

State Purchase Card Processes

Marshall University

May 2018



State of WV Purchase Card Program

The [State of West Virginia Purchasing Card Program](#) provides an opportunity for Marshall University to streamline business practices and minimize effort for transactions up to \$10,000.

Tax Exemption

- The State of West Virginia is tax exempt and should not pay tax to in-state vendors.
- Cardholders should remind vendors that the State of West Virginia is tax exempt BEFORE initiating a transaction.
- “Tax Exempt” and the University’s tax identification number are printed on the Purchase Card.
- The cardholder is required to provide the vendor with a copy of the University’s tax exempt certificate.

Who is Eligible for a Purchase Card?

- Full-time Marshall University employees
- For our partners, such as Marshall Health or MURC, we can request a written waiver by the State Auditor's Office, Purchase Card Division, to allow them to have a card.
- Cards cannot be issued to:
 - Part-Time Employees
 - Temporary Employees
 - Contract Employees
 - Volunteer Employees
- Applicant must have supervisor's approval

Follow-up Training

- Cardholders are required to complete the online Cardholder Training, Ethics Training and accept the Cardholder Agreement every two years, following issuance of their Purchase Card.
- Cardholders may attend the monthly trainings held on campus as often as they choose.

Security of your Purchase Card

- You must keep your purchase card secure at all times.
- Purchases should only be made on secure Internet sites with a closed lock at the bottom of the screen.
- Cardholders must sign the back of their purchase card upon receipt.
- Person whose name appears on the purchase card is responsible for all transactions appearing on statement.
- Cardholder account numbers are NOT to be transmitted via unsecured Internet nor via email correspondence.
- **Card delegation is strictly prohibited.**
- **Stringing of transactions is strictly prohibited.**

Purchase Card Delegation

Purchase Card delegation is **PROHIBITED**

Purchase card delegation is allowing an individual other than the cardholder whose name is on the front of the card to make purchases by:

- Having physical possession of the card.
- Having access to the card number and expiration date.
- Having access to receipts or invoices that display the card number and expiration date.
- Only the individual whose name appears on the front of the card is the authorized user.
- Delegation increases liability, and the cardholder is liable for all activity on his or her card.

Stringing of Charges

Stringing is **PROHIBITED**

Stringing is the intentional manipulation of the ordering, billing or payment process in order to circumvent the transaction limit.

This includes:

- Splitting an invoice for more than the individual's transaction limit into more than one transaction.
- Collusion with vendor to split an order into separate invoices.

If a necessary transaction is more than the cardholder's single transaction limit, an increase (temporary or permanent) may be requested by the supervisor via email to pcard@marshall.edu

Unallowable Items

Fuel (unless for rental vehicle)	Firearms
Personal meals	Alcoholic beverages
Building leases	Cash Advances
Insurances	Legal Services
Personal Charges	Memberships/association dues
Third Party Vendors	In-State Tax
Gift Certificates/Gift Cards	
Labor / Maintenance / Inspections (onsite)	
Flowers (Funerals, Birthdays, etc.)	
Retirement Parties, Baby Showers, etc.	
Desktop computers, laptops, tablets (must be purchased through MU	
Information Technology)	

This is not intended to be an all-inclusive list. Please review the Purchase Card Manual for a more comprehensive list. If you have questions, contact us at pcard@marshall.edu

How do I use my Purchase Card?

- ❖ **Purchase Card is a method of payment.**
- ❖ **Purchase Card is for official state use only.**
- ❖ All current Marshall University Purchasing Policies must be followed, regardless of payment methods.
- ❖ The business purpose for the purchase should indicate why the expense is appropriate and needed for University business. Do not simply note what was purchased.

How do I use my Purchase Card?

- ❖ Purchase Card may be used to make payments for goods and designated services that do not exceed the cardholder's transaction limit and are not prohibited by Purchase Card Policies and Procedures.
- ❖ Purchase Card can be used for travel expenses (except food, fuel in personal vehicle and personal expenses).

Questions - Please contact the Purchase Card Office at
pcard@marshall.edu

Receipt Requirements

Receipt must contain specific information and meet certain conditions. A receipt description, which only states “Miscellaneous”, or “Merchandise”, or only includes a vendor’s stock or item number, is not acceptable

- ❖ Must be legible
- ❖ Itemized (reflecting the good or services purchased)
- ❖ Price of items
- ❖ Contain the vendor name
- ❖ Date of purchase
- ❖ Receipt documentation may be paper or electronic

Third Party Vendors

Third Party vendor use is restricted and cannot be used when paying by Purchase Card unless written approval is received by the Purchase Card Office prior to purchase. This includes the use of PayPal. We now have access to Amazon Business and you will be provided with the information for account setup when your card is received.

Any transaction requiring payment through PayPal (no other form of payment accepted) must have **PRIOR** approval from the Purchase Card Office. Email the approval request to pcard@marshall.edu and include the link for review and approval. This is a State mandate.

Hospitality or Student Events

- ❖ An approved Hospitality Form must be submitted with the Purchase Card receipt.
- ❖ Please provide a detailed justification for all hospitality.
- ❖ Form is available online at <http://www.marshall.edu/wpmu/purchasing/forms/>
- ❖ A hospitality form is used to document expenses such as food, beverage, meeting room expenses and student events, whether on-campus or off-campus – **NO EXCEPTIONS**.

