



MOUNT IDA COLLEGE DEPARTMENT PURCHASING CARD POLICY

*Effective: September 1, 2017
Subject to annual review*

Responsible Office Finance and Business Services

Policy Statement & Scope

The Mount Ida College Departmental Purchasing Card is a tool to allow for the purchase of services and goods that cannot be purchased through the use of a purchase order or check. This is different from our Corporate Credit Card, which is issued to the individual traveler and used exclusively for travel and entertainment. Just like non-travel and entertainment purchases should not be completed on the Corporate Credit Card, transversely, the Department Purchasing Card should not be used for Travel and Entertainment purposes.

Definitions

Tax Exempt - a monetary exemption that reduces taxable income. Tax-exempt status can provide complete relief from taxes, reduced rates, or tax on only a portion of items. Examples include exemption of charitable organizations from property taxes and income taxes, veterans, and certain cross-border or multi-jurisdictional scenarios.

Policy

Uses

The Department Purchasing Card should be used for College business only. College purchasing policies and best practices should be followed while using the Departmental Purchasing Card. All purchases on the Departmental Purchasing Card must be reconciled and documentation retained. Improper use of the Department Purchasing Card will result in termination of the credit card and/or other disciplinary action.

Department Purchasing Card Administrator

The Department Purchasing Card Administrator is designated by the Office of the Controller.

Department Purchasing Card Administrator Responsibilities

The role of the Department Card Administrators is to work with the Business Office on rolling out the new programs and carry out the responsibilities in the Policies. You will be provided a copy of the Mount Ida College Department Purchasing card Policy, the Mount Ida College Travel Policy, The Mount Ida College Corporate Credit Card Policy, The Receipt Retention Policy and The Employee Travel Expense Request Form. You will be contacted by the Business Office for training, and to act as a liaison between your department cardholders and the Business Office during the transition and ongoing.

Department Card Administrator Ongoing Responsibilities

After receiving e-mail notification that the monthly statements are ready, have your employees notify you when they are ready for you to review their transactions. For each employee, review and approve all purchases online. Collect the receipts and match them to the expense reports in the proper location, to be shared with the Controller's Office. All transactions should be reviewed for assurance that they are in line with budget allowances for the Department. Your approval signifies to the Business Office that you agree with the charges and the budget lines to which they should be applied.

Placing an Order using a Departmental Purchasing Card:

- **Tax Exempt**

Mount Ida College is a tax-exempt institution. Vendors should be notified and provided a tax-exempt form prior to the order being placed to prevent tax from being charge to the Departmental Purchasing Card. The tax exempt for can be found on Miweb.

Please note on all purchases the billing address – 777 Dedham Street, Newton MA 02459, as well as the Department Name and Contact.

- **Online Confirmations**

Department Purchasing Card Administrators should print or save online purchase confirmations for submittal during the monthly reconciliation process.

- **Educational Discounts**

All vendors should be notified that the purchase is for Mount Ida College to obtain standard educational discounts, or additional discounts through MHEC, Mass Bio or E&I Purchasing Consortiums. If the vendor is not notified, this may result in not receiving the Mount Ida College agreement price or discount. Purchases involving technology or software should be reviewed with Information Technology for additional discounts.

Departmental Purchasing Card Reconciliation

Department Purchasing Card Administrators must reconcile the statements by the end of the month using the electronic system to code the expenses, and then download the monthly statement as follows:

1. Print out the credit card statement
2. Match receipts to the statement in chronologic order – scan in.
3. Save Statement and scanned Receipts to the Department Purchasing Card S:Drive location.

Failure to reconcile on time will result in the card being suspended.

Purchasing Card Restricted Items

Questions regarding whether particular commodities should be presented to the Executive Director of Business Services. The p-card is NOT TO BE USED for the following commodities, which are non-exclusive and may be changed from time to time:

- Furniture
- Office Supplies
- Toner

- On Campus Dining Locations
- On Campus Bookstore Purchases
- Travel and entertainment-related expenses and advances such as airlines, auto rentals, hotels, railroads, travel agencies, restaurants, theaters, clubs, etc. Please use the Mount Ida College Travel Card by AMEX for the purchase of these items.
- Alcoholic beverages
- Animals and animal-related purchases that are restricted by law
- Automotive gasoline
- Cash advances/Travelers Checks
- Cell phones and cell phone services
- Catering and restaurant services except as food, meals, snacks - however, fast food from merchants listed as “take out only” establishments (not restaurants) are allowed provided the "business purpose" and attendees are recorded on the receipt. For more than 10 attendees, the event or department and number of people must be listed on the receipt.
- Construction and renovations
- Consulting services
- Cosmetics
- Firearms and ammunition
- Gift Cards and Certificates for Employees or Gift Cards over \$75.00 for non-employees
- Payments to individuals (not companies)
- Professional services
- Personal items and services
- Prescription drugs and controlled substances
- Radioactive and hazardous materials
- Radios-Two-way, walkie talkies-restricted on-campus. Contact Network Services.
- Telecommunications, cable, DSL, and phone cards
- Temporary Help-must be ordered through Human Resources.

Related Links

[Doing Business at Mount Ida](#)

[Business Services Miweb.](#)