

LONG BEACH COMMUNITY COLLEGE DISTRICT

**Procurement Card Guidelines  
Policies and Procedures**

**LONG BEACH COMMUNITY COLLEGE DISTRICT  
PROCUREMENT CARD POLICIES AND PROCEDURES**

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# LONG BEACH COMMUNITY COLLEGE DISTRICT PROCUREMENT CARD POLICIES AND PROCEDURES

## I. GENERAL INFORMATION

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Long Beach Community College District uses a variety of methods for the purchase of good and services, including petty cash, purchase orders, supply agreements and procurement cards. The procurement card program is not meant to supplant the purchase order system. The Procurement Card can be used as an **option**, in addition to existing methods for obtaining supplies and some services typically **costing less than \$399.00 (including tax)**.

Card Holders must be able to explain the nature of all purchases. If the cardholder cannot substantiate that the purchase was necessary, for official use or within policy, the Dean/Director will address the situation in accordance with established polices. These policies include, but are not limited to, seeking reimbursement, appropriate disciplinary action and revocation of your procurement card.

## II. OBTAINING A CARD

The following conditions must be met in order for an employee to obtain & use the Procurement Card:

1. Every Cardholder shall be a **full-time regular monthly employee** of the Long Beach Community College District.
2. The immediate supervisor, Dean/Director or higher, of an employee needing a procurement card must submit a Participant Application Form (see Exhibit A) to the Program Administrator.
3. Every Cardholder must complete the Procurement Card training prior to being issued a card.
4. Every Cardholder shall sign their procurement card in the presence of a designated District issuer immediately upon taking possession of the card. At that time, an Acknowledgment and Responsibility (Exhibit B) agreement acknowledging a) receipt of the Procurement Card and b) an understanding of the policies & procedures will also be signed by the Cardholder.
5. Please check with your immediate supervisor, Dean/Director or higher, to determine what your limit is per month.

## III. AREAS OF RESPONSIBILITY

1. **Bank of America** is the current Procurement Card contractor who will issue the cards.
2. **Fiscal Services**  
Fiscal Services administers the program and is responsible for coordinating and evaluating all aspects of the program.
3. **Campus Program Administrator**  
The Campus Program Administrator is John Thompson, Director Fiscal Services. He can be reached at x4102. The Program Administrator will request cards from Bank of America and conduct training sessions for Cardholders. Any questions concerning the utilization of the card may be directed to the Program Administrator.
4. **Senior Accountant**  
The Senior Accountant, Laura Miller x4537, is responsible for reconciling and paying the monthly statements from Bank of America.
5. **Cardholder**  
Every Cardholder shall sign their card in the presence of a designated District issuer immediately upon taking possession of the card. The Cardholder is personally responsible for:
  - a. Security of the card.
  - b. Appropriate use of the card.

- c. Completing the Monthly Accounting of Procurement Card Purchases (Exhibit C), which is located online at [http://lbccforms.lbcc.edu/formstorage.cfm?display=1&dept\\_name=Fiscal](http://lbccforms.lbcc.edu/formstorage.cfm?display=1&dept_name=Fiscal) with the proper district 13-digit expense account number.
  - d. Verify that sufficient funds are available prior to making any purchases. By running the Available Balance Report, located online at <http://psfs.lbccd.lbcc.cc.ca.us/psp/fs91prd/?cmd=login> (you will need a user ID and password to access PeopleSoft).
  - e. Attaching documentation (signed, itemized receipts/email confirmation) to the Monthly Accounting of Procurement Card Purchases.
  - f. Resolving any questionable items or disputes that appear on a Bank of America statement.
  - g. Obtaining their Dean/Director's signature on the Monthly Accounting of Procurement Card Purchases.
  - h. Submitting completed Monthly Accounting of Procurement Card Purchases to the Senior Accountant by the **10<sup>th</sup> of each month**.
  - i. Making arrangements in his/her absence to ensure paperwork is submitted to the immediate supervisor, Dean/Director or higher, on time.
  - j. The Cardholder shall be personally liable to the District and the Bank for any non-District purchase and any inappropriate charges
  - k. The Cardholder shall be personally responsible for the settlement of any dispute on any purchase with a vendor.
  - l. The purchase does not violate any law, regulation or policy of the Board of Trustees.
6. **Immediate Supervisor, Dean/Director or Higher**  
The Immediate Supervisor is responsible for:
- a. Requesting procurement cards for employees
  - b. Reviewing all charges
  - c. Ensuring all purchases are appropriate
  - d. Ensuring no prohibited items have been purchased
  - e. Forwarding the Monthly Accounting of Procurement Card Purchases to the Senior Accountant by the **10<sup>th</sup> of the month**.
  - f. Assigning an alternate Immediate Supervisor, Dean/Director or higher, in his/her absence to ensure the paperwork is submitted to the Senior Accountant by the **10<sup>th</sup> of the month**.

