Small Purchase Charge Card Manual

Purpose and Overview

University policy states that use of the Small Purchase Charge Card ("SPCC") is required when procuring goods and services under $50,000 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 the preferred payment method of the University and the Commonwealth of Virginia as it streamlines the process for small dollar goods and services. It is also an available payment method to be used in eVA for procuring goods and services

The University also participates in the Online Reconciliation Tool provided by Bank of America called Works. This system allows the Cardholder to view and approve their transactions, upload supporting documentation for those transactions, and view their charge card statements online. Departmental SPCC charges also appear on Banner Budget views and can be queried by users with proper Finance securities.

Purchasing Card Considerations

As a Cardholder, your responsibilities include considering how the SPCC will be managed within your department. Cardholders must follow all state and University procurement and finance rules and regulations such as proper vendor selection, use of eVA and mandatory contracts, budget restrictions, security access, and annual 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 Procurement Services Department website.
- Understand that the SPCC is not to be confused with the Finance Card or the SPCC Travel Card which may be used by employees while on business travel. For information about the Finance or Travel Card program, please visit the Accounts Payable website.

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Section I: Authorization and Oversight

Card Management

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 or Organizations

Department of Accounts (DOA) - is responsible for regulation of card guidelines, card security, and approval of UMW annual SPCC and Gold Card training requirements. They are also the Program Administrators of the GOLD Card Program.

Department of General Services (DGS), Division of Purchasing and Supply (DPS) - is responsible for managing the Commonwealth's electronic procurement system eVA.

Department of Small Business and Supplier Diversity - manages SWaM (Small (includes Micro), Women-owned, and Minority-Owned or other disadvantaged Business) Registrations.

Virginia Association of State College and University Purchasing Professionals (VASCUPP) - is an organization made up of restructured higher education institutions (Level II and Level III Procurement Authority), such as UMW, which follow the Rules Governing Procurement of Goods, Services, Insurance, and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (Governing Rules) and the Commonwealth of Virginia Procurement Manual for Institutions of Higher Education and their Vendors ("Higher Ed Manual") for procurement and contracting.

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 Account Holders' payment card 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.

Finance/Compliance - The Assistant Controller-Compliance (AC-C) is responsible for reviewing University processes and documentation for compliance with their respective regulations. This department selects random samples payment card files on a regular basis and performs a thorough review of the files for compliance based on pre-determined criteria.

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 Procurement Services Department

Procurement is accountable to DOA for matters related to procurement and to DGS for eVA management and payment of eVA transaction fees. 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. Procurement will review SPCC Cardholder payment card files for compliance with DOA, and state and University procurement requirements. Works password resets, group and approver edits, late payment requests by cardholders, new and replacement card request, and other tasks 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 non-compliance.

Small Purchase Charge Card Policies

It is your responsibility as a Cardholder to read all policies pertaining to the use of the Small Purchase Charge Card in addition to this manual:

- SPCC Policies and Procedures
- Commonwealth Accounting Policies and Procedures (CAPP) Manual Topic 20355
- Non-Compliances & Consequences: Inappropriate Card Use, Infractions, and Subsequent Consequences Policy

Section II: SPCC Issuance Requirements

The Commonwealth of Virginia and UMW have requirements that must be fulfilled prior to the ordering and issuance of a state Small Purchase Charge Card to a potential buyer. Please discuss your training needs specific to your department with a staff person in Training, Evaluation and Systems Support (TESS).

Training

Required trainings prior to being issued an SPCC or becoming an Approver depends on the systems you will need access to.

- TESS Training (depends on your needs)
- UMW SPCC Training*
  * Required for all Cardholders *AND* Approvers

Forms

The appropriate forms for completion and signature by prospective departmental buyers will be distributed from the University's Small Purchase Charge Card Program Administrator (located in the Procurement Department) and TESS Staff.

- SPCC Forms:
  - SPCC Request Form
  - Delegated Purchasing Authority Form
  - Cardholder and Approver User Agreement

- Finance Forms:
  - Banner Access/Account Request Form

EWP Review

A review of the potential Cardholder's EWP is required to ensure purchasing responsibility is included in their job duties prior to ordering an SPCC for that user.

Once all applicable training and forms are complete, the SPCC will be ordered. The Small Purchase Charge Card Program Administrator will notify you when the card is available for pickup.

Section III: SPCC Use

Spending Limits

The Program Administrator will set the limits on the SPCC to the appropriate level based on your buying needs as indicated by historical departmental spend. The maximum spending limit per transaction (i.e. single transaction limit "STL") on the SPCC is $10,000 and the maximum monthly credit limit (i.e. cycle limit "CL") is $100,000.

