

UNCSA

**Student Card
Purchasing
Manual**

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Introduction

General overview

Student Cards (also known as S-Cards) enable organizations to make small purchases more quickly and efficiently by minimizing paperwork and processing time. Users, Accounts Payable and Purchasing can all benefit from the cards' streamlined process. It also offers an easy method of making emergency purchases. Vendors receive payment from the card processor within a few days, without extra paperwork, thus encouraging small local businesses to do business with the state.

The S-Card represents UNC School of the Arts trust in you as a responsible student who will safeguard and protect university assets. As a cardholder, you assume responsibility for proper use of your card.

Card purchasing does not change or alter current purchasing policies and departmental approval processes. Your card serves only as an optional method of payment.

The S-Card is the property of UNC School of the Arts and must be surrendered immediately upon request for any reason by an authorized person (such as the department head or the S-Card Administrator). **All purchases made are considered property of the State and should only be used for curriculum purposes; any personal use of property is NOT ALLOWED.**

This reference guide will provide you with the details of the program, including general information, card issuance, card processes, purchasing guidelines, and documentation requirements. It is important to read the following information carefully, as cardholders, coordinators, and department heads / deans are responsible for adhering to the established policies and procedures.

Welcome to the UNC School of the Arts Student Card Program

The UNC School of the Arts S-Card Program is designed to simplify purchasing and payment processes for selected low dollar, high volume business commodities and services. The program maintains accountability while reducing the cycle time and administrative burden of purchasing procedures such as purchase requisitions/orders, direct pay requests, and expense reimbursements. Bank of America Works™ issues the cards and is widely accepted by vendors that support Visa card purchases. The program provides the following benefits to cardholders and the University:

Benefits to the Cardholder

- Eliminates the need to use personal funds and obtain reimbursements.
- Provides convenience, security, and flexibility to make small dollar purchases.
- Empowers cardholders with choices and immediate access to goods.

Benefits to UNC School of the Arts

- Significant cost savings in the purchase-to-pay cycle.
- Increased expense analysis power.
- Increased ability to provide value-added services.

1. General Information

The S-Card is a corporate Visa credit card, issued to UNC School of the Arts through Bank of America. The card is to be used for UNC School of the Arts business transactions only.

A student with department coordinator approval may acquire a S-Card by completing S-Card training. The S-Card is issued in the department and student's name through Bank of America and the UNC School of the Arts Student Accounts Department / S-Card Administrator.

Personal Credit History: Although the S-Card is issued in the department and student's name, your personal credit history is not considered during the process, and use of the S-Card will not affect your personal credit history in the future.

Payment of Charges: S-Card charges will be deducted from the funding source selected during WORKs Sign-Off each week during the Rollover Process.

The S-Card is issued in the department and student's name. Personal credit history is not a factor, and the University pays the bank for all charges.

Card Usage

The card is for business use only. Personal use is not allowed.

Your S-Card can be used for any allowable UNC School of the Arts business expense with vendors that accept Visa credit cards. The card can be used in-store, by phone, or via the internet. Personal use of the card is not allowed and will be considered as terms for card revocation as well as student disciplinary action. The S-card is not to be used for travel and/or travel related purposes.

Transaction Dollar Limits: Transaction limits are set per production and may vary. Please discuss with the department coordinator or department head/Dean for more information.

Card Security

- As a Cardholder you assume personal responsibility for the protection and proper use of your card. Follow the points below to assure card security.
- While in your possession, always keep the card in a secure place, just as one would a personal credit card. Treat the card like cash.
- A S-Card can only be used by the person to whom the card has been issued. Never lend your card to another person or use another student's S-Card.
- Convey your card number to the vendor only through a secure web site, telephone, or in person. **Never include your card number in an email.**
- Maintain receipts in a safe place until they are submitted to the Coordinator or Department Head / Dean as documentation. Upload receipts into Bank of America Works™ **immediately** after purchase.

Roles and Responsibilities

University students and management play key roles in supporting the purchasing card program. A summary of roles and responsibilities follows.

