



CalPolyPomona

Philanthropic
Foundation

POLICIES AND PROCEDURES

Subject: Wells One Commercial Card Expense Reporting Policy No. 321

Date: 08/2020

GENERAL INFORMATION

Quick Reference of Resources for Your Purchasing Card:

Business Purchasing Service Center

24-hour Customer Service Number

1 (800) 932-0036

Card Activation Information

Activate and select your PIN:

Before calling, have your unique ID# ready (Unique ID# is the last 4 digits of your vendor ID #) which is assigned by the Purchasing Card Program Administrator. You can access in the CCER system under the User Information. Personal Profile for Unique ID#, Monthly Credit Limit, Single Purchase Limit, Available Credit and etc.

Call 1 (866) 762-9121 and follow the recorded activation instruction. The system will prompt you to create the four-digit Personal Identification Number (PIN) that will be used for future chip card transaction. Customer registering during the checkout process at a merchant's website for the online purchase must know the following information:

1. Last four digits of the unique ID #
2. Email address or campus zip code (91768)
3. Monthly credit limit

If you forget or need to change your PIN#, call the Business Purchasing Service Center at 1-800-932-0036, option 1 and option 7. We do not have access to your account as the Purchasing Card Program Administrators.

You can send an email to Gabriela Rodarte grodarte@cpp.edu at (909)869-4827 or Pauline Anongdeth pswong1@cpp.edu at (909) 869-2907 for resetting the CCER system login's password.

Please update your Profile under the Contact Information for Phone Number so the cardholder can reset the password just in case we, the Program Administrators are not available to provide the service. You will receive the validation code for resetting the password within a few minutes.

Report a Lost or Stolen Card

1 (800) 932-0036, option 3

24 Hours a day (have your purchasing card number and the last 4 digits of your vendor ID # as the Unique ID# ready when calling). You should contact Business Purchasing Service Center immediately to report a lost or stolen card. Your account will be closed and will open a new account and issue you a new card. Also, report it to the Purchasing Card Program Administrators, Pauline Anongdeth pswong1@cpp.edu at (909) 869-2907 or Gabriela Rodarte grodarte@cpp.edu at 909) 869-4827.

Fraud Email or Phone Call

- If you receive a fraudulent phishing email or telephone call, report the details to ReportPhish@wellsfargo.com or
- Call toll free at 1-800-AT-WELLS (1-800-289-3557)

Monthly Credit Limits

All Purchasing Cards have Monthly Credit Limits. Limits will vary for each cardholder and is established by your Department Manager in conjunction with the Program Administrator. Each cardholder will be given information on the limits of his/her card upon signing up for the program. In order to change limits on any cards, please complete the Purchasing Card Change Limits form and forward it to Program Administrator ([Philanthropic Foundation Purchasing Card Change Limits Form](#))

(For the Grants and Contracts, Grants/Contracts Manager can authorize to increase the single transaction or monthly credit -limit).

Single Transaction Limits

This is the amount available on your Purchasing Card for any one transaction. A transaction includes the purchase price, plus tax and freight. Cardholders should not attempt to make a purchase greater than your approved amount. Changes to the Single Transaction Limit must also be requested through the Program Administrator([Philanthropic Foundation Purchasing Card Change Limits Form](#))

(For the Grants and Contracts, Grants/Contracts Manager can authorize to increase the single transaction or monthly limit).

Making the Purchase

To make your business-related purchase, you should call, fax, use on-line order or visit the vendor. Give the vendor all of the necessary information to complete the purchase.

The business transaction is complete once you have used the Purchasing Card. You should request a receipt to keep for your monthly Purchasing Card reconciliation. You will not have to send any or this documentation to the Accounts Payable Department for payment.

You must tell the vendor whether or not the purchase is taxable. If it's taxable, use California Sales and Use Tax Rate. <https://gis.cdtfa.ca.gov/public/maps/taxrates>.

Authorized Purchases

Use the Purchasing Card for the purchase of any supply authorized by your project. Record all Purchasing Card activities in the proper project #, object code and description.

