of the following personnel: Vice President for Strategic Recruitment and Enrollment, Dean of the Faculty, Vice President for Finance & Administration, Vice President for Student Life, Vice President for University Relations and Strategic Initiatives, Vice President of Integrated Communications & Chief Marketing Officer, and President’s Chief of Staff.

Supplier - A company from which a Cardholder is purchasing goods under the provisions of these procedures.



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NEW CORPORATE CARDHOLDERS

Supervisors or Department Chairs will designate new cardholders by completing a [Corporate Card Enrollment Form](#), which is also found on the Forms page of the Business Office website under the Corporate Card section.

The new cardholder should read these procedures and sign the Corporate Card Employee Agreement ([Page 2 of the Enrollment Form](#)) indicating that they understand the procedures and their responsibilities. The completed form should be sent to the Corporate Card Administrator in the Business Office, who will then process the approved requests and a corporate card issued to the cardholder.

New cardholders are also expected to attend the next available Concur training session provided to learn the monthly reporting process. These sessions are offered monthly; new cardholders will receive information about the next session when they pick up their corporate card from the Corporate Card Administrator.

LOST OR STOLEN CARDS

If you lose your corporate card, immediately notify JPMorgan Chase at 1-800-207-5359. Also notify the Corporate Card Administrator as soon as possible. The lost/stolen card will be immediately deactivated. A card that is subsequently found by the cardholder after being reported lost or stolen should be cut in four or more pieces and immediately discarded, since cancellation of the card is an irreversible action.

CARD EXPIRATION AND EMPLOYMENT TERMINATION (including Leave of Absence and Retirement)

A corporate card typically expires after three years. The cardholder will receive a new card before the expiration date of the old card. Upon receipt of the new card, the old card should be destroyed to ensure security of the card and account number.

Before leaving Southwestern University, including employees on a leave of absence and retirement, the cardholder shall turn in the corporate card to the Corporate Card Administrator in the Business Office.



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The Corporate Card Administrator will review the cardholder's transactions in SmartData and compare to Concur to ensure all Concur reports have been submitted. The Corporate Card Administrator will deactivate and destroy the card.

Employees who transfer between University departments may keep their Corporate Card if their new supervisor wants them to have one. The new supervisor or cardholder must promptly e-mail the Corporate Card Administrator asking that the default department number be changed for that card.

CARD SECURITY

It is the cardholder's responsibility to safeguard the corporate card and account number to the same degree that a cardholder safeguards his/her personal credit information. The cardholder must not allow anyone to use his/her credit card or account number. A violation of this trust will result in the cardholder having his/her card privileges suspended.

USING YOUR CORPORATE CARD

AUTHORIZED CORPORATE CARD USE

Purchasing Limits

The Corporate Card may be used for a majority of transactions arising in the normal course of business.

The following purchasing limitations exist on the use of the Corporate Card:

- The total amount of a purchasing transaction shall not exceed the single purchase limit of \$1,000 unless the Cardholder has received advance approval from the appropriate member of Senior Staff for a temporary limit increase.
- A purchase should not be split into multiple transactions to stay within the single purchase limit.
- A university check should be used instead of a Corporate Card for all purchases over \$1,000, unless the Cardholder has received advance approval from the appropriate member of Senior Staff to make a purchase greater than \$1,000 using their Corporate Card.
- The Cardholder shall inform the supplier that the expenses are not subject to sales tax.
- The Corporate Card may be used to purchase computer hardware/software, but ITS approval is required prior to the purchase.



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TEMPORARY LIMIT INCREASES

If a temporary limit increase is needed to make a purchase, the cardholder should take the following steps:

- Email their Senior Staff representative and copy the Corporate Card Administrator. The email should provide the purchase details, state why the purchase cannot be made through the normal purchase process, and include the temporary limit increase amount.
- After approval is received, the Corporate Card Administrator will temporarily raise the limit on the cardholder's card.

UNAUTHORIZED CORPORATE CARD USE

The Corporate Card **SHALL NOT BE USED** for the following:

- Personal (non-university business) purchases
- Any purchase not in accordance with the University Travel Policy, including but not limited to:
 - Expenses for spouse/companion meals or travel
 - Hotel movie rentals or mini-bar purchases
 - Personal comfort items when traveling (blankets, pillows, etc..)
- Toiletry and medical items
- Excessive tipping (over 20%)
- Donations
- Gas purchase for a personal vehicle
 - A mileage reimbursement should be requested instead.
- Large office equipment (i.e. copiers, fax machines, computers, etc...)
 - All such purchases should be approved and coordinated by the ITS department.
- Furniture and equipment in excess of the established corporate card limit, currently \$1,000. These purchases should be put on a purchase order.

A cardholder making unauthorized purchases or carelessly using the corporate card may be personally liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by JPMorgan Chase in connection with the misuse. Inappropriate or fraudulent use of the corporate card by the cardholder may also be subject to disciplinary action up to and including termination of employment.



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CORPORATE CARD BEST PRACTICES

The corporate card that the cardholder receives has his/her name embossed on the card, and it must only be used by the cardholder for University business. No other person is authorized to use their card. The cardholder may initiate transactions on behalf of others in his/her department; however, the cardholder is responsible for all use of his/her card.