Cardholder

- Ensure compliant use of the S-Card according to university purchasing guidelines, the S-Card Manual, and State Purchasing and Contract guidelines.
- Maintain the card in a secure location while not in use.
- Never allow anyone else use of the S-Card assigned to you.
- Obtain a clear, **ITEMIZED** receipt for each purchase, which includes the vendor's name, date of purchase, item description, and total amount of purchase. This also includes any applicable shipping and handling fees and taxes. *Missing, inadequate, or illegible receipts will not be accepted.*
- A missing affidavit form will be allowed **one time per user ONLY**, at the discretion of the coordinator and/or administrator. Additional infractions will result in losing card privileges.
- Upload original receipts to Bank of America *Works*™ with clear explanation of purchase, **no later than 7-10 days after the initial purchase.**
- Assist the Coordinator with resolution of billing discrepancies, disputes, and credits.
- Contact Bank of America or the S-Card Administrator immediately if your card has been lost or stolen.

Coordinator

- Provide S-Card Administrator with a list of all student information for the assignment of cardholders.
 - Name of Student
 - Student 96#
 - UNCSA email address
 - Area
 - Show Name
 - Fund
 - Account
 - Budget Amount
- Submit purchase requests.
- Verify and compare original receipts and documentation from the Cardholder and ensure they are electronically attached to the transactions in the *Works*™ system by using the Receipt Imaging process. They should notify the student and S-Card Administrator of any discrepancies.
- Completes the following for each receipt:
 - Ensure the item listed in the *Works*™ system matches the item purchased, the amount charged and the vendor's name on the receipt.
 - Confirm scanned receipts are legible and uploaded as an attachment to the transactions – **make sure all details are visible when scanning documents (blurred, illegible, faint/discolored images of receipts should not be accepted).**

- Clear description of the item(s) purchased
- Correct Fund and Account codes are used
- Sign-off is complete
- Resolves discrepancies with the Cardholder when necessary.
 - Prints the weekly S-Card Transactions Report as needed per department.
- Approve transactions in *Works™* daily.
- Set up pins for cardholders in Global Card Access (you may need an account if you don't have one set up already), as needed.
- Ensure that the S-Card is used in compliance with university purchasing guidelines, the S-Card Manual, and State Purchasing and Contract guidelines.
- Submit any S-Card Changes needed to the S-Card Administrator in the Student Accounts office. **Note: Cards should not be unassigned from a student in Works™ until all transactions are completed, closed, and reconciled. Once the student has completed everything, the card will be reassigned back to the department coordinator until reissued.**

Department Head/ Dean

- Provide fiscal oversight and management of business operations within his or her department.
- Select department students for participation in the UNC School of the Arts S-Card Program based upon business needs and the ability to fulfill program requirements.
- Account for the use of the S-Card in their department, taking appropriate action with departmental staff when required.

S-Card Administrator

- Assigns students to each card, activates, and sends “Welcome” email to user profile.
- Updates profile assignments as needed.
- Approves purchase requests submitted by coordinators due to any changes.
- Submits weekly/monthly close & batch per calendar schedule.
- Orders new cards for each department.
- Unassigns cards after verification that all transactions are completed, closed, and reconciled.
- Provides program management and oversight.
 - Performs audits for each department.
 - Email student cardholders, coordinators, and department head/Deans as violations occur.
 - Contacts support services for fraudulent transactions and lost/stolen card management.
 - Support coordinators in ensuring that student cardholders are following S-Card policies and procedures.
- Develops and delivers effective training for users.
- Ensures overall program compliance and quality assurance.
- Promotes an accurate S-Card program by working with departments to minimize violations and infractions of card usage.

2. General Card Processes

How to Obtain a Card

Coordinator and/or Department heads/Deans will identify students with a business need for an S-Card. Upon his or her approval, the [Cardholder must complete S-Card](#) training before card issuance.

