Western Illinois University

Procurement Card Program

Pay the P-Card Way!

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CONTACTS

Questions about enrollment, reporting, general procurement card questions, etc. should be directed to:

P-Card Administrators:

Lora Lidaywa
LJ-Lidaywa@wiu.edu

Cindy Baxter
CA-Baxter@wiu.edu

Purchasing Office
Sherman Hall 227
Macomb, IL 61455
309/298-1819
309/298-1927 fax

Questions about account allocation, payment information, etc. should be directed to Business Services at 298-1811.

Emergency Services or Lost/Stolen Card: 1-800-316-6056. When prompted for the last 4 digits of your social security number, use the last 4 digits of your WIU Employee ID number instead.

Overview of the Procurement Card Program

Purpose

This program is designed to improve efficiency in purchasing low dollar (under $5,000) goods and services.

NOTE: The P-Card cannot be used for personal purchases under any circumstances.

Benefits

The use of the P-Card will:

- Provide improved customer relations by allowing employees to obtain certain goods and services faster and easier.
- Enable employees to be more efficient and to focus on the primary aspects of their jobs.
- Reduce paperwork and processing time at the department level as well as in Purchasing and Accounts Payable.
- Provide cost savings through consolidated payment. The University will issue bi-weekly payments to the credit card provider instead of multiple supplier payments.

The Credit Card Company

The program is provided by JP Morgan Chase which offers a web-based software solution called PaymentNet that simplifies and accelerates the reconciliation process.

1. Where to Get Help

1.1 Disputes

Before a transaction is disputed, you must first attempt to resolve the issue directly with the merchant. If the merchant fails to resolve the issue, an online dispute can be initiated in PaymentNet. Sales tax is not a valid reason to dispute a transaction. Do not dispute a charge if it has already been reported as fraudulent. See Section 31 – page 43 (Disputing a Transaction) for additional information.

JP Morgan
P.O. Box 2017
Elgin, IL 60121
Disputes: 800-316-6056

1.2 Support and Assistance

Procurement Card Administrators: Lora Lidaywa or Cindy Baxter, office phone - 298-1819, office fax – 298-1927.

Provides support and assistance to cardholders, distributes and processes new card applications, processes changes in cardholder information (name, mailing address, increase or decrease in limits, etc.), schedules training, updates Users' Guide and distributes specialized reports.

2. How It Works

Cardholder makes an authorized business-related purchase by charging it on their WIU P-Card. The standard single transaction limit is $5,000 and the monthly spending limit is $15,000. Cardholder must specify our tax exempt status when making a purchase.

The vendor submits the credit card transaction to JP Morgan for payment.

Transactions are posted to PaymentNet once daily as they are received from the bank.

A Cardholder or their designee reviews transactions daily/weekly in PaymentNet. All transactions must be reviewed and approved within 30 days. The reviewer must verify the correct fiscal year, campus code, enter the appropriate account number, object code and select if an itemized receipt has been obtained. The itemized receipt must be attached through receipt imaging. Transaction custom fields are to be completed for travel/registration transactions. Include the purpose of travel in transaction notes. If equipment is purchased, include unit cost in transaction notes. Cardholders must get **prior** written VP approval. A copy of the approval must be attached to the transaction through receipt imaging. Refer to 3.2.3. for additional VP approvals needed **prior** to making purchases
A Manager approves the Cardholder's transactions in PaymentNet by verifying all of the selected transaction details, reviewing the receipt, and then checking the Approval box.
A Cardholder cannot approve their own transactions.

An e-mail reminder from noreplies@paymentnet.jpmorgan.com will be sent daily to the Cardholder/Approver if there are any transactions that have not been reviewed/approved. Once the transaction is reviewed, the e-mail reminder will then go to the approving Manager.

The Cardholder maintains itemized receipts and any supporting documentation and attaches them to the transaction through receipt imaging. If itemized receipts are missing, the Cardholder must request a copy from the vendor. If unable to obtain a copy, contact the P-Card Administrator to complete an Affidavit for Lost Receipts form. This will need to be attached in place of the receipt to the transaction in PaymentNet.

3. P-Card

3.1 Issuance

The P-Card is issued by Western Illinois University in coordination with JP Morgan.

The P-Card Application is filled out by using the web based program in PaymentNet. It can be found at https://www.paymentnet.jpmorgan.com/arm/public/Arm.html#apply145475e2-05da-4d94-96a7-badf082c698d A Cardholder's Agreement must be completed, signed and returned to the P-Card Administrator including VP/President's approval before the P-Card will be processed.

The P-Card will include the Cardholder's, Institution's and Department's name.

All new P-Cards have an embedded chip to provide an extra layer of security when used at a chip card reader. You will continue to sign for most purchases. If a chip card reader is not available, the magnetic stripe can still be used.

All purchases are exempt from sales tax. The University's tax-exempt number is included on the goldenrod card issued with the credit card. The goldenrod card must be presented when each purchase is made in order for tax exemption to be granted by vendors.

Cardholder **must** attend training before a P-Card will be issued.

Cardholder must pick up the P-Card in person in the Purchasing Office, Sherman Hall 227.

Cardholder must sign the back of the P-Card in the presence of Purchasing personnel.

Cardholders must call the number on the activation label (800-316-6056) and follow the prompts to activate their card and set their PIN. Call the number on the back of the card to reset the PIN (800-316-6056). **P-Card Administrators do not have access to the PIN.**

Cardholder must be a Western Illinois University faculty or staff member (students are not eligible to receive a card).

Cardholder's Manager/Approver must have internet access to PaymentNet in order to approve cardholder's transactions.

3.2 P-Card limits and restrictions

3.2.1 Limits

3.2.1.1 Dollar limit shall not exceed your single specified limit per transaction - $5,000 normally.
3.2.1.2 Monthly spending limit is usually $15,000.
3.2.1.3 Limits may be negotiated between the department and the P-Card Administrator.
3.2.1.4 Higher Transaction Request form must be completed and returned to the P-Card Administrator after all approvals have been made.

3.2.2 P-Card Usage

3.2.2.1 Acceptable P-Card Use Examples

3.2.2.1.1 Books
3.2.2.1.2 Periodicals
3.2.2.1.3 Office and lab supplies
3.2.2.1.4 Small dollar retail purchases
3.2.2.1.5 Other small dollar items traditionally purchased on a purchase order or paid by a DPA

3.2.2.1.6 Registration fees
3.2.2.1.7 Travel – lodging, airfare, train, car rental, taxi, etc.

3.2.2.2 Limited P-Card Use

3.2.2.2.1 Alcoholic Beverages (Foundation accounts)
3.2.2.2.2 Automotive Repairs – Garage use only
3.2.2.2.3 Printing including Business Cards – must be purchased through University Printing and Mailing Center only.
3.2.2.2.4 Furniture - Requires State of Illinois Central Management Services approval. Departments must obtain **prior approval** from the Purchasing Office to purchase furniture.
3.2.2.2.5 Charter Bus - must be arranged through Purchasing
3.2.2.2.6 Controlled and Prescription Drugs - appropriate departments only (Beu Health Center)
3.2.2.2.7 Gifts/Gift Cards (see section 3.2.3.6)
3.2.2.2.8 Hazardous Chemicals and Materials (including radioactive material)
3.2.2.2.9 Logo/Licensing including items containing the University's logo such as t-shirts, etc. – needs **prior approval** from University Marketing (see Visual Identity Guidelines)
3.2.2.2.10 Telephone Equipment - must be approved by Telecommunications
3.2.2.2.11 Vehicle Purchases - must be approved by Transportation Services

3.2.2.3 Prohibited P-Card Use

3.2.2.3.1 Purchases requiring a University contract. Professional and Artistic Services - Contractual Services including Consultants and Speakers. Contracts are to be approved by the appropriate Vice Presidents and Legal (or University designee)
3.2.2.3.2 Current Purchase Order Contracts (Purchasing Office use only)
3.2.2.3.3 Carpet/Flooring
3.2.2.3.4 Draperies
3.2.2.3.5 Cash Advances
3.2.2.3.6 Cash Refunds
3.2.2.3.7 Charter Airplane – must be arranged through Purchasing
3.2.2.3.8 Construction Services including Remodeling
3.2.2.3.9 Donations
3.2.2.3.10 Ethyl Alcohol (alcohol permit required)
3.2.2.3.11 Fines, Late Fees or Penalties, Interest and Finance charges
3.2.2.3.12 Internet gambling/gaming
3.2.2.3.13 Labor
3.2.2.3.14 Real Property Leases
3.2.2.3.15 Personal Items

3.2.2.3.16 Personal Meals – including meals while in travel status
3.2.2.3.17 Postage Stamps – must be purchased through University Printing and Mailing Center.
3.2.2.3.18 Purchasing involving Trade of University Property – must be approved by Property Accounting
3.2.2.3.19 Purchases within the University (Bookstore, Foundation, University Union Hotel and inter-department services)
3.2.2.3.20 Utility Payments
3.2.2.3.21 Weapons/Ammunition – must be purchased through Purchasing
3.2.2.3.22 Employee expenses while in travel status, except for the purchase of hotel, air, rail and vehicle transportation. Travel status expenses are expenses that can be reimbursed on a travel voucher (such as meals). All expenditures are to be made in accordance with University travel policies and regulations, including the reimbursable rates. Any over expenditure will be deducted from the employee's travel reimbursement or the employee will be required to reimburse the University.