#### **IV. PROHIBITED PROCUREMENT CARD PURCHASES**

**The following are prohibited purchases:**

- Airlines, hotels, motels, rental cars, travel
- Amusement/Entertainment
- Business services, employment agencies, temporary help agencies
- Camps, camp sites, amusement & recreational services
- Cash Advances
- Chemicals

- Collectibles, stamp & coin, antiques
- Firearms & ammunition
- Government services: court costs, fines, bail bonds, postage stamps, tax payments
- Leases of buildings
- Liquor, bars, nightclubs, package stores, beer & wine
- Medical services & supplies: doctors, physicians, dentists, orthodontists, chiropractors, nursing & personal care facilities, prescriptions, over the counter drugs, etc.
- Personal purchases
- Personal services: dating, tax preparation, counseling, health & beauty spas
- Transportation: train, taxi, ambulance, etc.
- Splitting purchases to circumvent the dollar limitation
- Computer / Equipment Repairs
- Computer hardware/software and peripherals
- Professional Services, such as presenters, where a 1099 must be completed
- Maintenance Agreements
- Insurance
- Gambling / Betting
- Monthly subscriptions such as water / magazines
- Fuel
- Purchase of items carried in the campus bookstore
- Telephone services and communication equipment
- Equipment

## **V. PROCEDURES – CARDHOLDER**

The Cardholder is responsible for ensuring the Procurement Card is used in accordance with Procurement Card Program Policy and that all purchases are in compliance with the District’s procurement and contracting procedures and policies.

### **1. Obtaining Goods**

The Cardholder will require the vendor to itemize the receipt with the following information:

- Vendor name and address
- Date of purchase
- Description of items purchased
- Quantity ordered
- Price per item
- Amount of sales tax and total amount
- Shipping charges, if applicable
- Cardholder will verify that all transaction information is correct, especially amount

2. **Security of Procurement Card**

The Cardholder is responsible for the security of the Procurement Card. Every Cardholder shall take reasonable precautions with the procurement card. These include, but are not limited to, the following:

- Keep the card in view after you give it to a clerk. Get it back promptly after the transaction.
- Avoid signing a blank receipt. Draw a line through blank spaces above the total when you sign
- Destroy all carbons & voided receipts. If the clerk has to keep a voided receipt for the store’s accounting system, be sure to get a copy.
- Never lend your card to anyone.
- Never leave your card, receipts, or carbons where anyone can pick them up.
- Never put a card number on a postcard or on the outside of an envelope.
- Never give your card number over the phone or the Internet unless you are dealing with a company you are sure is legitimate and a site that is secure.
- Immediately report any questionable charges to Bank of America and then to the Program Administrator

3. **Shipping & Receiving Orders**

Shipping and mailing address instructions to the vendor **are very important** to ensure the Cardholder receives the order. All orders must have the following information:

<p>Long Beach Community College District <b>(Cardholder ’s Name)</b> <b>(Cardholder ’s Department Name)</b> 4900 E. Conant Street</p> <p>Long Beach, CA 90808</p> <p>CREDIT CARD PURCHASE (must appear on label)</p>
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Orders shipped with the above address will come through the District mailroom and be delivered through the District’s internal mail service. It is crucial that the above information appear on the package. Packages not displaying a Cardholder’s name or department may be deemed undeliverable and returned to the vendor.