Standard Spending Limits for the University include the following:
- $500 STL / $1,000 CL
- $1,500 STL / $5,000 CL
- $3000 STL / $10,000 CL
- $5,000 STL / $25,000 CL
- $10,000 STL / $50,000 CL

If you need to make a transaction that is above your spending limits (single transaction or entire cycle), contact the Program Administrator for a temporary adjustment to your spend profile. Documentation for any spend profile changes must be included in your payment card file.

Tax-Exempt Status

SPCC and Gold Cardholders should not pay Virginia sales and use tax on goods and services. This does not apply to prepared foods such as catering and meals, or travel-related taxes such as that associated with airfare and lodging* (*Lodging is only paid for by the Accounts Payable Manager or purchased with personal funds and reimbursed). The phrase *Tax Exempt* and *UMW's Tax Exempt #* is printed on each payment card. 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 ("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 Vice President for Administration and Finance (CFO) or designee.

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 DOA Restricted Purchases and Exceptions

Restricted Purchases

The following are restricted purchases on the SPCC:
1. Car Rentals (APGOLD Card only)
2. Gas/Oil
3. Restaurant/Food
4. *Hotel Accommodation (APGOLD Card only)
5. Travel (airfare, railway tickets, buses, taxis)

Exceptions

Exceptions to the restricted purchases above include:

Travel:
The SPCC may be used to purchase public transportation fares including tickets for airline, railways, light rail, and shuttle services. If the Cardholder has a documented need to frequently purchase travel for their area, a permanent restriction lift may be granted with prior permission from DOA. If the Cardholder only occasionally needs to purchase travel, the restriction may be temporarily lifted by the Program or Backup Program Administrators without prior DOA approval. For either a temporary or permanent travel restriction lift, a written request to do so from the Cardholder's supervisor must be sent to the Program Administrator. If public transportation expenses are paid using the SPCC and the travel involves either an overnight stay or day- only travel exceeding $500, entry in <u>Chrome River </u>is required. 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 payment card file. *See the <u>Travel</u> section of the Accounts Payable website for complete guidelines.*

Restaurant/Food:
The SPCC may be used to purchase limited food and beverages for consumption. Use the SPCC to pay for low dollar packaged prepared food supplies from the store. If the Cardholder has a documented need to frequently purchase food for their area, a permanent restriction lift may be granted with prior permission from DOA. If the Cardholder only occasionally needs to purchase food items, the restriction may be temporarily lifted by the Program or Backup Program Administrators without prior DOA approval. For either a temporary or permanent food restriction lift, a written request to do so from the Cardholder's supervisor must be sent to the Program Administrator. All food purchases require a <u>Business Meal and Food Approval</u> form. The Business Meal and Food Approval form must be included in the payment card file.

If purchasing food items from the following places, no restriction lift is needed: Giant Foods, Wal-Mart, Costco, BJ's.

Disallowed Purchases

The following items are NOT allowed to be purchased by Cardholders with their SPCC:
- Personal Items
- Flowers (except those purchased for commencement décor)
- Cash Advances
- Alcohol
- Retail account memberships (Amazon Prime, BJ's, Costco, Sam's Club, etc.)
- Travel Insurance or upgrades to business or higher-class airfare tickets
- Gifts for Employee Performance Recognition

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 Finance 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.

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 payment card file. Include the original Gift Log in the payment card 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 sources:
- Funds beginning with an 8xxx
  - Exception: Funds beginning with 89xx are allowed. If you need to make an IT purchase (ex. computer, etc.) with an 8xxx fund, contact Procurement or TESS for proper procedures.
- Fund code 1117 – Equipment Trust Fund (ETF)
- Local/Non-State Funds
  - If the purchase being made has multiple FOAP allocations and there is at LEAST one non-state fund being used, the UMW Finance Card MUST be used. Contact Accounts Payable, TESS, or Procurement for assistance.
- Foundation Funds

Vendor Selection

It is the goal of the University, per an annually filed SWaM Plan, to spend at least 42% of its discretionary funds with DSBSD-certified Small and otherwise Diverse Businesses. To support this goal, Departmental Buyers are responsible for selecting appropriate vendors for all small dollar purchases regardless of procurement method (i.e. eVA, over-the-counter). Unless listed as an exemption per the University's Small Purchase Procedures or already on an available contract, every purchase under $10,000 must follow the quote requirements as listed in Executive Order 35. The current requirements for quote and vendor selection can be found on the Certified Business Quote Requirements page on the Procurement Services website.

