



FLORIDA POLYTECHNIC
UNIVERSITY

**FLORIDA POLYTECHNIC UNIVERSITY
EXPENSE CARD PROGRAM
“Poly Card”
Expense Card User
Manual/Certification Training Program**

FLORIDA POLYTECHNIC UNIVERSITY EXPENSE CARD PROGRAM "Expense Card"

Expense Card User Manual/Certification Training Program

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I. KEY WORDS & PHRASES

Approver (Workday Cost Center Manager or Delegate)

A person delegated the responsibility of reviewing Cardholder transactions to ensure the appropriateness of activity and the timely processing of charges. Often the Approver will reside in the same department/area as the cardholder.

Billing Cycle

The monthly billing period that begins the 5th day of each month and ends the 4th day of the following month.

Cardholder

A person designated by the Expense Card Administrator to be given an Expense Card to make purchases within preset limits, on behalf of FL POLY. A cardholder shall meet the Expense card requirements as stated herein and have duties or responsibilities commensurate with the establishment of spending limits.

Cardholder Profile

Parameters that are set for a designated Cardholder that identify the Cardholder, set default accounting codes and provide restrictions or spending limitations in the Merchant's card processing system.

Contractor

The bank issuing the Expense card; the current contractor is Bank of America.

Delegate

An official Designee in Workday acting on behalf of either the Cardholder or Approver, but only where the expense reporting process is concerned. (Cardholders cannot delegate the use of their Expense card to others).

MCC

Merchant Category Code assigned to a merchant by VISA which identifies the primary goods or services provided by the merchant.

Monthly Limit

A maximum dollar value of charges that may be applied to a Cardholder's Expense authority during a month.

Expense Card Administrator (Procurement Department)

The individual in the Procurement Department who administers the cardholder profiles, card issuance, card cancellation, and cardholder training.

Transaction

A charge, credit, correction or other activity associated to any Cardholder or Agency account.

Single Transaction Limit

A dollar limit that may be applied to a Cardholder's purchasing authority on a per transaction basis.

University Agency Plan

A set of key controls and agency objectives that Florida Polytechnic University must meet to participate in the Expense Card Program.

The procedures contained in this manual apply to all University employees who have been issued an FL POLY Expense Card or who have direct or delegated responsibilities under the Expense Card system.

II. GENERAL

Expense cards will be issued to those people who are in a fiscally responsible position and may only be used for official, university-related purposes. Purchases must follow appropriate state laws and University rules and policies and must be made with reasonable judgment. If there is a question about the official purpose of a purchase or if the use of the Expense card to make a purchase is questionable, contact the Procurement Department Office at (863) 874-8428 for clarification.

Expense cards are issued to individuals who complete training and may only be used by the individual whose name appears on the card. Cards are not issued to a department, university vehicle, function or location.

State and University contract merchants/vendors should be used to purchase commodities unless the needed commodities are not available through state or University contracts. A list of state contracts and vendors can be obtained from the State of Florida Contracts and Agreements website.

Any employee who knowingly and willingly makes purchases or attempts to make purchases that violate state laws, University Expense card policy, or procedures contained in this manual or assists another employee in such purchases, or fails to report a known violation, may be subject to disciplinary action in accordance with the Cardholder Agreement.

Cardholders are encouraged to use certified State of Florida minority merchants, PRIDE of Florida (commodities made by prisoners), and purchase commodities that are made of recycled material or of recycled content.

Contact the Procurement Office for non-routine or questionable purchases before the purchase is made. For example, equipment that must meet specific requirements, critical delivery schedules, or assurance of compatibility with existing equipment might require the use of a purchase order to ensure that specifications are met.

Computer equipment and subscription software* must be approved by IT and Procurement **BEFORE** Expense card purchase is made and following the amounts authorized as stated in sections VI and VII. IT approval and an approved Exception Form must be attached to the Expense Report in Workday.

All transactions conducted within the State of Florida are exempt from State Sales and Use tax. The University's tax exemption number for the E-Card program is listed on each Expense card. Federal or local taxes are not exempt.