Sodexo Corporation must be used for all on-campus events.

Business-Related Travel

The Purchase Card may be used for approved business expenses while engaged in job-related activities away from the regular place of employment.

Travel expenses include, but are not limited to:

- ❖ Registration fees
- ❖ Airline tickets
- ❖ Vehicle rental (commercial or state-owned)
- ❖ Gasoline for rental vehicles only
- ❖ Other transportation tickets (rail, bus, etc.)
- ❖ Hotel folios including business-related costs, such as business Internet access

Business-Related Travel cont'd.

Travel expenses may **not** include:

- Food
- Any personal expenses on hotel folios, such as room service or movies.
- ❖ Proper documentation must be provided for any billing related to multiple travelers.
- ❖ An approved Travel Authorization form must be attached to each Purchase Card transaction within wvOASIS. If Campus Travel is utilized, please provide TAR number on all receipts that is assigned during approval process
- ❖ Receipts are required for all business-related travel expenses paid using the P-Card.

The Purchase Card Policies and Procedures do not supersede the Marshall University Board of Governors Policy and Marshall University Travel Procedures.

Directions for wvOASIS Reconciliation

All transactions are required to be reconciled within **48 hours of charge posting in wvOASIS.**

****Disable pop-up blockers as they will prevent you from accessing portions of site****

1. Login: <https://myApps.wvsao.gov>. Click myApps.

User ID – complete email address

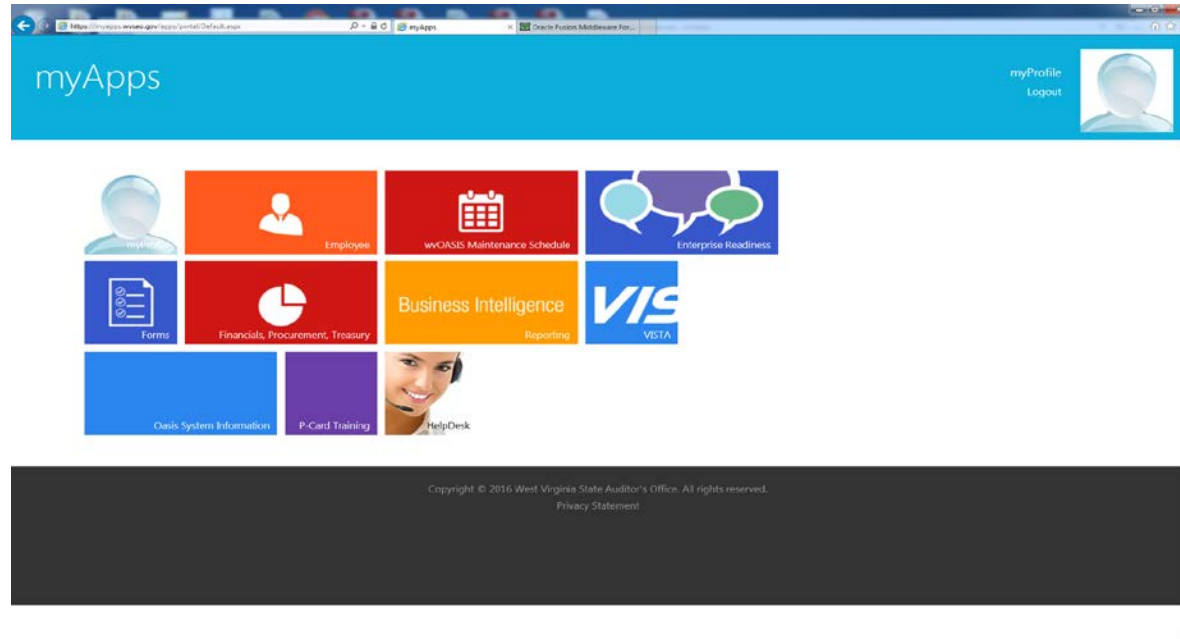
Password – myApps password

If you have forgotten your password, click “reset password” and follow instructions to have a temporary password emailed to you. This is a State process and local P-Card Office cannot reset.