Card Changes - Student Name Change, Organization and Fund Code Changes, and Approver Change

The S-Card Administrator maintains cardholder information. To report a legal name change, change organization and fund codes assigned to the card, the coordinator and/or department head/Dean should notify the Student Accounts Office.

Cardholder Student Changes

If you leave the university, your S-Card must be returned to the S-Card Administrator.

If you transfer to a different department and your new position requires the use of an S-Card, have the department coordinator and/or department head/Dean submit a listing of your new department information.

Lost or Stolen Card

If you believe your card has been lost or stolen, immediately report it to your department Coordinator and S-Card Administrator immediately; they will contact Bank of America at 1-888-449-2273. It is extremely important to act promptly in the event of a lost or stolen card to avoid University liability for fraudulent transactions. They will assist with getting the account closed and issuing a new card as necessary.

The Student Accounts office is open between the hours of 8 am and 5 pm, Monday – Friday.

A card that is subsequently found after being reported lost or stolen should be sent to the S – Card Administrator.

3. General Purchasing Guidelines

Allowable and Non-Allowable Card Purchases

Listed below as a quick guide for allowable and non-allowable expenses; however, the charts are not a comprehensive list. If you should have any questions, please contact the S – Card Administrator for assistance.

Allowable Expenses	Non-Allowable Expenses
<p><u>Supplies and Materials</u></p> <ul style="list-style-type: none"> ➤ Magazine, Journal and Newspaper ➤ Promotional Items ➤ Catering / Food Items (A list of all who attended the event MUST BE ATTACHED and/or explanation provided. INDIVIDUAL MEALS AND DINE-IN/ RESTAURANT MEALS ARE NOT ALLOWED on the S-Card.) ➤ Secondhand Items / Used Equipment ➤ Computer supplies and peripherals (cables, modems, flash drives, printers, memory) ➤ Hardware Items / Supplies ➤ Art & Craft Supplies ➤ Set Materials for Props & Costumes ➤ Office Supplies 	<p><u>Supplies and Materials</u></p> <ul style="list-style-type: none"> ➤ Alcohol or Tobacco Products ➤ Cash or Cash Advances ➤ Rental/Contracts ➤ Subscription services ➤ Cell phones or plan expense ➤ Mobile Apps (phones or tablets) – Purchase an APP VOUCHER (for APPLE Products) by completing a requisition. ➤ PCs and tablets ➤ Gift certificates and cards ➤ Hazardous Materials / Radioactive Materials ➤ Live Animals ➤ Travel (mileage, fuel, hotel/motel) (any film production props requiring rooms, REQUIRE PRIOR APPROVAL) ➤ Prescription & Over-the-counter Drugs ➤ Individual or Dine-In Restaurant Meals (see catering)

Catering / Food Items

Catering is an allowable expense on your purchasing card for Faculty, Staff, and Students. The transaction must be charged to the S – Card immediately after the event ends. A list of all who attended the event **MUST BE ATTACHED and/or an explanation provided**. **INDIVIDUAL MEALS AND DINE-IN/RESTAURANT MEALS ARE NOT ALLOWED** on the S-Card. Food purchases must be delivered, catered for, or take-out.

Aramark payments made within one (1) week of the invoice date is allowable.

IT Approval

Many of the items purchased for use in conjunction with your computers and laptops require IT approval for purchase (software, peripherals, etc.). Please ensure that you contact IT for all purchases that relate to these types of items. You should attach a copy of their approval to your S-Card invoice for audit purposes. **PCs and tablets cannot be purchased with your S- Card.**

There are a few exceptions, where IT approval is **NOT** required, and they are listed below. These are the **only exceptions**:

- Keyboards (wired & wireless)
- SD / Memory Cards
- Flash Drives Desktop Speakers
- Toner Cartridges
- Mice
- External Hard Drives
- Replacement cords, cables & chargers

ALL new software and Apple/Dell products must be approved by IT

DropBox memberships must be approved by IT prior to subscribing. A copy of their approval must accompany the receipt in the S-Card Reconciliation Packet.