Merchants should not charge the Expense card account until the merchandise is received by the cardholder or shipped by the merchant. Backorders may not be charged by the merchant in advance of shipping.

The merchant should ship the delivery receipt and the item purchased directly to the cardholder or designated departmental receiving point. Do not send items to Central Receiving that are purchased with the E-Card. Under no circumstances shall items be sent to the Cardholder's residence.

The University's Office of Inspector General and/or Controller's Office will perform periodic post audit review of Expense card activity.

Expense Cards will be immediately canceled and destroyed if the Procurement Department is notified that:

- 1) Cardholder terminates employment
- 2) Cardholder no longer requires an Expense Card
- 3) Cardholder reports the loss or theft of Expense Card
- 4) Cardholder misuses the Expense Card
- 5) Termination of any grant, contract or budget authority for which the card was issued exclusively.

Infraction Policy:

Cardholders who violate the terms of the Cardholder Agreement will be subject to disciplinary action up to and including termination of employment. Additionally, failure to follow Expense policies stated herein will be addressed as follows:

- 1) 1st Occurrence: Counseling and/or reduction of privileges
- 2) 2nd Occurrence: Reduction of privileges or revocation of Expense Card

III. GUIDELINES

A. Card Issuance and Cancellation

The Expense Card Administrator (Procurement Department) is responsible for all card issuance and cancellation.

Cards must be returned to the Expense Card Administrator (Procurement Department) when cardholder changes departments within the University or terminates employment with the University or when cardholder no longer requires a card.

B. Expense Card Limitations And Restrictions

Individual cardholder controls are determined by the cardholder's profile. Cardholder profiles are determined by Deans, Directors or Department Heads and approved by the Expense Card Administrator. (Procurement Department)

The Expense Card Administrator (Procurement Department) is responsible for establishing and maintaining cardholder profiles.

C. Cash Advances / Gift Cards

Under no circumstances are cash advances allowed on University Expense Cards.

D. Expense Card Security

Use of the Expense card is limited to the University employee whose name appears on the face of the card. The Expense card must not be loaned to another person under any circumstances. If a cardholder is absent for an extended period of time,

the department should seek to obtain another card for a different designated employee, either temporarily or permanently.

Each cardholder is responsible for the security of his/her card. All precautions should be used to maintain confidentiality of all information relating to the card, such as the cardholder account number, expiration date, and CVV number. (Security code).

The Expense Card account number should never be left in a conspicuous place.

E. Reconciliation Of Charge Receipts:

Effective October 3, 2016, a reconciliation between the Cardholder's charge receipts and what is reported by Bank of America will be handled through the Expense Report process in Workday.

The approval of an expense report must be done by the Cost Center Manager or their supervisor. Under no circumstances, can the person initiating the expense report serve as both the approver and the initiator.

It is recommended that the Cardholder's Supervisor review the expense reports periodically to consider appropriateness of purchases, especially when said Supervisor is not acting as the cost center manager (Approver) in Workday. Internal control plans call for periodic audits of the program by FL POLY's Internal Audit. These audits may include, but are not limited to, the verification of proper scanned attachments (receipts) and the appropriateness of purchases.

F. The Payment Process:

The University is responsible for assigning persons to authorize the approval of expense reports daily.

The approver (or his/her delegate) must be independent of the cardholder.

Expense card charges are received by the University on a daily basis and should be authorized/paid as follows:

E-Card charges must be reconciled in Workday within fifteen (15) working days after receipt of the transaction into Workday. The complete and fully approved process includes: (1) creation of an expense report in Workday (Cardholder or Cardholder's Delegate); (2) submission of all receipts (Cardholder); (3) and the review of budget authority and appropriateness (Cost Center Manager). Draft Expense Reports are not exempt from the reconciliation requirements outlined above. Expense Cards may be suspended for any cardholder who has an unexpensed transactions.

E-Card charges which fall in the "Restricted" and "Unauthorized" categories must have prior approval from Procurement and a signed Exception form must accompany the expense report in Workday.