2. Proceed to myApps to view and reconcile transactions

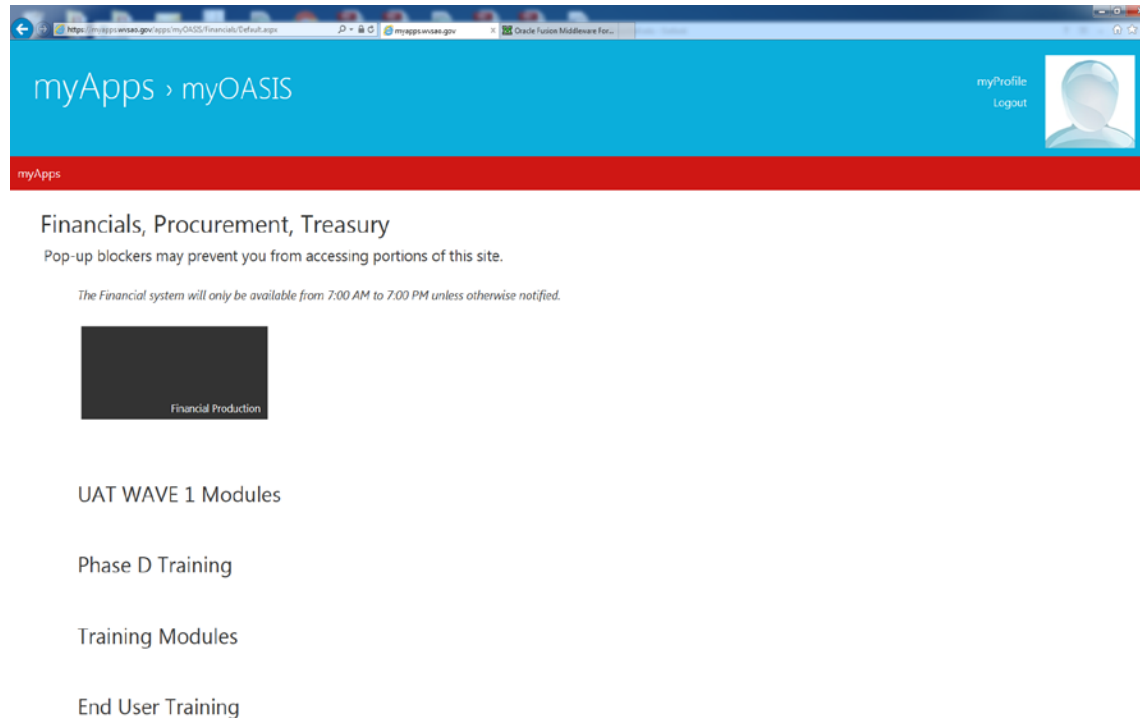
Directions for wvOASIS Reconciliation

Select “Financials, Procurement, Treasury” **RED BOX**



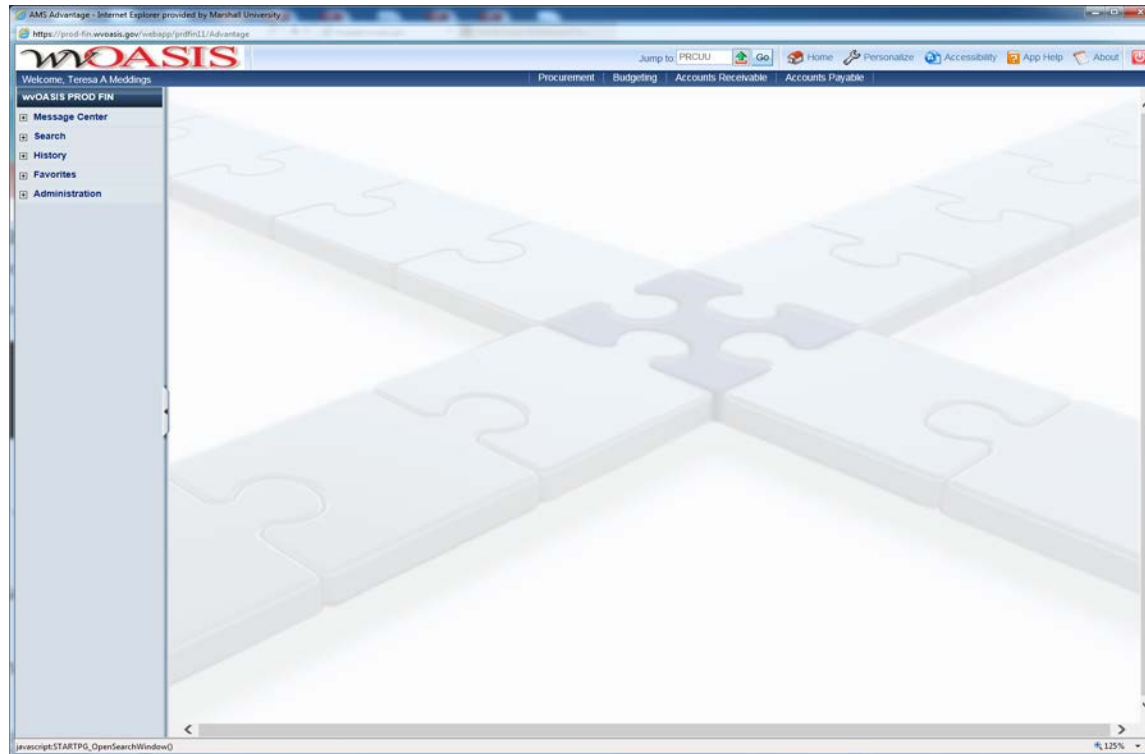
Directions for wvOASIS Reconciliation

Select “Financial Production” BLACK BOX



Directions for wvOASIS Reconciliation

In the “Jump to” box, type PRCUU, click “Go”



Directions for wvOASIS Reconciliation

On this screen **(make sure pop-up blocker is off)**. Your transactions will show here.

The screenshot displays the wvOASIS web application interface. The browser window title is "AMS Advantage - Internet Explorer provided by Marshall University". The URL is "https://prod-fin.wvoasis.gov/webapp/prdFin1/Advantage". The page header includes navigation links: "Jump to: PROCUR", "Go", "Home", "Personalize", "Accessibility", "App Help", and "About". The main navigation bar shows "Unprocessed Procurement Card Activity" with sub-links for "Procurement", "Budgeting", "Accounts Receivable", and "Accounts Payable".

The left sidebar contains a "wvOASIS PROD FIN" menu with options: "Message Center", "Search", "History", "Favorites", and "Administration".