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3.2.3 Limited Purchases

3.2.3.1 All computer software must have a two-part review BEFORE it may be purchased.

3.2.3.1.1 IT Governance Approval - Please reference the attached website (http://www.wiu.edu/university_technology/it_governance/) for instructions on submitting a proposal for review/approval. Per this website, any purchase related to technology/software that meets at least one of the following criteria must be vetted through IT Governance:

- It impacts the University significantly from a directional, policy, services, systems, security, financial process, operational or strategic perspective.
- It requires significant funding. IT expenditures exceeding a designated threshold of $15,000 will be vetted through the IT governance process.
- It integrates with one or more existing systems. (Example: A new system requires interfaces with an existing financial module.)

3.2.3.1.2 Software containing a license agreement, contract, or terms & conditions must first be vetted and approved by the University Designee prior to purchase. This requirement applies regardless of dollar amount.

3.2.3.2 Wireless networking equipment must be approved by uTech.

3.2.3.3 Light refreshments (coffee, rolls, soft drinks, water, etc.) are

permissible when the refreshments are for parent visitations, orientation sessions, or receptions for speakers or visiting dignitaries. The purpose of the refreshments must be listed in the transaction notes in PaymentNet. Refreshments purchased for purposes other than those listed requires the prior approval of the President or the respective vice president. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.3.4 Meals - all requests for purchase of meals must identify the group and provide a business purpose for the meal (indicate in Transaction Notes in PaymentNet). The list of attendees may be in summarized form. (Does not include meals while in travel status, which is prohibited). For additional, more complete information, please refer to the Policy on Business/Departmental Expenses http://www.wiu.edu/policies/busexp.php
Please note – tips should be limited to a maximum of 20%.

3.2.3.4.1 Business meals involving University employees only - University funds cannot be used to purchase meals where only University employees are in attendance. Exceptions can be made with prior approval of the dean (if applicable) and the respective vice president or president. The only exception that will be considered by deans, vice presidents, or the president are those for meals which the employee is expected to attend as part of his/her university employment. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.3.4.2 Meals involving Students - are permissible for student orientation, student recruitment or when students are being trained for employment. Reasonable faculty/staff involvement is permissible. Indicate in Transaction Notes in PaymentNet the purpose of the meal.

3.2.3.4.3 Miscellaneous Meals - for purposes other than those listed above require the prior approval of the respective vice president or the President. The payment of meals for events such as Founders Day, the Civil Service luncheon, or scholarship banquets is not allowable from University funds. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.3.5 Personal dues and Memberships ordinarily are not permissible from University funds. Exceptions can be made with the approval of the respective dean, the respective vice president or the President. In order for an exception to be granted, the business purpose must be stated. Memberships, dues, or licenses are to be for the current year only, multiple year memberships, dues, or licenses will not be paid. Any substantive materials must become the property of Western

Illinois University. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.3.6 Gifts, Contributions, Promotional Items and Prizes. For additional more complete information, please see the Policy on Gifts, Contributions, Prizes, Promotional Items and Raffles http://www.wiu.edu/policies/gifts.php

3.2.3.6.1 Gifts to Students/Non-Employees- prohibited unless:

3.2.3.6.1.1 The gift is in the form of a plaque, trophy, sweatshirt, etc. and is inscribed with the name/initials of the University (The purchase of gift certificates is not allowed unless from social fund or student activity fund accounts) and

3.2.3.6.1.2 The gift is to recognize the support or achievement of the student/non-employee and

3.2.3.6.1.3 The gift has a unit value less than or equal to $75 and is approved by the fiscal agent; or the gift has a unit value over $75 but less than or equal to $100 and is pre-approved by the President or respective vice president. Gifts with a unit value over $100 require pre-approval by the President. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.3.6.2 Gifts to Employees - prohibited unless:

3.2.3.6.2.1 The gift is in the form of a plaque, trophy, sweatshirt, etc. and is inscribed with the name/initials of the University. (The purchase of gift certificates is not allowed unless from social fund or student activity fund accounts) and

3.2.3.6.2.2 The gift is to recognize the employee for years of service or for initial employment and

3.2.3.6.2.3 The gift has a unit value less than or equal to $75 and is approved by the fiscal agent; or the gift has a unit value over $75 but less than or equal to $100 and is pre-approved by the President or respective vice president. Gifts with a unit value over $100 require pre-approval by the President. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.3.6.2.4 Gifts to employee for outstanding achievement must be in the form of a plaque, trophy, sweatshirt, etc and must have a unit value less than or equal to $100 and must pre-approved by the respective vice president or the President. The purchase of gift certificates is not

allowed unless from social fund or student activity fund accounts. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.3.7 Prizes/Awards - permissible from non-appropriated funds when the prize/award is given as the result of a contest or a random drawing. Purchases with a retail unit value less than or equal to $100 require fiscal agent approval. Prizes/awards with retail unit values or greater than $100 but less than or equal to $300 must have the pre-approval of the President or respective vice president. The purchase of prizes greater than $300 is prohibited from university funds. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.3.7.1 Promotional Items -Tangible Items (cups, pencils, pens, sweatshirts, etc.) and Services (tickets, seasons passes, etc) are permissible if the retail unit value is less than or equal to $100. The President or respective vice president must approve the purchase. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging. The purchase of promotional items with unit values greater than $100 is prohibited from University funds

3.2.3.7.2 Cards, Flowers, Fruit Baskets, etc. - may only be purchased from non-appropriated funds with the approval of the respective vice president. After approval is obtained, indicate in Transaction Notes and attach approval with receipts to the transaction through receipt imaging.

3.2.4 VP Approvals

Transactions that need prior VP approval must include in the transaction notes when VP approval was received. This is required before the transaction can be marked as audited. Documentation showing prior VP approval is required to be attached to the transaction through receipt imaging.

3.3 How to Actually Buy Something with Your P-Card

Consider if the P-Card is the best method to make the purchase. Departments should determine that the price quoted is the best price and includes the shipping costs. **Tax is not to be charged.** It is the responsibility of the purchaser to ensure that tax is not charged. The cardholder is responsible for the payment of taxes if they have failed to do so. Prime vendor contracts are to be utilized whenever possible (ex: IPHEC, CMS, etc.). Use of BEP certified vendors is also encouraged. A list of certified vendors can be found at https://ceibep.diversitysoftware.com/

3.3.1 In Person

Take the card with you to the supplier and verify that the supplier accepts

MasterCard. Make your selection (nothing on the excluded list) and present the card and the goldenrod tax exempt card to the cashier for payment. You will be asked to sign a card authorization slip (same as personal purchases). The supplier will give you a copy of the authorization slip and the cash register tape or paid invoice. Please be sure to get an **itemized** receipt, verify that no sales tax has been charged, and get your card back! Attach all receipts to the corresponding transaction through receipt imaging once it posts to PaymentNet.

3.3.2 Via Phone or Fax

Place your order with the supplier. The supplier will need your card number, expiration date, and tax-exempt number. Give the supplier your name, department, building name, room number and zip code so that they can make delivery to you. Ask the supplier to include an itemized invoice/receipt. It is a good idea to keep a record of these orders so that you can be sure your order is received. Attach all receipts to the corresponding transaction through receipt imaging once it posts to PaymentNet.

3.3.3 Over the Web

Please only utilize web-based ordering with suppliers who encrypt data transmission for security. Ask the supplier to include an invoice/receipt. Make a copy of the order page; many companies provide an on-line invoice that may be printed at the time the order is placed. Remember an itemized receipt is required. Attach all receipts to the corresponding transaction through receipt imaging once it posts to PaymentNet.

3.4 Travel

The P-Card may be used for transportation and lodging expenses while employees are in travel status. Cardholders are responsible for ensuring that the charges are within the allowable rates set by the State of Illinois and the University. Include in the designated fields the name of the person traveling, destination and dates. The date format is MMDDYYYY (no dashes, slashes, etc.) List the purpose of travel in the transaction notes. See Section 28 (WIU P-Card Travel Transactions) for additional information.

All original receipts are to be attached to the employee's travel voucher. Copies of the receipts should be attached to the transaction through receipt imaging. The Business Office will verify the travel voucher amount. Indicate on the travel voucher what was paid on the P-Card. If the charges made on the P-Card exceed the allowable rates, then the traveler's per diem will be reduced accordingly. If the per diem will not cover the overage, then the employee is responsible to refund to the University any amount overspent.

