



DEPARTMENT PURCHASING CARD (P-CARD) MANUAL

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DEPARTMENT P-CARD PROGRAM

OVERVIEW

The Department P-Card Program is a credit card program co-sponsored by the UConn Health Procurement Department and the Office of the State Comptroller. The Purchasing card is a MasterCard issued by JPMorgan Chase, which works just like a personal credit card with custom designed features and built in controls. The credit card acts as an additional procurement tool which complements the established procurement processes here at UConn Health.

The P-Card Program is designed and intended to more effectively meet your purchasing needs quickly and conveniently by purchase of approved commodities directly from suppliers that accept MasterCard. The purchasing card reduces the time and paperwork associated with purchase orders, invoices and checks. The P-Card Program is not intended to avoid or bypass appropriate procurement procedures, but rather, to complement the existing available processes.

The benefits of the purchasing card to the Cardholder, UConn Health, the Department, and the Supplier are significant and include the following:

BENEFITS TO THE CARDHOLDER

- Allows you to obtain goods much faster and easier than before.
- Significantly reduces workload related to the purchase of and payment for goods.
- Allows you to be more efficient and to focus on the value added aspects of your job.
- Significantly reduces clerical processing time and time associated with the approval process.

BENEFITS TO UCONN HEALTH

- Reduces the number of “one time use” suppliers in HuskyBuy.
- Significant reduction in the number of paper transactions.

BENEFITS TO THE DEPARTMENT

- Ability to utilize vendors that only accept credit cards for payment.
- Ability to make in store Approved Purchases of goods and services. Only One (1) monthly statement will be received for verification and reconciliation.
- Monthly approvals required rather than individual purchase order and invoice approvals.

The purchasing card is designed to be used for purchases related to UConn Health business only. **Use of the card for personal purchases is strictly prohibited**. The Procurement Department is responsible for monitoring the effectiveness of the P-Card Program and user compliance with the policies and procedures outlined within this manual.

If you have any questions regarding the program, or the appropriate use of the purchasing card, please contact the P-Card Administrator located in the Procurement Department:

UConn Health
Procurement Department
16 Munson Road 2nd Floor MC4036
Farmington, CT 06032-4036
Phone # 860-679-2408

HOW IT WORKS

The purchasing card simplifies the procurement and disbursement process by facilitating point-of-demand procurement. Purchasing authority is delegated to the ordering departments enabling the Cardholders and authorized Card Users to place orders directly with the suppliers. The supplier validates purchases made with the purchasing card at the point-of-sale. The MasterCard system validates the transaction against pre-set limits established by UConn Health which include:

- Maximum number of transactions allowed per day – twenty (20)
- Maximum number of transactions allowed per month – one hundred (100)
- Single purchase limit – not to exceed \$9,999 (***no exemption***)
- Merchant Commodity Codes (MCC) – are encoded into the magnetic strip on the reverse side of the card. MCC's are used to indicate what type of allowance or restrictions should be encoded into the MasterCard.

These materials are Proprietary and Confidential to the Procurement Department at UConn Health. Any re-publication, transmission or distribution of these materials without the express written consent of the Procurement Department is strictly prohibited.

The purchasing card will reject purchases for amounts greater than required limits. **Under no circumstances should a transaction be split in order to bypass the single transaction dollar limit of \$9,999.**

NOTE: Exemptions to the above limitations except that of the single purchase limit may be granted on a case by case basis upon the approval of the Director of Procurement.

DEPARTMENT CARD USER(S)

A Department Card User is an individual authorized to use a purchasing card for Department purchases of goods and/or services. The Department's Cardholder authorizes who should be the Reporting Authority and who should be an authorized card user. Prior to obtaining authorization to become a Card User, the P-Card Program Administrator shall provide the individual with a State of Connecticut Credit Card Use Policy, shall require the individual to sign that he/she has received such policy, and shall maintain the signed policy on file. Additionally, each Department's Reporting Authority shall ensure that all such individuals and authorized Card Users are familiar with, and abide by, all UConn Health policies and procedures which govern the Department P-Card Program. The existence of a signed State of Connecticut Credit Card Use Policy on file for the individual, and proper and complete tracking of Department Card usage on all applicable forms, including all required signatures, shall be considered authorization by the Department Reporting Authority for the individual to be an authorized Card User.