The main content area is titled "Unprocessed Procurement Card Activity" and shows a summary: "Total Number of Transactions : 0" and "Total Transaction Amount : \$0.00". Below this is a table with columns: "Administrator ID", "Master Account", "Card Number", "Merchant ID", "Merchant Name", "Amount", "Document Reference", "Pay", "Reconciliation Status", and "Reviewed". The table is currently empty.

Below the table is a "Details" section with a "General Info" tab. It contains various input fields for transaction details, including:

- Administrator ID
- PCard ID
- Card Number
- Cardholder Name
- Master Account
- Merchant ID
- Merchant Name
- Transaction Date
- Bank Posting Date
- Taxpayer ID Type
- Taxpayer ID
- Amount
- Reconciliation Status
- Dispute Reason Code
- Dispute Reason Description
- Dispute Comments
- Pay
- Reviewed
- Delete
- Unprocessed Reason ID
- Transaction ID Number
- Transaction Reference Number
- Billing Cycle Start Date
- Billing Cycle End Date
- Schedule Payment Date
- MCC Code
- MCC Code Description
- Receipt Date
- Receiver
- Receiver Name
- Traveler ID
- Last Modified On

At the bottom, there is a "Hierarchy Levels" section and a "Commodity Lines" section. The "Commodity Lines" section shows "Total Number of CL : 0" and "CL Transaction Grand Total :". Below this is a table with columns: "Commodity Line", "Commodity Code", "Commodity Name", "Quantity", "Unit Price", "Unit", "Amount", "Accounting Profile", "Accounting Template", and "Transaction Type". The table is currently empty.

Directions for wvOASIS Reconciliation

Select “Attachments”

The screenshot displays the wvOASIS web application interface. The top header shows the wvOASIS logo and navigation links: Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The left sidebar contains a navigation menu with options: Message Center, Search, History, Favorites, and Administration. The main content area is titled 'Unprocessed Procurement Card Activity' and displays a table with columns: Administrator ID, Master Account, Card Number, Merchant ID, Merchant Name, Amount, Document Reference, Pay, Reconciliation Status, and Reviewed. Below the table, there is a 'Details' section with a 'General Info' tab. This section contains various input fields for transaction details, including Administrator ID, PCard ID, Card Number, Cardholder Name, Master Account, Merchant ID, Merchant Name, Transaction Date, Bank Posting Date, Taxpayer ID Type, Taxpayer ID, Amount, Reconciliation Status, Dispute Reason Code, Dispute Reason Description, Dispute Comments, Pay, Reviewed, Delete, Unprocessed Reason ID, Transaction ID Number, Transaction Reference Number, Billing Cycle Start Date, Billing Cycle End Date, Schedule Payment Date, MCC Code, MCC Code Description, Receipt Date, Receiver, Receiver Name, Traveler ID, and Last Modified On. At the bottom, there is a 'Commodity Lines' section with a table showing columns: Commodity Line, Commodity Code, Commodity Name, Quantity, Unit Price, Unit, Amount, Accounting Profile, Accounting Template, and Transaction Type.

Directions for wvOASIS Reconciliation

Select "Upload"

The screenshot displays the wvOASIS web application interface within an Internet Explorer browser window. The browser's address bar shows the URL: <https://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage>. The page title is "AMS Advantage - Internet Explorer provided by Marshall University".

The application header includes the "wvOASIS" logo and navigation links: "Jump to: PRCUU", "Go", "Home", "Personalize", "Accessibility", "App Help", "About", and a "Menu" link. Below the header, a navigation bar contains tabs for "Procurement", "Budgeting", "Accounts Receivable", and "Accounts Payable".

The main content area is titled "Reference Table Attachments". It features a table with columns: "File Name", "Type", "Date", and "User ID". Below the table are navigation links: "First", "Prev", "Next", and "Last".

On the left side of the main content area, there are links for "Upload", "Download", "Search", and "Delete". Below these links, there are input fields for "File Name", "Description", "Type", "Date", and "User ID".

At the bottom of the main content area, there are links for "Return" and "View Attachment History".

The footer of the browser window shows a JavaScript snippet: `javascript:submitForm(document.pR_AP_UPROC_PRCU_Generic,'T1R_AP_UPROC_PRCUAttachments=T1R_AP_UPROC_PRCUAttachments','Display');` and a zoom level of 125%.

Directions for wvOASIS Reconciliation

Here you will “Browse” for the saved .pdf document to attach

The screenshot displays the wvOASIS web application interface within an Internet Explorer browser window. The browser's address bar shows the URL <https://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage>. The page header includes the wvOASIS logo and navigation links: Home, Personalize, Accessibility, App Help, and About. A secondary navigation bar contains links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The main content area is titled "wvOASIS PROD FIN" and features a left-hand menu with options: Message Center, Search, History, Favorites, and Administration. The central panel is titled "Upload Attachment" and contains the following form fields: "Attachment File" with a "Browse..." button, "Description" with a text input field, and "Attachment Type" with a dropdown menu currently set to "Standard". Above the "Attachment File" field are links for "Upload" and "Cancel". The status bar at the bottom of the browser window displays the JavaScript code: `javascript:submitForm(document.pRefTbObjAttList,'AddAttachment=AddAttachment','Display');` and the zoom level is set to 125%.