3.5 What if my Card is Declined?

Cardholders can review their transactions in real time, under the **Transactions** drop down and selecting **Authorizations/Declines** or you may also view

authorizations and declines directly from the cardholder Dashboard in the Transaction Activity panel and click the corresponding **View** link. See section 20 (Viewing Authorizations and Declines) for additional information.

You may also contact JPMorgan's customer service at 1-800-316-6056. Their customer service representatives are available 24 hours per day.

The most common reasons for decline are: the merchant entered a wrong expiration date; dollar amount of the transaction exceeds the single transaction limit on the card; or the MCC has been blocked from your card.

3.6 Tax Exemption

The University is tax exempt and will not pay for sales tax. The Cardholder is responsible for insuring that sales tax is not charged at the time of purchase. If sales tax is charged, the cardholder is responsible for getting a credit issued back to the P-Card or reimbursing the University for the tax. If a deposit is made back to the University, a copy of the deposit slip should be attached to the transaction through receipt imaging. See Section 3.10 (Reimbursements to the University) for additional information. A copy of the current sales tax-exempt letter is available on the Purchasing Office website (www.wiu.edu/purchasing) – ECOM login required.

3.7 Receipts

An original itemized receipt from the vendor must support each and every purchase. The receipt must include:

- Vendor information (names, locations, etc.)
- Date of purchase and /or date of goods received
- Description of each item purchased
- Unit Cost of each item purchased
- Total Cost of the purchase charged to the card.

If the receipt only includes the total purchase amount, attach a detailed receipt, packing slip with detail information or invoice to the transaction. See Section 22 (Components of a "Good" Receipt) for additional information.

Purchases for unusual items which do not have an obvious University purpose must include an explanation in the Notes section on the Transaction screen in PaymentNet.

3.7.1 Lost Receipts

Cardholders must contact the vendor to request a copy of the itemized receipt. If the cardholder is unable to obtain the copy, then contact Cindy Baxter (CA-Baxter@wiu.edu or 298-5089) in Purchasing for assistance. A completed Lost Receipt Affidavit must be attached to the transaction through receipt imaging.

Exceeding three Lost Receipt Affidavits during a fiscal year will result in a

30-day suspension of an individual's p-card. Cardholder must complete a P-Card Training and it will require VP approval prior to reactivation of the P-Card.

3.7.2 Retention of Receipts

Departments are responsible for documentation for P-Card purchases. Receipts are to be attached to the transaction through receipt imaging. See Section 27 (Receipt Imaging) for additional information. Failure to attach itemized receipts may result in loss of use of the credit card. Auditors will use the scanned images. Missing receipts are the responsibility of the cardholder's department.

3.7.3 Unacceptable Receipts

The following are examples of types of receipts that should NOT be attached to the transaction:

- Receipts **without** itemized detail
- Receipts reduced down in size so much they are no longer legible
- Multiple receipts copied to one page but facing in all different directions
- Receipts unrelated to P-Card charges (such as Visa receipts)
- Receipts with the edges cut off so not all the detail is viewable
- Multiple receipts – the only receipts attached should pertain to the transaction.

3.8 Reconciling the Statement

All transactions are posted to PaymentNet. The transactions are to be reviewed for accuracy. If a transaction appears that you do not recognize or the amount is incorrect, contact the supplier first. Also notify the P-Card Administrator (298-1819) who will assist in the dispute.

All statements can be downloaded by the cardholder. Cardholder can reconcile the transaction documents (receipts/invoices/approvals/etc.) to the transactions listed on the statement. All disputes should have been discovered during the review process in PaymentNet, however if you find a transaction on the statement that you do not recognize, or if the amount is different than shown on the documents you received, first contact the supplier and then notify the P-Card Administrator to assist in disputing the transaction.

Payment will automatically be made by the University. Your University account will be charged based on the PaymentNet transactions that have all the approval levels completed.

3.9 Returns, Damaged Goods, Credits

The Cardholder is responsible for making any necessary returns. The Cardholder should work directly with the supplier. Here are some guidelines:

3.9.1 Always retain boxes, containers, special packaging, packing slips, etc., until certain the goods will be kept. Some items such as software or fragile pieces cannot be returned without the original packing materials.

3.9.2 Read all enclosed instructions carefully. Often a phone number and other instructions for returning goods are included in the packing slip and/or receipt.

3.9.3 Many companies require a Return Merchandise Authorization (RMA) number before they will accept a return. If the number is not obtained, the package may be refused and no credit issued.

3.9.4 In some cases there may be a restocking fee (usually a percent of the purchase cost). This should only be charged if the vendor is not responsible for the return.

Always make sure the return is properly credited to your account. The credit must be credited to the same account number and detail object code as the original charge.

3.10 Reimbursements to the University

Individual cardholders must reimburse the University for unapproved or improper expenditures placed on their P-Card, including the payment of taxes from which the University is exempt. A copy of the check deposited and the deposit slip must be attached to the transaction through receipt imaging, along with a written statement of why the deposit was necessary. Deposits can be made in Billing and Receivables (SH 106) or the Union Service Center. In most cases the reimbursement should be applied to the same account number and object code as the original charge.

4. Financial Accounting System (FRS)

Transactions from PaymentNet will be charged against your University account twice a week. Only transactions that have been reviewed and approved by the Card Approver will be entered into FRS. Credit card transactions appear with the transaction ID number followed by the vendor name. Details of the transaction can be traced to PaymentNet using the transaction number.

5. What is an MCC Code?

An MCC or Merchant Commodity Code Category is a four-digit code assigned to every supplier that accepts MasterCard. The bank that processes the supplier's charges assigns the MCC to that supplier. WIU has no control over what MCCs are assigned to suppliers. Each vendor is assigned only one MCC.

For every purchase transaction, the supplier's MCC is compared to the list of authorized MCCs for the P-Card being used. If a supplier has an MCC that is not included as an authorized code, the transaction will be refused. The MCC and the card limits provide the University and the Cardholder with additional security that the P-Card will not be misused. If an MCC Code is rejected, please contact the P-Card Administrators.

P-Card users are assigned the MCC Group that best relates to their needs as a purchaser.

6. Reporting Lost or Stolen Cards

Immediately call JPMorgan and report the lost or stolen P-Card. JPMorgan representatives are available 24 hours per day, seven days per week. Advise them that the card is a WIU P-Card. This notification must be made immediately as the University is responsible for all charges until the notification is made. The JPMorgan number is:

Lost or Stolen Card: (800) 316-6056

Also, notify the P-Card Administrator at 298-1819 or by e-mail to Lora Lidaywa at LJ-Lidaywa@wiu.edu, or Cindy Baxter at CA-Baxter@wiu.edu.

7. Splitting or Stringing Purchases

Splitting or stringing purchases is the practice of making multiple charges to obtain like items or services, with the willful intent to circumvent the purchasing policy of submitting an online request. Splitting or stringing is prohibited per JCAR 4.2005(s). Repeated occurrences may result in cancellation of the card.

8. PaymentNet Reconciliation

8.1 P-Card transactions are available for review and approval by Cardholders and Approvers on a daily basis as they are received from the bank, through PaymentNet at https://www.paymentnet.jpmorgan.com. Cardholders should review the transactions on a daily basis as charges will not be deducted from the University Account (FRS) until approved. All transactions must be reviewed and approved within 30 days to avoid P-Card suspension. A reminder will be e-mailed daily to Cardholders who have transactions available for review. Approvers will get a daily e-mail if they have transactions awaiting their approval. The e-mail comes from noreplies@paymentnet.jpmorgan.com and the subject line states PaymentNet: New transactions for Review (or Approval depending on the case).

8.2 Cardholders must reconcile the individual receipts to the on-line transaction view in PaymentNet. Do not wait for your statement to arrive, but review and approve as they post to PaymentNet. See Section 24 (Reviewing Transactions) for additional information.

8.3 Any discrepancies in billing must be marked as disputed charges using the on-line system. Departments should initially dispute with the supplier then if unresolved follow the dispute procedure in PaymentNet. Information is automatically forwarded to JPMorgan through PaymentNet. See Section 31 (Disputing a Transaction) for additional information.

8.4 Paper statements will no longer be mailed to cardholders. All statements can be downloaded by the cardholder. Billing cycles generally run from the 20th of one month to the 19th of the next. The exception is if the 20th falls on a weekend or holiday. Statements are available for download for up to 24 months. See Section 21 (Viewing & Printing a Statement) for additional information.

8.5 Departments are responsible for documentation for P-Card purchases. Receipts are to be attached to the transaction through receipt imaging. See Section 27 (Receipt Imaging) for additional information. The Business Office verifies that a receipt is included for every transaction. Any backup paperwork (VP Approvals) must be attached to the transaction through receipt imaging.