TRAVEL ACCOUNT – CONFERENCE REGISTRATION PURCHASES

The Travel Account allows purchasing authority to be delegated to the Travel Office enabling the Travel Coordinator and all designated authorized users to place orders on behalf of other Departments for travel related purchases.

UConn Health purchases made through the Travel Account should be in accordance with Travel Regulations established by the UConn Health. The Travel Account is to be used for purchases related to UConn Health business only.

The Travel Account is only to be used for the prepayment of conference registration fees.

COMMODITIES

The purchasing card is to be used for official UConn Health purchases wherever MasterCard is accepted and in conjunction with current contracts. In addition, the purchasing card is to be used in conjunction with UConn Health purchasing policies.

SALES TAX EXEMPTION

UConn Health is a tax-exempt organization. The tax-exempt certificate letter from the State of Connecticut Department of Revenue Services must be given to all suppliers at the time in which the transaction is taking place in order to exempt payment of state sales tax. In addition, a copy of the tax-exempt certificate is found on page 19 of this manual. The certificate is to be used for purchasing card use only. Suppliers may also, or alternatively require that an exempt form such as a CERT-134 be completed by UConn Health. In this event, departments will need to obtain a W-9 from the supplier and then send an email (generalaccounting@uchc.edu) request to the Finance department to complete the certificate. If the W-9 is not provided, or the vendor does not clear the debarment check process, then Finance will not be able to complete the exempt form. If the selected supplier will not honor our state tax exempt status, then an order may not be placed with them.

PAYING THE BILL

The purchasing card is a corporate account therefore all Department purchasing card transactions are paid on one (1) bill. The purchasing card bill will be paid in full each month by the Procurement Department. During the re-allocation process each purchase will get charged back to the designated Department FOAPAL provided on the P-Card Log Sheet.

RESTRICTED PURCHASES

Purchases of the restricted items listed below and purchases in excess of \$9,999 or more must continue to be processed in accordance with established procurement and disbursement policies and procedures.

The purchasing card is NOT to be used for the following commodities:

- Alcoholic beverages
- Appliances (refrigerators, microwaves, heaters, fans, coffee makers, etc.)
- Animals (live)
- Automotive gasoline (*except* for State Vehicles)
- Business, travel, and entertainment related expenses and advances
- Cash advances of any type
- Catering services where a signed contract is required
- Cellular phones and related monthly charges
- Chemicals
- Clothing
- Computers and Software (any value **-only as it relates to attached P-Card guideline**)
- Construction and Renovation Services
- Consulting Services
- Contract agreements of any type that involve a signature
- Equipment (valued over \$1,000.)
- Food, Beverages consumed at supplier's location (Only take-out of food and non-alcoholic beverages are allowed)
- Furniture of any type
- Gifts/Donations
- Internet Service Providers
- Items prohibited from purchase under grant or research contracts
- Leases & Lease-Purchases or any other time payments
- Moving Services
- Personal use items (i.e. attaches, folios, pen/pencil sets, etc.)
- Precious metals
- Prescription drugs and controlled substances
- Printing Services
- Radioactive and hazardous materials
- Registrations of any type (conferences, exams, classes)
- Rentals of vehicles
- Reimbursements of any type
- Restricted items defined by the Office of Research Safety
- Signage

NOTE: Exemptions to **only a few** of the restricted purchases listed above may be granted on a case by case basis upon the approval of the Director of Procurement.

If you have any questions regarding a restricted purchase please contact the P-Card Administrator located in the Procurement Department at 860-679-2408.



UConn Health Guideline for Software Acquisitions on Pcard

Effective Date: January 27, 2020

This guideline is intended to provide a procedure to assist with the acquisition of software using a UConn Health issued Pcard, when the preferred procurement method (issuance of a purchase order) is deemed not practical or efficient. UConn Health faculty and staff are encouraged to contact the Procurement Department at UConn Health (860.679.2408) regarding any questions in advance of the purchase to determine if use of the Pcard is appropriate.

