

Simmons College Purchasing Card Program



Paymentnet Training Workshop

What is a Purchasing Card?

- Simmons JPMorgan Chase Visa card is for business purposes only
- Requires maintenance of receipts within the department
- Simmons pays the total bill at the end of the month

Why a Purchasing Card?

- Increase convenience for the Departments
- Faster receipt of goods and services
- Decrease departmental processing efforts
- Built in spending controls

How Does the Purchasing Card Work?

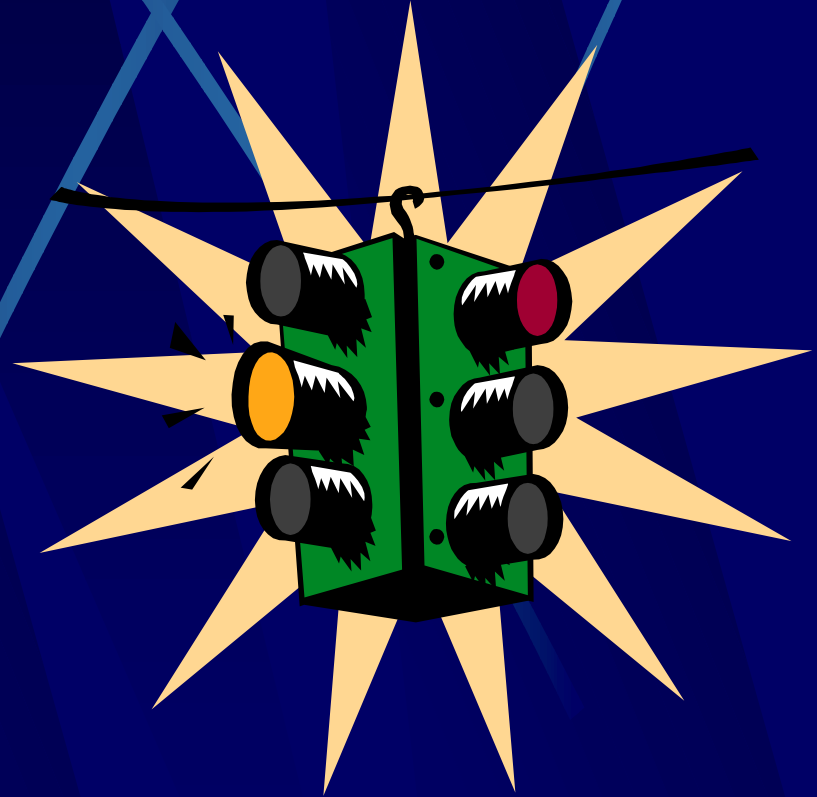
- College receives a central invoice at the end of the billing cycle
- Bill is immediately paid by Simmons
- Cardholder receives a monthly JPMorgan Chase/Visa statement about 9 days after the end of the billing cycle
- Cardholder is required to reconcile on a timely basis
- All transactions must be approved by the 15th of the month

How the Purchasing Card Works (Cont.)

- Every transaction is automatically billed to one department number
- When reviewing, the cardholder can change the object code
- If the department number is not correct for that particular charge, fill out the Credit Card Budget Change Request form by the 1st of the month

What are Some Controls?

- Transaction limits
- Number of daily transactions
- Blocked merchant codes

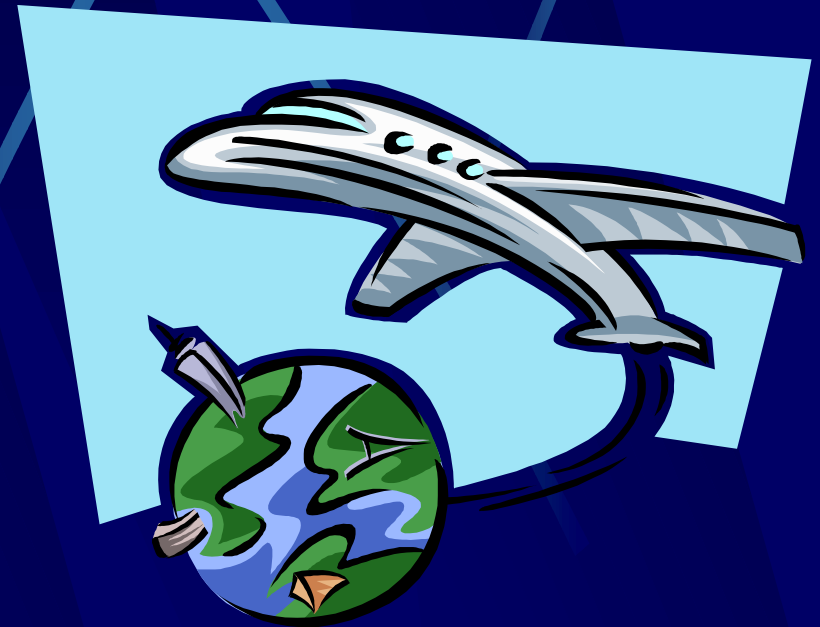


Recommended Uses for the Purchasing Card

- Books and journals
- Office supplies
- Small retail purchases
- Dues and memberships
- Conference expenses
- Instructional supplies
- Other items traditionally on small PO's

Not Allowed on the PCard

- Airlines, auto rentals, hotels, railroads, travel agencies
- Alcoholic beverages
- Automotive gasoline
- Cash advances/travelers checks
- Construction and renovations
- Consulting services
- Copiers (Contact Auxiliary Services)
- Drugs and medicines



Not Allowed on the PCard (Cont.)

- Furniture
- Gift Certificates
- Maintenance agreements
- Office equipment
- Personal items and services
- Postage/Overnight Courier (contact Mailroom)
- Professional Services



Not Allowed on the PCard (Cont.)

- Radioactive and hazardous materials
- Restaurants, theaters, clubs, etc (See Travel Policy Manual)
- Telecommunications charges (cell phones, pagers, etc)
- Temporary Help (contact HR)
- Travel and entertainment expenses and advances

Preferred Vendors

- Office Supplies: Corporate Express
- Books: For student requests use the College Bookstore (Barnes & Noble)
- Computers, peripherals, and software: Must be approved by OIT
- Copying Services: Requests should be directed to Copy Center first

Preferred Vendors (Cont.)

- Media Equipment: Must be approved by Academic Technology/Media Center
- Stationary/Business Cards: See Purchasing/Accounts Payable

When Placing an Order...

- Identify yourself as a Simmons College employee
- Indicate this is a “Corporate” credit card purchase
- Confirm that the vendor agrees to accept the Visa card
- Provide the tax-exempt number listed on the card
- Description of goods or services to be ordered
- Cardholder’s name and telephone number
- Complete delivery address

Reminders

- The PCard can only be used by the person whose name appears on the card, unless authorized
- Maintain all receipts for a year in case of audit. After a year, send down to Accounts Payable
- Adhere to all College guidelines

Next...
Payment Tech Demo