PROCUREMENT CARD RULES

Florida Institute of Technology

Visa Card Program administered by Bank of America for Individual and Departmental Procurement Card. Departmental cards are for “Local Use Only”.

Florida Tech Merchant category groups and rules are:
FITALLOW  Purchases not to exceed $1499 per transaction
FITAIRLINE  Open ended for airline tickets within your monthly credit limit
FITHOTEL  Open ended for hotel reservations within your monthly credit limit
FITCAR  Car rentals not to exceed $1499 per transaction

These codes are embedded on the magnetic strip on the back of the card

1. The billing cycle is from the 1st of each month to the end of the month. Each 1st of the month, your credit limit is reinstated. Unused balances will not roll over.
2. NO Split Transactions allowed - Having a purchase rung up as more than one transaction per card or with multiple cards as to circumvent the $1499 per transaction rule.
3. Business Only – No personal purchases allowed. If you make a personal purchase in error, please inform your Dept. Head and the PCard Coordinator immediately so that you may reimburse the University. Please keep your business card separate from personal cards.
4. Contact the bank immediately if your card is compromised, lost or stolen (888/449-2273 24-hr customer service) and inform the Purchasing Dept. as soon as possible. Cardholders can also call the number on the back of the card for questions regarding card decline and available balance.
5. All Detailed Receipts are to be given to your Account Manager (the person who reconciles your card). If you don’t have a receipt, you must fill out the “Missing Receipt Form” on our Purchasing Website. Please include both the Vendor Name and breakdown of the Purchase/Transaction.
6. Do not pay Florida Sales Tax. Please provide the vendor with the Florida State Sales tax Exemption Card you are given.
7. No Cash Advances, card will not work at ATM. No Cash Back on a Purchases or Returns. Please request that your card be credited.
8. PROHIBITED ITEMS – You cannot purchase:
   Alcoholic Beverages
   Capital Equipment, regardless of the cost, must be ordered through a purchase requisition.
   Computers, iPads, etc., must also be ordered through a purchase requisition. These items must be tagged and ensure it meets IT specifications and warranty requirements. (See Addendum)
   Chemicals-Hazardous/Radioactive Isotopes/Laser, etc. must be ordered through a purchase requisition so it can be tracked and logged for safety through the Department of Environmental & Regulatory Compliance.
   Construction/Remodeling, Consultants, Speakers fees, Controlled Substances, Donations, Fines, Parking tickets, Tuition, or Live animals.
9. Do not use the procurement card at any Florida Tech venues on campus or online. You may use your card at Barnes & Noble.
10. Purchases can be done by phone, internet, or in store buying. When ordering on-line, inform the vendor to put your Name & Department on the outside of the package.
11. Please contact the vendor if an item is delivered damaged, broken, incorrect, or does not arrive. If you have any difficulties, you can call the Purchasing Office for assistance.
12. There is a dispute form on the Purchasing Website for transactions that are billed to you in error. Complete the form, fax it to BofA and forward a copy to Purchasing.

IMPORTANT: Please note:
Individual and Department cards will be randomly audited by our PCard Coordinator. Violation of these rules and uses can result in disciplinary action and card privileges revoked. Possible signs of violations and misuse will be further investigated by Florida Tech’s Internal Auditor.

I HAVE READ AND UNDERSTOOD THE ABOVE INSTRUCTIONS:

Signature of Cardholder: ___________________________ Date: __________

Print Name: ___________________________ Department: ___________________________
NEW/REVISED ITEMS:

5. Detailed Receipts:
The Cardholder should provide an explanation of the business purpose of each transaction, where necessary either by noting it on the receipt, or attaching an explanation to the receipt. For special events, meals and entertainment charges, the Cardholder is required to list the attendees along with the business purpose.

8. Prohibited Items:
Any mobile device such as android tablets, netbooks, e-readers, kindles, nexus 7, galaxy tabs and like items may be purchased with a P-Card as long as the base price of the item does not exceed $299.

P-Card use Clarification:
- Use PCard to purchase Fuel for Rental Vehicles
- Do NOT use PCard to purchase Fuel for Personal Vehicles

Department Card Clarification:
- Department Cards (P-Cards that have a Department name on them) are for local use only.
- Do NOT take a Department Card with you for travel (only individual P-Cards can travel).
- All Department P-Card users must sign the P-Card Rules and the P-Card Agreement, and send originals to the Purchasing Dept.

Procurement Card Statements:
- Statements must have 2 signatures; the Cardholder and the Department Head.

Procurement Card Violations:
- Non-compliant items will be written up as a PCard Violation.
- A cardholder will receive up to 3 written P-card violation warnings that will require the cardholder’s signature.

Amazon Purchases:
- All Amazon purchases must be made through the Florida Tech business account
- You must separate your personal Amazon account from your business account
- Do NOT use your business account for personal
- Do NOT use your P-Card to pay for Amazon Prime Membership

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I HAVE READ AND UNDERSTOOD THE ABOVE INSTRUCTIONS:

Signature of Cardholder: ______________________ Date: __________
Print Name: ____________________ Department: ______________________