University of Mary Washington
Procurement Services

Notice to all Cardholders and Approvers Regarding Payment Card Files

All Cardholders are expected to keep a record of all their transactions that occur within a billing cycle along with supporting documentation for each transaction. This is called the payment card file.

Basic Payment Card File Expectations:

- Card files are expected to be fully complete by the sign off deadline for that billing cycle.
- Files can be requested at any time after the sign off deadline date.
- Each Cardholder will have a formal card file review twice within a fiscal year.
- Other reviews outside of the required two may be performed by internal or external auditors at any time.

Beginning with the August 2025 SPCC Billing Cycle (August 16), card file reviewers will base reviews on the criteria to follow. Please be mindful that any reference to documents being "printed" means physically on paper OR digitally as a PDF or other saved file type. If any of the criteria below is not met, the file will be deemed non-compliant. Refer to the Non-Compliances and Consequences page on the Procurement website for any repercussions for non-compliant reviews.

1. **Billing Statement is Included in the File**
   It is a requirement that the billing statement for that billing cycle be printed and included within the payment card file. This statement should include the allocation details and comments**.** If you print your statement and it has blank information in the allocation and comments, you need to re-run your statement after you've completed your allocations and sign offs so the report captures all required information.
   - It's a good idea to re-schedule your recurring billing statement to make sure the statement has all of the current required information. There are step-by-step guides available to set up your recurring billing statement report and to pull the statement manually.

2. **File submitted was complete**
   All requested files are expected to be submitted in their entirety. "Complete file" means all required documentation to support a transaction is found within the payment card file without additional research or outreach provided by reviewer. Reviewer will NOT request documents to complete the file during the review process.
   - Resource: SPCC Payment Card File Checklist, Payment Card File Compilation Guide

3. **Payments followed Prompt Pay Guidelines**
   All payments are made within 30 days of receiving invoices or goods/services, whichever is later. **PRIOR** to paying any late invoices, Cardholders must contact the PA to obtain DOA approval. Documentation in the file must include information showing when the invoice (if one was provided) was originally received. This can be evidenced by a date stamp, hand-written or digitally recorded, or an email with the date/time stamp showing when the invoice was sent from the vendor.
   - Resources: Payment Due Dates, Late Invoice DOA Approvals, Late Payment Request Form

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4. **All receipts are included in the file**
   Detailed itemized receipts are required for all transactions. An original, itemized document showing a $0 net balance is preferred.

5. **Full Payment Card Data Present**
   Full payment card details (the 16-digit card number, the expiration date, and the three-digit CVV code) are not written down or communicated in any way other than verbally (over the phone) or directly into a secure online payment application.

6. **Applicable Pre-Approvals are obtained and included in the file**
   Certain transactions require pre-approvals such as the Business Meal Form (BMF), Emburse Travel Pre-Approval Form, IT approval, Purchase/Payment Approval Request (Cabinet Approval), etc.
   - Resources: Purchase Pre-Approvals, Business Meal Guidance, Emburse, Technology Purchases, Cabinet Approval Form, SPCC Profile Change, Late Payment Request Form

7. **Procurement Competition Requirements Met**
   Each transaction has certain competition requirements. Documentation for this includes: the contract number is evident in the payment card file documents or listed appropriately in Works Segment GL09, the Small Purchase Procedures Exception Code is evident in the payment card file documents or listed appropriately in Works Segment GL09, certified micro-business used, or evidence of micro business outreach for a quote request and/or clear detailed outreach attempts to a micro business with a justification as to why a micro business was not used for this purchase. Screenshots from vendor catalogs are acceptable, but must be accompanied by a written justification or evidence detailing WHY the purchase was not made to that particular vendor.
   - Resources: Foundations of Procurement slides 13-23, Certified Business Quote Requirements, Sourcing and Contracts, Step-by-step Searching for Micro Suppliers, BUG Bites Procurement Competition Requirements Recording

8. **eVA Purchase Order Requirements Met**
   Transactions that are not exempt from eVA entry per the Small Purchase Procedures Exemptions Tables (categories A and C) must be entered into eVA **PRIOR** to the end of the billing cycle. A copy of the **fully executed** purchase order (PCO/PO) must be included in the payment card file. The purchase order number written on a document or only referenced in Works Segment GL10 is ***not*** sufficient. A purchase requisition (REQ) is also ***not*** sufficient. This is to ensure the reviewer has the adequate information about the purchase to determine what pre-approvals may be needed and to support the transaction without requiring further system access or research.
   - Resource: BUG Bites Procurement Purchase Order Requirements Recording, Foundations of Procurement slides 26-33, eVA Instructional Materials

9. **Any tax applied was refunded**
   The University is exempt from paying any Virginia state sales and use tax. Cardholders are responsible for ensuring transactions do not have sales tax applied. Efforts should be made to receive tax exemption on the front end of a transaction. If a transaction includes sales tax, the Cardholder is responsible for requesting that the vendor refund the tax amount or the tax amount must be paid by the cardholder to

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the University via the Cashier's office. A credit memo or receipt from the vendor for the tax amount or from the cashier's office showing the tax amount was paid back to the University is required if tax was paid. If tax was applied and the Cardholder is in the process of requesting the refund from the vendor or paying back to the University, the Cardholder should note their efforts within their payment card file.

10. **Documents Required by DOA are attached in Works**

In August 2024, DOA added a requirement that the invoice, receipt, and proof of payment must be attached to each transaction in Works. UMW implemented this requirement beginning October 16, 2024. All Cardholders are expected to attach these documents, at a minimum, to their transactions prior to the sign off deadline of each billing cycle:

- **Invoice:** The original invoice received from the supplier. Date stamp or proof of when it was received (i.e., original email the invoice was attached to) must be included. If the supplier does not provide invoices as their business practice, Cardholder should make note of that in the comments of the transaction.
- **Receipt:** Preferably a $0 balance document showing the amount paid and no further payment is due. If the supplier does not provide receipts as their business practice, the Cardholder should provide the combination of documents that would be acceptable in lieu of a receipt (purchase order, order confirmation, quote, etc.) and make a note that the supplier doesn't provide receipts in the comments of the transaction.
- **Approval for Payment:**
    - For Purchases/Payments under $1000: No documentation is needed. We are relying on the University's delegated purchasing authority to prove each Cardholder has approval for the purchase.
    - For Purchases/Payments $1000 and over: Upload the cabinet approval

- Resource: Mandatory Document Upload

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