9. Review of Transactions

The P-Card Administrators will periodically review transactions made by departments. They will review expenditures for the following:

9.1 Purchase of restricted items
9.2 Split ordering
9.3 Personal purchases
9.4 Spending in excess of transaction limit
9.5 Appropriateness of items purchased
9.6 Appropriate use of non-prime vendor suppliers
9.7 Attaching documents to the transaction through receipt imaging
9.8 Return authorization for returned goods
9.9 Proper credit for returned goods
9.10 Accuracy of transaction records
9.11 Timely reconciliation in PaymentNet
9.12 Funds available to cover charges
9.13 Verification of tax exemption on purchases
9.14 Disputes identified and settled in a timely manner

The Business Office/Foundation staff/Grants staff will audit transactions on a daily basis. Transaction notes must include enough information to be audited. Transactions must also include the invoice (or any additional documentation needed) through receipt imaging. If additional information is needed to audit transactions, the cardholder will be contacted:

- 1st contact – may be by email or phone
- 2nd contact – if information is not completed within one week of first contact a second contact is made. The second contact may be a phone call but must also have an email. The email should be sent to the cardholder, reviewer and approver.
- If information is not completed by the date given in the email (2nd notice), the request will be forwarded to P-card Administrator (Cindy Baxter).

Travel transactions must have the following information added to the transaction custom fields: traveler last name, traveler first name, destination, travel begin date (mmddyyyy), and travel end date (mmddyyyy). The purpose of the travel must be added to the transaction notes. See Section 28 (WIU P-Card Travel Transactions) for additional information. Expenditures will be checked for appropriateness, correct object codes, appropriate approvals and appropriateness of the expense to the account charged. They will then check the Audit box in PaymentNet.

10. Responsibilities

10.1 Purchasing Director

10.1.1 Approves exceptions for higher single transaction limits and higher monthly spending limits.

10.1.2 Recommends to appropriate management for card suspension/revocation or other appropriate disciplinary action.

10.1.3 Approves Lost Receipts Affidavits.

10.2 P-Card Administrators

10.2.1 Updates the University's information with the issuing bank (such as approved limit increases, new applications, changes in cardholder information, etc.).

10.2.2 Trains cardholders, managers/card approvers, and other users of the P-Card software system.

10.2.3 Obtains and verifies appropriate authorization signatures and completed online application for each requested P-Card. Verification of OFAC (United States Treasury Office of Foreign Assets Control) Sanction List.

10.2.4 Recommends updates to the P-Card Manual as necessary. Obtains appropriate approvals for all changes from any entity affected such as Accounting, Internal Audits, etc.

10.2.5 Assists cardholders, card approvers, suppliers and others when necessary for problem resolution.

10.2.6 Serves as the primary liaison for the issuing bank, suppliers, using departments and any other party that is necessary to the program.

10.2.7 Notifies the appropriate line management of cardholder violations or fraudulent card use.

10.2.8 Maintains cardholder files which contain the following documents:

- 10.2.8.1 Properly signed Cardholder Agreements
- 10.2.8.2 Memos listing approved exceptions to any spending limitations
- 10.2.8.3 Copies of forms submitted to the issuing bank

10.2.9 Periodic review of departmental procedures, including visits to review transactions.

10.2.10 Reviews daily reports (Employee on Leave, Termination/Retirement).

10.2.11 Ensures that JPMorgan is paid in a timely manner.

10.3 Business Office/Foundation Staff/Grants Staff

10.3.1 Responsible for ensuring that the monthly electronic payment to the issuing bank balances with the daily transaction records.

10.3.2 Performs daily review/audit of transactions.

10.4 Fiscal Agent (or designee)

10.4.1 Serves as the approver for the cards issued within their area of responsibility; **or**

10.4.2 Selects a cardholder approver for their area of responsibility to reconcile transactions against credit card receipts

10.4.3 Selects appropriate individuals within their department to receive P-Cards (those who have the responsibility for making purchases). The Vice President or President must also approve each person selected to be a cardholder.

10.4.4 Modifies the process within their department or area to support approval of purchases to include an option for using the P-Card.

10.4.5 Notifies the P-Card Administrator promptly of any known or suspected inappropriate or fraudulent use of a card.

10.4.6 Takes appropriate disciplinary measures with any cardholder under them who inappropriately or fraudulently uses their P-Card and informs department head and other appropriate individuals.

10.4.7 Never requests or directs a cardholder to make a purchase which violates any portion of the policy and procedures, the Manual or any other relevant rules, regulations or guidelines.

10.5 Manager/Card Approver

10.5.1 Responsible for documentation. Ensures that all receipts are attached to the transaction through receipt imaging. Documentation includes:

10.5.1.1 Itemized receipts

10.5.1.2 VP Approvals

10.5.2 Reviews transactions on a regular basis using PaymentNet and reallocates the charges to appropriate, allowable accounts and object codes as necessary.

10.5.3 Notifies the P-Card Administrator promptly of any known or suspected inappropriate or fraudulent use of a P-Card.

10.5.4 Acts as liaison between the P-Card Administrator and each cardholder within their area by forwarding information as requested.

10.5.5 Never requests or directs a cardholder to make a purchase which violates any portion of the policy and procedures or any other relevant rules, regulations or guidelines.

10.5.6 Shall not review and approve transactions made on their behalf for reservations or travel arrangements.

10.5.7 Ensures that sales tax charged to a cardholder is credited or reimbursed to Western Illinois University in a timely manner. See Section 3.6 (Tax Exemption) and 3.10 (Reimbursements to the University) for additional information

10.6 Cardholder

10.6.1 **Does not allow another employee, student or any other individual to use their P-Card. It is NOT classified as a <u>DEPARTMENT CARD</u>.**

10.6.2 Submits supporting documentation for each purchase, such as itemized receipts, telephone order records and any known reallocation information, promptly to the departmental card Manager/Approver and reviews their own transactions within PaymentNet for accuracy.

10.6.3 Ensures that sales tax is not charged at the time of purchase, or requests credit promptly from the supplier if sales tax is included in error. See Section 3.6 (Tax Exemption) and 3.10 (Reimbursements to the University) for additional information.

10.6.4 Surrenders their card willingly upon termination of employment, change of department or upon change in duties that no longer includes the purchasing function, or upon request from the P-Card Administrator, Internal Auditor or their line management.

10.6.5 Notifies the P-Card Administrator promptly of any known or suspected inappropriate or fraudulent use of their P-Card.

10.6.6 Reports to the P-Card Administrator promptly (confidentially if necessary) any request or direction by his/her supervisor(s) or any other person to use the P-Card in an inappropriate or fraudulent manner.

10.6.7 Uses the P-Card in accordance with all pertinent policies, procedures, guidelines, etc. and in the best interest of the University.

11. Credit Card Abuse

Process to follow in the event of suspected credit card abuse:

11.1 Upon the first notice of suspected credit card abuse, the department should immediately advise the P-Card Administrator or Internal Auditing.

11.2 P-Card Administrators will review the transactions. If abuse is still suspected, the P-Card Administrators will notify the appropriate personnel, including the Associate Vice President Budget & Finance and the Internal Auditor.

11.3 The employee shall be given an opportunity to respond to the allegations described in the preliminary report.

11.4 University policy and procedures will be followed in any investigation of abuse and fraud.

12. Cardholder Employment Changes

12.1 Transfer

The P-Card Manager or Cardholder must notify the P-Card Administrator of an internal transfer of employment. If the Cardholder will retain P-Card privileges, then the P-Card Administrator will make the changes in PaymentNet to reflect the new approvals, account defaults, etc. If the Cardholder will no longer use the card, then the card will be cancelled and must be surrendered to the P-Card Administrator. The Cardholder should contact the P-Card Administrator to make the appropriate changes or make arrangements to turn in the card. In no case, should the

Cardholder continue purchasing items as the incorrect accounts will be charged.

12.2 Termination of Employment

Should a Cardholder terminate employment, the P-Card Manager or the Cardholder must return the P-Card to the P-Card Administrator. P-Card Managers should notify the P-Card Administrator as soon as possible of terminating employees holding credit cards. See Section 10.5 (Manager/Card Approver) for additional information.

All departing employees must have their separation papers (clearance form) signed by the P-Card Administrator (or their designee) to indicate return of the P-Card. A clearance form will not be signed if a cardholder has not made arrangements to clear up any outstanding transactions.

13. Cancellation of P-Card

13.1 Immediately notify the P-Card Administrator.
13.2 Return card to the P-Card Administrator.
13.3 P-Card Administrator will close the account in PaymentNet.
13.4 P-Card Managers should ensure that all final documentation (invoices/receipts) have been reconciled.

