Procurement Card Policy Overview and FAQ's

Procurement Card

The Baylor College of Medicine Procurement Card ("PCard") allows employees to make purchases directly with vendors who do not accept purchase orders as a method of payment and/or for low dollar supply purchases. Effective November 2018, the Procurement Card is to be used **only** for supply purchases not exceeding $3,000.

Below is a general list of the categories allowed for purchase on the Procurement Card:

- Animal Care Supplies
- Books/Publications
- Virtual Conference/Seminar Registration Fees (***NO lodging expenses can be included***)
- Courier/Shipping
- Dues/Professional Memberships
- Garage Parking *only* (**NOT travel related)**
- General Supplies
- In-Office Meals/Departmental Food *only* (**NOT entertainment related**)
- Journal Reprints and Professional Article Submissions
- Lab Supplies and Equipment (non-capital equipment)
- Medical Supplies and Equipment (non- capital)
- Oligos and DNA sequencing
- Patient Care/Research Study Supplies (grant related subject to approval)
- Postage
- Printing/Photocopying/Stationery

Who is Eligible for a Procurement Card?
Full-time exempt and non-exempt Baylor College of Medicine staff and faculty who have active departmental buyer duties assigned in SAP, have authority to make purchases on behalf of the College, and are in good HR standing are eligible for a procurement card. Supply Chain Services will issue the final approval or denial of a Procurement Card application.

Obtaining a Procurement Card
For details on applying for and obtaining a Procurement Card, please see the Procurement Card Program and Application Instructions located under the Procurement Card Program section.

Using Your Procurement Card
Use of P Card
The main purpose of the p card is to:
- Purchase goods, materials and supplies not exceeding the single transaction limit threshold of $3,000.
- Pay vendors that do not accept purchase orders as a method of payment or are not set up in SAP

and do not exceed the p card threshold.

Tax Exempt Purchases

Baylor College of Medicine is a tax-exempt institution and purchases should not include Texas state sales tax. All cardholders are responsible for informing vendors of the College's state sales tax exemption status and providing the Texas Sales and Use Tax Exemption form, if needed.

The state sales tax exemption ID is displayed on the front of the card and the exemption form will be located here.

The Procurement Card should not be used with vendors who do not accept state sales tax exemptions. If the vendor charges tax in error, the cardholder should attempt to obtain a refund of this tax from the vendor.

PayPal purchases

PayPal must not be used, please consult the supply chain website. If PayPal payments are needed, cardholders must obtain a screen shot of the vendor's website indicating that the vendor is only accepting PayPal payments and submit the information to the card administrator at cardadmin@bcm.edu for further review and approval.

EBay Purchases

EBay purchases are not allowable as we cannot get enforceable assurances that the items are not counterfeit or that warranties are valid and transferable.   Please consult the supply chain website as well as the go shopping page.

Amazon Business

Amazon Business is now approved and recommended for purchases using an active PCard. To join the Baylor of Medicine Centralized Amazon Business account, please email the card administrator at cardadmin@bcm.edu and include department administrator's approval (approval is required). You will receive an email to receive an email invitation to set up your Amazon Business account.

Procurement Card Information

Maintaining Your Procurement Card

- Employees are expected to keep receipts and documentation of Procurement Card expenses:
  - For **all** supply expenses that will be allocated to sponsored agreements, regardless of dollar amount
  - For supply expenses totaling $25 or greater that will be allocated to all other funding sources
- If a required receipt is lost and a merchant is unable to provide a copy, a missing receipt affidavit must be provided in Concur in lieu of the receipt for the appropriate transaction.
- Concur will be used to upload receipts and assign each month's transactions to the correct cost center/WBS element.
- The cardholder is required to submit the Concur expense report for his or her transactions within 45 days of the actual expenditure.