4. **Monthly Accounting of Procurement Card Purchases**

- On the 1<sup>st</sup> day of the month, each Cardholder that had transactions from the previous month will download a statement from Bank of America. See item 9 on page 9 for steps to access the electronic monthly statement.
- For all charges made in a month, a Monthly Accounting of Procurement Card Purchases must be completed (Exhibit C).

- If a person other than a Cardholder is completing the form, that person puts their name in the **From:** section.
- For each transaction an account number, description of items and a dollar amount must be entered on the form.
- Credits or chargebacks will be handled in the same manner as a charge showing negative or credit numbers.
- There **must** be an accompanying receipt for each purchase or credit. If you do not have a receipt for a purchase, you must contact the vendor and receive a copy.
- The total on the accounting form, the total of all receipts and the total of the procurement card statement must all equal.
- Staple the procurement card statement and all receipts to your form.
- The Cardholder and the Dean/Director or higher must sign the form.
- The Monthly Accounting of Procurement Card Purchases is due to Fiscal Services on the **10<sup>th</sup> of each month**. (Monthly reconciled statement package shall include: Monthly Accounting Form, Credit Card Statement, Signed Receipts and a copy of the dispute letter (if a purchased item is questioned).
- Copies of all documentation will be maintained for a minimum of the current fiscal year and one prior fiscal year by cardholder.

## 5. Internet Orders

1. If you are placing an Internet order with your purchasing card, use only suppliers having a secure server (the website will say so and a picture of a lock with a keyhole will be on the site.)
2. When you are about to enter a secure site, you will get a dialog box that states:

*Entering a secure site*

*You are attempting to make a secure connection to this Web site. This Web site provides secure communication and has a valid certificate. Secure communication means that information you provide, such as your name or credit card number, is encrypted so that it can't be read or intercepted by other people. The certificate is a statement guaranteeing the security of this Web site. A certificate contains information that specific Web site is authentic. This ensures that no other site can assume the identity of the original site.*

*When you enter a secure Web site, Internet Explorer displays this dialog box and a lock icon in a locked position on the status bar. When you leave a secure Web site, Internet Explorer displays a dialog box to notify you. If you want to see this dialog box whenever you have entered a secure Web site, make sure the check box named "in the future, do not show this warning" is clear.*

3. Submit the order. You should receive a confirmation number for tracking purposes; print and keep this for your records as well. This is the only backup you may have for reconciling your statement and it is required for payment.

Most companies will require either an E-mail address or fax number for confirmation notification. The company will most likely send a confirmation to your E-mail address when the order ships. Example:

Your order has been submitted. Thank you for shopping at 'Vendor Name'. (your order #, amount, etc. will be shown)



It is a good idea to print and keep this for your records as well; however, you may choose to just keep this in a personal folder in Outlook for access later if needed.

4. Keep in mind that you can stop your transaction anytime by simply exiting the site. It is not truly an order until you submit your order.

#### 6. **Sales Tax**

- We are required to pay California sales tax for all purchases.

#### 7. **Card Rejections**

- If at any time a purchase is rejected, be sure that you have not exceeded the transaction and/or monthly limit.
- If the Cardholder has not exceeded the established limits, the Cardholder can ask the Program Administrator to make an inquiry with Bank of America. Please provide the Program Administrator with the date of the rejection, name of the vendor and the dollar amount.
- Certain circumstances allow the Program Administrator to have the transaction approved and the purchase can be completed.
- Make sure the vendor has recorded your card number and expiration date correctly.

