

Small Purchase Credit Card Manual

PURPOSE AND OVERVIEW

University policy states that use of the Small Purchase Credit Card ("SPCC") is required when procuring goods and services under \$5,000 from a vendor that accepts the card. The purpose of this manual is to provide guidance on the appropriate use of the SPCC.

The SPCC is an available payment method to be used in eVA for procuring goods and services or for purchasing goods at a local store for emergencies or practical needs. Purchasing cardholders approve transactions and have access to their statements online via a system called Works. Departmental SPCC charges also appear on Banner Budget views and can be queried by users with proper Finance securities.

Purchasing Card Considerations

Your cardholder responsibilities include considering how SPCC will be managed within your department. Cardholders must follow all procurement and finance rules and regulations such as proper vendor selection, use of eVA and mandatory contracts, budget restrictions, security access, and annual cardholder and supervisor training.

Cardholders must:

- Obtain training on and security access to eVA, or delegate eVA entries to a designated departmental buyer responsible for all eVA purchases. {The buyer you designate must have proper securities.}
- Obtain Banner Finance security and Budget Training, or designate a departmental Finance user responsible for understanding FOAPAL codes and reviewing your budget. Instructions and forms for obtaining Banner Finance security are available on the [Training, Evaluation & System Support](#) ("TESS") website.
- Obtain Banner Finance security or designate a departmental buyer to complete Direct Pays. Direct Pay is used for purchases which are exempt from eVA and for which the vendor does not accept the SPCC. A list of exempt purchases is available on the [Purchasing Department](#) website.
- Understand that the SPCC is not to be confused with the SPCC Travel Card which may be used by employees while on business travel. For information about the Travel Card program, please visit the [Accounts Payable](#) website.

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Training, Evaluation & System
Support

www.umw.edu/tess

Companion Manuals:

eVA eMail Manual

Works User Guide

SPCC and WORKS Reconciliation
Checklist

Table of Contents

PURPOSE AND OVERVIEW	A
SECTION I: AUTHORIZATION AND OVERSIGHT	4
PROSPECTIVE DEPARTMENTAL BUYERS: REQUIRED TRAINING PRIOR TO SPCC ISSUE	4
CARD MANAGEMENT.....	5
COMMONWEALTH OF VIRGINIA AGENCIES:	5
UMW FINANCE DEPARTMENTS:.....	5
UMW BUSINESS SERVICES DEPARTMENT:.....	6
SMALL PURCHASE CREDIT CARD POLICY	6
<i>Small Purchase Credit Card Policy</i>	<i>6</i>
SECTION II: ACCEPTABLE USE	9
SPENDING LIMITS.....	9
TAX-EXEMPT STATUS.....	10
STANDARD DEPARTMENT OF ACCOUNTS (DOA) DISALLOWED CHARGES AND RELATED EXCEPTIONS.....	10
<i>Exceptions:.....</i>	<i>11</i>
<i>Travel</i>	<i>11</i>
<i>Restaurant/Food.....</i>	<i>11</i>
<i>Alternatives to the SPCC: Business Meals and Gifts</i>	<i>11</i>
RESTRICTED FUNDING SOURCES.....	12
VENDOR SELECTION.....	12
SECTION III: STEPS IN USING THE SPCC.....	13
PURCHASE GOODS OR SERVICES THROUGH EVA OR OTC	13
<i>eVA Entries</i>	<i>13</i>
<i>Confirming Orders</i>	<i>14</i>
<i>Over-the-Counter (OTC).....</i>	<i>14</i>
<i>UMW Bookstore</i>	<i>14</i>
<i>University Catering</i>	<i>14</i>
CAMPUS EXCLUSIONS	15
TRANSACTIONS IN WORKS	15
<i>Returns</i>	<i>15</i>
<i>Disputed Charges.....</i>	<i>16</i>
<i>Fraudulent Charges</i>	<i>16</i>
<i>Foreign Transaction Fees.....</i>	<i>17</i>
<i>Zero Balances.....</i>	<i>17</i>
PROCUREMENT FILE AND DOCUMENTATION.....	17
SECTION IV: RECORDS MANAGEMENT	17
WHAT IS A PROCUREMENT FILE?	17
PROCUREMENT FILE REVIEW	18
<i>The Purpose of the Procurement File Review</i>	<i>18</i>
BUDGET REVIEW.....	18
<i>Capital Funds</i>	<i>18</i>
RECORDS DESTRUCTION	18
SECTION V: USER ACCOUNTABILITY	20
EMPLOYMENT CHANGES.....	20
NAME CHANGES	20

