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CODE OF ETHICS

1. Give first consideration to the objectives and policies of my institution.

2. Strive to obtain the maximum value for each dollar of expenditure.

3. Decline personal gifts or gratuities.

4. Grant all competitive suppliers equal consideration insofar as state or federal statute and institutional policy permit.

5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.

6. Demand honesty in sales representation whether offered through the medium of a verbal or written statement, an advertisement, or a sample of the product.

7. Receive consent of originator of proprietary ideas and designs before using them for competitive purchasing purposes.

8. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or other third party review, insofar as the established policies of my institution permit.

9. Accord a prompt and courteous reception insofar as conditions permit to all who call on legitimate business missions.

10. Cooperate with trade, industrial and professional associations, and with governmental and private agencies for the purposes of promoting and developing sound business methods.

11. Foster fair, ethical and legal trade practices.

12. Counsel and cooperate with NAEB members and promote a spirit of unity and a keen interest in professional growth among them.
Principles and Standards of Purchasing Practice

Loyalty to my company.
Justice to those with whom I deal.
Faith in my profession.

1. Avoid the intent or appearance of unethical or compromising practice in relationships, actions and communications.

2. Demonstrate loyalty to my employer by diligently following the lawful instructions of my employer, using reasonable care and only authority granted.

3. Refrain from any private business or professional activity that would create a conflict between personal interests and the interests of my employer.

4. Refrain from soliciting or accepting money, loans, credits, or prejudicial discounts, and the acceptance of gifts, entertainment, favors, or services from present or potential suppliers that might influence, or appear to influence, purchasing decisions.

5. Handle confidential or proprietary information belonging to my employer, and suppliers with due care and proper consideration of ethical and legal ramifications and governmental regulations.

6. Promote positive supplier relationships through courtesy and impartiality in all phases of the purchasing cycle.

7. Refrain from reciprocal agreements that restrain competition.

8. Know and obey the letter and the spirit of laws governing the purchasing function and remain alert to the legal ramifications of purchasing decisions.

9. Encourage all segments of society to participate by demonstrating support for small, disadvantaged and minority-owned businesses.

10. Discourage purchasing's involvement in employer-sponsored programs of personal purchases that are not business related.

11. Enhance the proficiency and stature of the purchasing profession by acquiring and maintaining current technical knowledge and the highest standards of ethical behavior.

12. Conduct international purchasing in accordance with the laws, customs and practices of foreign countries, consistent with United States laws, my organization policies, and these Ethical Standards and Guidelines.

NAPM Principles and Standards of Purchasing Practice, 1992
Acquisition of Goods and Services (Under $25,000)

Scope:

The provisions of this document apply to the acquisition of goods and/or services on behalf of the College of Southern Maryland.

Policy:

The College of Southern Maryland (“College”) has centralized the college procurement function to obtain a greater degree of administrative efficiency and to take advantage of cost savings due to volume purchases. The Procurement/Contracts Department (“Procurement”) has sole authority for issuing purchase orders for supplies, materials, contractual services, and equipment for the College. Individual departments will not enter into purchase contracts or obligate the college for procurement indebtedness. Exceptions to this policy are Cost Center Managers/Division VPs approving non-contractual, non-technology small dollar purchases made with an authorized College PCard (less than $3500 for a single transaction) and some purchases made by Facilities and the Bookstore as outlined in the PCard Policy and Procedures, on-line office supply orders as authorized in PRO-008. The requisition/purchase order process, as outlined below, defines the procedures necessary for centralized purchasing by the College. These policies and procedures apply to all college funds regardless of funding authority. The Grant/Contract Accountant may be required to review and approve requisitions for restricted funds prior to the establishment of a purchase order.

The college strongly encourages participation from Charles, St. Mary’s, and Calvert businesses. If price is not the sole consideration, local vendors are able to offer distinct advantages over non-local vendors in terms of quicker delivery and greater accessibility to sales representatives. In addition, the State has established historically underutilized business participation goals and the college actively encourages participation from small (SBE), minority (MBE) and women (WBE) owned businesses.

Procurement considers the use of vendors by reviewing existing vendor data, and prior quality and experience performance factors. Price quotations may be obtained informally, as by telephone, or formally by requesting written price proposals. When placing the order, the requestor’s needs, in terms of quality, delivery time, and price will be considered.

Upon vendor acceptance, a properly executed purchase order constitutes a binding contract on both the College and the vendor. On occasion, purchase orders may be supplemented by formally executed contracts (see Board Policy FIS: 804). All vendor purchasing contracts under $25,000 are to be signed by the appropriate College administrator as follows:

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<td>Board of Trustees</td>
<td>$90,001 and higher</td>
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<td>President</td>
<td>$0 to $90,000</td>
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<tr>
<td>VP of Financial &amp; Administrative Services</td>
<td>$0 to $11,000</td>
</tr>
<tr>
<td>Division VP</td>
<td>$0 to $3,000</td>
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<td>Vice President, CWD</td>
<td>$0 to $11,000*</td>
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Date revised: 11/14/16
Date approved: 3/29/17
College personnel will avoid any purchasing of goods or services in which the appearance of a conflict of interest may occur. College employees will not accept gifts or gratuities from vendors except for promotional items of a nominal value. Procurement personnel will be prohibited from soliciting or accepting donations from vendors.

Procurement will not enter into any negotiation or engage in any transaction for the purchase of personal items for college employees.

In the absence of any defined college procurement policy, the current edition of the Annotated Code of Maryland and guidance from the Code of Maryland Regulations (COMAR) 21-05-07 Small Procurement Regulations, will prevail.

A college requisition is required for all purchases of supplies, materials, contracted services, and equipment. Procurement will issue a purchase order based upon the information contained on the requisition and the accompanying quote. Procurement will negotiate price, terms, conditions, and delivery for purchases or prospective purchases. Procurement is responsible for maintaining all correspondence pertaining to a purchase order that involves price, terms, conditions, delivery, quantity, descriptions, complaints, etc. Authorized departmental personnel must approve any item substitution or price increase in excess of 10% in advance to the release of a purchase order.

Small Procurements-$10,000 or less: Requisitions of up to and including $10,000 shall be submitted directly to Procurement after obtaining appropriate approval. The vendor should be selected by checking prices by telephone, price agreements/contracts, or from past vendor experience. Requestors must submit properly completed and approved requisitions to Procurement before the supplies, equipment, or materials are ordered. Copies of all written quotations, notes for verbal quotes and associated contracts received from various vendors shall be attached to the requisition. A purchase order will be issued before the order is called, faxed or mailed to the vendor.

Small Procurements-$10,001-$24,999: Requisitions of $10,001 to $24,999 shall be submitted directly to Procurement after obtaining 3 written quotes. State minority participation goals will be considered when contacting vendors for proposals. Vendor quotations and responses will be attached or cited in the purchase order file copy.

Requisition Completion Procedures:

1. A single vendor is assigned to a single requisition. The requestor will provide a check mark by the area labeled “Purchase Order” on the requisition and provide the following information:
   a. Requisition date: Date requestor completes the request.
   b. General Ledger (GL) number: Appropriate general ledger code(s) the purchase will be charged to.
   c. Budget balance: The Cost Center Manager verifies available balances before processing requisitions and routes the requisition to the appropriate approvals. A purchase order will
not be processed with an insufficient budget balance. Procurement will contact the requestor for resolution and/or return the requisition to the requestor.
d. Date delivery required: Actual date the item(s) is required. Allow sufficient lead-time to allow for vendor delivery. Failure to provide date required will delay the order.
e. Name and address of preferred vendor: Requestor’s first choice of vendor.
f. Quantity: Number of each item requested.
g. Unit of measure: Defines packaging of requested item, i.e., each, box, case, etc.
h. Item description: Manufacturer or brand name, catalog, or model number, and complete description of all items requested.
i. Unit price: Pricing information, if known.
j. Total: Extended price of each item requested.
k. Requested by: Requestor’s name.
l. Department: Requestor’s department name.
m. Deliver to: Campus, building, and room where items should be delivered.
n. Approved: Signature of authorized signer for cost center.

Complete and accurate information is imperative to avoid delays. Requisitions containing inaccurate, incomplete, or illegible information may be returned to the requestor for further clarification. The requestor shall obtain a completed W9 form from all new vendors not already established in Colleague and submit the W9 with the purchase requisition.

2. Emergency Requisitions: Procurement will authorize an emergency purchase order when a bona fide emergency exists. While it is difficult to define an emergency, any condition that presents a corresponding, or greater loss to the college due to the delay for a requisition to be processed would be considered a bona fide emergency. Once an emergency requisition is received, Procurement will immediately place the emergency order by telephone, email or fax, depending upon the urgency and complexity of the requested purchase. A purchase order number will be provided to a requestor, to be presented directly to a vendor, only in extreme circumstances. The requesting department must submit a completed requisition to the Procurement/Contracts Department prior to the issuance of a purchase order.

3. Blanket Purchase Orders: These orders are standing orders against which departments may purchase materials, supplies, or request contractual services directly with the vendor. Such orders are authorized, established, and monitored by Procurement and expire at the end of each fiscal year. Standing blanket orders are not to exceed $25,000.

4. Prepayment: When the vendor requires advance payment, the requesting department shall forward a completed requisition form to Procurement specifying the required prepayment. Any supporting evidence, i.e., advertisements, vendor letters, subscription renewal forms, etc., must be attached.

5. Purchase Order Modification: Any purchase order (PO or BPO) changes; i.e., addition, deletion, or cancellation, must be communicated to Procurement via email to the appropriate Buyer. Procurement will be the sole contact to the vendor for any modifications or cancellations that affect the terms of the contract, i.e., pricing and/or quantity.
6. Expediting a Purchase Order: Following up, or expediting, a purchase order is the function of Procurement. Outstanding purchase orders will be monitored to ensure orders are received expeditiously. Any questions regarding the status of an issued purchase order should be referred to Procurement.

7. Central Supply: Shipping and Receiving maintains an on-hand inventory of standard items such as letterhead, envelopes and copy paper. Such items are to be ordered through Central Supply using the Central Supply Catalog. (See PRO-008 “Stockless Office Supply Procedures” for office supply ordering procedures).

8. Service and Repairs: The following outlines the applicable department to contact for office equipment/furniture service and/or repairs:
   a. Information Technology Services Department: Desktop computers, laptops, printers, copy, facsimile machines, and technological instructional equipment.
   b. Procurement Department: Furniture.
      i. PRO has agreements with Vendors for Furniture and we discourage any Department from purchasing any furniture without Procurements involvement.

   For any equipment/machinery/furniture, the initiating department should forward a requisition for repair according to the requisition procedure. Procurement will issue a purchase order and make arrangements for a service call as soon as possible. Equipment to be sent to a service center off campus shall be accompanied by a purchase order and instructions for the repair center.

9. Maintenance Agreements: The initiating department must submit the vendor service or maintenance agreement/contract to Procurement in accordance with the College’s Contract Management process. The period of the maintenance agreement should coincide with the college fiscal year, if possible. The requesting department is responsible to ensure that the contracted service is performed in accordance with the vendor’s service/maintenance agreement. Any unsatisfactory service should be reported to Procurement immediately. The above process includes initial service agreements as well as renewals.

10. Service Contracts: The initiating department must submit requisitions for services required to Procurement prior to initiating any services in accordance with the College’s Contract Management process. Some performance contracts require a prepayment. Prepayments for service contracts will follow a verification of the requisition and accompanying paperwork. The requisition should include a vendor contract signed by the appropriate individuals, certificate of insurance specifying Worker’s Compensation coverage (or appropriate exemption statement) and a current vendor completed W-9 form for all new vendors. The College’s standard Contract formats shall be utilized whenever possible. Procurement will issue a purchase order for the service.

11. Vendor Relations: Procurement maintains an inventory of vendor catalogs and literature, which are available for review to any requesting department. A department may solicit
PROCUREMENT POLICY AND PROCEDURES

materials independently from a vendor provided such communication is restricted to a request for material and the college is not obligated in any way.

12. Product Demonstrations: Procurement will help departments arrange any necessary vendor demonstrations. The college will not pay any associated fees or costs related to a demonstration. Procurement will issue a “No Charge” purchase order for equipment/machinery used on a trial basis for evaluation purposes.

13. Software & Hardware Purchases: All software & hardware acquired by the College of Southern Maryland must be purchased through Procurement. Technology acquisition is restricted to ensure that the college has a complete inventory of all purchased software & hardware, and we can register, support and upgrade the technology accordingly. Software & hardware may not be purchased through petty cash, direct pay, credit card, department PCard, or expense reimbursement.

The Software Purchasing Agent and Information Management Team review and approve all software and software agreements. To initiate the approval process for purchased software, submit a Technology Quote Request Form, a Project Charter Form to the Information Management Team (IMT). No cost software approvals are initiated by submitting the Software Request Form to the Software Specialist at SoftwareRequests@csmd.edu. Once the software, quote or project is approved, the requestor may submit a requisition to Procurement.

All college software (initial and upgrades) shall be delivered directly to the Software Purchasing Agent. The software is inventoried and a work order will be initiated to install the software. The Software Purchasing Agent maintains the master media and documentation. Manuals and/or documentation may be signed out. Notify the Software Purchasing Agent immediately when a software application is no longer required in order to initiate disposition.

Reference:
Division of Financial and Administrative Services Manual

For More Information Contact:
Director of Procurement  x7822
Acquisition of Goods and Services ($25,000 and Over)
Procurement by Competitive Sealed Invitations for Bids (IFB)

Policy:

Contracts for buildings, building improvements, equipment or supplies that will cost $25,000 or more are subject to formal bid procurement action in accordance with the Annotated Code of Maryland 16-311 and College of Southern Maryland Board of Trustees Policy FIS: 804. The Invitation for Bids (IFB) is used to initiate competitive sealed bid procurement. Bidding time is the period of time between the date of publication of the invitation for bids and date set for receipt of bids. The Board of Trustees of the College of Southern Maryland, at least two (2) weeks before bids are due, shall advertise for bids in at least one (1) newspaper published in each of the local counties. The particular make, kind, or brand of article to be contracted for or purchased may be named in the specifications and advertisements for bids. Maryland state law provides for the following exceptions to the above:

- the purchase of books or other materials for instruction;
- emergency repairs;
- any contract or purchase made by a county for a community college under procedures authorized by the county charter or an act of the General Assembly; or
- any contract or purchase that qualifies as a “small procurement” as defined in the State Procurement Regulations.

All procurements shall be by competitive sealed bids as described in this section, unless one of the following methods is specifically authorized; Competitive Sealed Proposals as defined in section 16-313 of the Annotated Code of Maryland (see PRO-003 “Procurement by Competitive Sealed Proposals”) or Sole Source Procurement under section 16-314 of the Annotated Code of Maryland (see PRO-004 “Sole Source Procurement”).

In order to prudently conserve administrative resources, the College’s policy is to endeavor to utilize Maryland State contracts, joint bids with other state/county organizations, institutions of higher education, or any other approved purchase methods. Effective purchasing practices will ensure Invitations for Bids (IFB) are properly advertised to comply with the Annotated Code and encourage vendor competition. College bidding policies will comply with additional state and/or federal regulations when purchase funds originate from these sources.

The College will give preference to Maryland vendors when all other factors are equal. In situations where all factors are equal among bids, the College will select local (tri-county), then Maryland state vendors as a tie-breaker. The College strongly encourages participation from Charles, St. Mary’s, and Calvert businesses. The College actively encourages participation from small (SBE), minority (MBE) and women (WBE) owned businesses.
PROCUREMENT POLICY AND PROCEDURES

Procedure:

1. Orders will not be split to circumvent the formal bidding procedure. Purchases of $25,000 and over are subject to sealed bid requirements (unless authorized as a competitive sealed proposal or sole source procurement) as specified in the Annotated Code of Maryland.

