

GENERAL INFORMATION

Welcome to the Brown University Purchasing Card Program. The Purchasing Card (PCard) is used only for purchases related to Brown business. Brown University's Controller's Office is responsible for administering the Purchasing Card Program. The Complete PCard Policy and Procedure Manual is available on the Controller's Office website:

www.brown.edu/Administration/Controllers_Office/payable/card/.

You can also email your questions to accountspayable@brown.edu.

Use of the PCard for personal purchases is strictly prohibited.

Benefits to the Cardholder

- Eliminates the need to use personal funds and obtain reimbursements.
- Provides convenience, security and flexibility while purchasing on behalf of Brown.
- Allows you to obtain goods faster.

Benefits to Brown

- Reduces the number of invoices, checks and purchase orders.
- Enables the Purchasing and Accounts Payable staff to focus on value-added activities.
- Reduces the risk associated with maintaining a petty cash account.

ORDERING PROCESS

The PCard may be used to purchase goods in person at the supplier site, over the phone, over secure Internet sites, or by mail. When placing your order:

- Identify yourself as a Brown employee.
- Inform the supplier that you are using a Brown MasterCard.
- Provide the tax-exempt status and tax number. Brown is exempt from taxation in Rhode Island and Massachusetts. The sales tax exemption numbers are printed on the front of the PCard. Sales tax exemption forms are found in the PCard section of the Controller's Office website.
- Inform the supplier that they are to send an invoice to the ordering department. This invoice is part of the purchase records maintained in the department.
- Provide cardholder name.
- Provide the PCard number
- Provide the complete delivery address, including building and room number.
- Confirm that the total order, including shipping and handling, does not exceed \$2,999, or your single purchase limit if lower than \$2,999.

DISPUTING A TRANSACTION

You may dispute a charge that appears on your monthly statement. Disputed charges can result from failure to receive goods, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. Contacting a vendor first may resolve any outstanding issues. However, if you are unable to reach agreement with the vendor you may dispute the charges on paymentnet.

www.paymentnet.com/Login.asp

RETURNING ITEMS

When necessary, items should be returned directly to the vendor according to vendor specifications. The cardholder is responsible to see that proper credit is posted for any returned items.

DOCUMENTATION REQUIREMENTS

Whether a purchase is made in person or via the telephone, internet, fax, or mail, you must obtain some sort of official supporting documentation, such as:

Detailed cash or sales receipt
Packing slips with a dollar amount
Order or subscription forms

Upon receipt of your order, keep all official supporting documentation received from the supplier.

RECONCILIATION

By the third of every month, all PCard transactions for the previous month must be reviewed and approved. Log onto paymentnet (www.paymentnet.com/Login.asp) to review your transactions. Compare all transactions on paymentnet to your log and receipts to ensure the correct amount was charged to your account. Ensure the expense is charged to the correct account number. Reallocate expenses to the correct subcodes.

RESTRICTED COMMODITIES

You cannot use your PCard whenever your individual purchases exceed your single-purchase limit (not to exceed \$2,999) or whenever you purchase a commodity that appears on the list below:

- Travel/Entertainment/Hospitality
 - Airline Tickets
 - Train Tickets
 - Bus Tickets
 - Travel Agency Services
 - Hotel Rooms
 - Car Rentals
 - Meals in Restaurants
 - Alcoholic Beverages
 - Conference Fees
 - Automotive Gasoline
 - Event Tickets
 - Club Memberships
 - Cash Advances
 - Travelers Checks
 - Gift Certificates
- Service Providers
 - Catering
 - Consulting
 - Repairs
 - Maintenance
- Prescription Drugs and Controlled Substances
- Personal Items
- Hazardous Material/Radioactive Material
- Phone Service
- Internet Service
- Equipment components if the total of the components exceeds \$2,999.
- Construction/Renovation
- Weapons and Ammunition

SALES TAX EXEMPTION

When you make a purchase, inform the vendor that Brown University is exempt from RI and MA sales tax. The tax exemption number is below:

RI # 41
MA# 050-258-809

If sales tax was incorrectly charged to your purchase you may dispute the charge. Contact the PCard Administrator at accountspayable@brown.edu.

LOST OR STOLEN PURCHASING CARDS

In the event of a lost, stolen, or mutilated card, cardholders should immediately notify JP Morgan at 1-800-270-7760 and the PCard Administrator at accountspayable@brown.edu. JP Morgan will issue the cardholder a replacement card in five to seven business days.



BROWN

Brown University

Purchasing Card Program

Program Summary