#### 8. **Bank of America Credit Card Statement**

- At the close of the monthly billing cycle, each Cardholder can download an individual bank statement from Bank of America. The statement is available to the Cardholder on the 1st day of the following month. If you had purchases in the previous month and do not receive a statement, call Senior Accountant Laura Miller (x4537) and request a copy. The Cardholder reviews the statement for accuracy and reconciles the statement with the Monthly Accounting of Procurement Card Purchases and vendor receipts.
- If there are **no discrepancies** on the Bank of America Card statement, the Cardholder shall approve/sign/date the Monthly Accounting of Procurement Card Purchases and forwards it to their immediate supervisor, Dean/Director or higher, for review and approval. It is the Cardholder's responsibility to ensure the form is received in Fiscal Services by the 10<sup>th</sup> of the month.

#### 9. **Electronic Monthly Statements**

Beginning October 2014, our monthly statements and current card activity are provided electronically at the Bank of America website. So, card holders can go to the Bank of America website and register to begin accessing individual card holder statements online.

##### Registering (first time):

- Go the Bank of America card holder website at the link below:  
<https://www.centresuite.com/Centre/Public/Logon.aspx?ReturnUrl=%2fCentre%2fDefault.aspx%3fsite%3dpaymentcenter&site=paymentcenter>
- Click the Not Registered link on the left.

- Then answer the questions to register for online statements.
- They say that you have to wait until the next month to begin accessing your monthly statements, but it appears that you would be able to view your current activity online immediately.

Login (ongoing):

- After you have registered, you can return to the same website (keep the link as a favorite).
- Login using the user ID and password that you created when you registered.
- View activity and monthly statements.

**10. Discrepancies on Bank of America Credit Card Statement**

- The Cardholder is responsible for any discrepancies that appear on the Bank of America Credit Card Statement.
- With any disputed item, always contact the vendor first and try to resolve it. Always keep a record of when and whom you spoke with when contacting the vendor. The majority of disputes are resolved once a Cardholder contacts a vendor. If a resolution is not found or the vendor has not processed the agreed resolution, the card holder must submit, in writing, a dispute to Bank of America. Details for this process are on the back of your bill. The letter must include:
  - Company Name, Cardholder Name and Account Number
  - The dollar amount of the suspected error
  - A written description of the error and why you believe there is an error
- Send Customer dispute letter in a separate envelope to the following address:

Bank Card Center  
PO Box 982238  
El Paso, TX 79998-2238

- A copy of the dispute letter shall accompany the Monthly Accounting of Procurement Card Purchases.
- “Credit” receipts shall be kept until the credit transaction appears on the Procurement Card statement and then attached with other documents.

**11. Common Discrepancies**

- **Incorrect Total:** Use if a sales slip was added incorrectly.
- **Unauthorized Transaction:** In the event the Cardholder does not recognize the transaction description, they should request that Bank of America supply a copy of the sales draft due to inadequate description or unrecognized charge. In the event the vendor’s processing bank cannot provide the copy within Visa allotted time frames, the Cardholder’s account will be credited until such time as a valid draft is received.
- **Merchandise Not Received:** The Cardholder should detail this attempt and provide the date of expected delivery of merchandise. In the event merchandise was

canceled, full details should be provided, such as why the transaction was canceled and date of cancellation.

- **Credit Not Received:** This reason may be used when the Cardholder has received a credit voucher or written refund acknowledgement from the vendor, but the credit has not been posted to the Cardholder's account within 30 days from the date on the voucher or acknowledgment. The Cardholder acknowledges participation in the transaction but the goods were returned or the service was canceled. Attach a copy of the credit slip to the Customer Statement Description of Error Form.
- **Disputed Charge:** Include copies of documentation and letters written to the vendor requesting resolution.
- **Duplicate Charge:** The same item was charged twice.
- **Canceled Transaction:** In the event the transaction was canceled, full details should be provided, such as why the transaction was canceled and date of cancellation.
- **Defective Items:** If items purchased with the Procurement Card are found defective, the Cardholder has the responsibility to return the item(s) to the vendor for replacement or credit. If the merchant refuses to replace the defective item, then the purchase of the item will be considered to be in DISPUTE and must be noted on the dispute letter.