2. Requisition: The requesting department shall submit a purchase requisition, with blank vendor information, and specifications to the Procurement Director at least six (6) weeks before bids are due to be opened. This allows ample time for compiling and approving the boilerplate and technical specifications and advertising the IFB. The requisition shall include the general ledger number to be charged and the available budgeted amount.

3. Specifications: Specifications establish the minimum acceptable quality of the purchase requirement. The requesting department will be responsible for preparing specifications. The requestor should check with Procurement as soon as possible for sample specifications. A specification is a clear and accurate description of the functional characteristics or the nature of an item to be procured and may include a statement of user requirements. The specifications may provide for submission of samples, inspection, or testing of the item before purchase. Specifications shall be written to permit maximum practicable competition without modifying the College’s requirements and will not be written in to favor a single vendor. The Procurement Director will review the specifications for general content, clarity, and completeness and to insure the specification is nonrestrictive. Within seven (7) business days, Procurement will notify the requesting department if the specifications are inadequate, unclear, or require additional information. An email reminder will be sent to the requestor every two (2) weeks requesting additional information regarding the specifications. The requisition and specifications will be returned to the requestor after thirty (30) days if the supplemental information is not received. The specifications will be incorporated into the IFB document and will be assigned a procurement identification number. Care shall be exercised in the preparation of specifications since formally advertised bids have the greatest potential for legal challenges.

4. Financial Security: When a procurement contract is expected to exceed $25,000, the Procurement Director may require vendor submission of financial security for bids in an amount equal to at least five percent (5%) of the total bid amount submitted.

5. Bond Requirements: Performance and/or payment bonds may be required by the Procurement Director for contracts that meet or exceed $25,000. Performance and/or payment bonds shall be in the amount equal to at least 100 percent (100%) of the bid price.

6. Construction Procurement: Construction projects eligible for state funding allocation are coordinated through the Procurement Department. The Procurement Department distributes construction documents according to public purchasing requirements. The Procurement Department provides drawings, specifications, addenda, and pre-bid
meeting minutes to all firms who request and provide payment for the documents. In addition, the above information and a list of firms who obtained bid documents are provided to a Maryland public plan library; McGraw Hill Construction Dodge.

7. Advertisement: Procurement will advertise the approved IFB in the local newspapers for at least two (2) weeks before the bids are due. The IFB shall include information to bidders concerning the bid submission requirements, including the time and date for the receipt of the bids, procurement identification number, and name and telephone number of the procurement contact when requesting copies.

8. Pre-Bid Conference: The Procurement Director, or designee, may conduct a pre-bid conference to explain the procurement requirements to prospective bidders. Pre-bid conferences are announced to prospective bidders known to have received a copy of the IFB. Such a conference is scheduled at an appropriate time following the issuance of the IFB. All changes to an IFB must be authorized by a written amendment and issued from Procurement.

9. Addendum: Procurement may issue amendments, in the form of addendum, to the IFB. Prospective bidders known to have received a copy of the IFB will be sent a copy of the addendum. Each amendment to an IFB shall be identified as such and shall require the bidder acknowledge its receipt.

10. Bid Opening: Procurement is responsible for selecting the time, date, and location of the bid opening. Prospective bidders are properly notified as described in the bid documents. Sealed bids are opened and prices are read aloud by Procurement. The requesting department may attend the bid opening and may meet with Procurement for review of bids prior to contract award.

11. Cancellation of Solicitation: Each solicitation issued for an IFB shall state that the solicitation may be cancelled when it is in the best interest of the College to do so.

- When the Procurement Director determines it is in the best interest of the College to cancel a solicitation prior to the opening of bids, all bids received shall be returned unopened to the vendors and a notice of cancellation shall be included. Criteria for determination of a IFB cancellation may include, but is not limited to:
  1. restriction of funding for the project.
  2. imperfection in the bid document.
  3. defective notice of advertisement.

- If, after opening bids, but prior to award, the Procurement Director determines that it is in the best interest of the College to reject all bids, all opened bids shall be retained and a notice of rejection shall be sent to all vendors that submitted bids. Criteria for rejection may include but is not limited to:
  1. bids exceeded budgeted funds.
  2. imperfection in bid document discovered after opening.
  3. defective notice which would prove injurious to vendors.
The Procurement Director will have the right to waive any minor technicality or deficiency when it would be an advantage to the College.

Each solicitation issued for a RFP shall provide that the Board of Trustees may reject any bid in whole or in part when it is in the best interest of the College to do so.

12. Award: The resulting contract is to be awarded to the responsible and responsive bidder whose bid meets the requirements and evaluation criteria set forth in the IFB, and contains the most favorable bid price. Consideration shall be given to quantities requested, time requirements, purpose, bidder responsibility and competence, and the ability to render satisfactory service.

13. Board of Trustees Approval: Requisitions of $90,000 and over require a formal advertised bid and a formally awarded contract approved by the College of Southern Maryland Board of Trustees (see Board Policy FIS: 804). These contracts must be presented as an agenda item to the Board of Trustees for approval before the execution of any contract. The board meets monthly, except for August. Any bid requiring Board of Trustees approval will be submitted to the President’s Office at least ten (10) calendar days before the scheduled monthly meeting.

14. Notification: The Procurement Director will notify the successful and unsuccessful vendors following the contract award. The notification should include the following:

- Number of vendors solicited
- Number of bids received
- Name of each vendor receiving an award
- Items, quantities, and unit price of each award. If the number of items or other factors makes the listing of unit prices impracticable, only the contract price will be furnished.
Acquisition of Goods and Services ($25,000 and Over) 
Procurement by Competitive Sealed Request for Proposals (RFP)

Policy:

The Board of Trustees at the College of Southern Maryland allows for procurement by competitive sealed proposals, rather than competitive sealed bids, for procurement contracts of $25,000 or more in accordance with the Annotated Code of Maryland, Section 16-313 and College of Southern Maryland Board of Trustees Policy FIS: 804. Competitive sealed proposals may be used if the procurement is for:

D Educational or consultant services;

D Any building, improvement, equipment, or supplies for which the Procurement Director, or designee, determines that specifications cannot be prepared that allow an award based solely on price; or

D The Dean of Financial and Administrative Services or Procurement Director determines that the need to use a method other than competitive sealed bids is sufficiently compelling to override the policy that favors awarding procurement contracts on the basis of competitive sealed bids; and the use of competitive sealed bidding for that procurement contract is not practicable or not advantageous to the College.

Procedure:

1. Orders will not be split to circumvent the formal proposal process. The requesting department shall submit a purchase requisition, with blank vendor information, and specifications to the Procurement Director at least six (6) weeks before proposals are due to be opened. This allows ample time for compiling and approving the boilerplate and technical specifications/scope of work and advertising the Request For Proposals (RFP). The requisition shall include the general ledger number to be charged and the available budgeted amount.

2. The RFP will be developed and issued by the Procurement Director when the scope of work/technical specifications provided by the requestor are clear as to the following items:

D the scope of the procurement contract,
D the results to be achieved or services to be provided,
D the factors, including price, that will be used in evaluating proposals, and
D the relative importance of each factor.

3. Advertisement: Procurement will advertise a Request for Sealed Proposals in county newspapers for at least two (2) weeks before proposals are due. The RFP shall include information to offerors concerning proposal submission requirements, including the time and date set for receipt of the proposals, the procurement identification number, and the name and telephone number of the Procurement contact when requesting RFP copies.
4. Pre-Proposal Conference: The Procurement Director, or designee, may conduct a pre-proposal conference to explain the procurement requirements to prospective offerors. Pre-proposal conferences are announced to prospective offerors sent a RFP. Such a conference is scheduled at an appropriate time following the issuance of the RFP. All changes to a RFP must be authorized by a written amendment and issued from Procurement.

5. Proposal Evaluation: The evaluation of proposals shall be based upon the evaluation factors set forth in the RFP. Technical proposals and price proposals shall be evaluated independently. The Procurement Director may initially classify proposals as:

- Reasonably susceptible of being selected for award; or
- Not reasonably susceptible of being selected for award.

6. Discussions: After receipt of proposals, but before formal approval of the procurement contract, the Procurement Director may conduct discussions with a vendor to:

- Obtain the best price for the College; and
- Ensure full understanding of:
  1. The requirements of the College as set forth in the request for proposals; and
  2. Obtain clarification of the vendor’s proposal.

7. Conducting Discussions: The Procurement Director shall have sole authorization to conduct discussions. If discussions are conducted the Procurement Director:

- shall treat all vendors fairly and equally;
- shall provide an opportunity for participation to each responsible vendor who submits a proposal, that in the judgment of the Procurement/Contracts Director, is reasonably subject to have a successful proposal;
- may allow all vendors reasonably susceptible of being selected for award to revise their initial proposals by submitting best and final offers (BAFO) when discussions indicate that it would be in the best interest of the College;
- may conduct one or a series of discussions and requests for best and final offers; and
- may not disclose to a vendor any information derived from a proposal of or discussions with a competing vendor.

8. Best and Final Offers: Proposals and best and final offer’s are irrevocable for the period specified in the RFP or best and final offer request except when the President, or designee, permits the withdrawal of a proposal or a best and final offer.

9. Cancellation of Solicitation: Each solicitation issued for a RFP shall state that the solicitation may be cancelled when it is in the best interest of the College to do so.

- When the Procurement Director determines it is in the best interest of the College to cancel a solicitation prior to the opening of proposals, all proposals received shall be returned unopened to the vendors and a notice of cancellation shall be included. Criteria for determination of a RFP cancellation may include, but is not limited to:
PROCUREMENT POLICY AND PROCEDURES

1. restriction of funding for the project.
2. imperfection in the proposal document.
3. defective notice of advertisement.

D If, after opening proposals, but prior to award, the Procurement Director determines that it is in the best interest of the College to reject all proposals, all opened proposals shall be retained and a notice of rejection shall be sent to all vendors that submitted proposals. Criteria for rejection may include but is not limited to:

1. proposals exceeded budgeted funds.
2. imperfection in proposal document discovered after opening.
3. defective notice which would prove injurious to vendors.

D The Procurement Director will have the right to waive any minor technicality or deficiency when it would be an advantage to the College.

D Each solicitation issued for a RFP shall provide that the Board of Trustees may reject any proposal in whole or in part when it is in the best interest of the College to do so.

10. Financial Security: When a procurement contract is expected to exceed $25,000, the Procurement Director may require vendor submission of financial security for proposals in an amount equal to at least five percent (5%) of the total proposal amount submitted.

11. Bond Requirements: Performance and/or payment bonds may be required by the Procurement Director for contracts that meet or exceed $25,000. Performance and/or payment bonds shall be in the amount equal to at least 100 percent (100%) of the procurement contract price.

12. Evaluation: Cost is not always the sole criteria for awarding a contract. Additional factors, such as technical expertise and ability to meet a stringent timeline, are considered in awarding contracts for complex acquisitions. The Procurement Director may organize a review committee to evaluate a RFP. The committee’s purpose will be to establish an open and selective process. This committee may be comprised of individuals from varied areas of expertise, as well as outside consultants, if necessary. A Procurement representative will be included on all review committees. The committee will be responsible for vendor specifications, site visits, and final recommendation of the selected bidder. Official notification of project award will be made by Procurement by the issuance of a College purchase order. Contract award is based on the following criteria:

- the extent which technical or service requirements of the College are met by a potential vendor, and
- overall cost to include freight, payment terms, installation, and annual operating/maintenance costs.

13. Board of Trustees Approval: Requisitions of $90,000 and over require a formal advertised request for proposal and a formally awarded contract approved by the College of Southern Maryland Board of Trustees (see Board Policy FIS: 804). These contracts must be presented
as an agenda item to the Board of Trustees for approval before the execution of any contract. The Board meets monthly, except for August. Any proposal requiring Board of Trustees approval will be submitted to the President’s Office at least ten (10) calendar days before the scheduled monthly meeting.

14. Notification of Award: Following an actual contract award resulting from the solicitation of a RFP and approval by the Board of Trustees, the Procurement Director will notify the successful and unsuccessful vendors. The notification should include the following:

- number of vendors solicited
- number of proposals received
- name and address of each vendor receiving an award
- items, quantities, and unit price of each award. If the number of items or other factors makes the listing of unit prices impracticable, only the contract price will be furnished.
- the reason the vendor’s proposal was not accepted, unless the price information above reveals the reason. A vendor’s cost breakdown, profit, overhead rates, trade secrets, manufacturing processes and techniques, or other confidential business information will not be disclosed to any other vendor.

15. Vendor Debriefings: Unsuccessful vendors may request a debriefing. The College conducts vendor debriefings in order that vendors may be more competitive for future acquisitions. Vendors should seek to learn the principal reasons for an unsuccessful proposal to improve future efforts, as proposal preparation is expensive and time consuming. Procurement will ensure that sensitive, non-disclosed information will not be divulged.

- When a contract is awarded on a basis other than price alone, unsuccessful vendors may request a debriefing. The debriefing will be conducted based upon a written request. The basis for the selection decision and resulting contract award will be furnished at the meeting.

- College evaluation of the significant weak or deficient factors within the vendor proposal will be provided during a vendor debriefing. Point-by-point comparisons with other vendor proposals will not be made. In addition, the relative merits of the technical standing of competitors or the college evaluation system will not be done. Debriefing will not reveal any information that cannot be released under the Freedom of Information Act. Examples of such restricted information are as follows:

1. trade secrets,
2. privileged/confidential manufacturing processes and/or techniques, or
3. commercial and financial information that is privileged or confidential. This includes cost breakdowns, profit, indirect cost rates, or similar information.

- Due to the extensive nature of the debriefing process, the Procurement Director may impose a fee for an unsuccessful vendor that requests a formal debriefing. The fee will be intended to recapture the associated labor expense. A photocopy fee of .10 per copy will be charged for any requested photocopies. Any fees collected will be receipted to miscellaneous revenue for the College.
Sole Source Procurement ($25,000 and Over)

Policy:

The College of Southern Maryland Board of Trustees may provide for a sole source procurement contract, or noncompetitive negotiation, in accordance with the provisions in the Annotated Code of Maryland, Section 16-314.

Procedure:

Whenever the Director of Procurement determines that there is only one available source for the subject of a procurement contract, she may recommend waiving competition. The Dean of Administrative and Financial Services shall approve such waiver requests. The basis and the determination for the waiver shall be in writing. The requesting department shall complete an acceptable justification or explanation (see PRO-004 “Sole Source Form”) to indicate that no other product or service is suitable or acceptable to meet the requestor’s need. The Sole Source form shall accompany a request from the user department when procurement is restricted to a single vendor. In cases of reasonable doubt, competition should be solicited. The Procurement Director may conduct negotiations, as appropriate, as to price, delivery and terms.

In advance of awarding a procurement contract to a sole source vendor, the Procurement Director must obtain all approval as required by law.

Sole source procurement is not permissible unless a requirement is available from only a single vendor. The following are some examples of circumstances that could necessitate sole source procurement:

- only one source exists which meet the requirements;
- compatibility of equipment, accessories, or replacement parts is of paramount consideration;
- a sole vendor’s item is needed for trial use or testing;
- a sole vendor’s item is to be procured for resale;
- certain public utility services are to be procured and only one source exists.

A sole source procurement record shall be maintained by the Procurement Director that lists:

- contractor’s name;
- amount and type of each contract;
- the item(s) procured under each contract; and
- identification number of each contract file.
PROCUREMENT POLICY AND PROCEDURES

PRO-005  Page 1 of 2

Accounts Payable

Policy:

The College of Southern Maryland processes vendor payments in a manner that maintains good vendor relations and maximizes institutional cash flow. The Procurement Department is responsible for the review, approval, and payment of materials and services on standard requisitions, purchase orders, blanket purchase order releases, leases, and maintenance payments.