PASSWORD CHANGES	20
CARD SECURITY	20
STAY INFORMED	20

SECTION I: AUTHORIZATION AND OVERSIGHT

Prospective Departmental Buyers: Required Training prior to SPCC Issue

The Commonwealth of Virginia and UMW have requirements that must be fulfilled prior to the issue of card plastic to a potential buyer. Please discuss your training needs specific to your department with a staff person in Training, Evaluation and Systems Support (TESS).

- Fundamentals of Finance Training
- eVA 1 – Purchasing Planning, Commonwealth of Virginia Purchasing Regulations, Small Purchase Credit Card (SPCC) rules and regulations*
- eVA 2 – Hands on eVA usage, Banner receiving, SPCC documentation and WORKS reconciliation*
- Virginia Department of Accounts Cardholder Training in the Knowledge Center*
- The training class calendar is available on the TESS website:
<http://adminfinance.umw.edu/tess/finance-training/training-calendar/>

*required for all cardholders

The appropriate forms (eVA, Banner, SPCC) for completion and signature by prospective buyers will be distributed from the University's Small Purchase Credit Card Program Administrator (located in the Purchasing Department) and TESS Staff.

Once all training is complete, the SPCC will be ordered. The Card Program Administrator will notify you when the card is available for pickup.

eVA users will enter the SPCC information into eVA as instructed in class. The security letter for eVA will be sent to you by the eVA Security Officer.

Management of the SPCC process is large in scope and includes State and internal department review and control. Each organization listed below assumes responsibilities for specific areas of card management. As a cardholder and departmental Buyer, **you are responsible for the proper use of your card.**

Commonwealth of Virginia Agencies:

The Department of Accounts (DOA) is responsible for regulation of card guidelines, card security, and annual training requirements.

The Department of General Services (DGS) is responsible for procurement rules and regulations including use of eVA, SWAM, delegated purchasing authorities, and contract management.

UMW Finance Departments:

Accounting - The department responsible for processing SPCC cost distributions. They are responsible for proper FOAPAL code review and processing to ensure that charges are properly reconciled to the appropriate departmental budgets according to state guidelines.

Accounts Payable (AP) - The department responsible for processing payment to the Gold Card and SPCC contract vendors and answering questions related to travel, personal reimbursements, and use of the SPCC Travel Card. AP also manages the Gift Card policy. Required supporting documentation should be included in the cardholder's procurement file for audit review. Documentation may include the following AP forms: Business Meal Form, Request for Overnight Travel form, and the Gift Log form. Accounts Payable will review WORKS Bank of America transactions for compliance with DOA and DGS requirements.

Training , Evaluation and System Support (TESS) - The Finance unit responsible for maintaining the eVA to Banner interface and security, and assisting users with understanding internal and dual system (eVA and Banner) processing requirements. TESS works with all Business and Finance offices to consolidate training and communications and acts as the eVA Security Office for UMW.

UMW Business Services Department:

Purchasing is accountable to DOA and DGS for matters related to procurement and eVA management. This department officially administers the SPCC program for UMW and is responsible for security and risk assessments including card issuance, initial approval of and continuous review of cardholder account limits. Purchasing will review SPCC cardholder procurement files for compliance with DOA, DGS and UMW requirements. WORKS password resets can be handled by the Program Administrator. UMW Program Administrators also have the ability to suspend or cancel cards for many reasons including but not limited to history of abuse, indication of fraud, or other cardholder regulation infractions. (See policy to follow.)