## **VI. PROCEDURES – IMMEDIATE SUPERVISOR DEAN/DIRECTOR OR HIGHER**

1. The Dean/Director is responsible for the following:
  - Comparing the Monthly Accounting of Procurement Card Purchases with the Procurement Card Statement.
  - Reviewing charges to ensure that all purchases are appropriate.
  - Reviewing the Monthly Accounting of Procurement Card Purchases to be sure all invoices/receipts are included.
  - Ensure charges are assigned to the correct budget code and verify that there are sufficient funds available.
  - Signing the Monthly Accounting of Procurement Card Purchases and forwarding it along with the statement and receipts by the 10<sup>th</sup> of the month to:

**Laura Miller, Senior Accountant x4537**

- Assigning an alternate Dean/Director in his/her absence.

## **VII. REPLACEMENT OF PROCUREMENT CARDS**

There may be instances where it becomes necessary to replace a Procurement Card.

### **1. Reporting Lost/Stolen Procurement Card**

- Upon loss, the cardholder will immediately notify, in order, the bankcard contractor by phone at 1 (888) 449-2273, their immediate supervisor Dean/Director or higher,

and the Program Administrator by email and will include the date of loss and confirmation that they have notified the bankcard contractor.

- If a loss occurs after work hours, or on the weekend, it is essential that the Cardholder contact the Bank of America Commercial Card Customer Service at 1 (888) 449-2273. You will need to supply your procurement card number. For this reason, it is a good idea to keep the customer service number at home as well as at the office.
- The Program Administrator will contact Bank of America for a replacement card.

## **2. Replacement of Worn Out/Defective Cards**

- If a Procurement Card needs to be replaced because it is worn out or defective, a memorandum or EMAIL from the Dean/Director requesting a replacement card must be submitted to the Program Administrator.
- The Program Administrator will notify the Cardholder when the replacement card is available. The Cardholder must turn in the defective/worn out card when picking up the replacement card.

## **3. Expired Cards**

- The Procurement Card has an expiration month and year embossed on the front of the card. The card is available for use until the last day of the stated month.
- Bank of America automatically sends the new cards approximately two weeks before the card expires.

## **4. Canceling a Cardholder**

- When a Cardholder leaves the department, District or his/her employee status changes, the Dean/Director shall submit to the Program Administrator; a memorandum or EMAIL, requesting cancellation of the old Cardholder's account. The procurement card is to be returned to the Program Administrator.

## **5. Changes to Limits**

- Changes can be made to a previously established transaction limit or monthly dollar limit.
- The Dean/Director/Vice President must notify the Program Administrator by signed memorandum requesting these changes.
- The Program Administrator will notify the Dean/Director and Cardholder when changes are made.
- All increases are subject to the Program Administrator's review and approval.

# **VIII. SUSPENSION OF CARD PRIVILEGES**

1. The Procurement Card can be suspended for failing to submit to Fiscal Services a Monthly Accounting of Procurement Card Purchases with the procurement card statement and **all** receipts attached by the 10<sup>th</sup> of each month.
2. The first violation will result in a loss of privileges for thirty (30) days.

3. A second violation will result in a loss of privileges for ninety (90) days.
4. If a third violation occurs, the procurement card will be revoked.

## **IX. REVOCATION OF PROCUREMENT CARD**

1. The Procurement Card can be revoked for the following reasons:
  - The card is used for personal or unauthorized purposes.
  - The card is used to make any purchase which violates policy, law, or regulation pertaining to the District.
  - The Cardholder allows the card to be used by another individual.
  - The Cardholder splits a purchase to circumvent a purchase limit assigned to the card.
  - The Cardholder uses another Cardholder's card to circumvent a purchase limit assigned to either Cardholder.
  - The Cardholder accepts a personal gratuity from a vendor.
  - The Cardholder uses the card to purchase gratuities and gifts.
  - The Cardholder fails to provide Fiscal Services with information about any specific purchase.
  - The Cardholder fails to provide documentation confirming that charges are approved by the 10<sup>th</sup> of the month.
  - The Cardholder has had his/her card suspended twice for violation of policies.
  - The Cardholder does not adhere to any of the procurement card policy and procedures.
  - The procurement card is the property of the bank, and it may at any time revoke card privileges under the provisions of its policies and procedures.