The provisions of this document are applicable to the payment of an invoice as a deposit, partial payment, advance payment or for products and/or services received on behalf of the College. Statements may be used for reconciliation of account status but generally payments are made against actual invoices.

Procedure:

The College’s standard payment terms are net thirty (30) days following receipt of a properly approved invoice. Check runs are generated on Tuesday and Thursday of each week. The check run schedule will be adjusted for holidays, college closings and month-end check runs.

Procurement personnel are responsible for vendor communications and ensuring accounts payable files are maintained in auditable condition for internal and external auditing purposes.

1. Invoices shall be addressed or directed to the Procurement Department (Accounts Payable) upon receipt. Invoices should not be addressed to the requesting department. Should a department receive an invoice, it must be forwarded immediately to Accounts Payable.

2. Accounts Payable will notify the appropriate cost center manager if a substantial price variance is noted between a purchase order and invoice. Payment will not be made until such variances are resolved. Shipping charges and minimal variances of up to 10% of the invoice amount will be processed for payment.

3. The using/requesting department is responsible for verifying item(s) received against the packing list and returning the signed packing list to Procurement within ten (10) days of receipt. Delays in receiving approved packing lists from the requesting department may delay the payment process. Following implementation of an electronic receiving process (in 2007), departments will receive item(s) on-line and retain packing lists within their department.

4. Requests for Payments to new vendors, professional firms, contractors, etc. for services must be submitted on a requisition. A completed W-9 form must be submitted for all new vendors. Complete taxpayer information to include name, mailing address, and identification number (federal employer number for businesses and social security number for individuals) is required to process payment. A copy of a current worker’s compensation certificate or exemption form for service providers should be submitted with the requisition.
PROCUREMENT POLICY AND PROCEDURES

5. Approved check requests received in the Procurement Department by 9:00 a.m. on Friday (for the following Tuesday) and 9:00 a.m. on Tuesday (for the following Thursday) will be issued on the next check run. Checks will be available for distribution beginning at noon the day of the check run.

6. For check requests that require special handling (enclosure to accompany the check), two copies of the enclosure should be attached to the requisition.

7. Check requests for reimbursement to employees for college related purchases must include the requestor’s supervisor’s approval.

8. Check requests for employee business travel expenses (transportation, meals, lodging, registration fees, and parking) must include the requestor’s supervisor/designee approval. Requisitions for airfare and lodging must reference the reason for the travel (conference, seminar, etc.). The College will reimburse employees for allowable out-of-pocket travel expenses incurred during approved business trips in accordance with travel policy PRO-010. Original receipts are required for reimbursement. Employee reimbursement checks are distributed via mail services.

9. Submit check requests for non-employee honorarium payments to Accounts Payable. Honorariums paid to employees must be submitted through the Payroll Department.

Reference:
Division of Financial and Administrative Services Manual

For more information contact:
Karen Downs x7822
Shipping and Receiving

Policy:

The College of Southern Maryland utilizes centralized shipping and receiving function in order to provide a quick delivery for materials received, to facilitate timely invoice payments, and to maintain accurate fixed asset records.

Shipping/receiving personnel accept shipments for all campuses at the loading dock on the main floor of the Center for Business and Industry (BI) Building. All supplies and equipment received at the College will be delivered to the BI Building, Central Receiving, unless otherwise specified on the original purchase order.

The College does not accept Cash on Demand (COD) shipments unless they have been prior approved by the appropriate divisional executive.

The provisions of this document are applicable to the receipt of products and/or services on behalf of the College.

Procedure:

Shipping/receiving personnel accept shipments at the loading dock on the main floor of the Center for Business and Industry (BI) Building. Vendors are instructed to deliver goods to the College at this location.

1. The using/requesting department is responsible for verifying the shipment against the packing list, noting any discrepancies on the packing list, signing, dating and returning the packing list to Procurement within ten (10) business days after receipt. Packing lists must be signed and returned to Procurement within this time frame to ensure timely vendor payment. If the quantity and/or description of material received differ from the packing slip, the received quantity and/or description shall be recorded on the packing list. Following implementation of an electronic receiving process (in 2007), departments will receive item(s) on-line and retain packing lists within their department.

2. An equipment item which costs over $5,000 requires a property control fixed asset identification tag (see PRO-007 “Fixed Assets”). Shipping and Receiving personnel will affix fixed asset identification tags to qualified equipment.

3. Items received by Shipping/Receiving personnel are normally delivered to the department within two (2) days from time of receipt. If a department is unable to accept immediate delivery, the shipment may be held in the BI Building on a temporary basis. Departments should make every effort to either accept all shipments at the time of receipt or accept all temporarily stored material at their earliest opportunity.
PROCUREMENT POLICY AND PROCEDURES

4. A backorder occurs when the quantity shipped is less than the quantity ordered. The shipment packing list will indicate that item(s) is (are) on backorder.

5. The requesting department must notify the Procurement Department within five (5) business days from receipt of the shipment if any discrepancies or concealed damage is discovered. After ten (10) business days, if the Procurement Department receives no notification, acceptance is implicit and payment for the shipment will be processed. This policy does not preclude applicable warranty periods in effect.

Reference:
Division of Financial and Administrative Services Manual

For more information contact:
Karen Downs x7822
SURPLUS DETERMINATION
Cost center managers having equipment or other property surplus to their needs shall submit a completed Disposition of Equipment Form to the Procurement Shipping and Receiving/Fixed Asset Manager. If the property in question is an inventory item(s), a description of the property, property condition and the inventory tag number must be included. Inventory Items are Fixed Assets that are non-expendable, retains its original shape and appearance, does not lose its identity through incorporation, has an initial unit cost of $1,000 or higher, and has a life expectancy of at least two years. The Director of Procurement/Contracts, Controller, and/or the Dean of Financial and Administrative Services will make the final determination of surplus property.

COLLEGE-WIDE NOTIFICATION
The Procurement/Contracts Department will periodically circulate a listing of usable surplus property among the college departments to discover whether other departments can use any items on the list. Preference for items purchased from a specific operating budget (La Plata, Calvert or St. Mary’s) will be given to departments on the same campus. Following the circulation, remaining property will be offered to any county-funded or state recognized agency. Any remaining property will be identified as surplus by the Director of Procurement/Contracts and will be disposed of according to the sequence outlined below.

If the property is transferred to another college department, the transfer is recorded by completing an Asset Transfer form. The Shipping and Receiving/Fixed Asset Manager will record the transfer of the asset into the new department.

DISPOSAL
The Procurement/Contracts Department shall be responsible for maintaining an up-to-date inventory on all items of surplus property owned by the college. Any property identified as surplus to the college will be disposed of in a manner as will result in the greatest return or lowest cost, as determined by the Procurement/Contracts Director. This property may be disposed of in the following order:

1. Trade-ins via the issuance of purchase orders. Items such as business machines and motor vehicles are examples of property for which a trade-in would be appropriate.

2. Sale to the public: Any sale should be handled with a sealed bid process or fixed price, as determined by the Director of Procurement/Contracts.

3. Scrapping and/or disposal in the most expeditious manner.
**APPROVAL**
Authority will be required from the following approval levels before any asset/inventory may be sold or disposed of in any manner.

<table>
<thead>
<tr>
<th>Acquisition Cost</th>
<th>Approval Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>$10,000 or less and estimated current fair market value does not exceed $2,000.</td>
<td>Procurement/Contracts Director</td>
</tr>
<tr>
<td>Over $10,000 and estimated current fair market value exceeds $2,000.</td>
<td>Dean of Financial &amp; Administrative Services</td>
</tr>
</tbody>
</table>
ASSET/INVENTORY DISPOSAL PROCEDURES

Introduction
The following procedures will guide the user of CSM property/equipment through the obsolescence process. These procedures also address the disposal of assets acquired through the Maryland State Department of Education (MSDE) Division on Career Technology and Adult Learning (DCTAL) as reported on Form MSDE-CTAL-213-15. Disposal of equipment acquired through state/federal monies shall follow the procedures outlined in the grant document. If the grant is silent as to disposition of equipment, the procedures listed below will be followed. In order to insure property/equipment is available for use, cost center managers shall conduct yearly inventories of departmental assets and report the results in writing to the Shipping and Receiving/Fixed Asset Manager. The efficiency of this operation will depend on the cooperative effort of all individuals involved in this process.

Assets Purchased from Operating Fund
In each situation outlined in this paragraph, the cost center will inform the Shipping and Receiving/Fixed Asset Manager by using the Disposition of Equipment form. The detail from the form will enable the college’s inventory to be adjusted according to the final determination of the equipment. Any property identified as surplus to the college will be disposed of in a manner as will result in the greatest return or lowest cost, as determined by the Procurement/Contracts Director. Equipment purchased with operating funds shall be disposed of in the following descending order.

1. Shipping and Receiving/Fixed Asset Manager and Budget Analyst to determine if any surplus equipment is identified for purchase in the current year’s budget. If surplus equipment can be used in place of new equipment that is budgeted for another department, the Procurement/Contracts Director will be notified to contact the department. The department will review the surplus equipment and determine if it can substitute in place of purchasing new equipment.

2. Offered on a college-wide basis to all other departments for official use: Departments situated on the same campus as the originating department will be given the first choice for distribution.

3. Donation to another county agency: The Shipping and Receiving/Fixed Asset Manager maintains a listing county and state recognized agencies for possible donation. The agency accepting surplus items will provide a letter of receipt acknowledging the donation. The donation letter is attached to the Disposition of Equipment form.

4. Sale to public: Any sale will be handled with a sealed bid process or a fixed price, as determined by the Director of Procurement/Contracts. Notification will be by public bulletin board. If a sealed bid process is used, the college reserves the right to sell such surplus equipment with the right to reject all bids. The proceeds from
any sale will be delivered to the Controller and recorded in the General Fund of the college.

5. Scrupping and/or disposal in the most expeditious manner. All disposals will be accomplished within regulations (i.e. computer monitors are not allowed to be dumped in landfills).

Assets Purchased from Division of Career Technology and Adult Learning Grant

Equipment will be processed consistent with the MSDE/CTAL publication, “Rules, Regulations, and Procedures Governing Federal and State Categorical Equipment Inventory”.

1. The coordination of this portion of the inventory is jointly shared by the office of the Dean of Career and Technical Education and the Dean of Financial and Administrative Services. The office of the Dean of Career and Technical Education is responsible for coordinating, signing, and reporting all equipment inventory. The Dean of Financial and Administrative Services delegates the Shipping and Receiving/Fixed Asset Manager to be responsible to insure the tag placement on the asset/equipment (see #2 below), acknowledgment to MSDE of tag receipt, and that all items reported are on the college’s insurance and inventory.

2. A numbered tag is issued by MSDE for each purchased piece of equipment listed on the equipment inventory form that is submitted by the college to MSDE. (Leased or lease-to-purchase equipment will not be tagged until actual ownership is effective.) The Shipping and Receiving/Fixed Asset Manager will install each equipment tag on the specific equipment purchased with DCTAL funds and listed on the equipment inventory form.

3. When MSDE equipment requires disposal, the office of the Dean of Career and Technical Education will submit a brief statement to MSDE that outlines the reason for disposal and requests approval. In addition, the MSDE-CTAL-213-5 inventory form will accompany the statement. College inventory forms will be completed for all of the following types of dispositions.

TRADED
A statement explaining the transaction and removed tags shall be attached to the college’s Disposition of Equipment form.

SOLD
A statement specifying why the college no longer needs the equipment and requesting the approval of MSDE to sell the items of equipment listed will be attached to the college’s Disposition of Equipment form. Sale procedures shall allow for competition and result in the highest possible return. The sale will be processed according to the college’s Asset/Inventory Disposal Procedures. Removed tags should be included with the college’s Disposition of Equipment form.
Before approval by the Division of Career Technology and Adult Learning to sell equipment, all local recipients of federal or state career and technology education funds should be apprised of such equipment availability. If such equipment can be used by other eligible recipients for approved vocational programs, this use will take priority over a public sale.

After the sale of equipment, the Shipping and Receiving/Fixed Asset Manager will inform the Dean of Career and Technical Education of the advertising documentation, names of bidders, name of the winning bidder, and the amount of proceeds from the sale. The Dean of Career and Technical Education will forward the information to DCTAL so a determination of the federal reimbursement obligation (if any) can be made. If new replacement equipment is purchased with proceeds, a copy of the purchase order will be attached to the MSDE-CTAL-213-5 inventory form.

**STOLEN**
Any loss or theft of equipment purchased from these funds shall be investigated and fully documented. MSDE requires a signed police statement of an investigation to be placed in the active files. The Shipping and Receiving/Fixed Asset Manager will attach a cost center manager's statement and a copy of the investigation report to the college’s Disposition of Equipment form. These documents shall include detailed explanations as to date, time, etc.

**TRANSFERRED**
The office of the Dean of Career and Technical Education will send to MSDE the MSDE-CTAL-213-5 inventory form. Unless otherwise approved by the MSDE, equipment must continue to be used in approved vocational programs. If CSM is unable to use the equipment, it may be offered to other eligible recipients (see above, SOLD).

**OBSOLETE**
See instructions under SOLD. Equipment to be discarded will be determined by its condition, years of service and use value. Tags shall be attached to the college’s Disposition of Equipment form.
Stockless Office Supply Orders

Policy:

The College of Southern Maryland (“College”) has de-centralized the purchase of office supplies. Authorized department personnel may purchase office supplies directly from approved vendor(s) using the on-line ordering process or pre-printed order form. The Procurement Department is responsible for the Stockless Office Supply procedures and any request for exceptions should be directed to the Procurement Director. The College’s Stockless Office Supply policy provides for next day desktop delivery for office supplies (fast moving, low dollar expendable items) ordered directly from the approved vendor(s). Fixed asset, furniture, and technology items are not authorized for purchase under this procedure.

Procedure:

1. Stockless Office Supply orders shall be placed directly by authorized department users.

2. Departments are encouraged to order office supplies via the on-line ordering process. Contact the Purchasing Agent for account set-up and training information. Stockless Office Supply orders may also be placed by fax using a pre-printed order form available at http://www.hawk.csmd.edu/dfs/pro.

3. The individual authorized to sign for the total dollar amount and the general ledger number being charged must approve the order before it will be released. By approving the order, the cost center manager is certifying that there is sufficient budget available.

4. The approved vendor will provide desktop delivery to the department. Normally supplies will be delivered within 24 hours if faxed to the vendor by 5:00 p.m. the previous day.

5. When supplies are received, the department shall retain the original packing slip. The driver will obtain a departmental signature for proof of delivery purposes. Should a department be vacant at the time of attempted delivery, the driver will deliver the item(s) to Shipping & Receiving personnel and the order will be sent to the department via mail services. Packing lists should be retained for two years; current plus prior year and shall be organized in a fashion so they may be reviewed for audit or resolution of a discrepancy.

6. Procurement will forward a monthly report to the requesting department, detailing items delivered during the prior month. Departments must review the monthly report to verify the items were received and there are no discrepancies. If there
are no discrepancies, no reply is required. If there is a discrepancy, please contact the Accounts Payable Supervisor immediately with an email explanation of any discrepancy.

7. When returning supplies, the item(s) should be returned in the original package. When this is not possible, the item(s) should be boxed or wrapped securely in order to minimize damage. The department shall contact the vendor to arrange item returns. The department must provide the original invoice number corresponding with the items being returned. The vendor will issue an Authorization To Return (ATR) number. The ATR number shall be written on the box or package being returned. The department is responsible for keeping track of all ATR numbers issued by the vendor. Make the box or package available to the vendor’s driver at the normal delivery point in the department.

8. Submit a College requisition form to Procurement for fixed asset, furniture, and technology items so that a purchase order may be issued.

Reference:
Division of Financial and Administrative Services Manual

For more information contact:
Karen Downs x7822
PROCUREMENT POLICY AND PROCEDURES

Title: Chronological Schedule for Fiscal Year Close-Out (Procurement)

Scope:

This policy applies to funds administered by the College of Southern Maryland.