Approver Expectations

- The designated expense report approver is responsible for completing a thorough review of card expense reports to ensure adherence to Baylor policy.
- Approvers are expected to:

- o   Ensure transactions are appropriate and have a business purpose to the College
- o   Check that an appropriate funding source is used, and that the expenses submitted are allowable on that funding source
- o   Review receipts and documentation to ensure proper documentation of expenses
- o   Ensure cardholder completes and submits p card expense report in a timely manner

Procurement Card Security
Keep Your Card Secured
Cardholders should take the proper measures to ensure the card is safe and secure at all times.

Secure Purchases
The cardholder should only select online vendors that provide a secure and safe website when making online purchases.

Lost or Stolen Procurement Cards
For all lost or stolen cards, contact Bank of America at 1-888-449-2273 and then notify the card administrator at cardadmin@bcm.edu.

Frequently Asked Questions – Procurement Card

Who is eligible for a PCard?
Full-time exempt and non-exempt BCM staff who have active departmental buyer duties assigned in SAP, have authority to make purchases on behalf of the College, and are in good HR standing are eligible for a PCard.

How do I apply for a PCard?
To complete a request for a Procurement Card, please go to www.bankofamerica.com/accountrequest and use Account Request Key 4po8bf45. Detailed instructions can be found under the Procurement Card Application Instructions.

Who approves my PCard application?
Your card application will route to your Delegate of Authority (DOA or also known as your Department Administrator/Head) and then to the Card Administrator for final review.

How do I get my PCard?
Your card will arrive to the office you specified in your application and may require a signature for delivery. Or if your department has designated a P Card Manager, this individual will receive your Corporate Card.

Does the PCard affect my personal credit?
The PCard does not affect your personal credit nor is your application based on your personal credit history.

What are the option limits of the PCard?

Credit limits are linked to career streams and DPP levels. If you have not been through DPP yet, the spending limit will be adjusted when you receive your leveling, if appropriate.

- DPP levels S4 – P2 have spending profile one, a monthly credit limit up to $10K with a single transaction limit of $3K

- DPP levels P3 – M5 and Faculty (F) have spending profile two, a monthly credit limit up to $15K with a single transaction limit of $3K

How do I activate my P Card?
Please call Bank of America at 1-88-233-8855 and follow the prompts to activate your card. You will need your full 16 digit account number and verification ID code.
Or
You can activate online using the Global Card Access by going to bofa.com/globalcardaccess.

Should the charges on my PCard be tax exempt?
Baylor College of Medicine is a tax-exempt institution and purchases should not include Texas State sales tax. All cardholders are responsible for informing vendors of the College's State sales tax exemption status and providing the Texas Sales and Use Tax Exemption form, if needed.

The Procurement Card **should not be used with vendors who do not accept state sales tax exemptions**. If the vendor charges tax in error, the cardholder should attempt to obtain a refund of this tax from the vendor.

Where I can get a tax exemption form?

The State sales tax exemption ID is displayed on the front of the PCard and the exemption form will be located here.

Can I use PayPal?

PayPal must **not be used**. Please consult the supply chain website. If PayPal payments are needed, cardholders must obtain a screen shot of the vendor website indicating that the vendor is only accepting PayPal payments, obtain Department Administrator/Head approval and send this information to the card administrator at cardadmin@bcm.edu for further review.

Can I use PayPal?

EBay purchases are not allowable as we cannot get enforceable assurances that the items are not counterfeit or that warranties are valid and transferable.   Please consult the supply chain website as well as the go shopping page.

How do I know the current balance on my PCard?

Concur will not show the balance of your Corporate Card. Instead, you can use Global Card Access (**bofa.com/globalcardaccess**). Once your card is activated, you can register online or by using your mobile device. You can register your account in the app and use the same credentials online.