Small Purchase Credit Card Policy

<p style="text-align: center;">Small Purchase Credit Card Policy: Inappropriate Card Use, Infractions and Subsequent Consequences</p>

I. Violations of Division of Purchasing Supply (DPS) state procurement regulations

DPS violations include:

- No documented small business quote
- Order-splitting to circumvent purchasing regulations or make payments in excess of the single transaction limit.
- Order not entered into eVA* at point of requisition
(* Contact purchasing for clarification of eVA exempt order)

Consequences of these violations:

- First violation: written warning
- Second violation: 30 day suspension of card privileges
- Third violation: 90 day suspension of card privileges
- Fourth violation: card canceled

II. Violations of Department of Accounts (DOA) regulations for Small Purchase Credit Card

DOA violations include:

- Permitting another person to use the SPCC or giving out the account number
- Deliberately using the SPCC for non-University purchase*
(*could result in immediate account cancellation or further Personnel action)
- Supervisor/Reviewer does not review the procurement file and sign off cardholder transactions in WORKS.
- Not having a receipt for every payment made with the SPCC
- Not seeking reimbursement from a vendor when sales tax is paid
- Paying for a Hotel or gasoline with SPCC
- Writing down/faxing/emailing the account number
- Not keeping card plastic in a secured area
- Not having an approved business form when meals are purchased
- Not having an approved travel form dated prior to travel dates when overnight travel is involved

Consequences of these violations:

- First violation: 30 day suspension of card privileges
- Second violation: 60 day suspension of card privileges
- Third violation: card canceled

III. Violations of UMW Policy include:

- Not meeting the UMW timeline for WORKS transaction sign off
Using SPCC to pay for a business meal other than a Sodexo catering contract or pre-packaged foods from a grocery store.
- Not following terms and conditions as stated in the Commonwealth of Virginia Bank of America purchasing card employee agreement

Consequences of these violations:

- First violation: written warning
- Second violation: 30 day suspension of card privileges

- Third violation: 90 day suspension of card privileges
- Fourth violation: card canceled

SECTION II: ACCEPTABLE USE

Spending Limits

The Program Administrator will set the limits on the SPCC to the appropriate level based on your buying needs. The maximum spending limit per transaction is \$5,000 and the maximum monthly credit limit is \$25,000. If you wish to make a purchase valued at \$5,000 or more, you must contact the Purchasing Department. Purchasing will gather information from you regarding the goods or services you need then obtain quotes or bids following the Department of Accounts guidelines.

Please remember that the bidding process will add additional processing time to your order. To avoid unnecessary delays, consult the chart below for approximate lead times and remember to involve Purchasing as soon as it appears your good or service may surpass your limit.

Estimated Cost	Procedures	Estimated Lead Time
Up to \$5,000	Campus buyers must obtain one documented quote from a DMBE-certified SWAM vendor. Use of the SPCC is encouraged up to \$5,000.	1 to 3 days
Over \$5,000 up to \$50,000	Contact Purchasing for any purchase over \$5,000.00	7 to 15 days

Other situations where you will need to seek the guidance of the Purchasing staff, regardless of dollar value, are listed below.

Exceptions	Procedures
Emergency	ALL emergency purchases require written designation signed by the agency head or designee. Immediate action may be taken to protect personal safety or property. Other emergencies, seek competition to the extent possible.
Sole Source (Unlimited dollar amounts)	Requires written justification approved in advance by the Director of Purchasing. Orders over \$50,000 require approval from DGS/DPS. Click HERE for the Purchasing Site where you can find the Sole Source Justification form
Used Equipment /Furniture/Books up to \$50,000	Competition is not required.

Tax-Exempt Status

SPCC and Gold cardholders should not pay Virginia sales tax on goods and services. This does not apply to prepared foods such as catering and meals. The phrase *Tax Exempt* is printed on each purchasing card, and UMW's tax-exempt number is printed on a sticker attached to the front. Be sure to inform suppliers of the tax-exempt status when making telephone purchases.