DSBSD-certified micro businesses will be easy to identify in eVA because they will have a designation in one or more of the following columns in the eVA Vendor List: Micro, Small, Minority-Owned, or Woman-Owned. What you are looking for is that the vendor has an "O" for Micro Business designation.

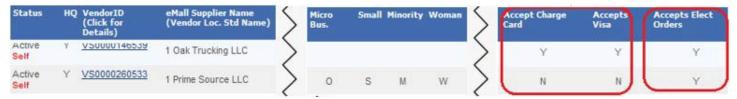| Status	HQ	VendorID (Click for Details)	eMall Supplier Name (Vendor Loc. Std Name)		Micro Bus.	Small	Minority	Woman
Active Self	Y	VS0000146539	1 Oak Trucking LLC					
Active Self	Y	VS0000260533	1 Prime Source LLC		O	S	M	W

Section IV: Steps in Using the SPCC

As often as possible, these steps should be followed in this order to use the SPCC:

1. Obtain prior approvals or necessary back-up documentation before making the specific purchase (see Payment Card File section for additional information).
2. Purchase goods or services directly through eVA, over the counter (OTC), online, or over the phone.
3. If not exempt from eVA entry per the University's Small Purchase Procedures, an eVA order must accompany the purchase; whether to be used as the ordering method or as a document to confirm the purchase has already been made (confirming order). *OTC purchases do not require eVA entry.*
4. *It is preferred that the Cardholder upload all receipts and back-up documentation into Works to accompany each payment transaction. Please contact your Program Administrator for additional information or for classroom instruction.*
5. Allocate and Sign off on transaction in Works, including Pre-pay dates and Procurement requirements as necessary.
6. Review statement from Works.
7. Prepare paper Payment Card File and make it available to your Approver for review (as well as internal or external Audit.)

eVA Entries

If the purchase you make is not exempt from eVA per the Small Purchase Procedures, an eVA entry is required to comply with state purchasing guidelines. When determining if the vendor you have selected is registered in eVA and accepts electronic orders (order directly through eVA), you should also make note of whether or not the vendor you wish to use accepts SPCC. This will be listed on the eVA Vendor List screen.

Status	HQ	VendorID (Click for Details)	eMall Supplier Name (Vendor Loc. Std Name)	Micro Bus.	Small	Minority	Woman	Accept Charge Card	Accepts Visa	Accepts Elect Orders
Active Self	Y	VS0000146539	1 Oak Trucking LLC					Y	Y	Y
Active Self	Y	VS0000260533	1 Prime Source LLC	O	S	M	W	N	N	Y

In the sample above, you'll notice that the vendor 1 Oak Trucking LLC has a "Y" in both the Accepts Charge Cards and Accepts VISA columns. This means that the vendor accepts the SPCC as form of payment. If the Vendor has a "Y" in the Accepts Elect Orders column, this means the vendor accepts electronic orders directly through eVA and can place your order on their end based on your eVA purchase order. Coupled together, a "Y" in the Accept Charge Card/Visa columns AND the Electronic Orders column means the vendor will automatically receive your order once you submit through eVA and will charge your SPCC as well.

Confirming Orders

Confirming orders must be made to satisfy the eVA requirement if you are ordering your item(s) through another ordering platform (i.e. website's online order/payment form, not directly through eVA). You must enter any necessary Confirming Orders prior to the end of each billing cycle for applicable purchases. Do not check the Confirming Order checkbox on your eVA requisition if you are using your eVA order as the initial form of placing your order directly to the vendor. Check if the vendor you are using accepts electronic orders prior to checking the Confirming Order box.

Refer to the eMall Workbook Guide to review the Steps in Creating a Requisition, proper Documentation for certified-micro vendor purchases and Confirming Orders.

Blanket Purchase Orders

Blanket Purchase Orders are the preferred method for entering purchase orders which are recurring and span over a period of time. One order may be entered to allow for multiple payments to be made over a period of time. A blanket purchase order can not cross fiscal years.

The order is entered with an estimated total amount for all recurring purchases/payments to the vendor for the particular good or service. At the end of the service term or the end of the fiscal year, whichever is sooner, the Cardholder should add up all invoices/receipts for that purchase over that period of time to ensure the estimated amount entered matches the total that the University paid. If it does not, a change order must be issued to reflect the total cost.

Over-the-Counter (OTC) Purchases

Over-the-counter purchases may be made at local area stores for goods. For these over-the-counter (non-emergency) purchases, follow all procurement rules and regulations and obtain one quote from a DSBSD-certified micro business. Over-the-Counter purchases do not require eVA entry.