Software purchases on Pcard are allowable when all of the following criteria are met:

1. The purchase is at or below the Pcard transaction limit of \$4,999.99.
2. UConn Health IT Security has reviewed and approved, in writing prior to purchase, transactions for software or services involving the storage, processing, or transmission of confidential information as defined in [UConn Health Policy 2002-43 CONFIDENTIALITY](#). Contact IT Security at dl-itsecuritypcard@uchc.edu to request review. The requesting department must retain a copy of IT Security's written approval for audit purposes.
3. The software purchase does not require a signed/countersigned agreement.
4. The requester follows all other UConn Health Pcard order and reconciliation processes required to complete the transaction.

Notes regarding Item 2:

For purchases involving any of the categories listed in item 2, UConn Health IT Security will determine whether a signed/countersigned agreement is required. In such cases, the agreement should be fully executed before purchasing the software.

Please review the following resources for identifying confidential data:

- [UConn Data Classification Policy](#)
- [UConn Health Policy 2002-43 CONFIDENTIALITY](#)

Please also note [UConn Health's Policy 2019-01 on Acceptable Use of IT Resources](#).

APPROVED PURCHASES

The purchasing card may be used for the following commodities:

- Advertisements
- Animal feed and bedding (purchase of animals is prohibited)
- Automotive gasoline for state vehicles only
- Books and periodicals
- Catering services where a signed contract is not required
- Dues and Professional Membership(s). (Business, Technical, Professional and Institutional memberships only)
- Emergency Purchase of Operational Supplies*
- Floor and Window Treatments
- Food (Take out or grocery store purchases for student activities & official business meetings only) **
- Hardware Supplies
- Internet Purchases for Approved Items Only (must be a secure site)***
- Insurance
- Laboratory and Educational Supplies (items not available through Central Stores)
- Maintenance Service/Repairs
- Postage (non metered mail up to \$50.00 value)
- Rentals of any type (*except* Automobiles)
- Repair parts and materials
- Subscriptions (Departmental use only)
- Tools, fixtures and miscellaneous apparatus
- University Bookstore/Co-op purchases (Approved Items Only)

*Prior approval is required by Director of Procurement.

**Must have business purpose, formal agenda, list of attendees and evidence of approval attached to the receipt.

***The risks of using the purchasing card over the Internet are similar to the traditional risks involved when using it in person or over the telephone with one important exception. When Cardholders make a purchase over the Internet, the information exchanged between the Cardholder and the supplier may be transmitted through a network of possibly dozens of sites. For this reason, it is important to encrypt (scramble) the data exchanged so only the supplier can decrypt the information. To minimize your liability, it is important to ensure that the supplier is running a "secure" server for purchases so any information entered is likely to be meaningless to sites in between. If the supplier has a "secure" server, the Cardholder should be directed to this site prior to entering information including purchasing card number and expiration date. A dialog box informs the Cardholder they are switching to a "secure mode". In addition to the dialog box, the web browser should have a visual aid indication a secure/non-secure mode. In addition to a

"secure" site, the Procurement Department recommends that if a purchase is made over the Internet, it be with a company you have used via traditional methods in the past. If you are uncomfortable giving your number over the Internet, some companies leave the option of placing your order on the Web and following up with a card number on the telephone.

USING THE PURCHASING CARD FOR GRANT PURCHASES

The purchasing card may be utilized for grant purchases; however, the use of the card requires some forethought since the purchasing authority has been transferred to the Department Card User through issuance of the card. Guidelines for grant purchases are as follows:

- Grant purchases are permitted provided that the item purchases is an allowable charge against the grant and made in accordance with the restrictions, terms, and conditions of the grant;
- The purchasing card cannot be used for charging departmental costs to a grant account;
- When placing an order against a grant account, the “received date” must be within the terms of the grant or contract;
- The P-Card Log Sheet along with supporting documentation must be sent to the Record Manager within prescribed deadlines;
- A direct benefit must be shown for all card purchases made against a grant account.