## INFORMATION SOURCES

**Fiscal Services  
Procurement Card Program Administrator  
Director of Fiscal Services  
John Thompson  
Ext 4102  
[jthompson@lbcc.edu](mailto:jthompson@lbcc.edu)**

or

**Senior Accountant  
Laura Miller  
4537  
[ljmiller@lbcc.edu](mailto:ljmiller@lbcc.edu)**

The Monthly Accounting of Procurement Card Purchases is due to Fiscal Operations the 10<sup>th</sup> of the month.

A copy of this form can be obtained online at [http://lbccforms.lbcc.edu/formstorage.cfm?display=1&dept\\_name=Fiscal](http://lbccforms.lbcc.edu/formstorage.cfm?display=1&dept_name=Fiscal)

You will only receive a Bank of America Credit Card Statement if you have made a purchase.

**Exhibit A**

**Participant Application**

**(See Immediate Supervisor, Dean/Director or higher to request)**

**LONG BEACH COMMUNITY COLLEGE DISTRICT  
PROCUREMENT CARD PROGRAM**

***Participant Application***

*Please return form to the Program Administrator, Fiscal Services Department (x4102)*

Please complete the following information for each card requested. The cardholder's name will appear on the procurement card exactly the way it reads on this form.

Cardholders will be responsible for making direct contact with vendors and ordering commodities using the procurement credit card. Cardholders will prepare monthly reconciliation of the procurement card purchases and forward it to Laura Miller, Fiscal Services.

The Dean, Director or Vice President will be responsible for reviewing the Monthly Accounting of Procurement Card Purchases report and approving it before it is sent to Fiscal Services.

**Cardholder Name:** \_\_\_\_\_  
(Please type or print) (Signature)

**Cardholder EMAIL:** \_\_\_\_\_ **Telephone Ext.:** \_\_\_\_\_

**Transaction Spending Limit: \$** \_\_\_\_\_ **Monthly Spending Limit: \$** \_\_\_\_\_

**Department:** \_\_\_\_\_

***Department Participation Approval:***

**Dean/Director/Vice President:** \_\_\_\_\_  
(Please type or print)

\_\_\_\_\_  
(Signature) (Date)

For Fiscal Services use only:	
Employee status verified: _____ (Date/Initial)	Card Ordered: _____ (Date/Initial)
Training: _____ (Month/Year)	Employee notified of training: _____ (Date/Initial)



**Exhibit B**  
**Acknowledgment and Responsibility**

**Long Beach Community College District  
Procurement Card**

**ACKNOWLEDGMENT AND RESPONSIBILITY**

The Bank of America Credit Card Number \_\_\_\_\_ has been assigned to me. I hereby acknowledge that I am responsible for the security of the card, and for the appropriate use of this card for department purchases. Furthermore, I have read and understood the Procurement Card Programs User’s Manual. I understand and agree to the following:

I, the cardholder agree to provide the necessary documentation (i.e. receipts/invoices) to the approving official for reconciliation of the Bank of America statement for each billing cycle in a timely manner, in order for the Dean/Director/Vice President to forward appropriate documents to Fiscal Services by the 10<sup>th</sup> of each month which will ensure payment without penalty or interest charges. I will make provisions if I am to be absent during this period.