Over-the-Counter Definition: *Cardholder enters a physical brick and mortar establishment and pays for the purchase at the counter with a University Charge Card (SPCC or Finance/Local cards).*

On-Campus Purchases

UMW Bookstore

The SPCC may be used in the UMW Bookstore to purchase Items needed by your department that support the mission of the University. The Bookstore may also be able to special order items; including UMW-logoed clothing items, promotional items, reference books and other non-text books at a discounted rate. Please contact the Bookstore staff or Business Services for details or assistance. You may not purchase items in violation of state policies and mandatory sources or exclusive or preferred University contracts.

University Catering

Prior to ordering University Catering, complete the Business Meal and Food Approval Form on the Accounts Payable website to determine the method of payment, instructions, and required documentation for your food purchases, including Sodexo. Catering from Sodexo may be ordered through CaterTrax.

Campus Purchasing Exclusions

The SPCC is not used for purchases or rentals in the following locations:
1. Copy Center
2. Post Office
3. Campus Dining Locations
4. 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.

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. If the vendor is at fault, the vendor must pay for return shipping charges.

> 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. Vendor Pick Up
> 2. Pre-paid postage to send the merchandise back via UPS or FedEx.
>
> Step 2. Request a **credit for the returned items(s) and enter a credit receipt in the payment card file. The creditshould appear in WORKS and must be allocated to the same FOAP as the original charge and signed off on with the appropriate credit receipt and comments attached.
>
> Step 3. A Change Order should be completed a soon as possible to reflect the quantity and price change on the Purchase Order.
> - *Individual line item prices cannot be changed if the item was purchased through an eVA punchout catalog.* In these instances of price changes, document the price discrepancy and the reason for the discrepancy in the comments section in eVA and Works.
>
> Step 4. If the vendor is unwilling to accept the return, contact Procurement Services. Procurement will attempt to resolve the return with the vendor.

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.

**To the subsequent credited transaction, attach the original receipt and the credit receipt, if provided by the vendor, along with your documentation of contact names and dates

Bank of America Works Transactions

Reference the UMW Finance Card and SPCC Works Manual for step-by-step instructions on transaction allocation, sign-off, receipt upload, reporting instructions, etc.

Reconciliations

Part of your Cardholder responsibilities include reconciling the charge card. Reconciliation is the process of ensuring that two sets of records are in agreement. Reconciliation of the SPCC includes ensuring the transaction amounts posted in Works match the transaction amounts on your receipts and other documentation. SPCC reconciliation also includes allocating the transaction to the proper FOAP and completing the additional required GL segment fields in the Works application.

Instructions on SPCC Reconciliation are detailed in the UMW Finance Card and SPCC WORKS Manual.

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. Make sure to inform the SPCC Administrator of any issues related to dispute resolution.

Fraudulent Charges

If you believe someone has obtained your card number, and has made or may make an attempt to use it to make fraudulent purchases, contact the credit card company, currently Bank of America-Merrill Lynch (BOA), 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 SPCC Administrator of the situation immediately and to request a new card if not already initiated by the Credit Card Company.

For disputes, questionable charges between you and the vendor not resolved within 60 days, utilize Works to request assistance from the credit card company 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. Please contact the SPCC Program Administrator prior to issuing a formal dispute in Works.

Foreign Transaction Fees

The VISA 1% Foreign Transaction fee will no longer be charged on any transactions that are processed outside of the United States. The currency conversion fees will still apply. Documentation regarding this fee is sent in the paperwork with your SPCC. These fees should be charged to the same FOAP as the original good or service purchased.

Section V: Records Management and Destruction

Payment Card File

All Cardholders are responsible for keeping a paper payment card file, also called an SPCC file, for each billing cycle's transactions. The payment card file is the paper file of monthly purchasing and payment records. Monthly records can be contained in a labeled manila folder or simply held together with a binder clip. The file will consist of the Works Bank of America billing statement, and proper documentation for EACH payment transaction, debit or credit. File the Bank of America Works billing statement and all related documentation by billing cycle date in your SPCC file. Attach documentation in the order in which they appear on your statement. Documentation for each transaction should include:

- Any approvals from supervisors or budget managers to purchase
- Any required prior approval documentation (VCE waiver, Business Meal Form, Pre-Approval for travel, IT Approval, temporary limit increase/restriction lift confirmation, Sodexo waiver, permission to pay late invoice, etc.)
- DSBSD-certified micro business quotes, quote attempt documentation, or justification for not using a micro business (if not exempt per the Small Purchase Procedures)
- An eVA order, confirming order, or change order (if not exempt per the Small Purchase Procedures)
- Order confirmation emails/correspondence with the vendor
- Original invoice(s)
- Pricing discrepancy documentation
- Original receipts/proof of payment documentation:
  - An itemized document showing a $0 net balance is preferred. A receipt (proof of payment to show item/service purchased) can also be a combination of documents that agrees to the Works posted amount and includes, at minimum, the following detail:

- Items purchased
- Itemized amounts of the purchase
- The vendor name
- The payment date
- Confirmation of the charge to the payment charge card
  - o Examples of acceptable documents containing the above detail are:
    - Vendor itemized invoices
    - Vendor itemized packing slips
    - Vendor email confirming payments
    - Screen shot or printout of online payment confirmation

In the event of a lost receipt, Cardholders should include documentation of valid attempts to re- obtain itemized information for any lost receipts. If Cardholder is unable to obtain lost documentation, a detailed account of what was purchased is either entered in the Comments Section of WORKS or documented in the payment card file. If this information is not sufficient, the Cardholder is found non-compliant.

Payment Card File Review

At any time, the Assistant Controller-Compliance or Program Administrator may request a physical review of your payment card file for compliance. New Cardholders can *expect a review within 3 months of receiving the card and at least annually thereafter.* Procurement and TESS will support as requested by the Cardholder.

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 payment card 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 (DOA), Department of General Services (DGS), or Agency of Public Accounts (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 and/or use the SPCC to make payments.

Capital Funds (GOLD Card Only)

For goods and services with Capital (9) funds, the purchase can only be made using a GOLD Card, preferably from the designated Capital Outlay Cardholder. By law, Accounts Payable must retain copies of receipts for Capital projects for 28 years following the completion of the project.

If a purchase is being made using Capital Funds by someone who does not have a GOLD Card, the order must be entered into eVA as an On Behalf Of (OBO) order to the Capital Outlay GOLD Cardholder and all supporting documentation for that order must be sent that GOLD Cardholder. Contact Procurement Services for assistance.

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.virginia.gov/agencies/records/.

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

RECORD SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION PERIOD	DISPOSITION METHOD
Accounts Payable	012082	3 Years after end of state fiscal year	Non-confidential Destruction
This series documents moneys to be paid by the agency to its creditors. The series may include, but is not limited to: invoices, receipts, bills, canceled checks, returned checks, check registers, and checking statements.			

Before destroying any records, a Certificate of Records Destruction RM-3 form must be completed and signed. Once the records have been destroyed and the person witnessing the destruction has signed the RM-3 form indicating such, records custodians should send the original form to the Records Management Officer who will send the form to the Library of Virginia. The Records Management Office keeps a copy of the RM-3 forms for the required 3-year records retention period.

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.

Section VI: User Accountability

Separation/Employment Changes

You are responsible for notifying the Program Administrator if your employment status changes in a way that will affect your SPCC 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 follow these instructions which will be reiterated to you by the Program Administrator prior to your last day as a Cardholder:

- Make sure all posted transactions are allocated and signed off prior to last working day.
- IF POSSIBLE, avoid making additional purchases to allow all transactions to post and be allocated and signed off PRIOR to the last official work day. If not possible, please make sure that the supervisor has all current cycle documentation, including any pending transaction documentation, and the statement, if it has processed. The SPCC Program Administrator will assist the supervisor as necessary in signing off.
- Providing that all transactions are allocated and signed off, the card will be canceled and your Works account deactivated on the separation date provided by Human Resources.
- Leave ALL SPCC files with current supervisor (includes 3-years of historical files, as required for document retention). If you are moving to another department within the University, take your card files with you to your new office.
- Destroy the plastic card (shredding is preferred!) If you do not have a shredder, please bring it to the SPCC Program Administrator and we will shred it for you. *Please do not send in the interoffice mail.*

If you change departments, you must notify the Program Administrator 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 new SPCC User Agreement and Delegated Purchasing Authority forms and return send them to the SPCC Administrator.

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.

Cardholder Compliance

You are responsible for upholding compliance with all policies and procedures regarding use of the SPCC. During any review of your transactions, if you are found non-compliant for any reason, you may be subject to applicable consequences. For more information: Non-Compliances & Consequences: Inappropriate Card Use, Infractions, and Subsequent Consequences Policy.

Name Changes

All name change requests must be verified against a legal document presented to and verified by UMW Human Resources. The SPCC 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, refer to the Fraudulent Charges section for instructions.

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.