CONTRACT COMPLIANCE

While the purchasing card is a procurement tool, it does not signal a change in policy regarding compliance with UConn Health’s Procurement Policies and Contracting Policies. All Departments are obligated to order required goods and/or services from those suppliers who are authorized contract suppliers to UConn Health. If you have any questions as to whether an item is on contract, please contact the Procurement Department at 860-679-2408. If the contracted supplier is unable to supply your required goods and services you can go elsewhere but you should keep documentation in your purchasing card files as to why you did not use the contracted supplier.

RESPONSIBILITIES OF THE CARDHOLDER

- Completing all applicable forms related to the P-Card Program and attending the mandatory training session.
- Responsible for all purchases made with the purchasing card and for making such purchases in accordance with the procedures outlined in this manual.
- Using the purchasing card for purchases of approved items only.
- Retaining all purchasing documentation (e.g. proper receipts, internet confirmations, etc.)
- Only the Cardholder is authorized to use the card or may designate up to four (4) authorized users. The Cardholder remains responsible for all purchases made by authorized users.
- Ensuring receipt of goods and following up with the supplier to resolve disputes and arranging for returns credits, delivery problems, etc.

- Reporting a lost or stolen card immediately to JP Morgan Chase and also reporting to the P-Card Program Administrator.
- Safeguarding card security at all times; and
- Responsible for repayment of improper charges and personal liability for misuse.

RESPONSIBILITIES OF THE RECORD MANAGER(S)

- Completing all applicable forms related to the P-Card Program and attending the mandatory training sessions with the Cardholder.
- Assisting Cardholder in verifying and resolving returns, credits, and discrepancies, as needed.
- Assisting Cardholder in resolution of problems or questions about purchases, as needed.
- Recording all purchases on the P-Card Log Sheet and maintaining all supporting documentation.
- Maintaining the P-Card Log Sheet with reporting documentation in a secure location at all times (locked cabinet is preferred).
- Collecting and maintaining receipts and supporting documentation from Cardholder(s) ensuring timely retrieval for reconciliation purposes.
- Retaining documentation at specified location, in compliance with the State of CT, University of CT Health Center and/or grant guidelines for record retention (minimum of three (3) years).
- Reconciling the P-Card Log Sheet to the bank statement on a monthly basis.

RESPONSIBILITIES OF REPORTING AUTHORITY

- Reporting Authority is defined as that individual who has oversight responsibility for purchasing card purchases within the Department.
- Designating whom within the Department will act in the capacity of the Record Manager.
- Identifying potential authorized users.
- Approving all P-Card Forms.
- Responsible for structuring & monitoring a program of internal control within the Department.
- May act as the Department's designated Record Manager in his/her absence.
- Conduct training for authorized users as required.

ACQUIRING A PURCHASING CARD

Only regular full or part time employees of UConn Health, designated by the Department Cardholder, will be permitted to become an authorized purchasing card user. A department may only receive their card after the following:

- Completing & Signing a P-Card Cardholder Agreement
- Attending a mandatory purchasing card training session
- Signing the State of Connecticut Credit Card Use Policy

The Cardholder must adhere to all purchasing card policies and procedures which govern the Department P-Card Program. Prospective Cardholders and Record Managers must be present at the mandatory training sessions. Failure to attend this training session will prevent receipt of the card.

PURCHASING CARD SECURITY

The purchasing card and card number shall be held in a secure location at all times and must be safeguarded by the Cardholder against use by unauthorized individuals within or outside UConn Health. Only authorized Cardholders may use the purchasing card or up to the maximum of four (4) individuals within the Department that have been granted authorization by the Cardholder. In granting this authorization it should be noted that the Cardholder remains directly responsible for the proper use of the card in accordance with established procedures.

When a purchase is transacted using the purchasing card, it shall be released to a Department Card User for that purpose. Authorized use of the purchasing card is limited to the person whose name (or Department) appears on the face of the card or whom in which the Cardholder authorized as an authorized Card User. The purchasing card must not be loaned to another person or Department. All purchasing card usage shall be tracked and recorded on the P-Card Log Sheet.