- All Long Beach Community College District purchasing guidelines still apply and orders shall not be split to circumvent purchasing procedures.
- I will be sure that the vendor is supplied with proper shipping/ mailing information including cardholder’s name, department, and that the words “Credit Card Purchase” appear on the package to ensure proper delivery on campus.
- I am responsible for the original receipts/invoices, which will be used in the reconciliation of the monthly statement. The receipts/invoices will be attached in the order they appear on the monthly statement. To avoid not having a receipt or an appropriate substitution, I will make sure the vendor can provide an adequate receipt prior to placing orders.
- I am responsible for filing any dispute forms so that the monthly bill can be adjusted accordingly.

**Any unauthorized use or misuse of the card will result in an immediate revocation. Unauthorized use is allowing someone else to use my card. Misuse is the use of the card for any personal benefit. The card is not to be used for cash advances, firearms, equipment purchases, services by individuals, travel or entertainment (See Section IV, pages 5-6). Any such use will result in the card being revoked.**

I understand that this card is valid only while I am employed in this department and that if I transfer to another department, or terminate my employment, I must relinquish this card to the Program Administrator, (x 4102).

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Department**

\_\_\_\_\_  
**Ext.**

\_\_\_\_\_  
**Date**

## **Exhibit C**

**Monthly Accounting of Procurement Card Purchases (Click link below)**

**[http://lbccforms.lbcc.edu/formstorage.cfm?display=1&dept\\_name=Fiscal](http://lbccforms.lbcc.edu/formstorage.cfm?display=1&dept_name=Fiscal)**

Monthly Accounting of Credit Card Purchases
Fiscal Year 2014-15

DUE NO LATER THAN THE 10TH OF EACH MONTH

To: Fiscal Services Date: From:

Last four digits of your credit card:

For: MONTH: (Card Holder's Name)

Individual items listed on your purchase receipts costing \$200 or more, must be described in detail.

Table with columns: Account # (Acct #, Fund, Dept, Prog), Description of Items Purchased, Amount

TOTAL PAID:

Approvals table with columns: Signatures, Date. Rows for Card Holder, Administrator, Vice President.

Summary of above details-one line per Account # (do not duplicate Account #'s)

Summary table with columns: Acct#, Fund, Dept, Prog, Total Dollar Amount Per Account #

Total amount below must equal the "TOTAL PAID" amount above.

\$0.00

Please attach credit card monthly statement & original receipts (including receipts for all credit transactions). Total amount paid must equal the total on your credit card billing statement.

**Exhibit D**

**Suspension of Procurement Card**

**SUSPENSION OF PROCUREMENT CARD**  
**CONFIDENTIAL**

**TO:** \_\_\_\_\_  
NAME DEPARTMENT

This is to inform you that your procurement card was suspended effective \_\_\_\_\_ through \_\_\_\_\_ in accordance with Section 8 of the Procurement Card Policies and Procedures. Specifically, you failed to submit the documentation required by Fiscal Services by the required deadline. **(Please note that a second violation will result in a suspension of the card for three months, and a third violation will result in the cancellation of the card.)**

In order for the procurement card to be reactivated on \_\_\_\_\_, please request your supervisor and the Vice President/Administrative Dean of your area to sign the authorization below, and return this completed form to Fiscal Services by \_\_\_\_\_.

\_\_\_\_\_  
DATE DIRECTOR OF FISCAL SERVICES

I understand my responsibilities regarding the District procurement credit card issued in my name, and the ramifications of failing to uphold these responsibilities in the future.

\_\_\_\_\_  
CARDHOLDER DATE

- I have counseled the employee regarding his District credit card responsibilities.
- \_\_\_ I recommend reactivating the card.
  - \_\_\_ I do not recommend reactivating the card at this time and request that the card be suspended up to and including \_\_\_\_\_.
  - \_\_\_ I recommend canceling the card.

\_\_\_\_\_  
DEAN/DIRECTOR DATE

**TO: FISCAL SERVICES (PLEASE RETURN BY \_\_\_\_\_)**

I authorize/do not authorize Fiscal Services to reactivate the procurement credit card of \_\_\_\_\_ as of \_\_\_\_\_.

