

Eastern Oklahoma State College

P-Card (College Credit Card)

Policies and Procedures

The college credit card, referred to as the state Pro-Card or P-Card, is an alternative form of purchasing. The intention of the implementation of the credit card is to facilitate employees travel. It also allows the College to access vendors who do not accept purchase orders or to make emergency purchases when time does not allow for a purchase order to be issued. All other purchases are to be made using a regular purchase order through the College financial system.

All travel expenses are coordinated through the Credit Card/Travel Clerk as outlined in the EOSC Travel Policy and Procedures. All other credit card purchases are to be processed through a credit card purchase request in the credit card system (Works).

Issuing a Credit Card

For an employee to be issued a credit card, they must complete a Credit Card Application Form, have it signed by their Department Head and Vice President and then submit it to the Credit Card/Travel Clerk for approval from the Director of Finance. Once approved, the credit card will be issued and access to the credit card system will be established.

Purchasing with a Credit Card

To make a credit card purchase, a credit card purchase request must be entered into the credit card system. The request must contain the following information:

- Name of intended vendor
- Estimated amount of purchase
- A brief description as to the reason for the purchase
- A list of items to be purchased
- The budget number to charge for the expense
- A comment stating why a credit card purchase is being requested instead of a regular purchase order.

The electronic document will route for the required signatures. Once approved, the funds are automatically loaded onto the card. If the request is not approved, the system will re-route the request back to the requestor to make changes or to delete. Once the funds have been approved and loaded on the credit card the requestor may precede with the purchase. It is the purchaser's responsibility to communicate to the vendor, before a purchase is made, that **EOSC is tax exempt in the State of Oklahoma**. Some other states will recognize our tax exempt so it is the purchaser's responsibility to verify and provide the tax exempt documents to any vendor.

Should sales tax be paid the purchaser will be required to reimburse the college for the amount of tax paid or obtain a credit from the vendor.

When the purchase is complete the requester must submit a copy of the approved credit card purchase request along with a signed invoice to the Credit Card/Travel Clerk within three business days. Any employee that makes an unauthorized purchase on the credit card or who fails to turn in the required support within three business days after making a purchase will be held personally liable for the purchase and will be excluded from further use of the credit card.

It is the responsibility of the program administrator to record the transaction in the college financial system against the appropriate departmental budget.

Prohibited Purchases

Below is a list of prohibited purchases with the College credit card:

- Entertainment
- Per Diem food and beverages along with tips
 - Except meal purchases for EOSC meetings
 - Except meal purchases for students traveling with EOSC
- Cash Advances
- Purchase of goods for personal use
- Motor vehicle fuel
- Automotive maintenance
- Automatic drafts
- Gift certificates or gift cards
- Split purchasing

Tipping

The P-Card may be used to pay for the tips on Uber/Shuttles up to 15% of fare charges of \$5.00 or more when an employee is traveling. If the fare is \$5.00 or less the tip should not exceed \$1.00 per trip. If any tip exceeds these amounts the employee will be responsible for reimbursing the College any excess amount.