

# WARTBURG COLLEGE

## PURCHASING CARD PROCEDURES

The following information and procedures relate to the use of the Wells Fargo purchasing card.

### **OBTAINING A PURCHASING CARD:**

All Wartburg employees who make purchases relating to college business are eligible for a Wartburg College purchasing card by completing a “Purchasing Card Request Form”. This form grants the employee permission to have the card as well as identifies a credit limit. Signatures of the department budget manager (DBM) and the President or appropriate Vice President are required.

### **PURCHASING CARD USE:**

The Wartburg purchasing card should be used for college business purposes only. ***Personal expenses should not be charged to this card account.*** Limits may be placed on the type of vendors appropriate for use. Non college business related items charged to the card will be the responsibility of the individual cardholder.

Personal and college related expenses should be paid for separately when possible. If personal charges are included on the Wartburg card account, the card-holder will be charged via ACH from their personal bank account when the purchasing card is processed. An example of this is a hotel bill that includes a charge for a movie watched in your room.

***No cash advances are allowed from this card.*** If you need cash for a trip, please request a travel advance.

### **REQUIRED DOCUMENTATION AND APPROVAL:**

Review and approval of expenses charged to the purchasing card must be completed on-line through the Wells Fargo website. Notification will be sent via E-mail from Wells Fargo when the review period for the card holder is open (generally the 1st day of the month). Card holders have 7 calendar days to complete their review on-line. The cardholders Approver is notified via E-mail when the statement has been approved by the cardholder and is ready for manager approval. The Approver (manager) has 5 business days to complete their review and approval process.

Paper statements will not be sent to the card-holder. Statements are available on-line only and notification will be sent from Wells Fargo when the statements are available for review. The statement period is normally the calendar month. Detailed itemized receipts must be forwarded to the Business Office. The appropriate person to review and approve the transactions may want to review the detailed itemized receipts prior to this information being forwarded to the Business Office. The turn-around time for providing documentation is short so it is recommended that a review is completed as transactions occur through the “cycle-to-date” feature on the Wells Fargo website.

NOTE: In the near future, a scanning process will be made available related to the receipts. Additional information will be provided at that time.

*Card holders who fail to complete timely review and/or include appropriate documentation are subject to card cancellation.*

**LOSS OF PURCHASING CARD PRIVILEGES:**

The privilege of using a Wartburg College purchasing card may be lost under the following scenarios:

- Inappropriate use of the purchasing card (e.g. using the card for personal items)
- Documentation not submitted timely
- Incomplete or lack of appropriate documentation (e.g. no itemized receipt)
- Incurring sales tax that could have been avoided
- Employment with the College is terminated
- Change in job duties/responsibilities where a college purchasing card is no longer required

If your card is put on hold for any of the above reasons, you will need written approval from the DBM as well as the appropriate Cabinet Member before your card will be reactivated.

**MAKING A PURCHASE:**

Prior to purchase, approval (either written or verbal) from the DBM should be obtained. DBM's do not need approval for normal business expenses. (Refer to the "Purchasing Policies and Procedures" document for further information). The Wells Fargo purchasing card can be used anywhere VISA is accepted. Each cardholder has limitations as to the amount as well as the type of purchases that can be made. The following are ways the card can be used:

**At the Store:**

At the checkout counter, inform them that you are from Wartburg College and that the College is exempt from Iowa Sales Tax. (A form indicating this was distributed to all departments. You can receive additional forms in the Business Office) Request that the sale be processed without sales tax. If they cannot do this at the cash register, please ask to see Customer Service. If they cannot help you, please call the Business Office at 352-8433. Request a **detailed receipt** for the purchase.

**Over the phone:**

When placing an order over the phone using a purchasing card, make sure you are dealing with an organization that you know and trust before providing a card number. Ask if there will be sales tax related to your purchase. If so, inform them that you are from Wartburg College and that the college is exempt from paying Iowa Sales Tax. Provide them a copy of the college's Iowa Sales Tax Exemption form if necessary. Request that the sale be processed without sales tax. If they cannot do this over the phone please call the Business Office at 352-8433. Request a detailed itemized receipt for documentation.

**Over the Internet:**

When placing an order via the Internet using a purchasing card, make sure it's an organization that you know and trust before providing a card number. If possible, determine if there will be any sales tax related to your purchase. If so, attempt to contact the vendor and inform them that Wartburg College is exempt from paying Iowa Sales Tax. You can provide them with a copy of the college's Iowa Sales Tax Exemption form if necessary. Request that the sale be processed without sales tax. If they cannot process the transaction without Iowa sales tax, please call the Business Office. Print the confirmation information and maintain for your records.

**ACCESS TO YOUR ACCOUNT INFORMATION:**

Each purchasing card holder has access to their card information via the Wells Fargo website. Instructions on how to access your account on-line can be obtained from the Business Office.

**SALES TAX:**

The College is a not-for-profit organization and therefore we are exempt from paying Iowa sales tax.

Normally, for purchases made from a company outside the state of Iowa, there will be no sales tax charged. If the company is located in Iowa, please inform the company that the College is exempt from paying Iowa Sales Tax. If you are in a store in another state and are purchasing something, you will often be charged sales tax, even though the College is considered tax-exempt. Make an attempt to avoid the sales tax in another state, but be aware this often may not be avoided

There are types of taxes that we still pay even though we are tax exempt. Examples include fuel charges and hotel taxes. The main idea is to attempt to avoid paying the sales tax when possible.

**CREDIT CARD SCAMS:**

Unfortunately, there are some situations where card information is obtained by an individual who will illegally use the card. Please do not use your card (or give your card number) to a vendor unless you are certain the vendor is a legitimate business. Wells Fargo will never contact you to confirm your card account number, therefore, please do not supply that information. If you have reason to believe there have been (or will be) fraudulent transactions charged to your purchasing card account, please first call the customer service number listed on the Wells Fargo website and then contact the Business Office at 352-8433 or 352-8349 immediately and stop using your card.

You should not allow others (even at Wartburg) to use your card. If an individual has a need to make purchases with a purchasing card, they can request their own card.

Contact: Business Office at 352-8433 or 352-8349