14. Suspension of P-Card

14.1 Email to cardholder and supervisor stating the cardholder privileges have been suspended.
14.2 Cardholder must review all pending transactions up to the 30-day reconciliation.
14.3 Supervisor approves all transactions in PaymentNet and then sends an email to Cindy Baxter and Lora Lidaywa to confirm this task is complete.
14.4 P-Card Administrators will run a query report to verify that the transactions are complete. They will then forward the email to Accounts Payable notifying them that transactions are ready for audit.
14.5 After successful audit of transactions, the card will be reactivated and an email sent from the P-Card Administrators to the cardholder and supervisor to confirm that the card is active. Included in the email will be instructions as to what constitutes a revoked P-Card. (Three suspensions and the fourth is a revoke. Cardholder may re-apply in 90 days with VP approval.)

15. Changing P-Card Limits

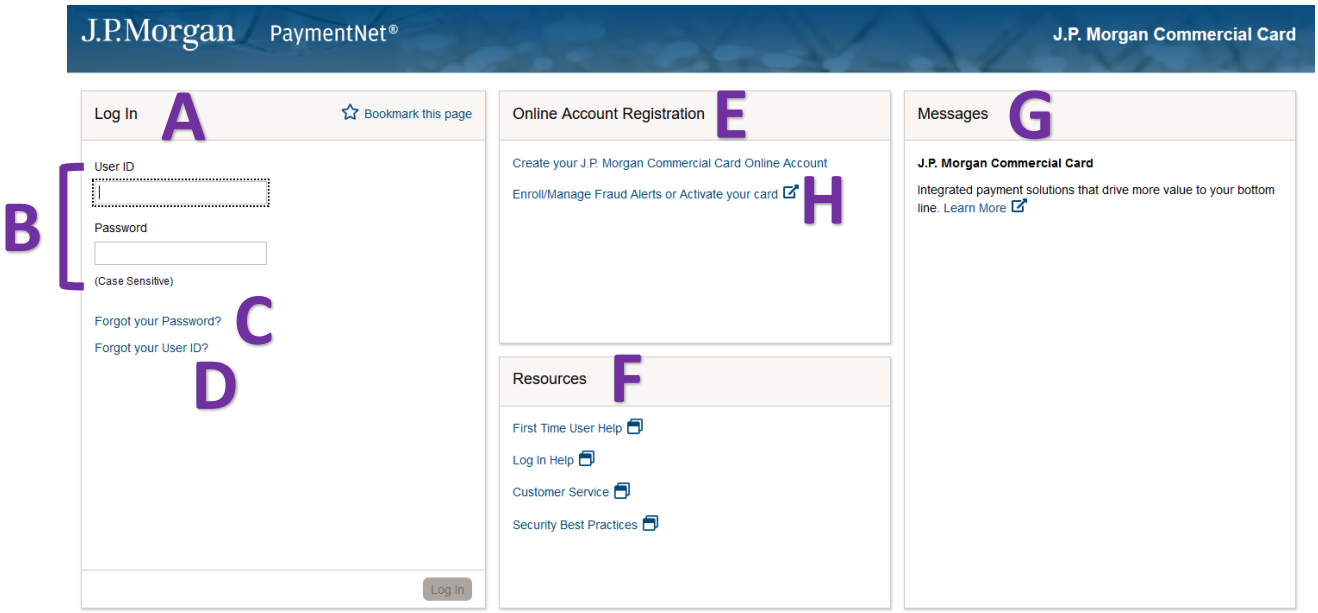
Contact the P-Card Administrator. The Higher Transaction & Monthly Limit Request form must be completed. It requires Department Administrator, Vice President and Purchasing Director approval.

16. P-Card Expiration

P-Cards expire every three years. A cardholder will be sent an e-mail when their new card arrives. The card is to be picked up by the cardholder in the Purchasing Office. The old card is to be turned in to the P-Card Administrator for shredding. A cardholder is to sign a Cardholder Renewal Agreement before the new card will be released to them.

17. P-Card Log In

www.paymentnet.jpmorgan.com



A. Log in Panel – This panel includes the login fields and links to retrieve your password and user ID. Click the Bookmark this page link to save the URL as an internet favorite.

B. Log in Fields – The User ID and Password fields are required to log in to your account. Passwords are case-sensitive.

1. **User ID – Your Employee ID Number**
2. **Password – 8 Digit Password (at least 1 uppercase letter, 1 lowercase letter and 1 number with no special characters).**

C. Forgot Your Password – If you forget your password, you can click this link to complete the process that allows you to reset your password. A one-time passcode will be sent to the email address on file, and users will be required to confirm their identity by entering the passcode in order to reset their password.

D. Forgot Your User ID – If you forget your user ID, you can click this link and use either the email address associated with your online profile or your JP Morgan account number to get this information.

E. Online Account Registration – You can use Online Account Registration the first time you log in if you were not provided with login credentials.

F. Resources Panel – This panel includes links that provide login assistance,

support information and security best practices.

G. Messages Panel – This panel contains important messages from JP Morgan.

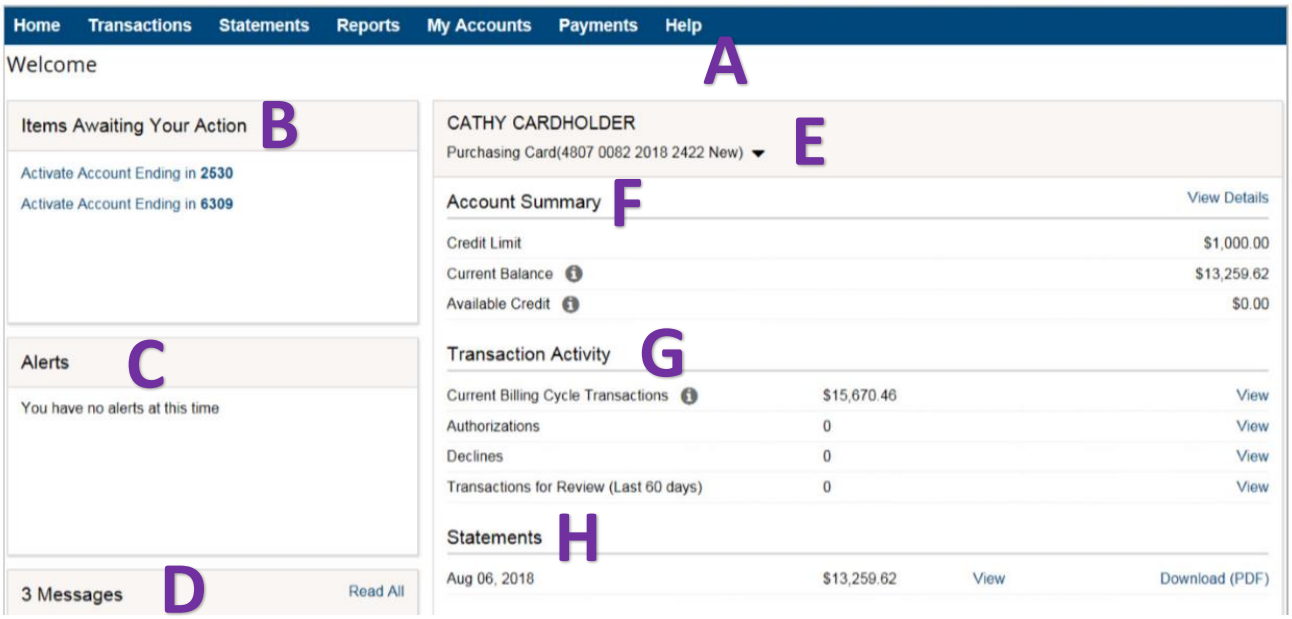
H. Fraud Alerts – This allows you to set up mobile, email and voice alerts.

18. PaymentNet Welcome Screen with the Cardholder Dashboard

The welcome screen displays each time you log into PaymentNet; it serves as your starting point or home screen. The Cardholder Dashboard, which displays on your Welcome Screen by default, shows a current summary of your accounts and other important information.

On the Welcome screen, a new Activate link will display in the Items Awaiting Your Action panel when the cardholder has a new card account that needs to be activated. Clicking the link will prompt the user to confirm the account number and activate the card so that it is ready for use.

If new transactions have been posted to the cardholder's account in the last 60 days, the Items Awaiting Your Action panel will also include a link that shows the number of new transactions across all the accounts and allows the user to view them on the Transaction List screen.



A. Menu Bar – Lists the PaymentNet features you are authorized to access. The available menu items depend on your role and permissions. The online help menu is available on every screen; this menu provides resources to answer your questions.

B. Items Awaiting Your Action – Includes quick links to key actions, such as reviewing transactions and downloading files. Also notifies you when your password will expire and provides a link that allows you to change it.

