

# MCC PROCUREMENT CARD POLICY AND PROCEDURES

## QUICK REFERENCE GUIDE

### INTRODUCTION

The use of a procurement card does **NOT**, in any way, eliminate the need to comply with all MCC and the State of North Carolina purchasing policies, procedures, and regulations.

This Quick Reference Guide is not all inclusive. For more information on P-Card Policies and Procedures, please refer to the MCC Procurement Card Manual.

The program will be coordinated through the Purchasing Officer, Accountant, and Accounts Payable Specialist.

### APPROVAL PROCESS

Employee will request and complete a Request For P-Card Authorization For Use/Employee Agreement Form from the P-Card Administrator. The Request For P-Card Authorization For Use portion must be completed in its entirety. By signing the form, the employee acknowledges that he/she has sole responsibility for the P-Card and purchases made on it. The Employee Agreement section will be signed once the P-Card requestor has received training.

### TRAINING

All persons applying for a P-Card will be required to attend training sessions on the use of the card. Each cardholder must be knowledgeable of the MCC purchasing policy, the State purchasing policy and the use of State negotiated contracts.

### RECEIVING THE P-CARD

Each P-Card issued will have the cardholder's name embossed on the front of the card. ALL P-Cards will be housed in the MCC Business Office and can be picked up in person by the cardholder for use as needed. A Purchase Order Number must be presented to the Accounts Payable Specialist when picking up the P-Card to make the purchase. ALL P-Cards must be picked up in person by the cardholder.

### MAKING A P-CARD PURCHASE

Any questions regarding items on state contract should be directed to the Purchasing Officer.

Steps to Completing a Transaction:

1. Check to see if the item(s) to be purchased are on state contract at [www.doa.state.nc.us/PandC/](http://www.doa.state.nc.us/PandC/). If so, complete a Purchase Requisition in Etrieve to the contract vendor instead of using the P-Card. Note the state contract number on the requisition.
2. Determine if there are any HUB vendors that meet your requirements. A list of vendors can be reviewed on the HUB website at <http://www.ips.state.nc.us/ips/vendor/vndpub>.
3. Confirm that the selected vendor will accept the P-Card.
4. Be sure that ALL items ordered are in stock and will ship as one complete shipment. Remember that no backorders are allowed on P-Card purchases.
5. Complete a Purchase Requisition in Etrieve using Bank of America as the vendor. Upon receiving a Purchase Order Number, go to the Accounts Payable Specialist with Purchase Order Number and get P-Card to complete the purchase.
6. Provide the vendor with shipping instructions. These include:
  - a. Put the words "P-Card purchase" on the shipping label.

- b. Provide the vendor with MCC's shipping address. **No order can be shipped to the cardholder's home address or to any other alternate address.** The correct shipping address is 1011 Page Street, Troy, NC 27371.
- c. Shipping and receiving will deliver the package to the cardholder after accounting for the items shipped and verification of the purchase itself.

### **RECEIVING AND RECORD KEEPING**

The cardholder will submit all receipts, credit memos, invoices, shipping documents, and packing slips to the Purchasing Officer or Accounts Payable Specialist to verify the cardholder's monthly statement.

If the cardholder makes an over-the-counter purchase, he/she must get an itemized charge receipt from the vendor. Any sales tax, delivery or installation is to be included on the charge receipt. The cardholder will then submit the charge receipt slip to the Purchasing Officer or Accounts Payable Specialist.

### **P-CARD RETURNS AND DISPUTES**

It is the cardholder's responsibility to handle returns and disputes with the vendor.

For items that are defective, not received, received incorrectly, or a duplicate order, the cardholder will contact the vendor for resolution. The cardholder should discuss the problem with the vendor and determine the vendor's return policy. If the cardholder has not received an item that the vendor says has shipped, the cardholder should request a proof of delivery.

Corrective action must be taken immediately upon realization that there is a problem. Delays in problem resolution are unacceptable. If the problem remains unresolved at the time the cardholder receives his/her monthly statement, that purchase will be considered in dispute. The cardholder must call Bank of America at 1-888-449-2273 and follow the instructions provided to file a dispute.

If an item has been returned and a credit transaction is due, the cardholder will verify that the credit is reflected on his/her monthly statement. All applicable forms and documentation on this transaction should be submitted to the Accounts Payable Specialist.

**P-CARD ADMINISTRATOR** – The Administrator will randomly audit charges on each cardholder's statement. He/she will be looking for the appropriateness of the items charges, adherence to State and MCC purchasing policies and procedures, the use of state contracts where applicable and the use of HUB vendors.

**Note: Any inappropriate use of the card discovered during the monthly audit performed by the P-Card Administrator, will be grounds for loss of P-Card privileges.**

**Revocation** – Any misuse of a MCC P-Card is grounds for revocation of the card. Reasons for revocation are listed in the MCC Purchasing & Procurement Card Manual.

Any gross misuse of the P-Card may be grounds for immediate dismissal.