It is the cardholder's responsibility to be aware of his/her own department rules and guidelines regarding purchases and make only appropriate purchases. Purchases with the corporate card can be made in store, online, or via telephone.

The cardholder should use a supplier that provides the best value to Southwestern University.

The following checklist summarizes the purchasing process the Cardholder may use when making a purchase:

- The value of items purchased must not exceed \$1,000 on a single transaction, unless approval is obtained from the appropriate member of Senior Staff in advance
- Advance approval from ITS is required when purchasing technology-related goods or services
- Solicit from an adequate number of suppliers to assure the best price, quality, and delivery. Select the vendor who provides the best value to Southwestern University
- Confirm that the supplier accepts Mastercard.
- Inform the supplier that the purchase is for Southwestern University and is exempt from sales tax
- Direct the supplier to include the following information on the shipping label and packing list:
 - Cardholder's name and telephone number
 - Complete on campus delivery address ~ (DO NOT use the employee's home address)
 - The words "Corporate Card Purchase"
 - The supplier's order number
- Request that the receipt be sent to the cardholder. This will ensure that you have the documents necessary for completing your Concur report.



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CONCUR SOFTWARE – MONTHLY REPORTS

CONCUR OVERVIEW

SAP Concur (Concur) is a web-based solution with mobile capabilities that streamlines and automates the entire monthly corporate card and travel reporting process for each cardholder. Cardholders can download a mobile app to manage their corporate card and travel expenses from their smartphone, tablet or computer. Concur allows users to submit receipts by simply taking a photo of them with their smartphone; the cardholder will no longer need to turn in the physical receipt. Southwestern University's corporate card transactions will automatically feed into each cardholder's Concur account from JPMorganChase. Cardholders also have the ability to add out-of-pocket or mileage expenses to their monthly reports within Concur.

Cardholders and supervisors should attend a Concur training session when they receive their card and are also allowed to attend additional Concur training session at any time for a refresher or specific questions.

Cardholders and supervisors can also find several helpful Concur documents on the Business Office website, such as the following: [Concur User Guide](#), [Concur – Creating & Coding a Report](#), [Concur – Reviewing Reports](#), and [Concur – Travel Code Cheat Sheets](#).

MONTHLY REPORTING

All cardholders are required to submit **one** monthly report in Concur that includes all charges.

Once the cardholder submits their monthly Concur report, it will be electronically routed for approval to the budget officer(s) assigned to each account number(s) that the expenses are charged to. In the case that the cardholder and budget officer are the same individual, the report will be routed to the applicable Senior Staff member for approval. The final review and approval are performed by the Accounts Payable Specialist in the Business Office.

The morning following final approval, the Corporate Card Administrator and Accounts Payable Specialist receive a file of the approved expenses. The Corporate Card Administrator prepares and imports the file of credit card charges into the accounting system. The Accounts Payable Specialist prepares reimbursement vouchers for any out of pocket reimbursements that were approved the previous day.

No report is required to be submitted if the cardholder has no charges during the month.



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MONTHLY DEADLINES

Cardholder Deadline - 5th of each Month

- Deadline for all Cardholders to submit their completed Concur report for the prior month. This includes attaching receipts, appropriately coding each charge, and actually submitting the report for approval.

Approver Deadline -10th of each Month

- Deadline for all supervisors to approve all their Concur reports. Supervisors should reach out to any employee that has not submitted their report by the 5th of the month.

Cardholders should pay attention to the Concur system emails, which are sent as notification of charges posting, and past due notices for submitting their monthly reports. Supervisors should also pay attention to the Concur system email received, which notify them that there is a report needing their review/approval, and reminders to approve outstanding reports.

Because each charge will go to the appropriate budget officer for review (which may take some time) and these charges will not appear in the accounts until after the submission and approval process is complete, it is imperative that cardholders and supervisors submit and approve the monthly Concur reports as soon as possible at the beginning of each month.

Cardholders who frequently do not submit their monthly Concur reports by the deadline may have their corporate card privileges taken away and their cards deactivated.

YEAR END CUTOFF AND ACCOUNTING

The monthly billing cycle for corporate card transactions runs from the first through the last day of the month. Charges posted to the corporate card during the billing cycle will be posted to that month's general ledger activity at the beginning of the following month. For example, the billing cycle running from July 1 through July 31 will be posted to the general ledger in August, with a July date.

It is important to note Southwestern's fiscal year end cutoff policy for corporate card transactions. Transactions posted to corporate cards during the billing cycle ending on June 30 will be posted to the current fiscal year's general ledger. Transactions posted to Concur starting July 1 will be deferred and recorded in the new fiscal year, except for the two instances noted below.



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- Athletic team travel booked in the spring for the following fiscal year will be recorded as a prepaid expense and recognized as an expense in the following fiscal year when the travel takes place.
- Airfare and housing accommodations for fall study abroad programs, such as the SU London program, will be recorded as a prepaid expense and recognized as an expense in the following fiscal year when the travel takes place.