When purchasing over-the-counter from a vendor for the first time, it is advisable to take a copy of the Commonwealth of Virginia Sales and Use Tax Certificate of Exemption ("Tax Exempt Form"). Vendors may keep a copy of this form on file as proof of tax exempt status or may use it to produce a store-specific ID number to use in lieu of the University's tax ID number. All cardholders should use **ONLY** the Tax Exempt Form signed by the Assistant VP for Finance and Controller.

As a cardholder, it is your responsibility to make vendors aware of the University's tax-exempt status and ensure that you are not charged tax on your purchases. Please check your receipt as soon as you receive it. If you are charged tax, you should contact the vendor and request a refund of all taxes and, if possible, a receipt showing the credit. If you are unable to obtain a credit from the vendor for the sales tax you will be responsible for reimbursing UMW for all sales taxes charged to your account.

Standard Department of Accounts (DOA) Disallowed Charges and Related Exceptions

The SPCC may not be used for the following:

Travel Car Rental

Gas/Oil

Restaurant/Food

Accommodation

Gifts for Employee Performance Recognition

No one may open an account under UMW's name for personal use regardless of SPCC status.

Exceptions:

Travel

The SPCC may be used to purchase public transportation fares including tickets for airline, rail, light rail, and shuttle services, provided the standard Department of Accounts restriction has been lifted from an individual's SPCC via written request by the cardholder's supervisor. If public transportation expenses are paid using the SPCC and the travel involves either an overnight stay or day-only travel exceeding \$500, a copy of the [Request for Travel](#) form must be included in the procurement file. Ticket Class (e.g. economy, coach) MUST appear on the purchase receipt. If not shown on receipt, the ticket stub or boarding pass showing class type MUST be included in the procurement file. *See the Travel section of the Accounts Payable website for complete guidelines.*

Restaurant/Food

The SPCC may be used to purchase limited food and beverages. Use the SPCC to pay for:

Catering contracts with UMW Dining Services

Packaged prepared food supplies from the grocery store

Prior to any food purchase, your supervisor must contact the SPCC Program Administrator to request that the DOA Food restriction is lifted from your card.

Alternatives to the SPCC: Business Meals and Gifts

The SPCC may not be used for Business Meals outside of the UMW Campus Dining/Catering Contract; a University Credit card is available from the Cashier's office for this purpose. Please refer to <http://adminfinance.umw.edu/ap/business-meals/> for complete information on Business Meal restrictions and forms.

You may also pay for an approved Business Meal with your personal credit card and seek reimbursement through the normal reimbursement process.

All food purchases require a [Business Meal Approval](#) form. If the SPCC is used, the Business Meal Approval form must be included in the procurement file.

Gifts for purposes other than employee recognition – The SPCC may be used to purchase gift cards, gift certificates, and gifts for purposes other than employee

recognition (such as door prizes or as a “thank-you” for participating). The [Gift Giving policy](#) should be reviewed carefully before purchasing gifts of any kind to ensure that cardholders are distributing and tracking gifts properly.

Account code 71412G should be used when entering gift/gift card/gift certificate purchases in WORKS and include in the procurement file. Include the original [Gift Log](#) in the procurement file and send a copy of the Gift Log to Accounts Payable. For information about Employee Recognition programs, please contact Human Resources.

Note: Taxes and disallowed charges must be reimbursed to the University.

[Restricted Funding Sources](#)

The SPCC may not be used for purchases using the following Fund codes: Funds beginning with an 8xxx.

Exception: Funds beginning with 89xx are allowed. If you need to make an IT purchase (i.e. computer, etc.) with an 8xxx fund, please contact Finance Training, Evaluation and System Support (TESS) for proper procedures.

Fund 1117 - Equipment Trust Fund

[Vendor Selection](#)

Small Business set-asides are mandatory for procurements up to \$50,000. Departmental Purchasers are responsible for selecting appropriate vendors for all small purchases regardless of procurement method (i.e. eVA, over-the-counter). A set-aside is a requirement to solicit a price quote from a specific type of vendor, in this case, one that has been certified by the Department of Minority Business Enterprises (DMBE) as a small vendor. You may search <http://www.dmbc.state.va.us/SWaMSearchSub.html> to find a small vendor by location, name or commodity code before logging in to eVA.

