Samford University
Departmental Purchasing Card (P-Card) Program
Managed and Operated by Accounting and Financial Services
Policy and Procedures
Effective 09.09.2025

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I. Overview

a. Introduction – Accounting and Financial Services offers a purchasing card program that allows for a P-Card to be linked to a department rather than an individual. This program is separate from the P-Card managed and operated by Purchasing Services and offered to Samford University faculty and staff.

    i. The most common use of the departmental P-Card is for the student organizations on the Samford campus. The typical use will be for purchasing supplies needed for group meetings or events.

b. Definitions –

    i. Approver – The Faculty Advisor for the student organization.

    ii. Card Issuer – Regions Bank, which contracted with Samford University to issue Visa P-Cards to University departments/student organizations.

    iii. Card Holder – The Faculty Advisor for the student organization. This person can also be the Card User.

    iv. Card User – The student responsible for purchasing on behalf of the student organization. The card user will be required to sign the card out from the Card Holder, keep and return all receipts, regardless of dollar amount spent and sign the card back in to the Card Holder's possession.

    v. Departmental P-Card Program Administrator – Accounting and Financial Services staff members as led by the Accounting Manager.

    vi. P-Card Administrator – Accounting and Financial Services staff, as of 09.08.2025 the P-Card Administrator is Ian Schwarting, Senior Accountant

    vii. Record Retention – Original documentation from card transactions should be retained for at least 6 months after the end of the fiscal year to which they relate.

    viii. University – Samford University. The University arranges with a card issuer to issue P-Cards to University departments/organizations. In doing so, the University agrees to accept liability for the cardholders' use of the P-Card.

    ix. Vendor – The merchant from whom a cardholder/card user makes a purchase.

II. Card Issuance

a. Card Holder eligibility – The applicant for a departmental P-Card must be the current and active Faculty Advisor assigned to the student organization.

b. Card User eligibility – The student must be a current Samford University student and an active member of the student organization to whom the departmental P-Card is assigned.

c. Application Process –

    i. The applicant must e-mail a request for a card to the P-card Administrator who will be responsible for ordering the card.

    ii. The applicant must attend a training session conducted by the P-Card administrator or his/her designee that reviews important features of the program and the Terms & Conditions provided in this policy manual.

    iii. The applicant must sign a Departmental Pcard Cardholder Agreement in the presence of the Departmental Pcard Administrator or his/her designee. The agreement will be maintained in the Accounting and Financial Services Department.

III. Accountability

a. Cardholder Responsibility – The Departmental Pcard is a corporate charge card. The University is responsible for paying the card issuer for all Departmental Pcard transactions. Using the cards will not affect a cardholder's personal credit rating. The cardholder shall use the card in accordance with the Term & Conditions provided in this policy. Violations of those Terms & Conditions may result in disciplinary actions.

b. Terms & Conditions
   i. The Cardholder shall only use the Pcard for legitimate University business purposes.
   ii. The Cardholder shall not use the Departmental Pcard to purchase goods or services that benefits themselves, a member of their family, or an individual or business with whom they are associated.
   iii. The Cardholder shall always safeguard their Departmental Pcard and card number.
   iv. Unless authorized by the Departmental Pcard Administrator, the Cardholder shall not use the card for University travel purposes.
   v. The Cardholder shall not split a single transaction into smaller transactions to circumvent the single transaction limit.
   vi. The Departmental Pcard shall not be used for the following prohibited transactions:
      1. Alcoholic beverages or any substances, material, or service that violate University policies or State of Alabama laws or regulations.
      2. ATM disbursements
      3. Capital expenditures
      4. Cash advances
      5. Charitable Contributions
      6. Computer hardware and software
      7. Gift cards
      8. Traveler's checks
      9. Utilities
   vii. The faculty advisor shall maintain adequate documentation for each Departmental Pcard transaction, including but not limited to, receipts, invoices, packing slips, and confirmation e-mails. Receipts must be itemized with an adequate description of each item purchased. If the Cardholder does not have a receipt, then they must complete and submit a Missing Receipt Form in place of the actual receipt. The documentation should be filed by month with the Departmental Pcard statement.
   viii. The faculty advisor shall upload all documentation to the Regions Bank Spend Clarity system each month.
   ix. The faculty advisor shall review their transactions and provide a business purpose, correct index code and correct account code for each one monthly by the 5th business day of the month.

c. Audits

   The Departmental Pcard Program Administrator shall perform regular audits of card transactions. If card misuse is discovered, the Departmental Pcard Administrator shall contact the Cardholder to discuss. If misuse is discovered multiple times, it can result in termination of card privileges.

IV. Monthly Procedures

a. Uploading Receipts

The faculty advisor must upload documentation supporting their Departmental Pcard transactions to Visa Spend Clarity card management sit http://enterprise.spendclarity.visa.com monthly. They will be required to log in to the site with a user id and password assigned by Regions Bank. Cardholders may direct any questions to the Departmental Pcard Program Administrator.

b. Cardholder Transaction Review

The faculty advisor must provide a business purpose for each Departmental Pcard transaction. Business purposes should provide an adequate description of the items purchased and their intended use. The faculty advisor should not use generic descriptions such as "supplies". They should enter the business purpose in the Visa Spend Clarity site when they upload their documentation.

V. Miscellaneous

a. Credits and Returns

Returns should be credited to the appropriate Departmental Pcard account. The faculty advisor should review the subsequent bank statement to verify the credit was applied. The Cardholder shall not accept cash for the returned goods. The vendor must issue credit to the Departmental Pcard account.

b. Disputes and Billing Errors

Cardholders should attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the Departmental Pcard account. If the Cardholder cannot reach an agreement with the vendor, he/she should contact the Departmental Pcard Program Administrator for assistance.

c. International Travel

The Departmental Pcard Program is not to be used for international travel.

d. Renewals

Departmental Pcards renew automatically. The Departmental Pcard Program Administrator or his/her designee will notify cardholders when their new cards arrive. Cardholders must sign a new Departmental Pcard Cardholder Agreement prior to receiving their card.

e. Temporary Limit Increase

Cardholders may request a temporary card limit increase for purchases more than current limits in situations where a purchase order is not a reasonable option. Cardholders must email the Program Administrator with the amount and reason for increase. Card limits will reset automatically once the time period has expired.

f. Vendor Decline of Card

Samford University requires the card issuer to block certain types of vendors from Departmental Pcard use. Transactions are blocked at the point-of-sale level. If a vendor declines to accept the Cardholder should contact the Departmental Pcard Program Administrator. Declines are most likely due to blocked vendors.

VI. Cancellation

a. Lost or Stolen Cards

Cardholders shall report any lost or stolen Departmental Pcard immediately to the Departmental Pcard Program Administrator. If after hours, the Cardholders must report it to Regions Bank.

b. Termination of Card Privileges

Continued misuse of a Departmental Pcard shall result in the termination of card privileges. The Departmental Pcard Administrator shall notify the Cardholder in writing of the pending termination prior to canceling the card.

VII. Policy Changes

The Departmental Pcard Administrator is responsible for maintaining and updating the Policy and Procedures Manual. He/she will ensure the most current version of the manual is available to Cardholders via an appropriate electronic format.