Policy:

It is the policy of the College of Southern Maryland to conduct an orderly and timely fiscal year close-out process for the college. This dictates that goods and services received on campus on or before June 30 are to be charged to the ending year’s budget. Goods and services received July 1 and thereafter are to be charged to the New Year’s budget.

Departments are encouraged to submit requisitions to the Procurement department in ample time to allow for delivery in the appropriate fiscal period. The College’s fiscal period is July 1 to June 30. The schedules outlined below will allow the Procurement Department to facilitate the proper handling of requests, while accommodating other deadlines imposed from external sources. Please note that “submit” means that documents have been time-stamped into the Procurement Office by 5:00 pm of the deadline date unless otherwise specified.

Procedure:

1. Deadline to submit non biddable (not subject to formal bid advertising requirements) Purchase Requisitions for Operating and Auxiliary Budget current Fiscal Year funds:
   Fourth Friday during the month of April – Close of Business

2. Deadline to submit Check Requests (direct payments) for Operating Budget and Auxiliary current Fiscal Year funds:
   Third Friday during the month of May – Close of Business

3. Deadline to submit non biddable Purchase Requisitions for Restricted (Grants):
   Fourth Friday during the month of April – Close of Business
   ▪ For Grants/Contracts that end on June 30th, refer to the timelines outlined in the Fiscal Year End and Grant Closeout sections of the Grants/Contracts Financial Procedures.

4. Deadline to submit Check Requests for Restricted (Grants) current Fiscal Year funds:
   Third Friday during the month of May – Close of Business
   ▪ For Grants/Contracts that end on June 30th, refer to the timelines outlined in the Fiscal Year End and Grant Closeout sections of the Grants/Contracts Financial Procedures.

5. Deadline to submit Requisitions for Central Supply items (letterhead, envelopes etc.) using current Fiscal year funds:
   Last Friday during the month of May – Close of Business
6. Deadline to submit stockless office supply orders to OfficeMax Products using current Fiscal year funds:
   Last Friday during the month of May – Close of Business

Requisitions and/or Check Requests submitted after the deadline schedule specified above will be charged to the next year’s budget.

Note:

Fiscal Year close requirements do not allow for carry-forward encumbrances. Blanket purchase orders will NOT be carried over into the new fiscal year and will be closed in July. As required by the Government Accounting Standards Board (GASB) Statement 34, expenditures are to be reported in the fiscal period when materials are received or services have been performed. The accounting process used to accomplish this task is called ‘year-end accruals’. An accrual is an entry which records an expense that has been incurred by the fiscal year end, but the disbursement of cash has not occurred. In compliance with these guidelines, year-end accruals (expenditures) are limited to charges for services performed and for goods physically received prior to the close of the fiscal year.

Reference:

Division of Financial and Administrative Services Manual

For more information contact:

Karen Downs  x7822
Travel

Scope:

The provisions of this policy are applicable to all travel authorized by and performed on behalf of the College unless otherwise indicated. The travel policy includes spending guidelines, expense documentation, expense approval and other matters related to travel while on college business. It is the responsibility of each traveler to comply with policies and procedures as set forth. This policy also applies to travel funded under federal grants and contracts. Please spend public funds wisely as you would for your own personal travel. (These procedures do not apply to the Travel Studies Program travel.)

Policy:

1. The responsibility for the travel policy and procedures is within the Division of Financial and Administrative Services. The VP of Financial and Administrative Services shall establish reimbursement and mileage rates and communicate changes in College travel policies and procedures. Changes communicated will supersede all previous travel policy and procedures documentation. Amendments to this policy will be available on the College of Southern Maryland intranet.

2. It is College policy to reimburse employees for necessary, reasonable and prudent travel expenses incurred for authorized and approved College business. Necessary and reasonable expenses can be defined as the minimum expenses required to meet the purpose of the travel. Any expenses associated with personal items or entertainment including other non-business related items will not be reimbursed. Supervisors/designees may limit reimbursement if they determine that the expense was solely for personal reasons. Employees will be responsible for unauthorized costs and any additional expenses incurred for personal preference or convenience. It is the responsibility of the Traveler who is expecting any travel expense reimbursement to contact Procurement/Accounts Payable to enroll in the Web based Bank of America Expense Reimbursement Program.

3. In order to ensure that travel is approved in an impartial manner, employees may not authorize their own travel nor approve their own expense reimbursements; a supervisor or designated individual must do so. The authorized traveler is responsible for prompt (within 30 days) submission of travel related expenses. Necessary expenses actually incurred in excess of established reimbursement rates or expenses required by exceptional or extraordinary circumstances will be allowed when submitted with written justification and approved by the respective Divisional Dean and the VP of Financial and Administrative Services. For expenses not specifically defined in this policy or unique circumstances surrounding a claim, contact the Director of Procurement prior to commencing travel.

4. Reimbursement is not made for the following:
   a. Alcoholic beverages;
   b. Parking or traffic violations;
c. Additional travel insurance;

d. Travel between an employee’s residence and the work site;

e. Any expenses associated with personal items or entertainment including, but not limited to, exercise facilities, movie rental, videos, games, or other non-business related items.

f. Extra airline cost for preferential Check-in is not reimbursable.

6. Authorized travel status does not include interim periods scheduled primarily for the convenience of the traveler, including side trips, layovers, and late returns which are not necessary or cost effective in conducting College business.

7. Local travel includes authorized inter-campus travel and travel between an individual’s assigned work site and other points of official College business not to exceed 400 miles roundtrip. It does not include travel for which overnight accommodations are required or round trip mileage exceeds 400 miles roundtrip.

8. Distant (Non-local) travel includes authorized travel in excess of 400 miles roundtrip that typically includes overnight lodging, meals, and may include airfare. Foreign travel is considered distant travel and reimbursement of travel expenses will made according to the US Department of State foreign per diem rates for country visited.

9. The signature of the authorized traveler’s supervisor/designee certifies that the travel was for College business, the requested reimbursements are in accordance with College policies, and to ensure use of the correct account number and availability of funds. In cases where there is reason to believe the expenditures are not in compliance with policy, the supervisor/designee may limit reimbursement to the necessary and reasonable expenses that were required to meet the purpose of the travel.

10. Original receipts must be scanned/attached and uploaded to support all reimbursement claims. Meals, telephone, and other incidental travel expenses require a receipt. In limited instances where a receipt is not available, a written justification explaining the circumstances must be completed in order to be considered for reimbursement and made part of the online Expense Reimbursement Request. Saving original receipts is no longer necessary since you have attached a digital copy to your expense reimbursement.

11. If receipts are in foreign currency, the authorized traveler must convert to US currency using the exchange rate at the time the expense was incurred, not the rate at the time the travel expense form is completed. The exchange rate must be noted on receipt and a copy of the exchange document attached. A foreign exchange currency converter is available at: http://www.oanda.com/convert/classic

13. Authorized travelers shall not claim any reimbursements for anyone other than themselves. Each employee should submit their own online Expense Reimbursement. Only expenses for the authorized traveler will be reimbursed. On those occasions when personal travel is combined with business travel, the College will not reimburse any expenses associated with the personal part of the trip.
14. Arrangements for cancellations and refunds associated with College travel are the responsibility of the department or authorized traveler. The authorized traveler should promptly notify Procurement of any changes, cancellations, or expected refunds regarding travel expenses.

15. Damage to a privately owned vehicle used for college business is covered by the individual’s private insurance. The college does not assume responsibility for the cost of repairs to the vehicle or other costs whether they result from the traveler’s actions or the actions of others.

16. Travelers should attempt to use a College fleet vehicle for local travel whenever possible.

17. Anyone traveling for the College and using their own vehicle must possess Maryland’s minimum Automobile insurance requirements:

- $30,000 for bodily injury per person,
- $60,000 for bodily injury for two or more people, and
- $15,000 for property damage

18. Reimbursement of lodging accommodations for local travel is not authorized unless approved in advance by the authorized traveler’s supervisor/designee in order to meet the requirements of the purpose of the travel. For example, an event session begins too early to allow for reasonable traveling that morning.

19. Reimbursement of meals is not authorized when traveling between college work sites.

20. The Procurement Department reserves the right to request additional information or documents to substantiate requests for reimbursement.

General:

1. Mileage reimbursement rates. Mileage reimbursement shall be based on the most economical mode of transportation and the most commonly traveled route consistent with the purpose of the trip. The current mileage reimbursement rate is found at the College of Southern Maryland intranet website under Policies and Procedures.

Meal reimbursement rates. The College will reimburse authorized travelers for actual meal expenses incurred not to exceed $74 per day or the US General Services Administration Per Diem Rate Reimbursement (http://www.gsa.gov/portal/category/104711) whichever is lower. **Authorized travelers are not entitled to the maximum rate – only the actual amount spent not to exceed the maximum rate.** Tipping of servers should not exceed 20% and should not include any portion of alcoholic beverages that were deleted from the bill. Maximum meal rates, which include tips, may be found on the College of Southern Maryland intranet website under Policies and Procedures then Procurement Policy & Procedures. For partial travel days authorized travelers are reimbursed up to the current maximum per meal rate.
Partial travel days are defined as one-day travel or the first and last day of extended travel.

**DEFINITIONS:**

In order to provide clarity, the following terms related to this travel policy are defined.

a. **Authorized traveler:** Any faculty member, staff employee, or non-employee authorized by the College to attend an event or travel on behalf of the College. Any approved travel that will require any Expense Reimbursement needs to contact Procurement/AP to make sure they are properly enrolled the Web based Bank of America Expense Reimbursement Program and receives the appropriate training to report their expenses.

b. **Authorization:** The signature of the authorized traveler’s supervisor/designee certifies that the travel was for College business, requested reimbursements are in accordance with College policies, and authorizes the expenditure of funds from appropriate accounts. In cases where there is reason to believe the expenditures may be inappropriate or extravagant, it is the responsibility of the supervisor/designee to withhold or adjust reimbursement.

c. **Cash Advances will no longer be issued by the College. Reimbursement for College Travel Expenses will be reimbursed after an online Expense Reimbursement is completed and signed off. The expense check reimbursements are performed on Tuesday and Thursday. The only exception is if a hardship and the Department VP requests a cash advance for an individual(s).**

d. **Event:** Any meeting, seminar, training, or other business related event properly approved for travel.

e. **Incidental expenses:** Expenses related to official travel not specifically covered in this document. Incidental expenses include, but are not limited to, fees and tips for persons who provide services, such as porters and baggage carriers. Incidental expenses **do not** include taxicab fares, lodging taxes, or the costs of telephone calls.

f. **Local travel:** Local travel includes authorized intercampus travel and travel between an employee’s assigned work site and other points of official college business using a privately owned vehicle. Local travel is also considered travel within the normal commuting area for the metropolitan area (not to exceed 400 miles roundtrip) that does not include overnight accommodations.

g. **Lodging costs:** Costs for lodging include room charges, taxes, and up to two personal telephone calls per day while the traveler is on college business. Lodging costs do not include room service (meal expense), parking, movies, etc. Note: Employees staying at Maryland hotels should secure exemption for MD State Sales
and Use Tax. If not, this will be deducted from your Expense Reimbursement or be billed back to you. AP can provide the Tax Exemption Certificate prior to travel.

h. **Non-employee**: Any individual, not a College employee, representing the College on official business with prior approval from one of the following: Board of Trustees, President, Vice-President or appropriate Dean.

i. **Non-local travel**: Non-local (distant) travel includes travel on authorized College business that meets either or both of the following criteria: overnight accommodations are required and/or travel is outside of the normal commuting area for the Washington, D.C. metropolitan area of 400 miles roundtrip. Foreign travel is considered distant travel and reimbursement of travel expenses will made according to the US Department of State foreign per diem rates for country visited. Foreign per diem rates may be found at: [http://www.state.gov/m/a/als/prdm/](http://www.state.gov/m/a/als/prdm/)

j. **Receipts** are required for all expenses. A receipt must provide the appropriate detail for the claimed expense (i.e., amount, date, time, item(s) purchased, service(s) received, name of vendor, etc.). Examples of acceptable receipts are:

1) Itemized credit card receipts-not a credit card summary receipt.
2) E-ticket or confirmation of purchase – not an itinerary.
3) Copy of cancelled check together with documentation from the payee. A cancelled check by itself does not prove a business expense without other evidence to show that it was for a business purpose.

**Missing Receipt**: In rare instances when a receipt is not obtainable, not complete, or lost, the authorized traveler must complete a detailed justification for each transaction claimed and attach it to the online Expense Reimbursement.

k. **Prepaid expenses**: Payments that are made directly to the vendor for expenses paid by the College on behalf of the authorized traveler before travel takes place. Examples include hotel deposits, registration fees, and airfare. A cash advance **will not** be given to the authorized traveler to pay for these types of expenses.

l. **Rental Cars**: The use of rental cars should be limited to instances in which other means of transportation are not economical or practical.

The size of the car that may be rented is determined by the number of travelers:

- 1 person – economy
- 2 persons – compact
- 3 persons or more – intermediate

The incremental cost of vehicle upgrades is to be considered a personal expense. Whenever practical, travelers should refuel the rental car before returning it to avoid refuel surcharge by the car rental vendors.
Local Travel Policy:

1. Mileage:

   a. Mileage: Employees requesting reimbursement for mileage expenses shall submit an online Expense Reimbursement. Reimbursement for local travel by privately owned vehicle is limited to mileage, tolls, and parking for the authorized traveler. Frequent travelers should submit expenses on a monthly basis. Travelers will provide supporting mileage documentation from an internet map site (such as Mapquest or Yahoo). The only deviation from the Internet mileage Program calculator is being domiciled at a hotel/lodging and commuting to a conference center /function location which will need to be explained for the variance in mileage.

   b. Authorization: Once the authorized traveler signs off on the online Expense Reimbursement it will be routed to the approving supervisor for Sign Off.

2. Inter-campus Travel Reimbursement

   a. Mileage for travel between College campuses will be based on the following:

<table>
<thead>
<tr>
<th>Inter Campus Travel Between</th>
<th>Mileage (One Way):</th>
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<tbody>
<tr>
<td>La Plata &amp; Leonardtown</td>
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<tr>
<td>La Plata &amp; Prince Frederick</td>
<td>27</td>
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<tr>
<td>La Plata &amp; The Waldorf Center</td>
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<tr>
<td>La Plata &amp; Hughesville</td>
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<td>Leonardtown &amp; Prince Frederick</td>
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<td>Leonardtown &amp; Hughesville</td>
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<tr>
<td>Waldorf Center &amp; Leonardtown</td>
<td>31</td>
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<tr>
<td>Waldorf Center &amp; Prince Frederick</td>
<td>22</td>
</tr>
</tbody>
</table>

   b. The cost of traveling between the employee’s residence and a work site is considered a personal commuting expense and therefore is not a reimbursable business expense.

   Reimbursement is based on the principle that the employee should be reimbursed for all official business mileage accumulated in a privately-owned vehicle that is beyond the normal round trip mileage incurred from the employee’s home to the permanently assigned office and back home again. The following are examples:

   - A college employee who leaves the office, travels to a field site, and returns to the office may be reimbursed for all mileage directly connected with the business trip (i.e., mileage from the office to the field site and back to the office), because the driver will have driven the normal daily commute to and from the office by the end of the day.
   - A college employee who leaves home to conduct business without stopping at the assigned office may be reimbursed for all mileage directly connected with
the business trip that is in excess of the commute miles normally traveled (i.e., total official miles driven minus normal daily commute miles). In this situation, the driver has not driven the normal daily commute and, therefore, must subtract the normal daily commute miles from the total official miles driven.

- A college employee who conducts college business prior to coming into the assigned office or on the way home from the assigned office may be reimbursed for all mileage in excess of the commute miles normally traveled.