DMBE-certified small businesses will be easy to identify in eVA because they will have a designation in one or more of the following columns in the Vendor Look-Up: Small Business, Minority Owned, or Woman Owned.

Status	VendorID (Click for Details)	eMail Supplier Name (HQ Legal Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	Small Business	Minority Owned	Woman Owned
Active	VS0000030818	"The Key" Water & Air International	The Key Water	45585 State Hwy 91	Lindsay	NE	68644			
Active	E28599	#1 Towing & Repair, Inc. DMBE Name: #1 Towing & Repair, Inc.	#1 Towing & Repair - Ashland/ Doswell	16269 Washington Hwy	Doswell	VA	23047	S		

SECTION III: STEPS IN USING THE SPCC

- Purchase goods or services through eVA or over the counter (OTC).
- Sign off on transaction in WORKS
- Review statement from Works
- Make procurement file available to cardholder manager for review
- File WORKS statement and supporting documentation by Billing Cycle.

Purchase goods or services through eVA or OTC

eVA Entries

When determining if the vendor you have selected is registered in eVA, you should also make note of whether or not the vendor you wish to use accepts SPCC. This will be listed on the Vendor Look-Up screen.

Status	VendorID (Click for Details)	eMail Supplier Name (HQ Legal Name)	eMail Contact (Location Name)	Address 1	City	St	Zip	Small Business	Minority Owned	Accepts Charge Cards	Accepts Visa	Accepts Elect Ordering
Active	VS0000040359	1st Tuesday	Virginia Office	1475 Willow Lake Drive	Charlottesville	VA	22902			Y	N	N
Active	E78785	2/90 Sign Systems	2/90 Sign Systems-Grand Rapids, MI	5350 Corporate Grove Blvd.	Grand Rapids	MI	49512			Y	Y	Y

In the sample above, you'll notice that the vendor 2/90 Sign Systems has a "Y" in both the Accepts Charge Cards and Accepts VISA columns. This means that you may place an order with this registered vendor which will be charged to your Purchasing Card.

Confirming Orders

Orders entered into eVA after the fact (Confirming Orders) must be entered in eVA at the point of requisition after placing the order or directing the contractor to proceed.

Refer to the [eMall Workbook Guide](#) to review the Steps in Creating a Requisition, proper Documentation for Small vendor purchases and Confirming Orders.

Over-the-Counter (OTC)

Over-the-counter purchases may be made at local area stores when the urgent necessity or specialized nature of the items prohibits the ordering of such items through eVA. For over-the-counter (non-emergency) purchases, follow all procurement rules and regulation and obtain one quote from a DMBE-certified small vendor. IT purchases must go through the IT Office Manager. They are not over-the-counter purchases.

UMW Bookstore

The SPCC may be used in the UMW Bookstore only to purchase the following items: merchandise bearing the University insignia such as cups, notebooks, etc. when those items are used to support the mission of the University; books and magazines; items for student events. The Bookstore may also be able to special order reference books and other non-text books at a discounted rate. Please contact the Bookstore staff for details. You may not purchase items in violation of state policies and mandatory contracts.

University Catering

The SPCC should be used to pay for catering contracts and rentals from the University's dining services vendor, Sodexo. Catering contracts contain a section where credit card information is entered to authorize payment using your credit card. Please note: the state prohibits cardholders from writing down their card numbers, therefore, you should only write the last 4 digits of your card number on the contract before faxing back to the Catering office. You should then call the Catering office (540-654-1930) and provide your full card number over the phone. A Business Meal form must be included in your procurement file for each catering charge that appears.

Campus Exclusions

The SPCC is not used for purchases or rentals in the following locations:

- Copy Center
- Post Office
- Faculty/Staff Dining Hall
- Jepson Alumni Executive Center
- Each of these departments has its own form that should be filled out with the FOAP information for the budget expense.