Please follow the link to get the registration instructions/video tutorial >
https://www.bofaml.com/content/dam/boamlimages/documents/PDFs/gca-registration.pdf

One-time registration is required to create a username and password. You will need the following information:

- Account Number (your 16 digit card number)
- Name on Card
- Expiration Date
- Security Code (CVV)
- Verification ID:

If you do not remember your verification ID, please contact the card administrator

Once logged in you can self-serve in the following ways:

- Check your current balance, available balance, credit limit and recent activity
- View PIN
- Contact cardholder service
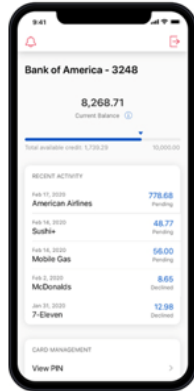
Download the GCA App

The Global Card Access app is available as a free download from major app stores

How do I request a spending limit increase?

Credit limits are linked to Career Streams and DPP levels, cardholders should not make purchases higher than their single transaction limit or monthly credit limit. For credit limit increase exceptions please email the card administrator at cardadmin@bcm.edu and provide business justification for the credit limit increase, supporting documentation, and Department Head/Department Administrator approval. COO and Supply Chain Chief's approval may be required.

What if my PCard is declined?

There are several reasons why this might happen:

- Card is not activated
- Expired card
- You may be entering the incorrect PIN
- If the purchase is online, you may be entering incorrect card information (e.g., billing address)
- The merchant category code may be restricted from being used on the PCard

Please contact Bank of America at 1-888-449-2273 to obtain the reason for decline. Or contact the card administrator at cardadmin@bcm.edu for further assistance.

What information will I need to provide when I call Bank of America?

You will be required to verify your identity when calling of Bank of America and may be asked to provide:

- Your verification ID
- Phone number on your account

Who is responsible for the expense management of my PCard?

The cardholder is responsible for keeping all required receipts related to PCard transactions, uploading them to Concur, and completing an expense report in Concur within 45 days of the actual expenditures. Please see the P Card Roles and Responsibilities.

What if I lost a required receipt?

If a required receipt is lost and a merchant is unable to provide a copy, a missing receipt affidavit must be provided in Concur in lieu of the receipt for the appropriate transaction.

What should I do if a cardholder leaves the College or transfers departments?

In the event that an employee transfers to another department or is terminated from the College, the department administrator is *required* to contact the card program administrator at pcardsupport@bcm.edu immediately in order for the respective card to be deactivated.

I accidentally used my PCard for a personal expense in error. What should I do?

The cardholder will be responsible for flagging the transaction as "personal" during the monthly expense report and the amount will be owed back to the College and recouped via a payroll deduction.

How do I report a lost or stolen PCard?

For all lost or stolen cards, please contact Bank of America at 1-888-449-2273 and report the lost/stolen card and request new replacement card. Contact the card administrator for further assistance at cardadmin@bcm.edu.

What if I need to dispute charges or report a fraudulent charge on my card?

Dispute charges must be made within 60 days of the actual charge. If you have used this vendor in the past, contact the vendor and try to resolve the dispute as this may have been an error on their part and usually will issue a credit. If the vendor is not responsive and unable to resolve, please contact Bank of America Dispute Team to file the claim. The claim must be file within 60 days of the actual charge.

If you have never used this vendor in the past, then this may be a fraudulent charge. You'll need to review each transaction and identify any other fraudulent activity. Please contact Bank of America Fraud Team as soon as possible to report the fraudulant charge/s. Your card will be cancelled and a new card account number will be issued.

It may take 4 to 6 weeks for the bank to process the case. Please call the claims department to get your case # and case status. Once the credit/refund is issued, in concur you will need to submit the dispute/fraudulant charge/s as well as the credit refund/s, this will cancel out to $0.00. Please attach any supporting documentation and enter a brief explanation in the comments section and or your case #.

To **dispute a charge** please contact Bank of America at 1-855-521-1795, press 1
To **report a fraudulent charge** please contact Bank of America at 1-866-500-8262
To **follow up on a claim case** please contact Bank of America at 1-855-521-1795 9AM-7PM, press 2