INTENTIONAL MISUSE OF P-CARD

Intentional misuse or fraudulent abuse of UConn Health's purchasing card may result in disciplinary action, up to and including dismissal, referral to the State of CT Ethics Commission, and/or criminal sanctions. In addition, the authorized Cardholder, or the Card User of a Department Card, as applicable, shall promptly reimburse the state for any unacceptable purchases.

INTERNAL CONTROL

The Department must establish a program of internal control to address the use of the purchasing card. The following is the minimum level of standards acceptable for departmental internal control systems that will be developed to guide the use of the purchasing card.

- Systems are to be clearly documented and readily available for inspection.
- Those persons who are authorized to use cards are to be identified by name.
- All transactions and other significant events are to be promptly recorded, properly classified, and promptly reconciled.
- Transactions and other significant events are to be authorized by persons acting within their scope of authority.
- Key duties and responsibilities should be assigned systematically to a number of individuals to ensure that effective checks and balances exist.
- Spending limits are set, including single purchase and monthly limits.
- Cardholder statements are reconciled and approved.
- Qualified and continuous supervision is to be provided to ensure that internal control objectives are achieved.
- Access to resources and records should be limited to authorized individuals as determined by the Reporting Authority and/or Department Head.

Each Department has responsibility to ensure that there is written documentation of its internal and administrative control systems on file and that these controls are reviewed on an annual basis and updated where necessary.

PURCHASING CARD AUDITS

To ensure the continued success of the Department P-Card Program periodic reviews will be made of the Cardholder's accounts to ensure that items purchased have been received and that policies and procedures are being followed. Reviews will be completed in accordance with the following guidelines:

- Reviews will be completed for each Cardholder on an annual basis;
- The P-Card Program Administrator will complete an audit with findings for each Cardholder account;
- Reviews will be completed utilizing a P-Card Audit form (see pg. 20 of this manual) to record any infractions against the categories of misuse outlined herein;
- Reviews will be completed more frequently on those accounts where infractions were previously identified.
- Random reviews may be scheduled at any time.

P-card audits will be conducted for the purpose of confirming compliance to established procedures for card use and to report the following areas of card misuse to the P-Card Program Administrator for further action:

- State of CT sales tax charged on purchases,
- Use of card for personal purchases;
- Use of card by individual other than Cardholder or authorized users;
- Use of the card to purchase a restricted item. See "Restricted Purchases."
- Failure to use existing contracted suppliers or failure to provide justification for not utilizing a contract supplier.
- Failure to return completed and signed P-Card Log sheets (Excel & PDF versions) within ten (10) business days after the last day of the billing cycle date.

Should the P-Card Program Administrator find any infractions; the consequences of misuse will include:

- 1st infraction: email notification to cardholder and VP.
- 2nd infraction: P-Card deactivated for 30 days.
- 3rd infraction: P-Card deactivated for 90 days.
- 4th infraction: P-Card permanently closed.

CANCELLATION OF PURCHASING CARD

A signed written request for purchasing card cancellation is required by either the Cardholder or the Department's Reporting Authority. If unable to provide a signed written request, an email notification submitted to the P-Card Program Administrator is acceptable. Return the purchasing card in person along with the signed cancellation letter to the P-Card Program Administrator. All Cardholders are responsible to notify the Procurement Department and cancel their purchasing card upon leaving UConn Health or accepting a position in a different Department. The Record Manager must make sure the Cardholder account has been completely reconciled

UConn HEALTH

DEPARTMENT P-CARD PROGRAM CARDHOLDER INSTRUCTIONS

OVERVIEW

The Department P-Card Program Cardholder Instructions provides information about the process of purchasing goods and services, records that must be maintained and reconciled for each billing cycle and other pertinent information.

The Department P-Card Program Cardholder Instructions are utilized for any employee entrusted with the purchasing card. Please remember that you are committing agency funds each time you use the purchasing card. You are the person responsible for all charges made to the card and any intentional misuse or fraudulent abuse may result in disciplinary action up to and including dismissal.

The purchasing card is a corporate card issued to UConn Health and will have no impact on your personal credit.