Documenting Your Purchase

It is mandatory to retain all vendors' receipts or documentation to comply with the Philanthropic Foundation and CSU, and audit requirements; and to simplify reconciliation for purchases made with the Purchasing Card. Some critical documentation necessary for reconciliation could be:

- Vendor Sales Receipt
- Itemized Packing Slip/Receiver Advise (includes price information)
- Visa Card Charge Slip with itemized description of products purchased
- An invoice

Invoices are the most optimal documentation since they itemize your purchases and show charged sales tax. A vendor's entry system usually prints an automatic invoice with your processed order. You should instruct the vendor to send the invoice to you and not to the Accounts Payable Department. If you purchase via mail or phone, ask the vendor to include the receipt with the goods when shipping the product. The receipt is the only original documentation specifying tax paid on the purchase.

Lost Receipt

If the cardholder has lost a receipt/invoice, a duplicate receipt must be requested from the vendor. If the duplicate receipt is not available from the vendor, please complete the Lost Receipt form located on the Cal Poly Pomona Philanthropic Foundation Website ([Lost Receipt Form](#)) The form must be approved by the authorized signer and attach it to Statement Expenses (CCER) Accounts maintained by Grants and Projects **cannot** use the Lost Receipt form.

Sales and Use Tax

The Accounts Payable Department is responsible for reviewing invoices to calculate the necessary accrual for sales and use tax. If applicable tax is not included at the time of the purchase, it will be accrued and charged to the project number indicated for the purchase. The cardholder should request the supplier to include tax on all applicable orders. Cal Poly Pomona Foundation Inc. is required to pay California sales and use tax for all out-of-state or online purchases on the purchasing card.

Purchasing Card Payment

Employees do not pay their own monthly statement. The Purchasing Card Program does not affect your credit rating in any way. The Purchasing Card Program carries corporate, not individual, liability.

PURCHASING CARD -DUE DATE

As a reminder, please do not print the Statement Expenses until you have received an email notification from Wells Fargo, usually around the 10th or 11th of the month. If the printing is done prior to the cut-off cycle of the 9th, the pending charges would not be included in the Statement Expenses.

Billing Cycle: 9th of the month

Reconciliation Cycle:

- **Reminder Period:** An email will be sent to cardholders and reconcilers when the statements are ready for review. Emails will be sent even if the cardholder doesn't have any transactions. Please complete your review by the **10th thru 19th** of the month and forward the Statement Expenses (CCER) along with receipts to the approver for approval.
- **Grace Period:** An email is sent to the cardholder, reconciler and approver on the first day of the grace period if the statement has not been noted as Cardholder Reviewed on the Cardholder Summary Status. The cardholder must complete the reconciliation by the **20th thru 22nd** of the month. No reconciliation (change of project/object, allocation) is allowed pass the Grace Period by the cardholder or reconciler.
- **Approver Period:** On the first day of approver period, an email is sent to the approver noting any statements that have not been reviewed by the cardholders. At approval period, only the approver has access to the statement. **Note:** Approvers will receive an email after each cardholder review is completed, during the reminder and grace periods. Statements may be approved during Cardholder Reminder and Grace periods as long as cardholder review is completed.

Reconciliation Due Date

Reconciliations must be received in Foundation Financial Services, Bldg. 55 NO later than 5:00 p.m. on **the 25th of each month** (or the next business day if the 25th is on a weekend or holiday)

WEB RESOURCES:

Please visit the [Cal Poly Pomona Philanthropic Foundation Forms Page](#) to access downloadable forms and obtain information related to Purchasing, travel, Public Relation Expense Policy & other procedures, and updates.