G. Training and Information

All cardholders must have received, reviewed and understood the E-Card User Manual/Certification Training on the policies and procedures associated with the Expense Card Program. They must be informed of Expense card statements and other sources of information relevant to the program.

H. Encumbrance

The Expense Card Program was established, in part, to lessen the amount of paperwork and processing time currently needed for small dollar purchases. Therefore, the Expense card charges will not be systematically encumbered.

I. Registrations & Memberships

Registrations and Organizational Memberships may be processed using a university issued E-Card. While this is the preferred method of payment, Procurement will continue to accept requisitions as well. As always, please ensure that these, and all other charges, are appropriate expenditures against the charged index and that you have the proper departmental approval, as required. **Also note that travel accommodations are only permitted on specific E-Cards that are approved for travel.**

Registrations:

- 1) E-Card Cardholders may place registrations directly with the organization either in person, by phone, fax, Internet or by mailing the registration form. The VISA account number should be properly indicated on the form.
- 2) A copy of the registration form will serve as the receipt and should be included in the expense report. Each registration form should include the name of the conference, the date(s), the person(s) attending and Spend Authorization number(s), conference location, and cost.
- 3) A "Benefit to State" justification shall be written and included in the expense report. This justification, along with the registration form, shall constitute a "Receipt". Examples:
 - a) Travel Example: Traveling to XXXXXX to attend the XXXXXXX. Information gained will be used for knowledge and instruction benefiting the State of Florida and Florida Poly University.
 - b) Recruitment Example: To attend a series of college recruitment events. The events will be throughout XXXXXX (Cities or Counties or "South FL; Central FL, etc.). This will enhance the visibility of Florida Polytechnic University.
- 4) Group registrations may be charged to a single card provided the individual participants are broken down by line and there is a name and Spend Authorization number for each in the description field. Be sure to retain the benefit to state and registration form as your receipt.

Organizational Memberships & Dues:

- 5) Florida statutes require that public funds not be used for dues to any association, group or organization the records of which are not open for inspection by any Florida citizen.
- 6) Membership dues and/or renewal forms may then be placed directly with the organization in person, by phone, fax, Internet or by mailing the appropriate payment form. The membership form must indicate group, departmental or organizational membership unless an individual membership is available at a lower cost and is desired. The following documents shall serve as the E-Card receipt and must be included with the expense report upon the payment of membership dues:
 - 7) Completed membership form Benefit to State Statement. Refer to examples provided within section III.I.3.a-b.

IV. PROCEDURES

- A. Deans, Directors and Department Heads will:
 - 1) Recommend potential cardholders.
 - 2) Ensure that potential cardholders are not assigned to approvers who are related to them.
 - 3) Complete and sign the Cardholder Profile Information form.
 - 4) Forward completed forms to the Expense Card Administrator (Procurement Department).
 - 5) Ensure that employees who will be issued an Expense card or have been delegated responsibilities under the Expense card system meet the Expense card requirements and have duties or responsibilities commensurate with the establishment of spending limits.
 - 6) Notify the Expense Card Administrator (Procurement Department) of changes in a cardholder's status.
 - 7) Ensure that cardholders who terminate employment or transfer stop using the Expense card immediately upon notification of the termination or transfer and, reconcile all outstanding Expense card transactions with the appropriate Approver prior to termination or transfer.
 - 8) Collect Expense cards during the exit interview from employees who terminate from or transfer within the University.
 - 9) Collect cards, then cut in half and submit with the Cardholder Termination/Transfer form to the Expense Card Administrator (Procurement Department).
- B. Cardholders will:
 - 1) Attend University certification training and sign a Cardholder Agreement; acknowledge their responsibilities with respect to use of the card prior to receiving an Expense card.
 - 2) Follow appropriate state laws and university guidelines and use good judgment when making purchases. Abuse or misuse of this privilege subjects cardholder to disciplinary action.
 - 3) Ensure the physical security of the Expense card and protect the account number. The Expense card number must not be posted in the cardholder's

work area. Under no circumstances will a cardholder allow another individual to use the card. If an Expense card is lost or stolen, the cardholder will immediately notify Bank of America at 1-888-449-2273 and the University Procurement Office at (863) 874-8428. Lost or stolen cards reported missing over the telephone to Bank of America will be blocked immediately.