C. Alerts – Displays compliance monitoring alerts for your review.

D. Messages – Displays important messages from your program administrator or JP Morgan.

E. Account Selector - Displays the cardholder's name as it appears on the account, along with the account number and status. (Only the last 4 digits are shown). If the account has a status of New, an Activate button displays so that the user can confirm the account number and activate the card.

F. Account Summary. Shows the credit limit, current balance, and amount of available credit. Click **View Details** to view detailed information about the account.

G. Transaction Activity. Summarizes the current activity on the account, including:

- The total amount of the transactions posted in the current billing cycle.
- The number of transactions that have been authorized/declined within the last 7 days.
- The number of transactions posted to the account in the last 60 days that still need to be reviewed.
- The cardholder can view a list of the transactions in any of these categories by clicking the corresponding **View** link.

H. Statements. Displays the date and total amount of the most recent statement for the account. The cardholder can view the statement details by clicking the **View** link or download a PDF version of the statement by clicking the Download link. Statements are available for 2 years.

19. PaymentNet Mobile

The PaymentNet Mobile website provides access to your account balances and transactions. From your mobile device, you can view your account activity, including pending and posted transactions with the flexibility to sort information as needed.

To access PaymentNet Mobile, go to the following address in your mobile browser:

https://mjpmorgan.com/card

Enter your organization ID, user ID, and password, and tap **Log In**. (You must log in from a smartphone with the Android or Apple iOS operating system.

A. Register Your Device

The first time you log in to PaymentNet Mobile, you must register your device. (Your account must be set up in PaymentNet before you can log in to PaymentNet Mobile.)

1. Tap **Get Access Code**. An access code will be sent to you by email.

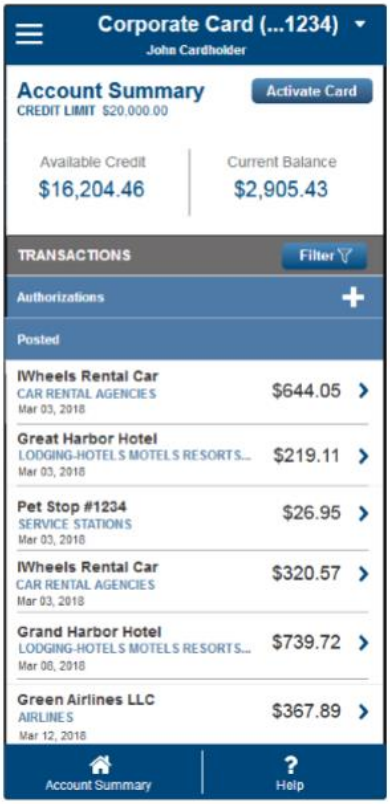
2. Enter the access code and tap **YES** to register your device.
3. Tap **Next** to complete the registration process.
4. Tap **Continue** to review your account.

B. Adding it to Home Screen

To add PaymentNet Mobile to your home screen, complete the following steps on your mobile device.

- For Android: Add the page to your bookmarks. Within your bookmarks, tap and hold the Commercial Card Mobile site, then select **Add Shortcut to Home.**
- For iOS: Tap the Action icon and select **Add to Home Screen**. Then tap **Add.**

PaymentNet Mobile Home Screen



C. Attaching Receipts to Transactions

1. Tap a transaction in the Posted list.
2. Tap the Attach Receipt icon (paperclip image)
3. To capture an image with your phone camera, tap **Take Photo** and snap a photo of the receipt. Tap **Use Photo** to continue with this photo or tap

Retake to take the photo again. To use an image from your phone, tap Photo Library, locate the photo, and tap to select it.

4. The amount, currency, and date found on the receipt are displayed. Tap **Attach Image**.

The receipts will be available for you to view in a few minutes. Tap a link to display the image. You can choose to receive email notifications when you receipts are available to view. To receive these notifications, you must log in to PaymentNet on a non-mobile device, edit your profile, and select the Receipt Images Attached notification the the **My Profile** – General Information Screen.

20. Viewing Authorizations and Declines

You can view transaction authorizations and declines for your accounts in real time.

1. Select **Transactions > Authorizations/Declines**.
2. Review the fields that display. The Reason column shows you the reason the transaction was declined.

OR

You can also view authorizations and declines directly from the cardholder Dashboard in the **Transaction Activity** panel and click the corresponding **View** link.

21. Viewing and Printing a Statement

Paper statements will no longer be mailed to cardholders. **ALL** statements must be downloaded. **This is the responsibility of the cardholder.**

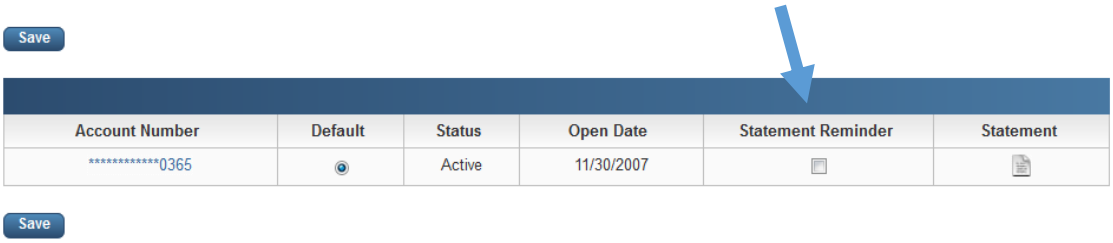
1. Click the **Statements** option on the PaymentNet menu bar.
2. To view the statement for a billing cycle other than the current cycle, select a date from the **Billing Date** drop-down list.
3. To download a copy of the statement, click **Download Statement**. You can then use your Adobe PDF viewer to save or print the statement.

OR

You can also view and download your statements directly from the Cardholder Dashboard. In the Statements panel, click **View** to view a statement or **Download (PDF)** to download a statement.

Set a statement reminder – You can receive an email notification when your account statement is ready to view.

1. Click the **My Accounts** option on the menu bar.
2. On the My Account List screen, select the **Statement Reminder** check box for the account.
3. Click **Save.**

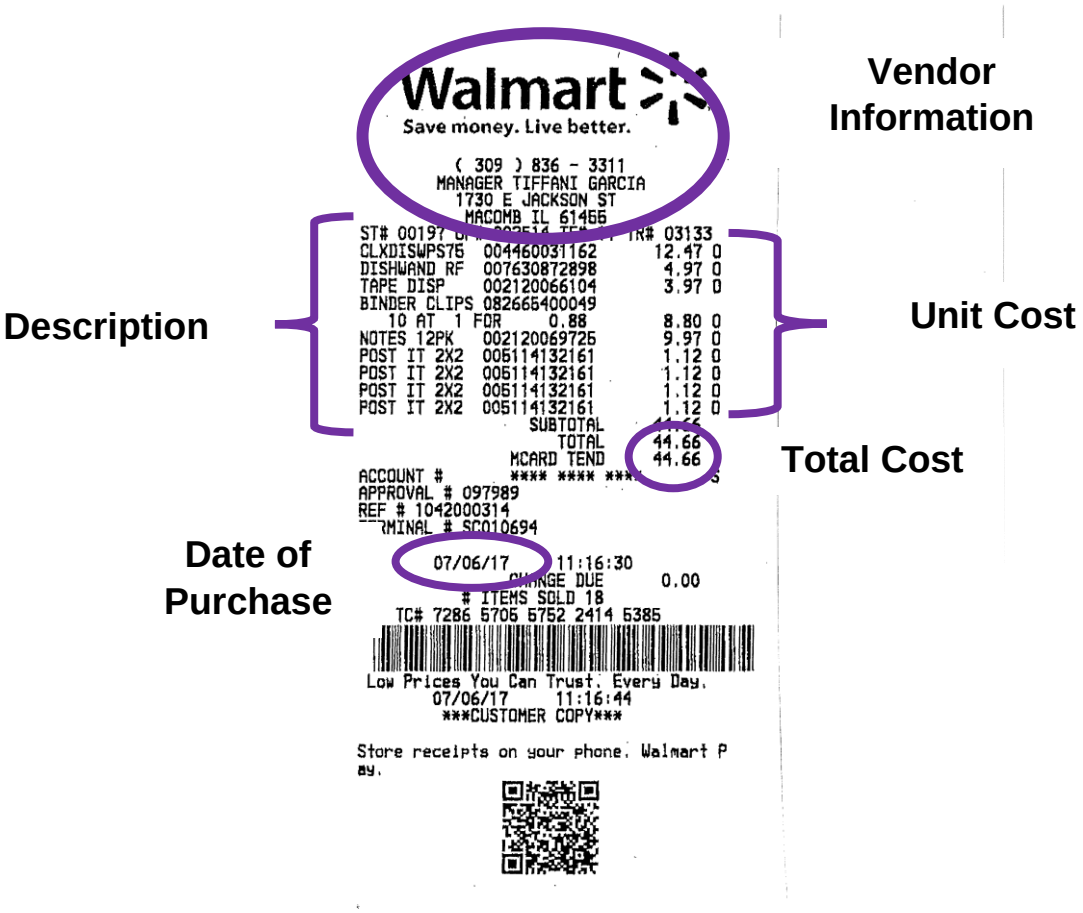


22. Components of a "Good" Receipt

An original itemized receipt from the vendor must support each and every purchase. Copies or facsimiles are acceptable when the original is not available. The receipt must include:

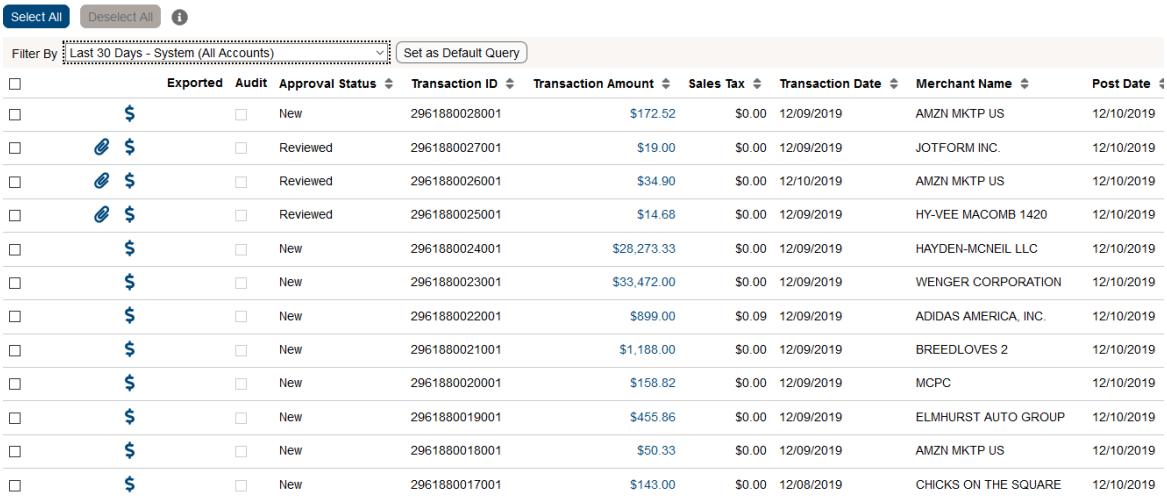
- Vendor information (names, locations, etc.)
- Date of purchase and /or date of goods received
- Description of each item purchased
- Unit Cost of each item purchased
- Total Cost of the purchase charged to the card.

If the receipt only includes the total purchase amount, attach the detailed receipt, packing slip with detail information or invoice to the receipt. Purchases for unusual items which do not have an obvious University purpose must include an explanation in the Notes section on the Transaction screen in PaymentNet.
Receipts may be a cash register receipt, fax confirmation, E-mail, completed Web order form, completed mail order form or a company invoice. All of the information on the receipt must be clear and legible.



23. View Transactions

To view a list of recent transactions, select **Transactions > Manage**. By default, the Transaction List screen includes your transactions for the last 30 days.



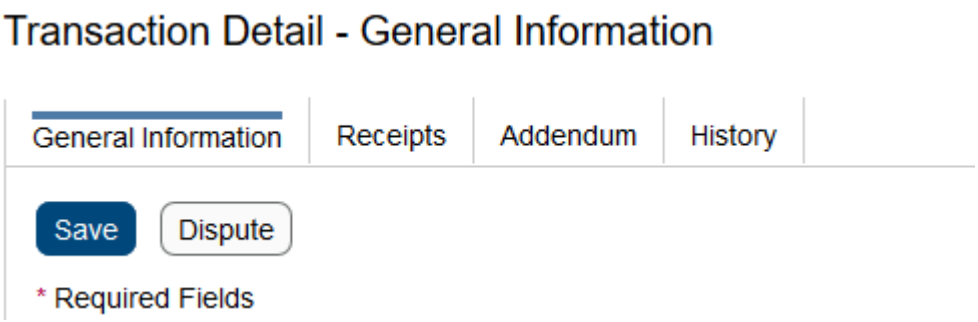
Select All | Deselect All

Filter By: Last 30 Days - System (All Accounts) | Set as Default Query

	Exported	Audit	Approval Status	Transaction ID	Transaction Amount	Sales Tax	Transaction Date	Merchant Name	Post Date
			New	2961880028001	$172.52	$0.00	12/09/2019	AMZN MKTP US	12/10/2019
			Reviewed	2961880027001	$19.00	$0.00	12/09/2019	JOTFORM INC.	12/10/2019
			Reviewed	2961880026001	$34.90	$0.00	12/10/2019	AMZN MKTP US	12/10/2019
			Reviewed	2961880025001	$14.68	$0.00	12/09/2019	HY-VEE MACOMB 1420	12/10/2019
			New	2961880024001	$28,273.33	$0.00	12/09/2019	HAYDEN-MCNEIL LLC	12/10/2019
			New	2961880023001	$33,472.00	$0.00	12/09/2019	WENGER CORPORATION	12/10/2019
			New	2961880022001	$899.00	$0.09	12/09/2019	ADIDAS AMERICA, INC.	12/10/2019
			New	2961880021001	$1,188.00	$0.00	12/09/2019	BREEDLOVES 2	12/10/2019
			New	2961880020001	$158.82	$0.00	12/09/2019	MCPC	12/10/2019
			New	2961880019001	$455.86	$0.00	12/09/2019	ELMHURST AUTO GROUP	12/10/2019
			New	2961880018001	$50.33	$0.00	12/09/2019	AMZN MKTP US	12/10/2019
			New	2961880017001	$143.00	$0.00	12/08/2019	CHICKS ON THE SQUARE	12/10/2019

To view detailed information about a single transaction, click the transaction amount to display the Transaction Detail screen. This screen includes the following tabs:

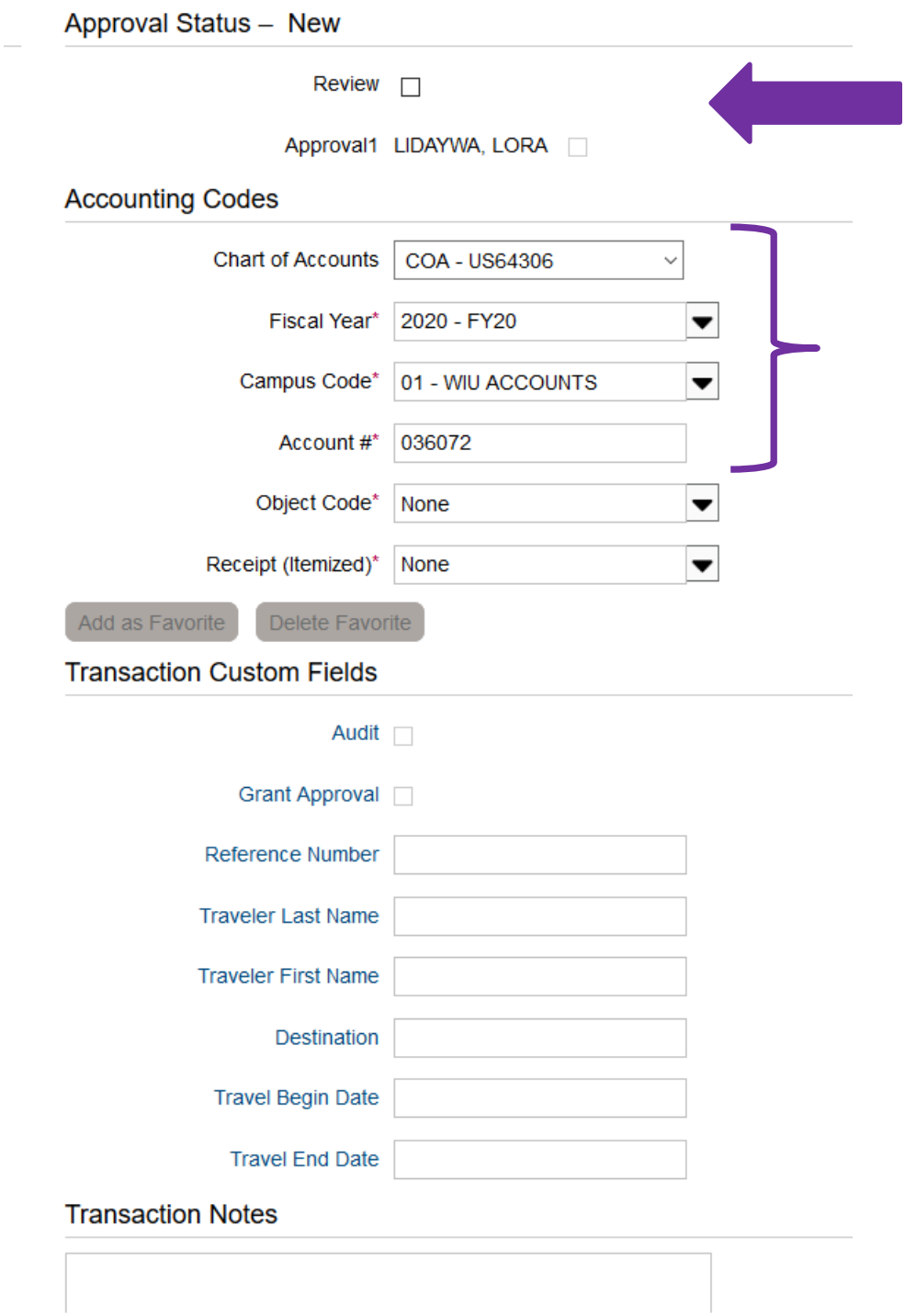
- **General Information**. Lets you manage transaction details such as reviewing transactions, entering tax information and applying accounting codes.
- **Receipts**. Lets you view, attach, update, and download receipts.
- **Addendum**. Displays details such as a tracking number associated with an order and the anticipated delivery date.
- **History**. Displays additional transaction audit data.