These policies apply to any normal working day in which the employee travels in a privately-owned vehicle to conduct college business.

c. The college will not reimburse parking or moving violations.

d. Reimbursement for public transportation (i.e. Metro) is limited to the actual cost of the transportation.

3. Lodging

- Reimbursement of lodging accommodations for local travel is not authorized unless approved in advance by the authorized traveler’s supervisor/designee in order to meet the requirements of the purpose of the travel. For example, an event session begins too early to allow for reasonable traveling that morning. If lodging is approved, lodging and all other travel expenses related to the specific event must be claimed on the online Expense Reimbursement Program.

4. Meals

- Reimbursement of meals is not authorized when traveling between college work sites.

- Lunch will be reimbursed up to the established limit when attending training sessions, professional meetings, or conferences that are not located at College facilities.

5. Telephone Expenses

- Reimbursement for telephone expenses for local travel is authorized when approved by the immediate supervisor/designee.

**Local Travel Reimbursement Procedures:**

The Mileage Reimbursement should be completed electronically on line at the following URL: [https://payment2.works.com/works/](https://payment2.works.com/works/)

1. All mileage reimbursement requests should include documentation from an internet map site (such as Mapquest or Yahoo to validate the mileage reimbursement). Partial miles are tabulated via the formula within the Expense Reimbursement Program.
2. Receipts must be attached online and Signed Off by the traveler. The Expense Reimbursement will electronically route to the authorized supervisor designee for Sign Off.

Distant (Non-local) Travel Policy:

1. Transportation:
   a. Reimbursement for distant travel is limited to the transportation expenses to and from the event and to and from the airport using the most cost-effective means reasonably available. Travelers should request reservations as early as possible in order to obtain the lowest possible fare.
   
   b. Travelers are precluded from upgrading air travel for the convenience of the traveler if it incurs an additional expense to the college. Travelers are also precluded from requesting a specific carrier for the purpose of earning frequent flyer mileage unless the specified carrier offers the lowest fare available. Note: Employees over 6’ tall must secure prior approval to incur an additional leg room expense on flights over 2 hours.
   
   c. Reimbursement for air/rail transportation expenses will be limited to the cost of coach class fares. If an employee chooses a higher-class fare, the traveler will be responsible for the difference in the costs incurred. Note: securing WiFi during flights for valid business purposes will require VP approval. Securing WiFi Streaming is not acceptable.
   
   d. Reimbursement for distances traveled greater than 400 miles round trip will be limited to the most cost-effective method of travel. Reimbursement for miles driven using a privately owned vehicle shall be at the established rate. Fuel costs are included in the established mileage rate and are not reimbursed separately.
   
   e. Travel using a privately owned vehicle for distances greater than 400 round trip miles may be desirable to save time, transport equipment, or reduce cost. This exception to policy must have approval prior to travel by the traveler’s supervisor/designee. (The expectation is that an employee will always select the most cost effective means of transportation). A written explanation should be included in the comments section of the online Expense Reimbursement Program. If approval is not received, reimbursement will be limited to the most cost effective method of travel to include ground transportation costs to and from the airport. Reimbursement for authorized miles driven shall be at the established rate.
   
   f. Automobile rental shall not be utilized unless it is the most economical transportation available. The lowest cost vehicle necessary to meet the requirements of the travel should be reserved. Reimbursement for use of a rental car shall include the cost of the rental car, gasoline and oil, emergency repairs, parking, and toll charges. The authorized traveler should purchase fuel prior to returning the vehicle to the rental
agency to avoid the high fuel costs at the agency unless prepaid fuel is more cost effective.

h. The purchase of additional insurance from the rental agency is not required and will not be reimbursed. The College’s insurance provides coverage in excess of the rental agency’s insurance. For insurance reasons, employees completing a lease/rental agreement should specify “College of Southern Maryland” after their own name. In the event of an accident involving a rented/leased vehicle, a copy of the accident report (or other notification) should be submitted to Procurement and Environmental and Health Safety immediately upon return to the College.

i. The least expensive parking arrangement at a hotel should be used. Valet parking costs will only be approved if it is the sole parking available or there is a physical, safety, or business reason to justify an exception. An explanation justifying the expense must be submitted online using the Expense Reimbursement Program.

2. Lodging:

a. Lodging accommodations should be the most cost effective that is reasonably available to meet the requirement of the purpose of the travel. Lodging prices will be honored for accommodations offered at the host facility or for conference designated accommodations.

b. The itemized hotel bill must be submitted showing the daily posting by the hotel. Credit card receipts or statements, cancelled checks, or other receipts alone may not be accepted if they do not reflect the detailed expense. When making reservations, employees should inquire as to the availability of discounts for educational organizations.

c. Any expenses associated with personal items or entertainment including, but not limited to, exercise facilities, movie rental, videos, games, or other non-business related items will not be reimbursed.

d. College employees traveling on college business in the state of Maryland are exempt from sales tax normally charged by lodging facilities. A copy of the exemption certificate may be obtained from the Procurement Department. This exemption does not apply to any other tax charged by the lodging facilities.

3. Meals:

a. Reimbursement for meal expenses for whole days shall be limited to the actual expense not to exceed the total rate for each day when supported by original receipts. Meal rates include tips. **Alcoholic beverages will not be reimbursed.**

b. Reimbursement for meal expenses for partial days shall be limited to lunch and dinner on the day of departure unless the authorized traveler departs prior to 8:00 a.m. in order to meet the requirements of the travel. Reimbursement shall be limited to
breakfast and lunch on the day of return unless the authorized traveler returns later than 6:00 p.m. in order to meet the requirements of the travel.

c. When more than one authorized traveler is traveling together, each traveler must file separate claims for their own meals.

d. In the event the authorized traveler hosts a business meeting while on non-local travel, the cost of the authorized traveler’s meal cannot be claimed as both a travel expense and a business meeting. Therefore, the authorized traveler’s meal should be claimed as part of the business meeting. Policies and procedures for claiming reimbursement for business meeting expenses should be followed. For additional information, see PRO-011 Business Meetings and Entertainment.

4. Incidental Expenses:

a. Reimbursement for incidental expenses shall be on an actual expense basis. Incidental expenses include, but are not limited to, fees and tips for persons who provide services, such as porters and baggage carriers. Incidental expenses do not include taxicab fares, lodging taxes, or the costs of telephone calls.

5. Telephone Expenses:

a. Reimbursement for telephone calls for official business is authorized. Official business is defined as calls conducted on behalf of the College.

b. Reimbursement for personal telephone calls shall be limited to up to two personal calls per day while on business travel.

Associated Procedure:

1. Mileage Reimbursement performed using Web Based Program
   a. Bank of America Works

For more information contact: VP of Financial and Administrative Services at x7715 or Director of Procurement, Contracts at x 7822
Business Meetings and Entertainment

Scope:

As a public institution, the College is entrusted with funds by various constituencies. With limited resources available to carry out its mission, the College must demonstrate prudent judgment when expending funds. Therefore, a valid business purpose must exist for expenditures of College funds. During the course of business, it may be necessary to incur hospitality expenses for business meetings and entertainment. Hospitality expenses are defined as the provision of food, beverages, activities, or events for the purpose of promoting and furthering the mission of the College.

While responsible judgment should be used when expending any College funds, particular care should be exercised for hospitality expenses. Individuals responsible for making decisions concerning business meetings and entertainment expenditures should always question whether the proposed expense represents an appropriate use of College funds. Thoughtful consideration of each decision will ensure that College resources are expended appropriately.

The Dean of Financial and Administrative Services is responsible for approving or denying exceptions to the College’s business meetings and entertainment policy. The Division Executives have authority to establish internal guidelines for their respective division.

Policy:

1. Allowable hospitality expenses include meals or refreshments served during business meetings; meals for prospective employees, visitors, guests, or donors; and College receptions.

2. Sponsored program (grants, contracts) accounts may be used if the expense is specifically approved in the budget and is in accordance with sponsor and College policy.

3. Faculty and staff should be aware that any hospitality expenditures that do not fall within the College policy or are exorbitant or unreasonable will become a personal liability for the faculty or staff member.

4. Expenses for items of a personal nature utilized by a College employee when entertaining College guests are unallowable on College funds. Examples include golf clubs, membership in social organizations, etc.

5. Business meeting and entertainment expenses should not be lavish or extravagant. The amount spent must be reasonable in the context of the business benefit hoped to gain.
6. Expenses will be reimbursed based on the actual expenses incurred. The employee shall exercise moderation and prudent judgment when using college funds for business meeting and entertainment purposes.

7. If on non-local travel, the cost of a meal cannot be claimed as both a business meeting expense and as a travel expense.

8. Original receipts are required for all business meeting and/or entertainment expenses, regardless of the amount. Photocopies of receipts are not acceptable. If payment is to be made to a vendor, the original invoice is required.

9. All requests for exceptions to this policy will require review by the appropriate Division Executive prior to submission to the Dean of Financial and Administrative Services for approval or denial.

10. Meals or refreshments served during business meetings:

   Examples of business meetings where meal and refreshment expenses are allowable:

   1) Meals or refreshments served at College-sponsored seminars, retreats, workshops, orientations, or other College functions.

   2) Meals or refreshments served during College-sponsored meetings of advisory groups, outside reviewers, or other committees, when the group is composed of both College employees and non-employees.

   3) Working breakfast, lunch, or dinner meetings. A formal business discussion must be the purpose of the gathering.

   The College will not reimburse any expenses for events of a personal nature held by a department (for example, parties to celebrate births, marriages, birthdays, etc.) without written approval of the division executive.

11. Meals for prospective employees, visitors, guests, or donors:

   Examples of allowable meals for prospective employees, visitors, guests, or donors:

   1) Meals related to the individual recruitment of faculty or staff.

   2) Meals for individuals invited as academic visitors to contribute to the intellectual life of the College community.

   3) Meals related to cultivation of prospects, whether prospective or previous donors.

   Expenses for dining involving non-College personnel are reimbursable when the purpose of the meeting is to conduct formal college business and when it is necessary
or desirable to have the meeting in conjunction with, or during, a meal. The typical business meal might involve interviews of prospective employees, discussions with vendors, consultants, government officials, or other persons with whom the College does business, or meetings of organizations and groups at which agenda items pertinent to College business are covered.

12. Business Entertainment (College Receptions):

Meals and functions are considered entertainment if they, although partially social in nature, are intended to provide hospitality deemed necessary and customary in furthering the College’s business interests and employee relations.

Examples of business entertainment include:

1) Receptions for College faculty, staff, students, guests and visitors;

2) Alumni reunions or functions; and

3) Events that promote the advancement of the College through such things as partnerships, articulation agreements, and employee relations.

   a. Meals that include spouses or other individuals who are not directly involved in conducting formal College business are general indications that the occasion is entertainment rather than a business meal or meeting.

   b. Occasional (generally annual or semi-annual) functions for employees are considered business entertainment when intended to serve as a token of appreciation that primarily promotes employee relations or that recognizes individual or group achievements.

13. Entertainment expenses should be reasonable in relation to the nature of the function.

Definitions:

In order to provide clarity, the following terms related to this policy are defined.

Business Meeting: Events where the main purpose of the meeting is to actively conduct business and includes the provision of meals (catered or restaurant) or light refreshments (beverages, hors d’oeuvres, pastries, cookies, etc.).

Business Entertainment: Social events intended to provide hospitality deemed necessary and customary in furthering the College’s business interest and employee relations and can be included the provision of meals (catered or restaurant) or light refreshments (beverages, hors d’oeuvres, pastries, cookies, etc.).
PROCUREMENT POLICY AND PROCEDURES

**Host**: An employee representing the College who provides hospitality for a meeting, conference, or guest.

**Host to Official Guests, Recruitment**: An event where the college provides hospitality to official guests, including visitors from other colleges, members of the community, or prospective employees (recruitment).

**Official Guest**: A person who renders a service to the College or is present at a College meeting, conference, or event at the invitation of the person authorized to host the activity.

**Meetings of a Learned Society or Organization**: An event where the College is the host or sponsor of a meeting of a learned society or organization.

**Meetings of an Administrative Nature**: An event where meetings of an administrative nature are held that are directly concerned with the operations of the college.

**Student-Oriented Meetings**: An event where meetings between faculty or administrators and students are held.

**Current/Prospective College Donors**: An event that the College hosts for the purpose of fostering relationships with current or prospective College donors.

**Receptions, Employee Relations**: An event that the College hosts in connection with conferences, meetings of learned societies or organizations, fundraising events, meetings of student organizations/groups, employee recognition, student events (such as commencement exercises), etc.

**Procedures**:  

1. A Requisition must be completed entirely for all business meeting and entertainment events in order for expenses to be reimbursed, unless a corporate card is utilized. In addition, all expenses related to business meetings and entertainment must be charged to the appropriate object code(s).

2. Payments will not be made for business meeting or entertainment expenditures unless the documentation is complete and original receipts are included. If appropriate action cannot be taken to properly document the expenditure, the individual staff or faculty member must bear the cost of the entertainment.

3. College policy requires that specific information be provided on the Requisition which shows details of the business meeting or entertainment. The requirements are as follows:
   a. **Date of Event**. The date the business meeting or entertainment event took place.
   b. **Place of Event**. The name and address or location where the business meeting or entertainment took place.
c. **Type of Event.** Define whether the event is a business meeting or entertainment.

d. **Purpose of the Event.** The business purpose for the expense.

e. **Participants in Attendance.** The names of the persons who took part in the business discussion and/or the entertainment function must be provided. If 5 or fewer people are in attendance, the names of all attendees must be shown. If more than 5 persons are in attendance, the name(s) of the group(s) and the number of persons attending should be noted.

f. **Business Relationship.** The titles, occupations, affiliation, or other designations about the attendees that shows their business relationship must be provided. The employee (host) must be present during the meeting or entertainment event.

g. **Receipts.** Original receipts for all entertainment expenses are required for reimbursement, regardless of the amount. If payment is to be made to a vendor, the normal invoice or statement of costs is required.

4. Upon completion of the requisition, it should be signed by the requestor and approved by the immediate supervisor or designee. Original receipts must be attached and the entire package forwarded to Procurement for processing.

**Associated Forms:**

Requisition Form
Card Policy and Procedure Guide
(“Travel & Expense Cards, PCards and Cash and Mileage Expense Reimbursement”)

Bank of America Commercial Card Program
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Overview

Welcome to the CSM and Bank of America Commercial Card Program!

CSM has contracted with the Bank of America to provide select employees a Commercial Card for College expense reporting. The purpose of the Bank of America Commercial Card Program (T&E or PCard) and Cash & Mileage Reimbursement is to streamline and simplify the purchasing and expense reporting process.

- Help reduce manual purchase orders for small dollar purchases through the use of the PCard
- Pay reoccurring Utility Bills
- Pay Vendors that accept Credit Cards where PRO has TCPNs and other Piggyback Agreements
- Provide a Travel & Expense Card for Employees who travel frequently
- Utilize the Banks web based platform for Commercial Card expenses to include cash and mileage out of pocket expense reporting

This Policy and Procedure document will provide you guidelines for the Program, including reconcilement, record keeping procedures, and customer service information. It is important to read the information carefully, as you will be responsible for adhering to the use of the Commercial Card and the expense reporting for Cash and Mileage out of pocket.

These Policies & Procedures are internal to CSM and shall be revised as needed. They shall not replace or supersede the College Agreement with Bank of America or the individual User Agreement with CSM.

As with any process, it is difficult to anticipate every question or issue that may arise. Feedback on issues encountered in using the card and the cash reimbursement expense reporting will give us the opportunity to refine the CSM policies and procedures for the users and approvers of the program.

Policy

The Vice President for Financial and Administrative Services is responsible for the College purchasing and the issuance of Commercial credit cards (T&E or PCards), prepaid debit cards and expense reconciliation reporting of employees of the College. The Department of Financial and Administrative Services is accountable for monitoring, retrieving and overseeing compliance within this Policy.