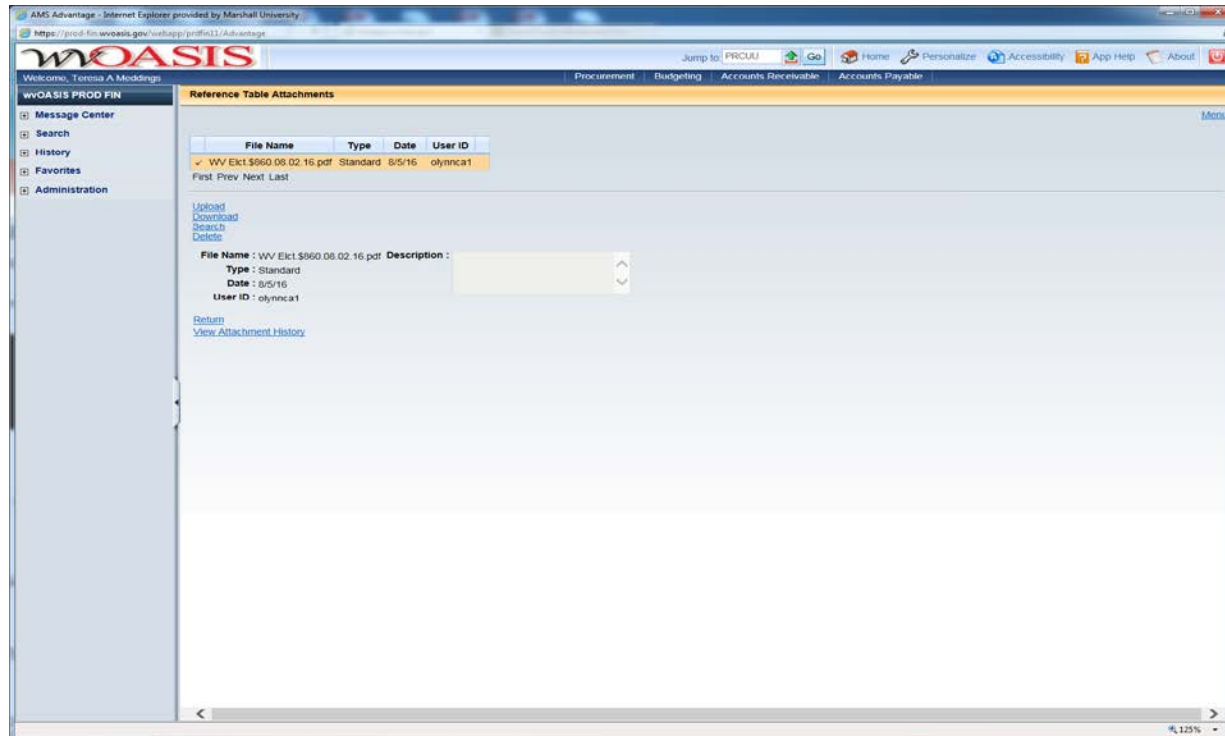
Directions for wvOASIS Reconciliation

Once you click on “Browse” and have located the appropriate documentation, you will double-click the file to load it into the transaction. At this screen you will once again click “Upload”

The screenshot displays the wvOASIS web application interface. The browser window title is "AMS Advantage - Internet Explorer provided by Marshall University" and the address bar shows "https://prod-fin.wvoasis.gov/webapp/prdfin11/Advantage". The application header includes the "wvOASIS" logo and navigation links: "Jump to: PRCUU", "Go", "Home", "Personalize", "Accessibility", "App Help", and "About". A welcome message "Welcome, Teresa A Meddings" is visible. The left sidebar contains a menu with "wvOASIS PROD FIN" and sub-items: "Message Center", "Search", "History", "Favorites", and "Administration". The main content area is titled "Upload Attachment" and features a "Menu" link. The form includes fields for "Attachment File" (with a "browse..." button), "Description", and "Attachment Type" (set to "Standard").

Directions for wvOASIS Reconciliation

The file is now attached to the transaction. Here you will click “Return” to move back to the main screen of your transaction(s)



Directions for wvOASIS Reconciliation

This is what the screen should look like:

AMS Advantage - Internet Explorer provided by Marshall University
 https://prod-fin.wvoasis.gov/webapp/profile/Advantage

Jump to: [PROCUM](#) [Go](#) [Home](#) [Personalize](#) [Accessibility](#) [App Help](#) [About](#)

Welcome, Teresa A Meddings | [Procurement](#) | [Budgeting](#) | [Accounts Receivable](#) | [Accounts Payable](#)

wvOASIS PROD FIN

Unprocessed Procurement Card Activity

Total Number of Transactions : 246
 Total Transaction Amount : \$118,871.35

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference	Pay	Reconciliation Status	Reviewed
40902	*****0111	*****7712	17-0015496207	WEST VIRGINIA ELECTRIC SU	\$600.06		No	Valid Transaction	No
40902	*****0111	*****4122	425902482900574	TECHNOLOGY RESOURCE RENTA	\$1,613.00		No	Valid Transaction	No
40902	*****0111	*****7071	230201000762203	AMAZON MKTPLACE PMTS	\$132.95		No	Valid Transaction	No
40902	*****0111	*****7071	4445126100792	MARSHALL UNIV BKST #419	\$39.90		No	Valid Transaction	No
40902	*****0111	*****9636	17680400162720	DMI DELL HLTHCUREL	(\$127.49)		No	Valid Transaction	No