CARDHOLDER RESPONSIBILITIES AND PROCEDURES

The cardholder is responsible for:

- Online recorded training prior to use of the p-card
- Security of the card; keep the card in a secure location; guard the card number carefully
- **Card will be terminated if the cardholder does not have transactions within a 6-month period of time**
- Appropriate usage of the Philanthropic Foundation Purchasing Card (P-Card):
 - The card is for business expense only. **No personal purchases are allowed.**
 - Cardholders may not receive cash advances of any form using the P-Card.
 - Cardholders may not receive cash back for any refunds or exchanges. Such amounts must be credited back to the account.
 - The P-Card can be used for travel. All purchases must be in accordance with Foundation travel policy including meal reimbursements. Please review the Philanthropic Foundation policy prior to travel. ([Philanthropic Foundation Travel Policy](#))
 - Please review the Philanthropic Foundation policy for reimbursement of travel and business related expenses ([Reimbursement of Travel and Business Related Expenses](#))
 - The traveler must use the purchasing card for Philanthropic Foundation related travel
 - P-Card can be used for public relation type expenses, with proper documentation submitted to support the expense (who, why, when, where)

- P-Card cannot be used for services or contractual agreements (See Prohibited List on pg. 6)
 - The card is not transferable. It must be used by the cardholder only.
 - The cardholder is the only one authorized to use the card.
 - For purchases against a grant account, it is your responsibility to ensure the purchases are allowable under the term of the grant. All charges that are found in noncompliance with the conditions of the grant/contract will automatically be charged to the alternative campus program account detailed on the application form.
 - Card privileges may be revoked with the third inappropriate purchase or third late reconciliation.
- The Wells One Commercial Card Expense Reporting is in compliance with the Accounts Payable Documentation Policy, Travel policy, Reimbursement of travel and business-related expenses. Please view the Policies and Procedures page via the Philanthropic Foundation website ([Philanthropic Foundation Policies and Procedures](#)) for more details related to general and financial policies.
 - **Cards may be revoked for inappropriate use or splitting purchases to circumvent the dollar limitation.**
 - Resolving any discrepancies with the vendor or resolving discrepancies that appear on the Commercial Card Expense Reporting (CCER). The cardholder should first make good-faith efforts to settle a claim or dispute for purchases directly with the merchant. Most issues can be resolved between the cardholder and the merchant. If the cardholder cannot resolve an issue with the merchant, dispute the charge online from <https://wellsoffice.wellsfargo.com>
 - Should you submit a dispute notice and not hear back from the Wells Fargo Customer Services within two weeks, please call the customer service line at 1(800) 932-0036 to inquire.
Note: You have only 60 days from the posting date of the transaction to dispute a charge. Please provide a phone number where you can be reached if the Wells Fargo Customer Services have questions regarding the dispute.
 - Obtaining appropriate detailed itemized receipt for each purchase along with a list of attendees or flyer for meal as specified on the Grid of Allowable/Unallowable Expenditures. For Shipping Address for Purchases, all Foundation purchases are required to be shipped to the campus; any exceptions require an adequate explanation and approval by the Chief Financial Officer or designee.
 - To complete the Monthly Reconciliation Process, the following information is required:
 - **Statement Expenses (CCER)** should be reviewed and approved manually or online by the cardholder and the authorized signer. Attach all receipts in the order of the statement and numbering them.
 - Attaching the "Alternate Authorized Signature Memo" form if applicable
 - All documents should be stapled, forwarded and received in Foundation Financial Services, Bldg. 55, no later than 5:00 p.m. on the **25th of each month** (or the next business day if the 25th is on a weekend or holiday). Please allow 2 days for interdepartmental campus mail delivery.
 - It is recommended that the originating department retains a copy of the completed form and invoice(s) before sending the original documents to the Accounts Payable department.
 - Making arrangements in your absence to ensure paperwork is submitted to authorized signer and received in Foundation Financial Services, Bldg. 55, no later than 5:00 p.m. on the **25th of each month** (or the next business day if the 25th is on a weekend or holiday)
 - Notifying the approving official when resigning employment from the University, making arrangements to return the card to the program administrators, Pauline Anongdeth or

Gabriela Rodarte, Foundation Financial Services (for University Employee), and ensuring that all pending reconciliation documents are forwarded to the authorized signer prior to departure.