An employee of the College shall use the Commercial credit card for the sole purpose of purchasing goods/services or for expenses while conducting official College business. An officer or employee using a College credit card shall submit such documentation as required by Financial and Administrative Services detailing:

1. Explanation of Expense
2. Reconcile GL Coding
3. Attach images of the Receipts
4. Sign off on the expense
5. Process all the transaction in their monthly Card Statement within established deadlines

An employee issued a Commercial credit card is responsible for its protection and custody and shall follow the guidelines below for lost, stolen or suspected credit card fraud. An officer or employee/cardholder issued a credit card shall return the credit card upon the termination of his or her employment or service with the College.

An employee/cardholder who makes unauthorized use of a credit card will be subject to discipline consistent with Maryland procurement regulations and/or College policy.

**IMPORTANT:** The *Bank of America* Visa Commercial Card was issued to you at our request. Please read this document thoroughly, since it governs the use of the *Bank of America* Commercial Card.

**General Guidelines**

**Obtaining a Card and being setup for Expense Reimbursement**

An Employee can obtain a Commercial Card upon the completion of the following:

1. The Manager/Supervisor of the Employee must submit a PCard/Expense Reimbursement and Change Request Form to the Controller in the Finance and Administrative Services Department (Form is used for Expense Reimbursement only, as well)
2. Once the request is approve the Card Administrator will order the Card from Bank of America and you are setup for Expense Reimbursement.
3. The Employee/Cardholder and their respective Manager/Supervisor must complete the required Commercial Card Training* with the Card Administrator prior to being issued the Card
4. The Card Administrator will issue the Card to the Employee once the training is completed for the Employee and Manager/Supervisor and a User Agreement is signed
5. The Card Administrator will email the employee/cardholder the activation procedures and important next steps for usage as indicated in the Card Issuance below-call the toll free # printed on the card to activate.
6. A system generate email containing login details (user name and temporary password) will be sent directly to the employee/cardholder from Bank of America
7. **Before you purchase anything on your card,** make sure to register on Payment Center [http://www.baml.com/paymentcenter](http://www.baml.com/paymentcenter) by supplying your user ID and password. The Payment Center allows you to access your monthly statement and reset your password if you forget it.

*Exceptions to the Training-College VPs, Coaches in Athletics, MCET and CAH since Admins will act as Proxies in supporting various Faculty Activities.

**Card Issuance:**

As an employee/cardholder, you will be asked to complete a cardholder agreement. By signing the agreement, you have agreed to adhere to the guidelines established in this document. Most importantly, you are the only person entitled to use the card and the card is not to be used for personal use. As each Commercial Card is linked to an employee/cardholder, specific department
and location, the card cannot be transferred from one employee/cardholder to another. Further, if an employee/cardholder transfers within CSM to another department or location, the employee/cardholder needs to notify the Commercial Card Administrator at once so the Administrator can make the necessary changes within the Bank of America Works system for appropriate profile defaults. The employee/cardholder will be able to maintain their existing card by properly notifying the Commercial Card Administrator.

Upon receipt of the Bank of America Commercial Card, the employee/cardholder will need to activate the account by calling the toll-free number printed on the card. For verification purposes, the employee/cardholder will be asked to provide their employee ID number. The employee/cardholder can obtain this number from their Pay Advices (MyCSMD) or the back of your ID badge below the bar code. Although the card will be issued in the employee/cardholder’s name, their personal credit history will not affect their ability to obtain a card. This is a CSM sponsored program and the College is responsible for paying Bank of America directly.

**Personal Bank Information:**

Accounting and the Commercial Card Administrator will be creating individual profiles for employee/cardholder who will have access to Bank of America’s Works Program for cash out of pocket/expense reporting, T&E and PCard Transactions after receiving the Card Request Form.

The employee/cardholder’s bank information is used to reimburse them through direct deposit for out-of-pocket expenses submitted with or without their Card transaction expenses. In addition, any personal charges will be debited directly from their bank account. Again, this is a College sponsored program and the employees/cardholders should not be using the College Commercial Cards for personal expenses.

**Card Usage:**

The Bank of America Commercial Card can be used at any merchant that accepts Visa credit cards, unless CSM restricts a merchant category code or business establishment; e.g. liquor stores, massage parlors, florists, etc... The Commercial Cards may be used for in-store purchases as well as phone, fax or mail orders. There is no special terminal or equipment needed by the merchant to process a Commercial Card transaction.

When using the Bank of America Commercial Card with merchants, **please emphasize that an invoice not be sent to Accounts Payable as this could result in a duplicate payment.** For phone, fax and mail orders, please instruct the merchant to send a receipt/packing list only. The receipt/packing list should indicate paid by credit card, have your name listed in any “ship to” fields and then attach the image receipt/packing list to the reconciled Card transaction or cash out of pocket transaction. You will also be able to note any mileage reimbursement with your expense reimbursement report. IMPORTANT: CSM is Tax Exempt. The College should not be paying any State(s) sales taxes. The Cardholder is responsible to seek reimbursement for any sales taxes.

**Limitations and Restrictions:**

Card issuance to the users is based on the following approval monthly credit limits:

- Bookstore up to $300,000/month
• Department Managers (Cost Center, Division, Chair) up to $5,000/month and $3,500/transaction
• VP (AVP, Dean) up to $10,000/month and $3,500/transaction
• Directors up to $5,000/month and $3,000/transaction
• Facilities up to $300,000 and $20,000/transaction for Utility
• PRO up to $75,000 and $10,000/transaction to support IT and Software purchases

CSM has assigned a total monthly credit and a transaction limit to an employee/cardholder’s card that would fit their individual department profile. This means the card will be declined if an employee/cardholder attempts to exceed these established limits. Do not split a purchase to avoid the single transaction limit. This is against The College policy to work around the dollar limits that have been established.

In addition to the single transaction limit, every employee/cardholder has a gross monthly limit assigned to the Card. The employee/cardholder’s Card balance is replenished to its assigned credit limit at the beginning of the next month once Accounting sweeps the current statement transactions for posting to AP. It is very important that each employee/cardholder reconcile their statements in a timely manner.

As limitations vary by employee/cardholder, please discuss the limits with your Manager. If the employee/cardholder believes their monthly or single transaction limit to be insufficient for their monthly purchases, please discuss this with their Manager, who should contact the Card Administrator to make the appropriate adjustment.

The Bank of America Commercial Card Program (T&E and PCard) also allows for Merchant Category Code (MCC) blocking. If a particular Merchant Category is blocked (e.g., jewelry stores, massage parlor, etc.), and the employee/cardholder attempts to use their card at such a merchant, the purchase transaction will be declined. The College has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If the employee/cardholder’s card is refused at a merchant where they believe it should have been accepted, they should call Bank of America Bank Card Customer Service at 1-888-449-2273 to determine the reason for refusal.

As you use the PCard, you will find that Chip and PIN terminals are becoming more common and require the use of a Chip and PIN enabled card. To complete a purchase at these terminals, you will need to enter a PIN rather than provide a signature. The chip supplements the magnetic stripe on the card, providing you with greater access to points of sale and improved security. It is important that you remember your PIN and do not share with others. You can retrieve a forgotten PIN online at any time by visiting https://cardportal.works.com/PINCheck/ after a one-time registration. Please refer to Online PIN Check and Registration Quick Guide included in this Policy and Procedure Guide.

**IMPORTANT:** All requests for changes in limitations and restrictions must be sent by the appropriate Card Approver (Manager/Supervisor) to the CSM Controller. The Card Administrator will change existing employee/cardholder restrictions only after the Controller approves the change.

**Lost or Stolen Cards:**

The employee/cardholder is responsible for the security of their card and any purchases made on the account. **If the employee/cardholder believes they have lost their card or that it has been**
stolen, or fraudulent use they should IMMEDIATELY report this information to Bank of America Bank Customer Service at 1-888-449-2273. Immediately after reporting to Customer Service, the employee/cardholder must inform their Card Administrator. It is extremely important to act promptly in the event of a lost/ stolen or fraudulent use of the card to avoid College liability.

**Disputed or Fraudulent Charges:**

If there is a discrepancy on the employee/cardholder’s statement, it is imperative that the issue is addressed immediately!

If the employee/cardholder believes the merchant has charged the College incorrectly or there is an outstanding quality or service issue, the employee/cardholder must first contact the merchant and try to resolve the error or problem. If the employee/cardholder is able to resolve the matter directly with the merchant and the error involved an overcharge, a credit adjustment from the merchant should be requested and will appear on the employee/cardholder’s next statement.

If the merchant disagrees that an adjustment is necessary, immediately contact the Card Administrator who will work with Bank of America to resolve the dispute. Bank of America Bank will request complete details of the dispute in writing in order to research the item in question. Bank of America Bank must receive any charge dispute within 60 days of the transaction date. While pending resolution, Bank of America Bank will credit CSM’s account for the amount of the disputed transaction. Although Bank of America Bank acts as the arbitrator in any dispute, you should never assume that a dispute will be resolved in the College’s favor.

If the dispute is not resolved to the College’s satisfaction, and the employee/cardholder believe the merchant has unfairly treated the College, please notify the Card Administrator with the relevant details. If the merchant is one of the College’s preferred vendors, CSM may take further action.

Any fraudulent charge, (i.e., a charge appearing which was not authorized by the employee/cardholder) must be reported immediately to the PCard Administrator. Prompt reporting of any such charge will help to prevent the College from being held responsible.

As with a personal charge card, the employee/cardholder will no longer be able to use the account number after notifying the bank. A new card will be issued to the employee/cardholder within 48 hours of notice to Bank of America Bank.

**Reconciliation and Payment**

The objective of these cards is to provide a convenient and less burdensome method than the manual purchase order process, and the submittal for travel, Expense and cash out of pocket expenses. The cards can be used when making purchases in person, over the phone, or via the Internet. It is to be used only for college-related purchases for goods/services and travel. The T&E Card, P-Card, or Debit Card, although issued through the college, functions in the same way as any other personal credit card. The College is personally responsible for paying all charges which appear on each monthly statement in a timely manner (within 20 days of receipt). It is the responsibility of the card user to ensure there is adequate budget for all purchases prior to making purchases on the card reconciling all their transactions in a timely manner for Sign off.
When making purchases using the credit or procurement cards, an employee shall follow the requirements in this procedure as well as applicable college purchasing policies and procedures. As the college is a tax-exempt organization, it is the responsibility of the authorized user to ensure that all transactions are not charged Maryland sales tax.

The Vice President for Financial and Administrative Services reserves the right to take possession of a College Credit Card, Prepaid Debit, or P-Card from a cardholder who violates any provision of this procedure or misuses the card. In addition, the employee is subject to disciplinary action up to and including termination, and may be subject to criminal prosecution. Upon termination of employment with the college, the employee will surrender the card to the procurement office. The procurement office will then cancel the card.

The following actions are prohibited:

- providing false statements concerning the use of a College issued Card;
- using the Card for personal use or unauthorized transactions; hardware and software, personal telephone calls, local purchase of gasoline, alcoholic beverages, cash advances, rentals/ lease of land or buildings, gift cards, flowers or gifts of any kind, salaries and wages, legal services. etc.
- knowingly ignoring fraudulent charges and not reporting discrepancies to the bank and the Card Administrator immediately;
- not obtaining detailed receipts for expenses on a consistent basis; or
- exceeding budget and not being able to cover the expenses within budgeted authority.
- each employee will be limited by a single transaction amount, daily, and a monthly transaction. Any exceptions to these limits will be approved in advance by the VP of the various Departments.

Note: All restaurant /hotel charges must be detailed for auditing purposes.

The college will not be responsible for any misuse of a Card by an employee. Each employee with a Corporate Card must sign a Payroll Deduction Authorization Form. This states that you are personally responsible for any charges on the card and the college may recoup any losses they incur through payroll deductions.

**Cash Out Of Pocket and Mileage Reporting-Expense Reporting**

To receive reimbursement from the College for business expenses for cash out of pocket and/or mileage expenses, the employees must submit timely expense reports through the Bank of America Works platform with appropriate receipts.

- If an employee/cardholder needs to purchase an item with cash or has mileage reimbursement to submit, enter this information in the Reimbursement drop down section of Card transaction reconciliation; attach images of the receipts and sign off on the transaction. The funds will automatically be deposited in the employee/cardholder’s bank identified in their profile.

* A Supervisor and/or a Cost Center Manager must review and approve all card charges on line and Sign off prior to submission for payment to Bank of America for any accounts being charged
expenses requested for payment. Each authorized user is encouraged to maintain a copy of their statement and receipts as backup to their on line reconciled transactions and statements.

All charges, including any late fees, are paid directly to the Bank of America with the accompanying payment stub from the monthly statement.

Roles & Responsibilities

Employee/Cardholder

The Employee/cardholder has the following responsibilities in the Card program:

- Complete all steps in policy to Obtaining a Card
- Adhere to all policies and procedures for the Card
- For each purchase made with the Card, retain the receipt for statement-end reconciliation.
- Ensure that receipts for online or phone purchases are emailed or faxed directly to the employee/cardholder.
- Within the Bank of America Works System:
  - Reconcile all transactions by the 25th of the month. Should the 25th fall on a holiday or weekend, the cardholder must reconcile as soon as possible on the following business day. (Note: Transactions can be reconciled at any time during the statement period, as long as they are Signed Off.)
  - Verify all statement transactions for accuracy against collected receipts. For transactions needing to be disputed, please refer to Disputed or Fraudulent Charges.
  - For all reconciled transactions, complete each mandatory step in order to reconcile:
    - Provide an explanation of expense in the Comments (Note: Must identify all attendees and purpose for any meals.)
    - Assign the appropriate GL Code/Cost Code
    - Attach image of receipt, exception is Level 3 detail suppliers; Lowes, HomeDepot, etc.
  - Complete and submit any forms mentioned (User Agreement, New Card Request, Credit Limit Adjustment, Miscellaneous Change, etc.) for approval by supervisor/manager and/or processing Card Administrator.

Approving Manager/Supervisor

The approving manager has the following responsibilities in the Card program:

- Complete the Commercial Card – Approving Manager training module
- Within the Bank of America Works System:
  - Review monthly transactions and ensure adherence to expense policies for direct reports
  - Inquire directly with the employee/cardholder regarding any transactions that seem ambiguous, inappropriate, excessive, or not business-related. The transactions can be routed back to the cardholder with the inclusion of Approver Comments requesting additional information. Approve all billing cycle transactions by the last day of the month. Should the last day of the month fall on a holiday or weekend, the approving manager must approve as soon as possible the following business day.
An approving manager should not approve a transaction if the employee/cardholder has not properly reconciled a transaction.

**Secondary Account**
If the employee/cardholder is out of the office and cannot reconcile or approve transactions by the required deadline, he or she should designate a secondary to perform their required duties. A delegate must be a peer and cannot be an admin. The employee/cardholder or approving supervisor/manager must complete a *Secondary Form Request to the Controller* the request should be submitted as far in advance as possible but at least a week in advance of the reconciliation or sign off deadline. Once approved by the employee/cardholder’s manager, the Form will route to the Controller and then Card Administrator for processing.

**Secondary Account Assignment for Separations**
If an employee/cardholder separates from CSM, the approving supervisor/manager must request assignment of a delegate to reconcile any transactions left pending by the date of departure. If the supervisor/manager fails to submit a request, the Card Administrator will automatically assign the approving supervisor/manager as the Secondary for the separated cardholder’s account. The approving supervisor/manager will be responsible for properly reconciling each transaction for the given statement period.

**Group Proxy**
Administrative Assistant can be assigned to reconcile Card transactions, expense reporting and mileage but the employee/cardholder is still responsible to signoff as the approver that the transaction is properly reconciled.