Transactions in WORKS

Please reference the [WORKS manual](#) for step by step instructions on transaction sign off.

Returns

Items for return may be due to damage, incorrect ordering, or buyer or vendor error. Shipping errors can only be addressed if the purchase was requisitioned and approved in eVA before the good was delivered and the term of goods and/or shipping charges were adequately stated on the Purchase Order.

Step 1. Call the vendor to determine the most appropriate manner in which to return the items. This can be done in one of two ways:

1. Pick Up
2. Pre-paid postage to send the merchandise back via UPS Call Tag or Fed ex Call tag

Step 2. Request a **credit for the returned items(s) and enter a credit receipt in the procurement file. WORKS will email you to sign off on credit transactions as well as charges.

Step 3. A Change Order should be completed as soon as possible to reflect the quantity and price change on the Purchase Order.

Step 4. If the vendor is unwilling to accept the return, contact the Purchasing Director. The Purchasing Director will attempt to resolve the return with the vendor. If the vendor remains unwilling to accept the return, the Purchasing Director, with assistance from you, will complete a Vendor Complaint Form and contact the Department of Purchasing Supply (DPS). Once DPS has received the Vendor Complaint Form, DPS will contact the vendor directly to resolve the

return dispute. DPS will inform the Purchasing Director with the resolution of the issue.

Returns due to Buyer Error

If you are returning items due to no fault of the vendor, the University could be charged additional fees (i.e. a restocking fee or be charged for any damage the return incurred). The vendor could also elect to not accept the return. Follow the Return procedure as outlined above, to include additional restocking fees on the eVA Change Order, if required.

******On the subsequent credited SPCC statement, attach the original receipt and the credit receipt, if provided by the vendor along with your documentation of contact names and dates.

Disputed Charges

A disputed charge is one for which the cardholder did not receive what was ordered or there is some other problem with the goods or services ordered. You may also have a questionable charge due to double billing or the vendor name on the statement does not match to the backup documentation. Follow the guidelines for Returns.

Fraudulent Charges

If you believe someone has obtained your card number and has or may attempt to use it to make fraudulent purchases, contact the credit card company immediately. Customer service is available 24 hours a day. The phone number can be found on the back of your card (888-449-2273). Notify the UMW Card Program Administrator to request a new card.

For disputes, questionable charges not resolved between you the vendor within 60 days, utilize Works to request assistance from the card vendor in resolving the dispute. Investigations will be conducted on your behalf. Refer to the Quick Reference Guide for Submitting Disputes in the Documentation section of the Works Tools menu for instructions.

Foreign Transaction Fees

Additional charges may be assessed by Bank of America Visa. If additional charges are present on your statement, contact the Accounting department for proper coding.

Zero Balances

If you do not have any charges for a billing cycle, print your WORKS statement with no charges on it and place in the procurement file.

Procurement File and Documentation

File the WORKS statement and all related documentation by billing cycle date. Attach receipts in the order in which they appear on your statement. This procurement file is also referred to as your “purchasing file” or SPCC file and will be reviewed by Program Card Administrators. See Records Management section

SECTION IV: RECORDS MANAGEMENT

What is a procurement file?

The procurement file is a paper file. It can be contained in a labeled manila folder or simply held together with a binder clip. The file will consist of a Works or Bank of America statement, a receipt for each purchase, and may include but is not limited to the following: Small Business quotes as necessary, Approved Business Meals or Travel forms where appropriate, VCE releases for purchasing furniture or embroidered clothing and other documentation necessary to a particular purchase.

The University’s Card Program Administrator will review your file and make suggestions, if necessary, on how to better use the card or document your SPCC and DO purchases per Commonwealth of Virginia and UMW regulations and policies.

Procurement File Review

At any time, Purchasing or Finance may request a physical review of your procurement file. New Cardholders can *expect a review within 3 months of receiving the card and at least annually thereafter*. TESS will provide support as requested by the cardholder.