APPROVING OFFICIAL (AUTHORIZED SIGNER) RESPONSIBILITIES AND PROCEDURES

- The authorized signer should be at least one step above the cardholder. The authorized signer should also have signature authority on the Foundation Project Number being used by the cardholder. The authorized signer can approve manually on the Statement Expenses or online in the CCER system.

The authorized signer and cardholder should develop timelines to ensure that monthly reconciliation documents are received in a timely manner allowing the approving official sufficient time to complete the approval process and forward them to Foundation Financial Services, Bldg. 55, no later than 5:00 p.m. on the **25th of each month** (or the next business day if the 25th is on a weekend or holiday).

- Cards may be suspended if reconciliation documents are late **three** times in a fiscal year.
- Card will be **terminated** if the cardholder has no transactions within the **last 6 months**.
- The authorized signer is responsible for reviewing and approving the cardholder's monthly reconciliation. The authorized signer should be aware of the program procedures and policies in order to adequately approve the monthly reconciliations.
- The authorized signer can assign an alternate authorized signer in his/her absence to ensure the paperwork is submitted to Foundation Financial Services, Bldg. 55, no later than the **25th of each month** (or the next business day if the 25th is on a weekend or holiday).
- The authorized signer should contact the program administrator for the following:
 - Lost/stolen/damaged cards
 - Deleting/adding cardholders
 - Changing monthly limits
 - Employee resignation
 - Changing default Foundation Project number
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If you have any questions regarding acceptable invoices/receipts, contact Gabriela Rodarte grodarte@cpp.edu at extension 4827, Pauline Anongdeth pswong1@cpp.edu at extension 2907 or for Grant Projects with project numbers starting with 7XXXXXX, Lily Maciel lmmaciel@cpp.edu at extension 3304.

The following are prohibited purchases:

- Cash Advances
- Personal Purchases
- Leases
- Computers (Required IT Approval)
- Long term rentals (1 year or longer)
- Maintenance Agreements
 - Medical services
- Professional services: Payments to individuals, consultants and employees
- Service/Repair Agreements
- Donations
- Splitting purchases to circumvent the dollar limitation

- Unallowable grant and contract expenditures per the terms and conditions on your project
- Parking and moving violations
 - As the p-card holder/driver received the parking violation while conducting business on behalf of CPP Philanthropic Foundation, the violation is not caused by the CPP Philanthropic Foundation. In the case of parking/moving violations, the p-card holder/driver is at fault, and is responsible for paying for the violation. Therefore, any parking/moving violations are not allowable expenses.

Card may be revoked for inappropriate purchases.

PUBLIC RELATIONS/ HOSPITALITY EXPENSES

Public Relation/Hospitality expenditures require a brief description of the items purchased, services performed, registration or reimbursement, and, when applicable, a list of attendees or flyer along with a detailed itemized receipt for meal, and brief description of how the expenditure benefits the educational mission of the University or Foundation and its purposes. Please see “Hospitality Grid” describing allowable and unallowable expenditures on the Philanthropic Foundation Website: ([Philanthropic Foundation Hospitality Grid](#))

These expenditures should be listed on the Statement Expenses (CCER) or on the “Purchasing Card - Public Relations Expense” Form if additional space is needed: ([Philanthropic Foundation P-Card Public Relations Expense Form](#))

Prizes & Awards: For this type of expenditures, the Philanthropic Foundation “Prize and Award” Form must be completed: [Philanthropic Foundation Prize and Award Form](#)

For more details on prizes and awards, please read the following policy: [Philanthropic Foundation Accounts Payable Prizes Awards and Gifts Policy](#)

The aforementioned expenditures are not allowed for Foundation grant/contract projects.

Summary

The Cal Poly Pomona Philanthropic Foundation Purchasing Card Program is simple and easy to use. The Purchasing Card Program allows the cardholder to complete purchases necessary to do excellent work.

Exercise good judgment and act responsibly when using your Purchasing Card. Your name is on the card and you should be the only one to use it for business activity. Maintain the Statement Expenses (CCER) and retain all receipts.

Vendors receive payment in approximately two to three days. Remember to ask the vendor not to invoice you to avoid duplicate payment.