First Prev Next Last | [My Transactions](#) | [Coordinator Transactions](#) | [Attachments](#)

Details

Save Undo Search

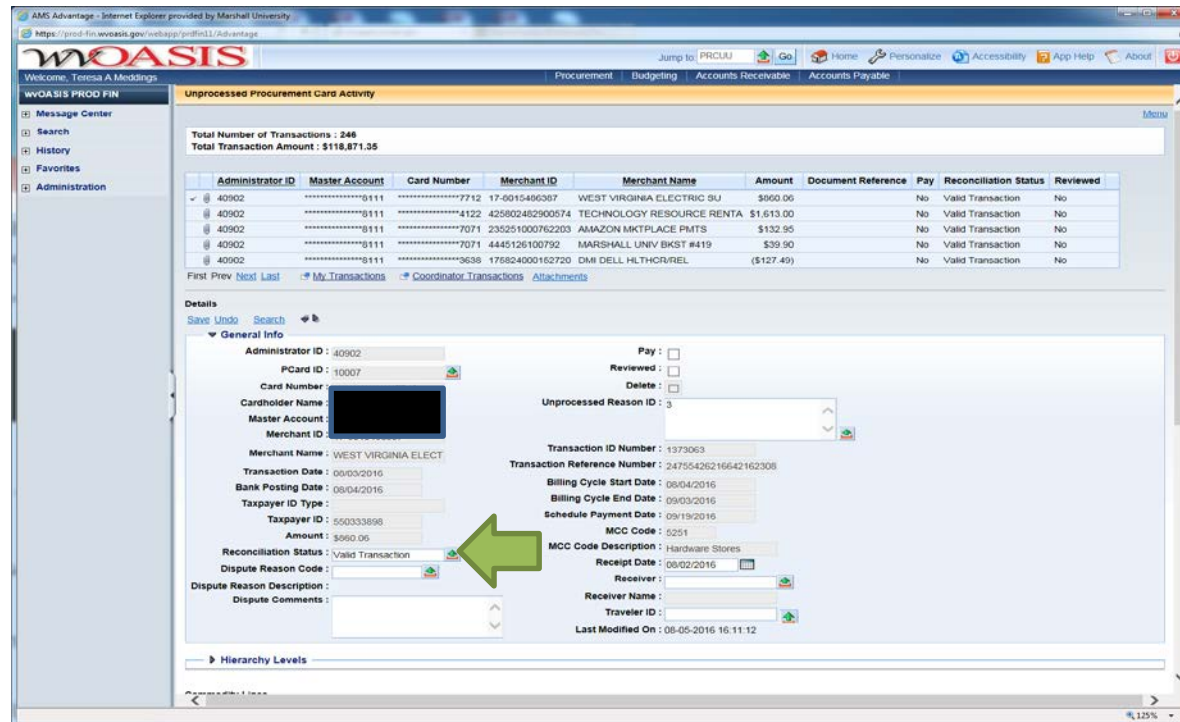
General Info

Administrator ID : 40902
 PCard ID : 10007
 Card Number : *****
 Cardholder Name :
 Master Account :
 Merchant ID :
 Merchant Name : WEST VIRGINIA ELECT
 Transaction Date : 09/03/2016
 Bank Posting Date : 09/04/2016
 Taxpayer ID Type :
 Taxpayer ID : 550333898
 Amount : \$660.06
 Reconciliation Status : Valid Transaction
 Dispute Reason Code :
 Dispute Reason Description :
 Dispute Comments :
 Pay : ☐
 Reviewed : ☐
 Delete : ☐
 Unprocessed Reason ID : 3
 Transaction ID Number : 1373063
 Transaction Reference Number : 24755426216642162308
 Billing Cycle Start Date : 08/04/2016
 Billing Cycle End Date : 09/03/2016
 Schedule Payment Date : 09/19/2016
 MCC Code : 5251
 MCC Code Description : Hardware Stores
 Receipt Date : 08/02/2016
 Receiver :
 Receiver Name :
 Traveler ID :
 Last Modified On : 08-05-2016 16:11:12

[Hierarchy Levels](#)

Directions for wvOASIS Reconciliation

At “Reconciliation Status” using green arrow, select option 10, “Valid Transaction”, Click “Save”.
Select Next Transaction



AMS Advantage - Internet Explorer provided by Marshall University
https://prod-fin.wvoasis.gov/webapp/prod/1/Advantage

Jump to: PROCUR | Go | Home | Personalize | Accessibility | App Help | About

Welcome, Teresa A Meddings | Procurement | Budgeting | Accounts Receivable | Accounts Payable

wvOASIS PROD FIN

Unprocessed Procurement Card Activity

Total Number of Transactions : 346
Total Transaction Amount : \$118,871.35

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference	Pay	Reconciliation Status	Reviewed
40902	5111	7712	17-0015496307	WEST VIRGINIA ELECTRIC SU	\$960.06		No	Valid Transaction	No
40902	5111	4122	425802452900574	TECHNOLOGY RESOURCE RENTA	\$1,613.00		No	Valid Transaction	No
40902	5111	7071	235251000762203	AMAZON MKTPLACE PMTS	\$132.95		No	Valid Transaction	No
40902	5111	7071	4445126100792	MARSHALL UNIV BKST #419	\$39.90		No	Valid Transaction	No
40902	5111	9638	176824000162720	DMI DELL HLTHCR/REL	(\$127.49)		No	Valid Transaction	No