ORDERING PROCESS

The purchasing card may be used to purchase approved goods in person (at the point of sale), over the telephone, fax, by mail or on a secured internet site at virtually any location that accepts MasterCard. **Purchases shall not be placed via email.**

The cardholder must abide by the following procedures when purchasing a good or service:

- **IDENTIFY:** Identify if the purchase is appropriate for the purchasing card by determining if your transaction total is \$9,999 or less and if it is listed on the approved purchase list. If not, the purchase must be processed in accordance with established procurement policy and procedures.
- **CONTRACT:** Determine if the item you need is available from a UConn Health contract. If the item you are ordering is available from the contracted supplier, the order must be placed with the contracted supplier. Always use a contracted supplier unless it cannot meet your business need in terms of delivery time. Refer to the "Contract Compliance" section in the Department P-Card Program Policy.

- **CONTACT:** When placing an order over the phone or in person you must identify yourself as a UConn Health employee and state that you are making a tax-exempt purchase with a MasterCard. You may obtain a copy of UConn Health's Tax Exemption Certificate from your Department's designated Record Manager.
 - **NOTE:** If sales tax is billed incorrectly to the Cardholder's account, it is the responsibility of the Cardholder to get a credit from the supplier.
 - **NOTE:** If you wish to be afforded the protection of the Uniform Commercial Code, it is recommended that you obtain a written quote from the supplier for single item purchases in excess of \$500.00. The Uniform Commercial Code affords the buyer certain rights and remedies in the event of a dispute.
- **ORDER:** Give the supplier the name, account number, and expiration date on your purchasing card. Tell the supplier that the address label/packing list that accompanies the package must contain the following information:

Cardholder's Name
Department Name
Building/Room Number and Mail code
Street Address, City, State, Zip code

State the quantity and description of the items being ordered. Verify the total costs of the purchase with the supplier. Provide the supplier with the tax-exempt number and/or tax exempt certificate for UConn Health.

- **NOTE:** Under no circumstances should the supplier indicate the purchasing card number on any address label or packing lists. Listing this information would threaten the security of your card.
 - **NOTE:** Inform the supplier not to send a bill or invoice. Submitting an invoice for a purchasing card transaction may result in a duplicate payment.
- **RETAIN:** Retain all documentation pertaining to the purchase. See "Proof of Purchase Documentation."
 - **RECORD:** Enter the purchase transaction information on the Cardholder's P-Card Log Sheet. ."
Refer to the "Completion of the P-Card Log Sheet" section in the Department P-Card Program Record Manager Instructions.
 - **INSPECT:** Inspect the shipment when it is received or picked up. In case of returns, the Cardholder is responsible for coordinating the return directly with the supplier and providing documentation to the designated Department Record Manager.

PROOF OF PURCHASE DOCUMENTATION:

Cardholders are responsible for maintaining adequate transaction documentation. Documentation must support the business purpose of all transactions made with the purchasing card.

Each month you will receive a Cardholder Statement listing all of your purchases that have been posted to your credit card in that month. Check this statement against your P-Card Log Sheet to ensure that you have received all the goods or services for which you have been charged. Any transactions that have not yet been posted to your credit card must be transferred to the next month's log along with the supporting documentation. The total amount on your purchase log should match the total amount on your statement. You must have documentation to support each transaction made with the card and it must support the legitimate business purpose of all transactions. Departments are responsible for record retention in accordance with the State Librarian's Record Retention Policy. Supporting documentation should include the following items:

- All documentation must include description of purchase
- Copy of an order form or application
- Packing Slip for goods received
- Original cash register receipts, sales receipts and/or Internet purchase confirmations
- Supplier order number if any, for telephone orders.

Upon verification, forward the statement and all supporting documentation to the Record Manager.

RESOLVING STATEMENT ERRORS AND DISPUTES

The Cardholder is responsible for following up with a supplier regarding any erroneous charges, disputed items, or returns. However, if there is a charge that is not recognized by you, or if it appears to be incorrect, and you are unable to straighten it out with the supplier, it can be disputed through JPMorgan Chase Bank by contacting the number listed on the back of your P-Card.