**ACTIVATING YOUR CARD**
1. There is a sticker on your card to Call the 1-800# on your card to activate
2. Automated response requesting last 4 digits on the card
3. Automated response to provide all 16 digits on the card
4. Automated response to provide Account Verification Code. The full number is 9 digits 00 followed by your 7 digit college Id#

If you have any additional questions, please contact any of the Commercial Card Administrators:

Lisa Kreiser x7707
Keri Field x7882
Joe Piccolo x7822
Bob Cochrane x7757
QUICK REFERENCE GUIDES
Quick Reference Guide-Cardholders
Getting Started

Before accessing Works, the browser must be correctly configured for optimal performance. Specifically, the browser must enable cookies, allow pop-up windows (for the Works domain), and check for newer versions of stored (cached) pages automatically. To configure these settings, consult the browser’s documentation. Works can be run on the following supported browsers:

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Before you can access Works to create a password, the Program Administrator creates you as a Works user and assigns you a Login Name in Works. Works then sends a Welcome email that includes the assigned user name and a link to Works. During your initial login, you will be required to complete security validation questions that provide additional security for your account.

To create a password from the Welcome email link, complete the following:

1. Click the first link in the email message to open your internet browser to the specified website. An authentication validation screen prompts you to enter your Login Name or email address (Figure 1).

![Initial Security Check](image)

**Figure 1:** Validation Screen

2. Enter your Login Name or email address.

**Note:** Login Names are not case sensitive.

3. Click OK. The Create a New Password screen displays (Figure 2).

**Note:** The screen that displays allows you to create a password, select three security validation questions, and enter the answers to those questions to provide additional security for your account.

4. Enter a password in New.

**Notes:**
- The minimum password length is eight characters, and the password must contain at least one alpha and one numeric character.
- Passwords are case sensitive.
- New passwords cannot match the eight previous passwords.

5. Enter the same password in Confirm.

6. Select a question from Question 1 drop-down menu.

7. Enter an answer in Answer 1 for the security question selected.
8. Enter the answer again in Confirm 1.
9. Continue to select and answer two additional security validation questions.
   **Note**: Users are required to select and answer three security validation questions and answers. None of the answers to the three security questions can be the same.
10. Click OK. The Home page displays (Figure 3).

   **Note**: After clicking the link included in the email and creating a password, do not attempt to access Home using the link in the email again. The email link is canceled after the initial use. You should create a bookmark in your browser to quickly access Home in the future.

Figure 2: Create a New Password and Security Validation Questions and Answers

Figure 3: Works Home Page

Future logins are at the following URL: payment2.works.com/works. Save as a Bookmark/favorite in your Browser.
Please click on the recommended settings which are important because the screens you input info may not respond properly if you do not use what is recommended; Google Chrome for example is a problem. This is also noted on Getting Started.
Once you enter your user ID and password, it will take user/cardholder to the Home Screen. Please note there are 22 pending transactions which require an action of Sign Off in the Action Items.

Accounts Dashboard provides all the details of the employee/cardholder; Acct Name, Acct ID, assigned Credit Limit, Current Balance, Available Credit and % of Credit Limit Used. This is a snapshot of Employee Cardholder info for the current monthly transactions.

Please note the 3 tabs; Home, Expenses and Reports in the left hand corner. Expenses tab will be used for reimbursement for cash out of pocket and mileage and will be discussed in another quick reference guide for cash out of pocket and/or mileage only.

1. Left click on Pending
Left clicking on pending brings you into all the transactions Pending Sign Off and into the Expenses tab.

The goal is to turn all the Comp/Val/Auth into 3 green ⚡ and to upload receipts for every ...

2. Left click on each of the transactions.
When you left click on the transaction, you will see the drop down; Allocate/Edit, Sign Off, etc.

3. Left Click on Allocate/Edit
Each employee/cardholder will have a default profile built for GL01, GL02 …GL05. There will be times when the profile may have to be modified and the employee/cardholder will need to change one of these fields. You should be able left click on the GL field and find the appropriate field in the drop down menu. If not, you will have to call the Controller to get it added, modified or re-classed. Splitting a transaction expense will be discussed in a separate slide.

Requires validating GL info and inputting Invoice # in GL06. The objective is to get the Cop/Val/Auth to change to 3 green .
If the info in GL01...GL05 is correct?

4. Left Click Save
If all the info in GL01...GL05 is correct; the cardholder should get 3 green •. Logic has been built to validate the GL sequence.

5. Left Click Close and it will take you back to the Pending Sign Off.
You will have to turn the “No” in Uploaded Receipt into Yes, once you have the 3 green

6. Left Click Transaction
Drop down when you Left Click transaction.

7. Left Click Manage Receipts
Receipts dialogue box appears

8. Left Click on Add
By Left Clicking on Add you get a drop down of New Receipt and Stored Receipt

9. Left Click on New Receipt
Add Receipt Dialog Box will pop up. Browse to find the scanned image of the receipt. Input the Receipt date and Description is optional.

10. Left Click on Browse
File to Add is a mandatory field and requires attaching the receipt. Receipt date and Description input are optional by recommended input.

11. Left Click Ok
Add Receipt box changes and the inputted info is displayed

12. Left Click Close
Saved updates to transaction has changed Updated Receipt to Yes and Added Receipt

13. Left Click Transaction
Once you have the 3 green ✔️ under Comp/Val/Auth and Yes Uploaded Receipt you can proceed to Sign Off.

14. Left Click Sign Off
A Comments Pop Up Dialog Box will appear requiring an expense explanation to Confirm the Sign Off of the transaction you just validated/reconciled and uploaded the receipt.
Input expense explanation

15. Left Click Ok
Transaction TXN00001119 has now moved on to the Approving Supervisor/Manager for Sign Off
Quick Reference Guide
Manager/Approver
Getting Started

Before accessing Works, the browser must be correctly configured for optimal performance. Specifically, the browser must enable cookies, allow pop-up windows (for the Works domain), and check for newer versions of stored (cached) pages automatically. To configure these settings, consult the browser's documentation. Works can be run on the following supported browsers:

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Before you can access Works to create a password, the Program Administrator creates you as a Works user and assigns you a Login Name in Works. Works then sends a Welcome email that includes the assigned user name and a link to Works. During your initial login, you will be required to complete security validation questions that provide additional security for your account.

To create a password from the Welcome email link, complete the following:

1. Click the first link in the email message to open your internet browser to the specified web site. An authentication validation screen prompts you to enter your Login Name or email address (Figure 1).

![Figure 1: Validation Screen](image)

2. Enter your Login Name or email address.

   **Note:** Login Names are not case sensitive.

3. Click OK. The Create a New Password screen displays (Figure 2).

   **Note:** The screen that displays allows you to create a password, select three security validation questions, and enter the answers to those questions to provide additional security for your account.

4. Enter a password in New.

   **Notes:**
   - The minimum password length is eight characters, and the password must contain at least one alpha and one numeric character.
   - Passwords are case sensitive.
   - New passwords cannot match the eight previous passwords.

5. Enter the same password in Confirm.

6. Select a question from Question 1 drop-down menu.

7. Enter an answer in Answer 1 for the security question selected.
Future logins are at the following URL payment2.works.com/works Link. Save as a Bookmark/favorite in your in your Browser.
About Works
The Works application is a web-based, user-friendly electronic card payment management service that automates, streamlines, and integrates existing payment authorization and reconciliation processes while providing management reporting and spending controls.

- Offers card program management, reconciliation and workflow approval in a single application
- Provides simple, effective and timely controls to help manage your reconciliation policy and company spend
- Utilizes a built-in supplier network of millions of merchants worldwide
- Encourages cardholders to control spending and comply with company policy
- Increases your process and spending controls
- Automates expense approval and allocation
- Simplifies management reporting and audit activities

If you would like more information about Works and how to purchase it, please contact your Card products Account Representative. If you do not have one, you can request to be contacted through our website: Bank of America Card Solutions.

Login to Works
Organization: College of Southern MD
Login Name: [fill in]
Password: [fill in]

Forgot your password?

Need more help? Please contact your Program Administrator for assistance.

Privacy & Security | Recommended Settings | About SSL Certificates

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Please click on the recommended settings which are important because the screens you input info may not respond properly if you do not use what is Recommended; Google Chrome for example is a problem. This is also note on Getting Started
After you login you will see your name in the right hand corner acting as the Approver with 9 transactions in this case that are Pending Sign Off.
Procedure to review Individual transactions

1. Left Click transaction-drop down appears
2. Left Click View Full Details-spot check **individual transactions** for correctness; Allocations and Uploaded Receipts
   a. If Correct
3. Left Click Sign Off
4. Unfortunately, a popup screen appears to confirm Sign Off-Left Click Ok

Done
Procedure to review multiple transactions at one time.

1. Spot check transaction info on screen making sure everything thing is complete and accurate and left click on top box to select all transactions for Sign Off
2. Option to left click individual transactions or those you want to sign off in bulk as well
Procedure to review multiple transactions at one time.

1. Option to left click individual transactions or those you want to sign off in bulk as well without selecting the top box or using the top box to select and deselect individual transactions.
2. Left Click on any transaction and you will see a drop down box to Sign Off
3. Left Click Sign Off
QUICK REFERENCE
Cardholder Split Transactions
Splitting transaction TXN00001120 Visa Credential Server. We need to accomplish changing Comp/Val/Autho to 3 green ✅ and replacing the Red x. The User needs to reconciling/splitting all various department charges under Allocation and Uploading the Receipt by Left Clicking on Allocate/Edit.
3. Left Click on open box to the left of x and green 🌿 marks
4. Left click Duplicate
5. Left Click on 3 lines select the number of splits-I selected +3 splits including the transaction or/= 4 total splits. Also notice Value-you can split by Amount or by Percentage. In this example I am using the dollar Amount.

Note the amount to be split is $944.99 and if there were any tax it would be in the tax total and would reduce the Goods & Services amount by the tax value and the tax allocation would be automatically split based on the 4 split amounts. **As you know the College should not be paying any taxes.** This is why we should only use vendors approved by Procurement to avoid being improperly taxed.
Results of duplicating a 4 line split

Other required info that needs to be filled in. All info available from Drop Downs except for Value and Receipt # (requires manual input). If info in drop down is not available contact Controller.

6. Left Click VERY IMPORTANT-after you input information-SAVE IT!
Info is filled in:

a) You have manually inputted info in Value fields and GL06 Receipt Number
b) You used the drop downs to fill in the GL01…GL05
c) Left Click on Save
Results from Save:

a) Indicated under Comp/Val/Auth
   a. For the line to be right there should be 3 green 🟢 for each line

b) There are 4 red x that require attention
   a. The red x under Val indicates one of the combo GL01...GL05 is incorrect in that line
      i. In this example, GL02, GL03 and GL04 were not the correct sequence combinations for these line items
Results from Save:

a) Indicated under Comp/Val/Auth
   a. For it to be right there should be 3 green 🌱 for each line

b) There are 2 red x that require attention
   a. The red x under Val indicates one of the combo GL01...GL05 is incorrect in that line
      i. In this case, GL02 and GL03 was not the correct sequence for this line item
**Corrections:**

a) All 4 lines required changing GL02 from 1 and 0 to 6 to align with GL04 and GL05

b) Left Click Save to validate/reconcile what is inputted is the right sequence for the GL acceptance.

c) Comp/Val/Auth reflect 4 green 🍀 for all line items

Note: Red x under Comp means there is input missing from one of the line fields
Red x under Val means there is a sequence error in fields GL01...GL05
Left Click Close
7. Left Click on the transaction
8. Left Click on Manage Receipts-need to upload receipt
Results from Left Clicking Manage Receipts

a) Receipt pop up screen appears
b) Left Click on Add
Select either New Receipt or a Stored Receipt. Left Click-Note: Make sure to scan and save your receipt. I suggest you scan multiple receipts into one scan and individually number them to add and upload vs. individually attaching to each item.
Left Click Browse and retrieve scanned Receipt

a) Input Receipt Date and brief description
Please note:

- Folder created for scanned receipts. It would benefit the user to keep all their scanned receipts in one place.

a) Left Click on Browse
Input Receipt Date and brief Description
Results of selecting Receipt and inputting Receipt Date and Description

a) Left Click on OK
Results of Adding receipt and left clicking Ok-validate info and left click Close
Transaction is now complete and ready for Sign Off:

- Comp/Val/Auth has 3 green
- Allocation for multiple splits
- Uploaded Receipts
Check and Left Click on TXN00001128

a) Left Click on Sign Off
Pop up for Sign Off requires a comment

a) Left Click on OK
Transaction TXN00001128 is reconciled and sent to Approver and removed from Pending Transactions.
QUICK REFERENCE
Expense Reimbursement
Cash Out of Pocket and Mileage
1. Left Click on Create
2. Left Click on Create Reimbursement
Fill in the following fields:

a) Reference=“Cash Out of Pocket and Mileage”

b) Date Purchased=today’s date

c) Vendor=Employee Name

d) Payee ID=College ID#

e) Description=Date and Purpose for the Expense

f) Category=drop down
   a. unspecified=Cash
   b. mileage

g) Amount=Actual Cash out of Pocket

h) GL01...GL05=Employee GL info

i) Receipt (Going between campuses does not require a map quest attachment)

j) Comments=if meals, date and who attended

k) Add=adding additional line items for reimbursement e)..i) above
a) Insert info in Description, Amount and GL01...GL05,
b) Then Left Click on Add
a) After you Left Click Add-select number of lines to add. In this example there is one line for cash out of pocket and a line for mileage— Left Click drop down and select Mileage.
a) Input date and explanation for travel in description field, the number of miles traveled into the Amount field, and code GL01...GL05 and a Description for the Travel.

b) Left Click on Save.
Results should reflect the following:

a) 3 green ✔️ for the cash out of pocket and the mileage under Comp/Val/Auth
b) Saved updates to reimbursement—once you save, it will create the ability to add receipts
c) Left Click Add Receipts and add a map quest map for anything other than mileage between campuses
a) Left Click on New Receipt
a) Left Click on Browse
b) Select file of scanned receipt
c) Insert date of receipt
d) Insert explanation of expense in Description
e) Left Click OK

Important, Receipt date does not work in Google Chrome. Must be Internet Explorer 9+ or Firefox

Dates of activities should be in the Description field and what the activity was for

Meals need to identify who attended in the comments field along with the date of the activity.
Always Save this screen prior to Save & submit. This will create a draft if you go back to your home screen under Action items. This will allow you to accumulate expenses during the month (as a draft) prior to Save & submit. Once you Save & submit it moves on to the Approver.
a) Results of Submitting and Saving-Submitted reimbursement
b) Transaction for Cash out of pocket and mileage is Signed Off/complete and sent to Approving Manager
After reviewing these FAQs send all questions/inquiries to:
Lisa Kreiser or Keri Field, PCard and Reimbursement Administrators x7707 or 7882
lkreiser@csmd.edu or kerif@csmd.edu