PayPal - Many vendors utilize PayPal as a means to accept Credit Cards and as a Check-Out method. Use of the service for one of these two processes is acceptable; **however, the use of PayPal whereby you set- up an account, transfer money from your S-Card to the PayPal account and use the account as means of payment is not allowable.**

While “**Academic & Library Computer Labs**” are not supported by IT and do not require IT Approval for equipment, supplies or software, it is highly recommended that you check with IT prior to purchasing to see if they can supply contract pricing, which often cost less than standard pricing.

Travel Charges

Individual department S-Cards are **NOT ALLOWED** to charge any travel related expenses such as mileage, fuel, or hotel/motel. Contact the Travel Department for your travel needs.

Sales Tax Exemption

The university is a tax-exempt entity and is not required to pay North Carolina sales and use tax on goods. For the S-card program, this may or may not apply depending on purchase location and vendor. If a vendor is willing to honor the exemption, please note the following:

When working with vendors, the cardholder should make them aware of the exemption by providing a copy of the [Tax Exemption Letter](#).

Verify that the receipt does not include a charge for NC Sales and Use Tax before you leave the store. If it does, provide the vendor with the tax- exempt number again and ask for a credit to be issued before leaving the store.

4. How to Make S – Card Purchase

This section addresses the application of the general purchasing guidelines to S- Card transactions. This section will address purchasing with the S-Card, by Internet, by email, and return of goods.

Card Purchase Steps

To make an S – Card purchase, follow the steps below. If in doubt about any part of the process, contact the S-Card Administrator for clarification.

1. Follow the internal procedures of your department to determine if a purchase is required and authorized.
 - a. Check State and GA Contracts (*as applicable*)
 - b. Check the Debarred Vendors Listing (*as applicable*)
 - c. Secure IT, Facilities, or Purchasing approval, if required
2. If the vendor is willing to participate, tell them you are making the purchase on behalf of UNC School of the Arts and that we are exempt from NC Sales and Use Tax. Provide a hard copy of the [Tax Exemption Letter](#).
3. Obtain an itemized receipt (must list item description, quantity, price, and total purchase price) from the vendor. Packing slips are only acceptable if all required information is included. *Missing, inadequate, or illegible receipts will not be accepted. A missing affidavit form will only be allowed **one time per user**, at the discretion of the coordinator and/or administrator.*
4. If goods are to be delivered, provide the vendor with your name, department, phone number, and complete delivery instructions. Items must be shipped directly to UNCSA campus.
5. Immediately notate receipt with applicable State / GA Contract information (*as applicable*), and detailed reason for your purchase. Turn the form into your department coordinator along with any required supporting documentation.

Purchase by Internet

Online purchases must be made with vendors who use a Secure Sockets Layer (SSL) browser session. To confirm that a secure area has been accessed, look for “https” (denoting a secure site) in the web address. A closed lock usually appears to the right of the web address or at the bottom right-hand side of the screen when you are asked to enter your card number.



If a secure browser identifier is not readily apparent to you, do not utilize the internet to make the purchase as the security of your card could be jeopardized.

Website Receipts

Web receipts must include item description, quantity, price, and total purchase price.

Purchases by Email

Purchasing by email is not an approved purchasing method at UNC School of the Arts. For security purposes, S-Card numbers should never be sent via email to a vendor or anyone else. Electronic correspondence regarding the purchase can be sent to your email, just ensure no account numbers are present in the email.

Return of Goods Purchased

Items purchased with the S-Card will periodically need to be returned. When this occurs, a vendor typically generates a Return Materials Authorization (RMA) number and issues a credit upon receipt of the goods. Make certain to document the RMA number and keep the credit memo to use in the S-Card documentation.

- In some cases, you may encounter a restocking fee. The S-Card may be used to pay this fee as long as it does not exceed any of the card limits.

5. Documentation and Reconciliation (Coordinator Responsibilities)

Overview

Once the weekly period is over:

- S-Card Transactions must be signed off on / approved in Bank of America *Works*™ by Wednesday or the 27th of each month by 12:00 pm.
- A [Reconciliation Calendar](#) is provided to show you when the sign-off should occur.
- If the coordinator is not available, the back-up coordinator has the responsibility of signing off in *Works*™.