First Prev Next Last | My Transactions | Coordinator Transactions | Attachments

Details

Save Undo Search

General Info

Administrator ID : 40902
PCard ID : 10007
Card Number :
Cardholder Name :
Master Account :
Merchant ID :
Merchant Name : WEST VIRGINIA ELECT
Transaction Date : 08/03/2016
Bank Posting Date : 08/04/2016
Taxpayer ID Type :
Taxpayer ID : 550333898
Amount : \$960.06
Reconciliation Status : Valid Transaction
Dispute Reason Code :
Dispute Reason Description :
Dispute Comments :
Hierarchy Levels

Pay : ☐
Reviewed : ☐
Delete : ☐
Unprocessed Reason ID : 3
Transaction ID Number : 1373063
Transaction Reference Number : 24755426216642162308
Billing Cycle Start Date : 08/04/2016
Billing Cycle End Date : 09/03/2016
Schedule Payment Date : 09/19/2016
MCC Code : 5251
MCC Code Description : Hardware Stores
Receipt Date : 08/02/2016
Receiver :
Receiver Name :
Traveler ID :
Last Modified On : 08-05-2016 16:11:12

Directions for wvOASIS Reconciliation

To move to next page of transactions, click blue “Next” and continue reconciliation process

The screenshot displays the wvOASIS web application interface. The top navigation bar includes links for Procurement, Budgeting, Accounts Receivable, and Accounts Payable. The left sidebar contains a navigation menu with options like Message Center, Search, History, Favorites, and Administration. The main content area shows a table of transactions under the heading 'Unprocessed Procurement Card Activity'. A blue arrow points to the 'Next' link in the pagination controls below the table. Below the table, there is a 'Details' section for a selected transaction, showing fields for Administrator ID, PCard ID, Card Number, Cardholder Name, Merchant Account, Merchant ID, Merchant Name, Transaction Date, Bank Posting Date, Taxpayer ID Type, Taxpayer ID, Amount, Reconciliation Status, Dispute Reason Code, Dispute Reason Description, Dispute Comments, Pay, Reviewed, Deleted, Unprocessed Reason ID, Transaction ID Number, Transaction Reference Number, Billing Cycle Start Date, Billing Cycle End Date, Schedule Payment Date, MCC Code, MCC Code Description, Receipt Date, Receiver, Receiver Name, Traveler ID, and Last Modified On.

Administrator ID	Master Account	Card Number	Merchant ID	Merchant Name	Amount	Document Reference	Pay	Reconciliation Status	Reviewed
40902	*****5111	*****7712	17-0015496307	WEST VIRGINIA ELECTRIC SU	\$960.06		No	Valid Transaction	No
40902	*****5111	*****4122	425802452900574	TECHNOLOGY RESOURCE RENTA	\$1,613.00		No	Valid Transaction	No
40902	*****5111	*****7071	235251000762203	AMAZON MKTPLACE PMTS	\$132.95		No	Valid Transaction	No
40902	*****5111	*****7071	4445126100792	MARSHALL UNIV BKST #419	\$39.90		No	Valid Transaction	No
40902	*****5111	*****9638	176824000162720	DIAM DELL HLTHCR/REL	(\$127.49)		No	Valid Transaction	No

First Prev Next Last

Details

Administrator ID: 40902

PCard ID: 10007

Card Number: [REDACTED]

Cardholder Name: [REDACTED]

Master Account: [REDACTED]

Merchant ID: [REDACTED]

Merchant Name: WEST VIRGINIA ELECT

Transaction Date: 08/03/2016

Bank Posting Date: 08/04/2016

Taxpayer ID Type: [REDACTED]

Taxpayer ID: 550333898

Amount: \$960.06

Reconciliation Status: Valid Transaction

Dispute Reason Code: [REDACTED]

Dispute Reason Description: [REDACTED]

Dispute Comments: [REDACTED]

Pay: [REDACTED]

Reviewed: [REDACTED]

Deleted: [REDACTED]

Unprocessed Reason ID: 3

Transaction ID Number: 1373063

Transaction Reference Number: 24755426216642162308

Billing Cycle Start Date: 08/04/2016

Billing Cycle End Date: 09/03/2016

Schedule Payment Date: 09/19/2016

MCC Code: 5251

MCC Code Description: Hardware Stores

Receipt Date: 08/02/2016

Receiver: [REDACTED]

Receiver Name: [REDACTED]

Traveler ID: [REDACTED]

Last Modified On: 08-05-2016 16:11:12

Directions for wvOASIS Reconciliation cont'd.

Do not mark as VALID until all documentation is attached.

Always remember to **Save after each step or your changes will be lost.**

Once documentation is attached within wvOASIS - Retain originals for your records, do not email or mail to the Purchase Card Office.

Post-Reconciliation

- ❖ The Purchase Card Department audits every transaction. Once cardholder has reconciled and validated transactions within wvOASIS, the Purchase Card Department personnel will audit reconciled transactions to verify all required steps have been followed by the cardholder.
- ❖ Once transactions have been reviewed for accuracy and completeness, the Purchase Card Coordinator will mark the transactions to pay.

How do I make changes to my card?