The Purpose of the Procurement File Review

The main purpose of the physical file review is educational. It is to ensure that all cardholders understand the appropriate use of the card and the procurement file documentation required by the Commonwealth of Virginia and UMW. It is also to prepare University cardholders for external audits (agencies such as Department of Accounts or DOA, Department of General Services or DGS, or Agency of Public Accounts or APA) that can occur at any time and some of which are performed at least on an annual basis. Results of these audits can affect the University's authority to purchase goods and services for its needs.

Budget Review

When reviewing your budget, SPCC charges will appear more quickly on your budget due to the online reconciliation with WORKS Bank of America.

The following Account code may appear on your budget: 71209 – Transactions not coded.

Capital Funds

All original invoices and forms are maintained within your procurement file. When paying for goods and services with Capital (9) funds, make a copy of the receipt and the WORKS statement and send both to Accounts Payable before including the original receipt in the SPCC file. By law, Accounts Payable must retain copies of receipts for Capital projects for 28 years following the completion of the project.

Records Destruction

As a state agency, the University must maintain records in accordance with state and federal regulations. The Library of Virginia provides guidance on the length of time records must be kept and the proper manner in which they should be destroyed.

The following segment related to credit card documents is provided for your convenience. For the full text of the Virginia Public Records Management Manual, please visit

<http://www.lva.lib.va.us/whatwedo/records/manuals/00M-TOC.HTM>.

From The Library of Virginia Records Retention and Disposition Schedule General Schedule No. 102

Credit Card Documents and Receipts Files

This series documents the purchasing and payment for goods and services by the agency using credit cards. The series consist of copies of receipts and other documents that are required to control the accounts.

012100

Retain in accordance with the terms of credit card agreement, or until completion of audit or 3 years, whichever is longer, then destroy in accordance with No. 8 on the schedule cover page.

From the schedule cover page, Conditions for Records Retention and Disposition

8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.

Before destroying any records, a Certificate of Records Destruction must be completed and signed by the University's Records Officer. Once the records are destroyed, the person responsible for physical destruction must also sign the form. The UMW Copy Center provides shredding services for a nominal fee. The signed, original Certificate of Records Destruction should be sent to the Records Management and Imaging Services Division of the Library of Virginia and a copy should be placed in your files and retained for three years.

SECTION V: USER ACCOUNTABILITY

Employment Changes

You are responsible for notifying Purchasing if your employment status changes in a way that will affect your credit card account. If your role changes so that you are no longer responsible for making purchases for your department or if you terminate your employment with the University, you must turn in your card to Purchasing for deactivation and destruction.

If you change departments, you must notify Purchasing of this change and whether or not you will be responsible for making purchases on behalf of your new department. If so, you and your new supervisor will need to complete a new SPCC Employee Agreement and return that form to Purchasing.

If a cardholder is separated from employment with the University, it becomes the responsibility of the supervisor to contact the Program Administrator. The cardholder manager will be able to sign off transactions in WORKS and should have possession of the SPCC file.

Name Changes

All name change requests must be verified against a legal document. The Purchase Card Administrator can assist you with this process.

Password Changes

Password resets can be handled by the Program Administrator.

Card Security

Your SPCC and any statements bearing your full account number should be kept in a secure location at all times. You must not loan your card to another person, nor should you use another person's SPCC. Sending your full card number via fax, email or mail is prohibited and your card number must not be written down. On documents where a card number is required, you may write only the last 4 digits, then call the vendor and relay the full card number by telephone.

If your card is ever lost or stolen or if you believe someone has obtained your card number and may attempt to use it to make fraudulent purchases, contact Customer service - the phone number can be found on the back of your card (888-449-2273).

You should also contact the UMW Purchase Card Administrator for assistance in protecting your account and obtaining a new card.

Stay Informed

SPCC procedure or policy changes, training requirements, billing cycle dates, deadlines, and Business and Finance-related requirements will be communicated to you via email and web

updates. Additionally, if you are an eVA user, you will be invited to Banner User Group Meetings (B.U.G. meetings) held throughout the year.