- 4) Contact the Expense Card Administer (Procurement Department) to obtain a replacement card.
- 5) At time of purchase, request that State Sales and Use taxes not be charged to the Expense card account. Show (read, if on telephone) the merchant the sales tax exemption number on the front of the Expense card. If merchant insists on charging tax, purchase may still be made; receipts must be documented as such.
- 6) Initiate the Approval process as follows:
 - a) E-Card charges must be reconciled within fifteen (15) working days after receipt of the transaction into Workday.
 - b) The 15-day approval period will include the entire approval process, including the submission of a receipt (Cardholder), the creation of an expense report in Workday (Cardholder or Cardholder's Delegate) and the review of budget authority and appropriateness (Cost Center Manager).
 - c) A program area not meeting this requirement will jeopardize its participation in the Expense Card Program.
- 7) If a receipt is lost or the cardholder cannot obtain a receipt, a replacement receipt form may be substituted on an exception basis.
- 8) Identify disputed items and contact merchant directly to resolve dispute: document all attempts at dispute resolution. If a cardholder returns merchandise, a credit must be issued to the cardholder's Expense card account and a credit receipt obtained. Under no circumstances may a cardholder receive cash. If the merchant refuses to resolve the dispute, the cardholder must complete and sign a Cardholder Statement of Disputed Items form and fax the form to Bank of America; a copy must be sent to the cardholder's Approver. For canceled orders, obtain a cancellation number and include it on the dispute form. Upon termination of employment or transfer to another position within the University:
- 9) Stop using the Expense card prior to termination or transfer;
 - a) Return the Expense card to Deans, Directors or Department Heads; and
 - b) Reconcile all outstanding Expense card transactions with the appropriate Approver.

C. Cost Center Managers (or their Delegates) will:

- 1) Attend training on the Workday/E-Card approval process (Controller's Office)
- 2) Ensure that E-Card expense reports are well documented, appropriate and charged to a proper SmartTag.
- 3) Complete the approval process in Workday as follows:
 - a) E-Card charges must be reconciled within fifteen (15) working days after receipt of the transaction into Workday.
 - b) The 15-day approval period will include the entire approval process, including the submission of a receipt (Cardholder), the creation of an expense report in Workday (Cardholder or Cardholder's Delegate) and the review of budget authority and appropriateness (Cost Center

- Manager). This approval from the Cost Center Manager role cannot be delegated
- c) The combined time for submission of all receipts and approval may not exceed fifteen (15) working days.
 - d) A program area not meeting this requirement will jeopardize its participation in the Expense Card Program.
- 4) Track any disputed Expense card items to ensure that the appropriate credit is received: notify cardholder if expected credit is not received.
 - 5) Notify the Expense Card Program Administrator (Procurement Department) when unusual or restricted transactions appear in the Workday expense report system.
 - 6) Instruct Cardholder to make reimbursement, including sales tax, for unauthorized purchases. Payment must be made through the Cashier's Office by the Cardholder and documented as such.
 - 7) Ensure compliance with this manual.

V. TRAVEL GUIDELINES

Note: Not all E-Cards are approved for travel. Please refer to your Procurement representative for more information.

All travel related Expense Card charges must be included in the Workday Expense Report along with complete backup documents. This is reconciled in Workday using the Create Expense Report task.

Any and All Travel must comply with the travel expenses allowed in accordance with FS 112.061

VI. Authorized/Unauthorized Expenses

A. Authorized Expenses:

The following expenditures are authorized for both national and international travel: Please note that the FL POLY E-Card may not function in all international locations; E-Card holders are encouraged to confirm that the card will be accepted in the country of destination.