WORKS URL  https://payment2.works.com

### General FAQs about the Features and Use of the PCard

<table>
<thead>
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</table>
| **What are the goals and benefits of a PCard Program?** | 1. Reduce costs for small dollar purchases  
2. Ease of acquisition/no purchase order  
3. Reduce/eliminate the need for petty cash and out of pocket expenses leading to the creation of an expense report reimbursement.  
4. Consolidating invoices and billing. |
| **What are some examples of appropriate uses of the PCard?** | 1. Office supplies  
2. Tools/hardware  
3. Repairs and parts  
4. Rental equipment |
| **What are the $ limits on the PCard?** | 1. Flexible, can be set around the users profile; $50, $100, etc.  
2. Can be further restricted to daily and monthly transactions and $ value per transaction and gross spend per month. |
| **What if the limits on the card need to be changed?** | With appropriate approval limits can be adjusted up or down through the PCard Administrator |
| **What happens when an individual is denied the ability to use the card?** | 1. Typically the card is denied because of a rule violation.  
2. The Associate would have to call the card administrator to resolve any issues. |
<p>| <strong>Does the bank require a credit report for the individual users?</strong> | No. Transactions are between the College and the Bank. |
| <strong>How can you restrict what and where an individual can buy?</strong> | Restricting the Merchant Category codes and the various stores. |
| <strong>What are merchant category codes?</strong> | They are additional controls to restrict areas of spend such as retail, florist, catering, food, etc. |</p>
<table>
<thead>
<tr>
<th>Feature</th>
<th>Status</th>
<th>Details</th>
</tr>
</thead>
</table>
| **Ease of use**               | Yes    | - Simply make a phone call or stop at the retailer or distributor to pick up the item  
- There are no restrictions as long as the transaction falls within the rules of the use of the College Policy  
- Availability of product or service is immediate  
- Can be used in any business unit in the College  
- Provides a better response to PCard User and work efficiencies eliminating any wait time to setup a supplier in AP |
| **Cost to use**               | No     | - There is no cost  
- There is no additional headcount required  
- Significant improvement in the use of money and payment terms; net +25 days, + a financial incentive to the College |
| **Controls**                  | Yes    | - Maverick buying can be managed by the suppliers and Procurement. Rules/Reports/Analytics are inherent in the software to monitor and control the cardholder, transactions and where you can buy items.  
- Some card providers can provide an additional level of control through a requisition process to complement the card program.  
- User needs to validate any transaction and route to approver for one over one approval  
- Front and back end controls; Merchant Category Codes, # of Transactions, $ limit  
- SOX compliant; appropriate financial separation of duties  
- It will be mandatory that the Cardholder sign a SLA |
| **Card User-Fraud Protection**| Yes    | - Protection for employee misconduct/turnover  
- Card User must be terminated  
- Up to $100K/cardholder protection-74 days before termination and 14 days after termination  
- User signs SLA, prior to receiving a PCard |
| **Cardholder Fraud Protection**| Yes    | - User can identify fraudulent transactions and dispute charge and the College is covered  
- Up to 60 days from statement date |
| **Supplier access and management** | Yes | - No limit to the number of suppliers the College can use  
- Does not require AP to setup individual suppliers for payment; payment is made to the bank directly |
<table>
<thead>
<tr>
<th><strong>Replace Petty Cash</strong></th>
<th>• Provides PO detail for suppliers that pass Level III</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Yes</strong></td>
<td>• Almost all suppliers will accept a credit card in lieu of cash</td>
</tr>
</tbody>
</table>

**AP Interface and the ability to consolidate the payment of supplier invoices**

| **Yes** | • File upload-can be a push or pull process  
|         | • Flexible; can be done daily, statement cycle, etc.  
|         | • Significant reduction in vouchering and check disbursements; 1 vs. 1000s  
|         | • Approved file based on user and approver and GL validations |

| **Ability to obtain additional discounts/ revenue?** | **Yes** |
|                                                     | • Work with the Bank and AP to pay suppliers who accept a Credit Card as a method of payment vs. vouchering and check disbursements; 100 basis points for every dollar spent  
|                                                     | • Suppliers are paid in 1 to 2 days. There is a possibility to obtain added price concessions from the supplier. |

| **Would the Cardholder require new training?** | **Yes** |
|                                                 | • They would have to learn how to use the software to acknowledge the receipt of the items they order.  
|                                                 | • It also requires one over one approval; SOX compliant-separation of duties |

| **Would we have to add people to manage?** | **No** |
|                                           | • There should be a reduction POs and invoice activity in AP.  
<p>|                                           | • Application has other benefits to replace paper expense reports whether using the PCard or Cash out of Pocket. |</p>
<table>
<thead>
<tr>
<th><strong>FAQs About the Functional/Operational Use of the PCard</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I can't remember my login information for WORKS?</strong></td>
</tr>
<tr>
<td><strong>I received an email from WORKS stating I have Tasks to Perform a report to print but when I login there are no Actions pending on my Home page?</strong></td>
</tr>
<tr>
<td><strong>What is the billing cycle?</strong></td>
</tr>
<tr>
<td><strong>When do the Cardholders PCard transactions have to be signed off?</strong></td>
</tr>
<tr>
<td><strong>I did everything required to sign off on my transactions but they are Pending and have a red x either/ or under Comp/ Val?</strong></td>
</tr>
<tr>
<td><strong>Remember</strong></td>
</tr>
<tr>
<td><strong>When will I receive my monthly statement?</strong></td>
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</tr>
<tr>
<td><strong>What do I do with my monthly PCard statement?</strong></td>
</tr>
<tr>
<td><strong>I printed my monthly statement but the GL’s did not appear on the print out?</strong></td>
</tr>
<tr>
<td><strong>What if I do not have a receipt for one of my current statement transactions?</strong></td>
</tr>
<tr>
<td><strong>What do I do if I am charged sales tax?</strong></td>
</tr>
<tr>
<td><strong>What if I need to purchase something that costs more than $1000.00?</strong></td>
</tr>
<tr>
<td><strong>Why is my card being declined?</strong></td>
</tr>
<tr>
<td>Question</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
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<tr>
<td>What if I need to code a transaction to a GL that I do not have access to in WORKS?</td>
</tr>
<tr>
<td>How do I split a transaction between multiple GLs for my department?</td>
</tr>
<tr>
<td>What if one of my transactions needs to be coded to another department’s GL?</td>
</tr>
<tr>
<td>How do I know how much available credit I have on my P card?</td>
</tr>
<tr>
<td>I’ve run out of credit, what do I do now?</td>
</tr>
<tr>
<td>If I’m traveling on CSM business do I still need to sign off on my P card transactions?</td>
</tr>
<tr>
<td>How do I remove the flag?</td>
</tr>
<tr>
<td>How do I know if I should put something on my PCard?</td>
</tr>
<tr>
<td>How do I know what my card status is?</td>
</tr>
<tr>
<td>How come my PCard has been suspended and what do I do now?</td>
</tr>
<tr>
<td>Question</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>Can I buy furniture with my PCard?</td>
</tr>
<tr>
<td>What if a vendor charges me twice?</td>
</tr>
<tr>
<td>I accidentally used my PCard for a personal purchase. What do I do now?</td>
</tr>
<tr>
<td>Yikes, I can’t find my card, what should I do?</td>
</tr>
<tr>
<td>I am waiting for a receipt from a vendor to finish my statement reconciliation?</td>
</tr>
<tr>
<td>Do I need to have someone approve my monthly statement after I print it?</td>
</tr>
<tr>
<td>I can’t get my monthly statement to print?</td>
</tr>
<tr>
<td>How do I get the GLs to show up on my statement?</td>
</tr>
<tr>
<td>I requested one of my transactions to be recoded or split to a</td>
</tr>
<tr>
<td>Question</td>
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<tr>
<td>different GL and it is not showing up in the drop down in WORKS</td>
</tr>
<tr>
<td>What if I didn’t have any charges for the month?</td>
</tr>
<tr>
<td>What if I’m traveling or on vacation when my statement is due?</td>
</tr>
<tr>
<td>What do I do if I have a PCard and have not used it in a while and need to take a business trip?</td>
</tr>
<tr>
<td>What if I’m traveling and I need more than $1000.00 per single transaction?</td>
</tr>
<tr>
<td>What do I do if I’m traveling internationally?</td>
</tr>
<tr>
<td>Can I use my PCard if the vendor requires an Independent Contractor Agreement?</td>
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<tr>
<td>Can I use my PCard if the</td>
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<tr>
<td><strong>vendor requires a Facility Services or Transportation Agreement?</strong></td>
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<tr>
<td><strong>My transactions were swept by a WORKS Accountant, what does this mean?</strong></td>
</tr>
<tr>
<td><strong>How do I print my statement once it’s no longer in my Task list?</strong></td>
</tr>
<tr>
<td><strong>How do I see my transactions I’ve already signed off on?</strong></td>
</tr>
<tr>
<td><strong>Can I sort my past transactions by dollar amount or vendor?</strong></td>
</tr>
<tr>
<td><strong>How can I search for a particular transaction?</strong></td>
</tr>
<tr>
<td><strong>I have already signed off on my transaction but I want to change the GL?</strong></td>
</tr>
<tr>
<td><strong>I signed off on a transaction but my Approver has not signed off yet, can I still make a change to this transaction?</strong></td>
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<tr>
<td><strong>How long can I see my Transaction history?</strong></td>
</tr>
<tr>
<td>Question</td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
</tr>
<tr>
<td>One of my transactions is showing up twice OR I am seeing a transaction show up again when I’ve already signed off on it. What do I do now?</td>
</tr>
<tr>
<td>Can I buy gift cards with my PCard?</td>
</tr>
<tr>
<td>Can I buy hardware or software with my PCard?</td>
</tr>
<tr>
<td>My Manager (Approver) is not available to sign off on my transactions. What should I do?</td>
</tr>
<tr>
<td>What should I do with my receipts?</td>
</tr>
<tr>
<td>There is a charge on my PCard which I do not recognize?</td>
</tr>
<tr>
<td>Can I let another CSM employee use my PCard to make a purchase?</td>
</tr>
<tr>
<td>How do I make a GL change on a PCard purchase I already approved?</td>
</tr>
<tr>
<td>There is a credit posted to my Works account, what am I supposed to do?</td>
</tr>
<tr>
<td>My current PCard is going to expire soon, what happens now?</td>
</tr>
</tbody>
</table>
set up your new Visa PCard. You will still need to activate your new card.
Forms
Expense Reimbursement/Purchase Card Setup and Change Request Form

*Required Information

<table>
<thead>
<tr>
<th>Employee Name*</th>
<th>Employee ID*</th>
<th>Employee Phone #*</th>
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</table>

<table>
<thead>
<tr>
<th>Employee Dept*</th>
<th>Employee Dept Campus*</th>
<th>□ La Plata</th>
<th>□ Prince Frederick</th>
<th>□ Leonardtown</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee E-mail Address*</th>
<th>Employee Signature*</th>
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</table>

**Expense Reimbursement**

- Expense Reimbursement Request Only

**Purchase Card**

- New Cardholder Request
- Cardholder Profile Change Request

- Single Transaction Limit:
- Monthly Credit Limit:

**For employees who make numerous purchases on behalf of department/program only**

<table>
<thead>
<tr>
<th>Default Account:</th>
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<tbody>
<tr>
<td>GL01: Fund</td>
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</table>

<table>
<thead>
<tr>
<th>Default Account:</th>
</tr>
</thead>
<tbody>
<tr>
<td>GL01: Fund</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employee’s Supervisor’s Name*</th>
<th>Employee’s Supervisor’s Signature*</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employee’s VP Name*</th>
<th>Employee’s VP Signature*</th>
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**IMPORTANT:** Form will not be considered complete until all required signatures are affixed. Form can be e-mailed (purchasing@csmd.edu), Faxed (301-934-7641) or Mailed Internally (La Plata Campus BU224).

**FOR OFFICIAL USE ONLY**

<table>
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<tr>
<th>Approved</th>
<th>Reason:</th>
</tr>
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| Disapproved | |
|-------------| |

By: | Title: Controller | Date:
The College of Southern Maryland is pleased to issue you a Bank of America Credit Card (Credit Card). It represents trust in you and your empowerment and responsibilities as a responsible agent to safeguard and protect CSM’s assets. I, _______________________________ (Type employee name here), acknowledge receipt of a Credit Card. As a holder, I agree to comply with the following terms and conditions regarding my use of the Card:

1. I understand that I am being entrusted with a valuable purchasing tool and will be making financial commitments on behalf of CSM and will strive to obtain the best value for CSM by using CSM established contracts and other “preferred suppliers” as identified by CSM’s Procurement Department.

2. I understand that CSM is liable to Bank of America only for all authorized charges made on the Card.

3. I agree not to share this card or card number with anyone other than a vendor with whom I am doing business. I agree that if I share my card or card number with anyone other than a vendor with whom I am doing business, CSM will take disciplinary action as a result which may include termination.

4. I agree to use this Card for approved purchases only and agree not to charge personal purchases at any time. I will maintain and provide the required proof of all purchases, attaching receipts to validate my monthly reconciliation statement and submitting approved signed off transactions within the specified posting deadlines. I understand that CSM’s Division of Financial Services will review the use of this Card and the related management reports and take appropriate action based on any discrepancies including all provisions setting out ethical standards.

5. I will follow the established procedures for the use of the Card. Failure to do so may result in either revocation of my privileges or other disciplinary actions, up to and including termination of employment. Should I fail to use this card properly, I understand that I may be subject to salary or wage setoff, liability for personal purchases, civil pecuniary liability, and applicable criminal penalties.

6. CSM is Tax Exempt and it is the responsibility of the Card Holder to make sure the College does not incur any State(s) Sales and Use Taxes. The Card Holder will be held accountable for any taxes collected to seek reimbursement.

7. I agree to return the Card immediately upon request or upon termination of employment (including retirement). I understand that CSM may terminate my right to use this Credit Card at any time for any reason.

8. If the Card is lost or stolen, I agree to notify Bank of America immediately upon discovery and the CSM Procurement Office within one (1) business day.

9. I confirm that I have read, understand, and shall abide by the responsibilities and procedures specified in the College Credit Card Procedures.

10. I further acknowledge receipt of a copy of this agreement and the credit card itself.

11. I confirm that I have read, understand, and shall abide by the responsibilities and procedures contained in the College Credit Card Procedures, all applicable CSM Procurement Regulations, fiscal management policies on Business Meetings and Entertainment (FM: 2008), and Travel (FM: 2500), and including all provisions that set forth ethical standards.

_________________________________     _________________________________
Employee Signature         Date
**MISSING RECEIPT FORM**

<p>| | |</p>
<table>
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<tr>
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<tbody>
<tr>
<td>FROM</td>
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<tr>
<td>TO</td>
<td></td>
</tr>
<tr>
<td>DATE OF TRANSACTION</td>
<td></td>
</tr>
<tr>
<td>REASON FOR EXPENSE</td>
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<tr>
<td>VALUE OF MISSING RECEIPT</td>
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<tr>
<td>DEPARTMENT</td>
<td></td>
</tr>
<tr>
<td>USER SIGNATURE</td>
<td></td>
</tr>
<tr>
<td>APPROVER SIGNATURE</td>
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</tr>
<tr>
<td>DATE</td>
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**INSTRUCTIONS TO CARDHOLDER:**
ATTACH IN LIEU OF ORIGINAL RECEIPT.
You’re never without your PIN.

As you travel, you will find that Chip and PIN terminals are becoming more common and require the use of a Chip and PIN enabled card. To complete a purchase at these terminals, you will need to enter a PIN rather than provide a signature. The chip supplements the magnetic stripe on the card, providing you with greater access to points of sale and improved acceptance around the globe.

It is important that you remember your PIN and do not share with others. You can retrieve a forgotten PIN online at any time by visiting [www.baml.com/PINCheck](http://www.baml.com/PINCheck) after one-time registration. The instructions below will help you get started.

Cardholder Login Page

[Image of Cardholder Login Page]
First Time Registration

You’ll need to register before gaining full access to the PIN Check site and retrieving your PIN.

1. After clicking on the ‘Register New User’ link from the Login screen, enter your card Account Number and then click ‘Submit’.

2. After entering a valid Account Number, you’ll be required to provide additional account information to complete your registration and then click ‘Submit’.
3. Next, you'll need to define your User ID, Password and select three security validation questions and answers. This information will be used to verify your identity. Once you have completed this section, click 'Submit'.

4. The final step in registering is to accept the Terms and Conditions.
Retrieving Your PIN

Once your registration is confirmed, you will be able to view the navigation bar. Click on the 'PIN Check' tab to get started.

1. Enter your card's security code and then click 'Submit'.

2. You will be transferred to the secure PIN site where your PIN will then be displayed one digit at a time. Please ensure that your screen cannot be viewed by anybody else as your PIN is displayed.