

WVU/WVURC Cardholder User Guide

Who to Contact for Help

Your DCC: _____

PCard Administration: PCardAdministration@mail.wvu.edu

Your PCard Limits

Single Transaction Limit: _____

Monthly/Cycle Limit: _____

**Stringing is the act of intentionally splitting your order to circumvent your card limits and/or the bid limit. Stringing is prohibited and will result in card cancellation.

Things to Remember When Using Your PCard:

| | |
|---|--|
| ✓ Follow all procurement/payment rules | ✓ The PCard is for business purposes only |
| ✓ Tell the vendor WVU/WVURC is tax exempt | ✓ Do not pay % fees for using the card |
| ✓ Do not email your card information or use an internet site that is not secure | ✓ Do not give your card information to another person or let them use your PCard. This is called Card Delegation and will result in card cancellation. |

Restricted Items:

| | |
|--|--|
| ▪ Alcohol | ▪ Hazardous/Radioactive Materials |
| ▪ Animals | ▪ Invoices over \$5,000 (except travel/hospitality) |
| ▪ Catalog items that could be purchased in Mountaineer Marketplace | ▪ Personal Items |
| ▪ Construction | ▪ Specific travel expenses- meals, fuel for personal car, etc. |

*See full list in the PCard manual: <http://procurement.wvu.edu/payment-services/pcards>

Purchases that Require Prior Approval

| Purchase | Obtain Pre-Approval From |
|----------------------|---------------------------|
| Agreements/Contracts | PCPS |
| Gift cards | PCPS PCard Administration |
| Software | ITS |

Training Requirements

Don't forget to take your refresher training every 2 years (Cardholder Quiz, Ethics Quiz, & Cardholder Agreement). Reminders will be sent via email prior to your deadline. Your P-Card will be deactivated if you do not complete your training by the specified date.

What Documentation Do You Need?

| Itemized receipt for each transaction | Monthly Cardholder Statement |
|---|---|
| Signed/dated, with business purpose documented. Submit to your DCC within 3 business days of the date your received the goods/services. | Your DCC will provide this. Review for accuracy/sign and then forward to your supervisor. |

What if You have an Issue with Your PCard?

| | |
|--|---|
| Card Declines | Contact the vendor to determine the reason. You can also contact the bank using the phone number on the back of the card. If an increase is needed for your limits, contact your DCC. |
| Disputing a purchase (issue with your order) | First contact the vendor to try to resolve. If unable to resolve the issue, complete a dispute form within 60 days of the transaction. http://procurement.wvu.edu/payment-services/pcards |
| Unauthorized purchases on my card | If you notice a transaction on your PCard that appears to be fraudulent contact the bank immediately using the number on the back of the card. Complete the affidavit within the time frame the bank gives you. Also notify your DCC. |
| Lost/stolen card | Contact the bank immediately at 1-800-248-4553. Also notify your DCC. |

Failure to Follow PCard Policies & Procedures

WVU/WVURC uses a PCard Violation Point System that assigns point values to each type of violation (i.e. card delegation, personal purchase, purchasing violation, lack of business purpose, etc.). The number of points assigned to each cardholder will remain on file and the total points assigned includes all points assigned over a rolling three year period.

Examples of violations/points:

| Type | Point Value |
|---------------------------------|-------------|
| Prior approval not obtained | 30 |
| Card Delegation | 150 |
| Personal Purchase (accidental) | 50 |
| Personal Purchase (intentional) | 150 |
| Purchasing Violation | 150 |
| Unallowable Purchase | 75 |
| Stringing | 150 |

| Total Points (3 Year total) | Action Taken by PCPS PCard Administration |
|--------------------------------|---|
| 50 | Notification via email |
| 100 | Notification via email, mandatory retraining, and counseling with PCPS PCard Administration |
| 150 | Notification via email, card cancellation |

*For more information, see the PCard Manual: <http://procurement.wvu.edu/payment-services/pcards>