Disputed or Fraudulent Charges

If there is a discrepancy in your S-Card report, it is imperative that the issue is addressed immediately with the vendor and the S- Card Administrator to resolve the disputed transaction.

If the vendor disagrees that an adjustment is necessary, immediately contact your S-Card Administrator who will collaborate with you and Bank of America to resolve the dispute. Bank of America will request complete details of the dispute in writing to research the item in question. Bank of America must receive any charge dispute within sixty (60) days of the transaction date.

A fraudulent charge (e.g., a charge which was not initiated by you) must be reported immediately to your S-Card Administrator. Prompt reporting of any such charge will help to prevent UNC School of the Arts from being held responsible.

Transaction Sweep and Payment Process

The S-Card Administrator will be reviewing card transactions to ensure program integrity. When the S-Card weekly period ends, the Student Card Administrators send reminders on Wednesday morning of each week (or at Month-End after the 27th). Once the final approval time (12:00 pm on Wednesday) has passed, the Student Card Administrator will close the transactions in *Works*™.

Unapproved Transaction Sweep

Transactions that have not been allocated and approved will be swept into the payment process at 12:00 pm on Wednesday of each week (or at Month-End) and charged to the department's default organization and fund. The coordinator will be notified which fund / account that transactions were swept into via *Works*™ flagged notification.

The coordinator will still be required to approve the transaction in *Works*™; however, they will no longer have the ability to edit the default organization code before charges post to the general ledger. After the general ledger feed, charges can only be reallocated by requesting a journal entry request through the accounting office. Continual non-compliance with the weekly approval period will result in loss of student privileges.

As the payment process occurs, transactions are downloaded from *Works*™ to Banner. Accounts Payable then reconciles payment with the statement and submits payment to Bank of America.

6. Compliance Assurance

To ensure compliance with the policies and procedures of the program, the actions listed in the below chart will be taken by Campus Purchasing Services when infractions occur. General descriptions and discipline measures are listed below.

Campus Procurement Services and the S-Card Administrator reserve the right to revoke and cancel any S-Card for failure to comply with policies and procedures of the program at any time. Compliance Assurance records are maintained on a yearly basis and do not carry over to the next fiscal year from previous years.

Infractions

<ul style="list-style-type: none"> ▶ Non-allowable purchases. ▶ Allowing another individual to use your S-Card or number. ▶ Personal purchase that is made in error. ▶ Payment for service contracts without following proper procedures. ▶ Missing, inadequate, or illegible receipts (clear, itemized receipts MUST be submitted). A missing affidavit form will only be allowed one time per user, at the discretion of the coordinator and/or administrator. ▶ Catered meal purchases without a list of guests/explanation or non-catered purchases: individual and/or dine-in meals. 	
First Offense	The S-Card Coordinator and Cardholder will be notified by the Student Accounts Department via telephone/email and alerted to the infraction. This will be considered a “verbal warning”.
Second Offense	Correspondence to S-Card Coordinator, student, and Dean/Faculty will be notified that another offense will result in revocation of the S-Card and suspension from the program. The Student Account office may apply a HOLD to the student’s account until all items are satisfied (This could prevent students from seeing their grades and/or prevent registration).
Third Offense	Card is revoked. Cardholder is not eligible for future S-card use for 90 days or until.

Appendix I:

University Contacts

The S-Card Administrator is responsible for the day-to-day operations of the purchasing card program and is available Monday through Friday, from 8 am until 5 pm, to assist campus students and employees with any questions regarding S-Card policies and procedures. Students may also stop by our office located at the Welcome Center, 2nd Floor, Suite #218 if further assistance is needed or on main phone 336-770-1416.

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Bank of America Works™

To contact Bank of America, call the number on the back of your card. Any time Bank of America is contacted, you should also contact a Student Card Administrator.