Purchasing card accounts will be paid in full by the Procurement Department regardless of whether or not there is a disputed transaction. When the Bank has completed the investigation, you will be notified of the resolution. If the dispute is not settled in your favor, your Department's FOAPAL will be charged for the transaction amount.

NOTE: By law, suppliers are not permitted to bill your charge card for purchases until the items have been shipped.

RETURNING ITEM(S):

Item(s) should be returned directly to the supplier by whichever means the supplier requires. The Cardholder is responsible to see that the proper charge is posted for any returned item(s). Please be sure to indicate on the P-Card Log the correct FOAPAL for the credit in which the initial charge was allocated to.

LOST OR STOLEN PURCHASING CARDS

The purchasing card should be secured, just as you would secure your personal credit cards. If your purchasing card is lost or stolen, it is your responsibility as the Cardholder to immediately report this to JPMorgan Chase Bank and cancel your account. Please follow these instructions:

- Immediately contact JPMorgan Chase Bank and reference your card account number.
- Contact your Department Record Manager.
- Contact the P-Card Program Administrator and inform them of the card being canceled and reissued.

REFUSAL OF CARD OR ACCOUNT

Should you be declined at the point of sale for any reason, please contact JPMorgan Chase directly. Please be sure to have your security information available.

RENEWAL OF EXISTING PURCHASING CARD(S)

A new purchasing card renewal will automatically be sent to the P-Card Program Administrator at least fifteen (15) days in advance of your current card's expiration date. The P-Card Program Administrator will distribute renewal cards.

PURCHASING CARD SIGNATURE PANEL

On the back of each Department purchasing card, the Signature Panel shall be signed with the phrase, "See Employee ID". Each authorized Card User shall be instructed to carry his/her employee ID for verification purposes when making a purchase using the Department purchasing card.



DEPARTMENT P-CARD PROGRAM RECORD MANAGER INSTRUCTIONS

OVERVIEW

The Department P-Card Program Record Manager Instructions provides information regarding the duties and responsibilities of the Record Manager. The Record Manager is responsible for collecting and maintaining all documentation pertaining to purchasing card transactions in a secured location, assisting Cardholders with resolving problems or questions regarding purchasing card transactions, and communicating to the P-Card Administrator.

COMPLETION OF THE P-CARD LOG SHEET

Record Managers are responsible for recording each transaction on the P-Card Log Sheet, and retaining all documentation. The P-Card Log Sheet must be signed by both the Cardholder and Record Manager. The P-Card Log Sheet must be completed within ten (10) business days after the last day of the billing cycle date.

MONTHLY CARDHOLDER STATEMENTS

Each Cardholder will receive a monthly Cardholder statement each billing cycle. This statement is for your information and reconciliation purposes only and is NOT A BILL. The Procurement Department will pay JPMorgan Chase directly. The statement identifies transactions made with the purchasing card during the billing cycle, and is reconciled against the P-Card Log Sheet. Use of the purchasing card will in no way affect or change your personal credit history.

RECONCILING YOUR ACCOUNT

Compare each transaction on the Cardholder monthly statement with each transaction on the P-Card Log Sheet. If a transaction recorded on the P-Card Log Sheet does not appear on the statement currently being reconciled, remove the transaction from the current list and transfer it to the P-Card Log Sheet for reconciliation in the next month's billing cycle.

Please remember that UConn Health is a tax-exempt organization and purchases should not include any state sales tax. If sales tax was applied to your purchase total you must request a credit from the supplier.

NOTIFICATION OF A TRANSACTION DISPUTE

Once your Cardholder informs you of a disputed transaction, you have two (2) things to do:

- Review all documentation to verify whether the unrecognized transaction was authorized by the Cardholder or Authorized Card User.
- Contact JP Morgan Chase and inform them of the transaction to be disputed.

NOTIFICATION OF A LOST OR STOLEN PURCHASING CARD

Once your Cardholder reports their card lost or stolen, you have three (3) things to do:

- Confirm that the Cardholder reported their card lost or stolen to JP Morgan Chase.
- Inform the P-Card Program Administrator that the purchasing card was reported lost or stolen and that a replacement card is needed.