- 1) Administrative Fees Licenses
 - a) Background Check, Degree Verification, fingerprinting, Notary License
 - b) Passport
- 2) Advertising
 - a) Employment Journal Magazine Newspaper Radio Research Participant
 - b) Television
- 3) Airfare
 - a) Coach class only.
 - b) An approved Spend Authorization must be obtained prior to Expense an airline ticket. Travelers are required to use the most economical means of transportation.
- 4) Arts and Crafts Supplies
- 5) Audio Visual Equipment (less than \$5,000.00)

- 6) Batteries
- 7) Books and Publications Library
- 8) Banks Non-Library (less than \$5,000.00)Business Related Phone Calls/Internet access/Fax
- 9) Business Related Phone Calls/Internet access/Fax
- 10) Business Association and Membership Dues *Must include benefit to the state (justification for expense)
 - a) Membership Dues
 - b) Professional Associations
- 11) Camera Supplies/Video Equipment/Digital Camera (less than \$5,000.00)
- 12) Compressors (less than \$5,000.00)
- 13) Computer Maintenance Support (Must Obtain IT Approval Before Purchase).**
- 14) Computer PDA (less than \$5,000.00) (Must Obtain IT Approval Before Purchase).**
- 15) Computer Supplies and Parts (less than \$5,000.00)
- 16) Computers (less than \$2,000.00) (Must Obtain IT Approval Before Purchase).**
- 17) Cooling AC Supplies
- 18) Copier Fax Printer Service and Supplies (Must obtain IT Approval Before Purchase).**
- 19) Courier Delivery Service
- 20) Digital Camera Camcorder (less than \$5,000.00)
- 21) DVD Players Recorders (less than \$5,000.00)
- 22) Electrical Hardware Supplies
- 23) Electrical Wire or Cable
- 24) Electronic Supplies
- 25) Emergency Car Repairs - FL POLY/STATE vehicles only
- 26) Film and Recording Media.
- 27) Fuel for Rental Car - University Fleet Vehicles or Department owned/leased vehicles (vehicles not issued to an individual). FL POLY/STATE vehicles only.
- 28) Food
 - a) Expense Cards *may* be used to buy food at grocery stores; caterers and restaurants are excluded unless advanced approval is obtained by the Procurement Department.
 - b) The purchase of food must have a clear business purpose AND be allowable under the fund source used.
 - c) Allowable funds include 171 Foundation, 191 Student Government, and some Auxiliary funds sources.
- 29) Furniture (less than \$5,000.00)
- 30) Hardware Nails Screws Bolts
- 31) Hotel Rooms
 - a) Single occupancy only.
 - b) Personal charges should be billed separately and paid for by the traveler at checkout. For hotel rentals in Florida, the sales tax must be exempted
 - c) Daily hotel room rates exceeding \$200/night in Florida require prior approval.
- 32) Janitorial Supplies (less than \$200)
- 33) Office Equipment (less than \$5,000.00)
- 34) Office Supplies

- 35) Parking
- 36) Parking Fees Road Tolls
- 37) Paid for by Third Parties - The following travel expenses are authorized to be paid for third parties:
 - a) Airfare
 - b) Hotel Charges
 - c) Registration Fees
 - d) Taxis
- 38) Rental Cars
 - a) A justification for a vehicle other than a compact car must be submitted and approved prior to travel.
 - b) The State Contract for rental cars may be viewed at: http://www.dms.myflorida.com/business_operations/state_purchasing/vendor_information/state_contracts_and_agreements/state_term_contracts/rental_vehicles
- 39) Registration Fees
- 40) Service Tolls
- 41) Software* Subscriptions
 - a) Must be approved by IT
 - b) Cannot auto renew
 - c) Documentation of approval by IT. The software* cannot auto renew. Exception Forms must be submitted to Procurement BEFORE purchasing the software. The Exception form must be submitted with the expense report.
- 42) Other Subscriptions
 - a) One-time payment only (not monthly) unless approved by Procurement.
 - b) Must complete Benefit to the State Form
 - c) Documentation of approval by Procurement, if applicable, and Benefit to the State form must be attached to expense report.
- 43) Taxis - May include tips, but may not exceed 15% of the taxi fare.