An email request from the cardholder's supervisor should be sent for all changes to an individual card.

- Name changes
 - Employee name change must be completed in Payroll before any changes can be completed.
- Department change
- Monthly and/or transaction limit changes
- Card cancellation

Purchase Card Maintenance

Card Cancellation:

- ❖ Cards must be cancelled immediately upon termination or separation of employment.

Lost or stolen cards:

- ❖ Immediately report lost or stolen cards to the agency coordinator and financial institution.
- ❖ Call 1-800-344-5696
- ❖ Cardholder must notify the financial institution within 24 hours to limit cardholder liability.

Disputes of Charges

The cardholder is responsible for contacting the vendor regarding any erroneous charges, disputed transactions, duplicate charges or credits. Examples include, but are not limited to:

- ❖ Failure to receive goods
- ❖ Fraud and/or Misuse
- ❖ Altered charges
- ❖ Defective merchandise
- ❖ Incorrect amounts
- ❖ Duplicate charges
- ❖ Credits not received (damaged or missing items, sales tax...)

If the cardholder is unable to resolve disputed items with the vendor, cardholder must notify the Agency Coordinator via email to proceed with the official dispute.

Post-Audit Process

As noted earlier, the Purchase Card Office audits all transactions.

During the audit process, the following (at a minimum) will be checked:

- Use of proper procedures
- Stringing of orders
- Proper account codes
- Itemized paid receipts attached
- Hospitality documentation
- Travel Authorization documentation
- Sales Tax

Once an audit is complete, the cardholder will receive a notice of any discrepancies in their Purchase Card process and if any action is necessary by the cardholder.

Failure of cardholder to properly follow Purchase Card Policies and Procedures will be subject to action up to and including revocation or limitation of Purchase Card privileges, possible probation and/or MANDATORY Purchase Card retraining.

Card Violations – Defaulted Transactions

Corrective / Disciplinary Action

- **Month 1 instance** – written warning with time limit to complete requirements
- **Month 2 instance** – written warning with notification to supervisor with final deadline
- **Month 3 instance** – card limit reduced to \$1.00 for minimum of 30 days with mandatory retraining

Card Violations – Missing/Incomplete Documentation

Corrective / Disciplinary Action

- **Month 1 instance** – written warning with time limit to complete
- **Month 2 instance** – written warning with notification to supervisor with final deadline
- **Month 3 instance** – card limit reduced to \$1.00 for minimum of 30 days with mandatory retraining

Card Violations – Personal Purchase

Corrective / Disciplinary Action

- **Month 1 instance** – written warning
- **Month 2 instance** – mandatory retraining and card limit reduced to \$1.00 for minimum of 60 days
- **Month 3 instance** – Purchase Card privileges revoked, with further action possible if investigation shows intent to defraud.

Card Violations – Unallowable Purchases

Corrective / Disciplinary Action

Month 1 instance – written warning

Month 2 instance – mandatory retraining and card limit reduced to \$1.00 for minimum of 45 days

Month 3 instance – Purchase Card privileges revoked, with further action possible if investigation shows intent to defraud.

Card Violations – Card Delegation or Stringing

Corrective / Disciplinary Action

- **First instance** - Card cancellation with email notification to supervisor, Mandatory retraining, and Complete application process for new card
- **Second instance** – permanent cancellation of cardholder privileges

Card Violations

Card violations will remain on file for each cardholder over a rolling three year period.

REMINDER: Purchase Card Administration reserves the right to suspend a cardholder's Purchase Card privileges at any time if it is deemed appropriate, pending completion of any investigation or if the severity of the violation(s) should warrant such action.

Fraudulent or Unauthorized Use of P-Card

Misuse of a State of West Virginia Purchase Card is a felony.

Fraud and misuse penalties are included in the WV Code §12-3-10b as follows:

“It is unlawful for any person to use a State Purchase Card, issued in accordance with the provisions of section ten-a of this article, to make any purchase of goods or services in a manner which contrary to the provisions of section ten-a of this article or the rules promulgated pursuant to that section. Any person who violated the provisions of this section is guilty of a felony and upon conviction thereof, shall be confined in the penitentiary not less than one nor that five years, or fined no more than five thousand dollars, or both fined and imprisoned.”

Fraudulent or Unauthorized Use of the P-Card cont'd.

- ❖ Individuals using the P-Card to knowingly pay for items for personal use will be subject to disciplinary action, up to and including termination and prosecution by the state government, and subject to civil action by the credit card company for personal liability.
- ❖ Misuse of the P-Card will be handled promptly and uniformly for all cardholders.
- ❖ Any instances of misuse or violations of the Purchase Card Policies and Procedures is documented by the agency coordinator and self-reported to the WV State Auditor's Office.

Still have questions or need more information?

Additional information is available on our website at
<http://www.marshall.edu/finance/>

Questions? Email us at pcard@marshall.edu

Purchase Card Staff:

Teresa Meddings, Purchase Card Coordinator	304-696-2215
Karena Burriss, Purchase Card Auditor	304-696-2217
Melody Freeman, Accounts Payable Manager, Sr.	304-696-2221
Juanita Parsons, Director, Accounts Payable/Staff Development	304-696-6520

Purchasing purchasing@marshall.edu

Travel travel@marshall.edu

Thank you!



- Before you leave, please complete the Evaluation Form and leave it on the back table.