RECORDS RETENTION

Copies of expenditure documents are to be maintained on file within the Department for 3 years or more. Departments are responsible for record retention in accordance with the State of CT Librarians Record Retention Policy and that of grant regulations for grant related expenditures.



STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES



Jeffrey Geoghegan
University of Connecticut Health Center
263 Farmington Ave
Farmington, CT 06032

Dear Colleague:

I am pleased to provide your agency with a Connecticut State Agency Tax Exemption Number. This certificate issued by the Department of Revenue Services (DRS) will serve as evidence that your agency is exempt from Connecticut sales and use taxes on the purchase or lease of tangible personal property and services, except for meals and lodging. Qualifying state agencies still must get advance DRS approval for sales and use tax exemptions for meals and lodging.

Tax Exemption Numbers are issued only to Connecticut state agencies. DRS does not assign tax exempt numbers to agencies of the United States government or to municipalities or their agencies.

DRS issues Tax Exemption Numbers to state government agencies to verify the agency's tax-exempt status when making purchases. Use your Tax Exemption Number when completing **CERT-134, Exempt Purchases by Qualifying Governmental Agencies**.

For information on the Tax Exemption Number policy, please see **Policy Statement 2006(4), Tax Exemption Purchases by Connecticut State Agencies**, on the DRS web site at www.ct.gov/DRS or call the DRS Taxpayer Services Division at 860-297-5962. As always, I welcome your comments and suggestions. Feel free to e-mail DRS at drs@po.state.ct.us

Sincerely,

Pam Law, Commissioner

OR-295 (Rev. 2/06)

OR-295 (Rev. 2/06)

NOT TRANSFERABLE or ASSIGNABLE

STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
25 Sigourney Street, Hartford CT 06106-5032

52-1725543 UHC72000

Tax Exemption Number

April 12, 2006

Date Issued

Jeffrey Geoghegan
University of Connecticut Health Center
263 Farmington Ave
Farmington, CT 06032

Connecticut State Agency
Tax Exemption Number

Commissioner

The Connecticut State Agency named on this certificate is exempt from Connecticut sales and use taxes on the purchase or lease of tangible personal property and services, except for meals and lodging. This permit is issued pursuant to Conn. Gen. Stat. §12-412(1)(A).





DEPARTMENT PURCHASING CARD PROGRAM

P-CARD AUDIT

P-Card Infractions

1st Infraction:	Email notification sent to cardholder and VP.
2nd Infraction:	P-Card deactivated for 30 days
3rd Infraction:	P-Card deactivated for 90 days
4th Infraction:	P-Card permanently closed

Period:

Department Name:	
Cardholder:	
Reporting Authority:	
Record Manager:	
Authorized Users:	

Transaction Backup Requests:

Log date	Transaction Description	Amount	Notes

P-Card Infractions (see table above for penalties):

P-Card Audit Review:

- UConn Health is a tax-exempt organization and purchases should not include any state sales tax. If sales tax was applied to your purchase total, you must request a credit from the supplier. The credit documentation from the supplier must be retained in compliance with the State of CT record retention guidelines (minimum of three [3] years).
- P-Cards are to be used to purchase items NOT available from authorized contract suppliers in Husky Buy. If an item is available through a Husky Buy supplier, you must request a PO rather than using your P-Card. For example, our current Office Supplies contract is with W.B. Mason. P-Cards should not be used to order office supplies available through W.B. Mason.
- Purchases must be supported by purchasing documentation (e.g., proper receipts, internet confirmations, etc.) and must be retained in compliance with the State of CT record retention guidelines (minimum of three [3] years).
- The purchasing card and card number shall be held in a secure location at all times and must be safeguarded against use by unauthorized individuals
- Your department P-Card may only be utilized to make Approved Purchases as noted in the P-Card Manual.
- Signed and completed P-Card Log Sheet must be returned within ten (10) business days after the last day of the billing cycle date.

Signatures:

Cardholder:	
Reporting Authority:	
Record Manager:	