Please note that the E-Card holder must be present when the charges are made in order to sign the receipt. Under no circumstances can the E-Card be given to a third party traveler in order to settle that traveler's charges.

B. UNAUTHORIZED EXPENSES:

The following general categories **may not** be purchased with the E-Card. In the case of grant funds, please check with Contracts & Grants Manager. *Please note that this is not as all-inclusive listing of the unauthorized expenditures. Always check with the Procurement Department before you use your card when you are not sure if the purchase is allowable.*

- 1) Airfare First class and business class travel
- 2) Attorney/Legal Services
- 3) Capital Equipment/Asset Items (\$5k or more)
- 4) Cash Advances – ATM, Money Orders, Wire Transfers
- 5) Anything costing more than your Single Transaction Limit (no splitting of charges to circumvent your STL)
- 6) Business-related airfare combined with personal
- 7) Cash Credits and Refunds

- 8) Car repair (non-emergency)
- 9) Gasoline for personal vehicle usage
- 10) Household Moves
- 11) Leases
- 12) Liquor (including beer & wine)
- 13) Meals and Restaurant Purchases (unless pre-approval has been granted by Procurement and following conditions apply):
 - a. The meal is being paid for out of an Auxiliary Account (not State Funds); or
 - b. The meal is being paid for by SGA Funds

NOTE: Tips for the delivery driver are acceptable only if the above conditions exist and the tip is no more than 15% of the total amount.
- 14) Movies
- 15) Parking Citations
- 16) Recurring monthly expenses (unless pre-approved by Procurement)
- 17) Room Service
- 18) Subscriptions requiring monthly payments and/or automatic renewal.
- 19) Travel-related expenditures for third parties (excluding airfare, hotel charges, taxi and registration fees)
- 20) ANY ITEM PROHIBITED BY LAW, REGULATION, or POLICY

VII. RESTRICTED ITEMS

The following general categories **should not** be purchased with the VISA Expense Card unless pre-approval has been granted by Procurement. Please check with Grants & Contracts for questions concerning the appropriate use of grant funds.

- A. Services (unless pre-approval has been granted by the Procurement Department)
- B. Contributions or Gifts
- C. Gift Cards or Gift Certificates
- D. Guns and Ammunition Hazardous materials, radioactive materials, controlled substances, explosives, pesticides or any other item prohibited by law, regulation or policy.
- E. Car repairs
- F. Software* Subscriptions
 - a) Must be approved by IT
 - b) Cannot auto renew
 - c) Documentation of approval by IT. The software* cannot auto renew. Exception Forms must be submitted to Procurement BEFORE purchasing the software. The Exception form must be submitted with the expense report.
- G. **Meals (unless pre-approval has been granted by Procurement and following conditions apply):**
 - a. The meal is being paid for out of an Auxiliary Account (not State Funds); or
 - b. The meal is being paid for by SGA Funds

NOTE: Tips for the delivery driver are acceptable only if the above conditions exist and the tip is no more than 15% of the total amount.
- H. Minor Construction/Renovation
- I. Personal items: including, but not limited to, congratulatory telegrams, items of a decorative nature, wall hangings, awards, entertainment, refreshments and alcoholic beverages, personal subscriptions, coffee pots, microwaves, refrigerators, stoves, etc.

- J. Promotional Items (Any items with FPU logo must be approved by marketing)
- K. Utility equipment: including, but not limited to, lighting, heating, cooling, fans, janitorial supplies (more than \$200), etc.
- L. **Travel (unless authorized)**
- M. Insurance (needs prior approval from Procurement Department)

Receipts:

All E-Card receipts must be filed in Workday as an attachment to the expense report, by either the Cardholder or their delegate. This is a required task in the expense module when preparing expense report travel reimbursement.

- 1) One copy of the receipt shall be filed with the E-Card Approver
- 2) One copy of the receipt shall be filed with the travel reimbursement

***Software Definition**

The University defines software (which requires IT approval) as anything that touches the University systems or data. This includes, but is not limited to hardware, software, telecommunications or any other device that will be used by a University system.