

COLUMBUS STATE

COMMUNITY COLLEGE

Pre-Paid Visa Card Program Guidelines Procurement Office

Purpose:

Columbus State Community College's Pre-Paid Visa card program is designed to utilize a more efficient and cost effective procurement process for small dollar purchases for goods that are related to course and/or program work. This will allow the authorized users to purchase approved commodities directly from vendors who will not accept our purchase orders.

Management of Pre-Paid Visa Card:

Cost center managers are important to the proper administration of the pre-paid Visa card program. Each pre-paid Visa card will be signed in and out and by the authorized users. When requesting a pre-paid visa card, the authorized user will have to complete and submit the Pre-Paid Visa Card Request Form. When returning the pre-paid Visa card, the authorized user will have to complete and submit the Pre-Paid Visa Card Purchase Report Form.

General Guidelines:

All purchases should be done in a manner consistent with the policies and procedures of College Policy 9-03. The authorized user will be held accountable for the card, including appropriate purchases as well as the loss or theft of the card. No personal charges may be made with the card. A personal purchase is defined as anything that is not purchased for use and ownership by the College. It is a violation of College policy to affect ANY personal purchase with the pre-paid Visa card, whether or not the cardholder intends to reimburse the College for the purchase. Card usage for any personal expenses is strictly prohibited. Fraudulent use or abuse of the pre-paid Visa card will result in immediate termination of privileges to use the pre-paid Visa card. It is important to understand, when using the pre-paid Visa card; individuals are authorizing the commitment of College funds and are accountable in the same way they would be held accountable for authorizing a requisition or check request. In addition, individuals are prohibited from using their personal reward cards to receive reward points for making purchase at the various stores that have advantage cards. Cards should not be requested more than 2 business days in advance of the purchase.

If the card is lost or stolen, it is the responsibility of the card user to immediately notify the Procurement Office.

Recordkeeping:

The authorized user must maintain all original receipts for all purchases made with the pre-paid Visa card. All original receipts are to be attached to the pre-paid Visa card purchase report form. Both the original receipts and pre-paid Visa card purchase report form along with the pre-paid Visa card are to be returned to Cashiers Office, Rhodes Hall 2nd floor, by the close of the next business day after the approved purchase is completed. It is important to remember that the original receipts are the only original documents that the College possesses to substantiate these financial transactions.

Returns, Credits, and Disputed Items:

In the unlikely event the authorized user needs to return an item, please contact the Procurement Office.

Sales Tax Procedures:

Columbus State is tax exempt, therefore no sales tax should be charged on the purchases being made with the pre-paid Visa card. If sales tax is charged, the cardholder should contact the vendor for a credit. The vendor may request a sales tax exemption certification. Proof of tax exemption can be found on the intranet under forms. A copy should be printed out and presented at the time when an individual is ready to check out. Please note that the tax exemption form is not to be use for personal use.

Pre-Paid Visa Card Security:

The pre-paid visa card should be treated with the same level of care as a personal charge card. When the card has been checked out, storage of the card should be in a secure location, accessible to only the one who checked out the card. The card account number should be secured and not posted at a desk or any other location. The pre-paid Visa card is the responsibility of the person who checked it out and should not be given to anyone else.

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Pre-Paid Visa Card Request Form Employee Agreement Procurement Office

I hereby request a pre-paid Visa card. As a pre-paid Visa card user, I agree to comply with the following terms and conditions regarding the use of the pre-paid Visa card:

- I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on the behalf of Columbus State Community College.
- I will strive to obtain the best value for the College.
- I understand and agree to use this pre-paid Visa card for approved purchases only related to course or program work.
- I understand and agree that this pre-paid Visa card is not to be used to make personal purchases.
- I understand that Purchasing/Accounts Payable will audit the use of this pre-paid Visa card and report and take appropriate action on any discrepancies.
- I will follow the established guidelines for the use of the pre-paid Visa card. Failure to do so may result in either revocation of my use of the pre-paid Visa card or personal liability for the value of the card.
- If the pre-paid Visa card is lost or stolen, I agree to notify the Procurement Office immediately.
- I understand that I will have to sign out the pre-paid Visa card and return it to the Cashier's Office Rhodes Hall 2nd floor. I understand that all cards need to be returned even if there is no remaining balance on a card.
- I understand and agree to **bring the completed Employee Agreement form (no more than 2 business days in advance of the purchase)** to the Cashiers Office when signing out the pre-paid Visa card.
- I understand and agree to bring the Pre-paid Visa card report form (within 1 business day after purchase) to the Cashiers Office when signing in the pre-paid Visa card.

Employee Name *(Identification required)*

Employee Signature *(Identification required)*

Date

Division

Department

Unit

Building

Room No.

Extension

Anticipated Vendor

Approved Spending Limit

Account No.

Project ID *(if applicable)*

Business Purpose

Anticipated Purchase Date

Cost Center Manager Approval

Date

P.I. Approval *(If Project I.D. indicated above)*

Date

Cashiers Office Use Only:

Pre-paid Visa card #

Current Balance:

Number of pre-paid Visa cards signed out

Total dollar amount of pre-paid Visa cards signed out

Date Signed out

Signature

Return completed form to the Accounting Services, Cashiers Office, in order to pick up a pre-paid Visa card

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Pre-paid Visa Card Purchase Report Form

Return this form along with the pre-paid Visa card and original receipt to Accounting Services, Cashiers Office, Rhodes Hall, 2nd floor

Staple Original Receipts to this Report

Initiated by:

Initiated By Signature:

Division:

Department:

Cost Center
Manager
Approval

Date:

Other Approval
(if applicable)

Date:

Account #

Project I.D. (if applicable):

Business Purpose:

Cashiers Office Use Only:

Number of pre-paid Visa cards returned

Date Returned

Signature

Procurement Office Use Only:

Verified available funds on returned cards:

Date verified

Signature

Grants Accountant Use Only:

**Date
Processed**

Signature