\_\_\_\_\_  
DATE VICE PRESIDENT/ADMINISTRATIVE DEAN

## **Exhibit E**

### **Sample Statement – Bank of America**

**If you have purchases in the previous month,  
your statement will be available to download  
on the 1<sup>st</sup> day of the following month.**

**If you have trouble downloading a statement, contact Laura Miller (x4537)**



**Bank of America  
Commercial Card  
Cardholder Activity**

Your Name  
CENTRAL BILL  
Card Account Number:  
XXXX-XXXX-XXXX-7391

Statement Date	03-31-10	<b>This is Not a Bill</b>
Credit Limit	\$4,000	<b>Do Not Pay</b>
Cash Limit	\$0	
Days in Billing Cycle	31	Total Activity \$150.65

CARDHOLDER ACTIVITY							
Post Date	Tran Date	Reference Number	Transactions	MCC	Charge	Credit	
03-24	03-23	24607940083200959400029	THE BLUEPRINT PLACE LONG BEACH CA	7338	150.65		

**Customer Service**  
1.888.449.2273, 24 hours

**Outside the U.S.**  
1.509.353.6656, 24 hours

**For Lost or Stolen Card:**  
1.888.449.2273, 24 hours

**Send Billing Inquiries to:**  
BANK OF AMERICA  
PO BOX 15184  
WILMINGTON DE 19850-5184

Account Summary		
Previous Balance		\$0.00
Credits	-	\$0.00
Cash	+	\$0.00
Purchases	+	\$150.65
Other Debits	+	\$0.00
Overlimit Fees	+	\$0.00
Cash Fees	+	\$0.00
Other Fees	+	\$0.00
Total Activity	=	\$150.65

Please see the reverse side for information about your account.

**Commercial Card**



Account No.	XXXX-XXXX-XXXX-7391
Total Activity	\$150.65

Cardholder Signature \_\_\_\_\_ Date \_\_\_\_\_

Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**Your Name**  
CENTRAL BILL  
Dept Mail stop  
4901 E CARSON ST  
LONG BEACH CA 90808-1706

\*\*P0000292

471546600664739100000000000000

54999001112216006647391



**Posting payments:** Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.

**Service for the hearing impaired (TTY/TDD):** Contact our service for the hearing-impaired at 1.800.222.7365.

**Telephone monitoring:** For the purposes of monitoring and improving the quality of service, Bank's supervisory personnel may listen to and/or record telephone calls between Bank employees and any person acting on Company's behalf.

**Disclosure:** We may furnish to your employer information concerning your use of your account. To read more about our information disclosure, please visit [www.bankofamerica.com/corporatecarddisclosure](http://www.bankofamerica.com/corporatecarddisclosure) or call the customer service number listed on your statement to request a copy.

**In case of errors or questions about your bill:** Errors or questions about your bill must be received in writing no later than 60 days after we sent you the first statement on which the error or problem appeared. Please mail this information to BANKCARD CENTER, PO BOX 982238, EL PASO, TX 79998-2238. Your letter must include the following information:

- The company name, cardholder name and account number in question.
- The dollar amount of the suspected error.
- A written description of the error and why you believe there is an error. If you need more information, describe the item you are unsure about.

Customer Service:	For questions regarding transactions, general assistance, and reporting lost and stolen cards, call:	
	<u>Within the U.S.</u> 1.888.449.2273	<u>Outside the U.S.</u> 1.509.353.6656 (collect calls accepted)

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**Thank you for your business.**

**Please write your change of address here:**

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip \_\_\_\_\_

( ) \_\_\_\_\_

( ) \_\_\_\_\_

Home Phone \_\_\_\_\_

Business Phone \_\_\_\_\_

**Posting payments:** Payments received by mail at the remittance address shown on the Payment Coupon portion of the face of this statement on a banking day will be posted to your account on the day received. If we receive your mailed payment on a non-banking day, we will post it to your account on the next banking day. There may be a delay of up to 5 banking days in posting payments made at a location other than the mailing address listed on the front of your payment coupon.