OR

You can also view transaction activity on the Cardholder Dashboard. In the Transaction Activity panel, click a **View** link to display a list of the transactions in the current billing cycle, transactions that have been authorized, transactions that have been declined, or transactions awaiting your review.

24. Reviewing Transactions



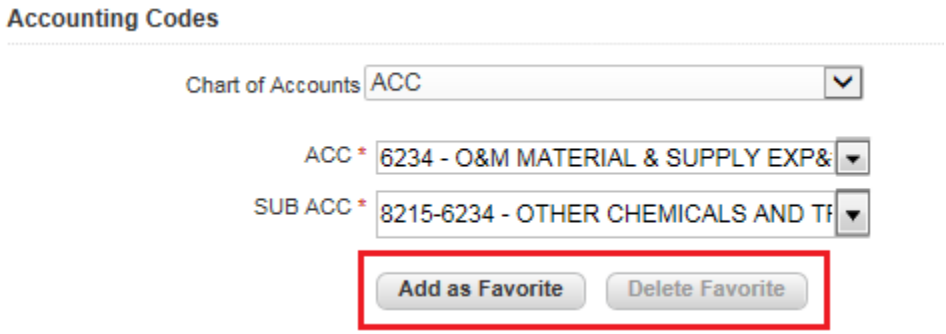
Once the proper information is completed under Accounting Codes, the Cardholder will check the “reviewed” box and click “save”. The transaction will now be available for the Approver to check. The following is required for each transaction:

- **Fiscal Year** – The fiscal year the transaction is to be charged.
- **Campus Code** – The appropriate code – 01 WIU Account or 08 Foundation
- **Account #** - The proper departmental account to be charged (See Object Codes for P-Card)
- **Object Code** – The proper subcode for item purchased
- **Receipt (Itemized**) – Mandatory "yes" or "no"
- **Transaction Notes** – Please describe the transaction and be specific – remembering the **5 "W's"** (Who, What, When, Where and Why). If equipment is purchased, include unit cost in transaction notes. If sufficient information is not provided, you will be contacted by Accounts Payable during the audit process.

25. Chart of Accounts Favorites

Cardholders and transaction approvers can specify a Chart of Accounts and segment values for a transaction, and then save these selections as a favorite, thereby making it easier to assign the same accounting codes to additional transactions.

A new button, Add as Favorite, will be available on the Transaction Detail – General Information screen. To save a Chart of Accounts favorite, the user will select the Chart of Accounts and specify any segment values as required, then click the Add as Favorite button and specify a unique name.

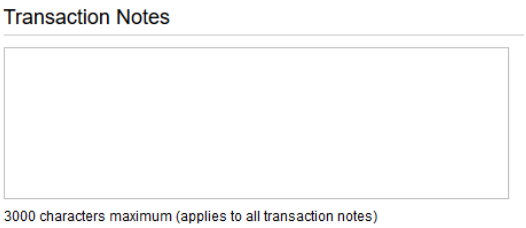


If the transaction is being split into multiple lines, the Add as Favorite button will be available for each line item. This allows the user to save the accounting codes for any line item as a favorite.

Once the user has saved a favorite, its name appears in the Chart of Accounts drop-down list for that user and can be applied to subsequent transactions and line items. There is no limit on the number of favorites a user can create.

26. Transaction Notes

On the Transaction Details – General Information screen, the Transaction Notes field is in the bottom right. The notes are limited to 3000 characters maximum. Please describe the transaction and be specific – remembering the 5 “W’s” (Who, What, When, Where and Why). If VP or President approval is required, please note that it was received and when.



27. Receipt Imaging

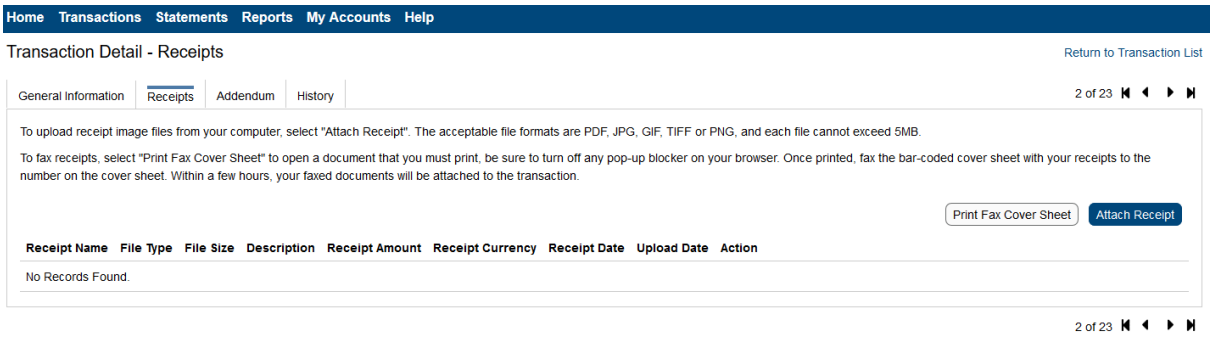
Receipt Imaging allows you to manage receipts electronically and provide a quick reference point for approvers and auditors.

PaymentNet provides two methods you can use to attach receipts:

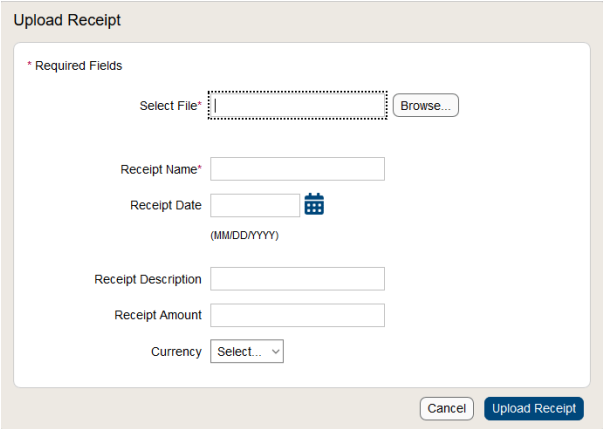
- You can upload a scanned receipt. For example, you can upload a PDF, JPG, GIF, TIFF AND PNG file. Each file cannot exceed 5MB. Once you upload a receipt, PaymentNet saves the file in PDF format.
- You can fax a receipt. When you choose this option, PaymentNet automatically generates a fax cover sheet that identifies the related transaction details, in addition to the Organization ID, your Employee Name and ID and the date the cover sheet was generated.

To attach a receipt to a transaction:

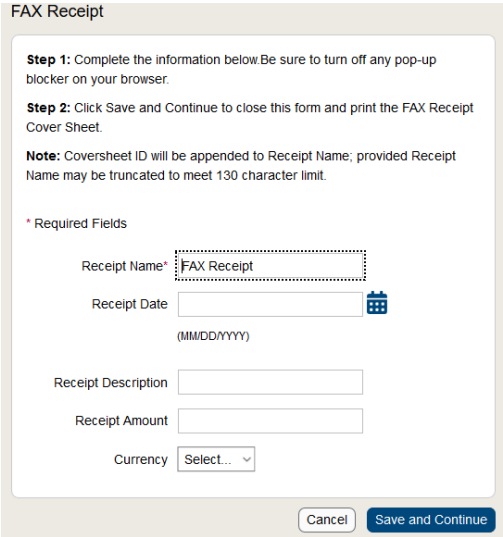
1. Select **Transactions > Manage**.
2. Click the transaction to which you want to attach a receipt.
3. Click the Receipts tab.



4. Click the Attach Receipts button.
5. Do one of the following:
    - To upload a scanned receipt:
        a. Click Browse, select a file to upload and click Open. By default, the image file name is used as the receipt name. You can modify the receipt name but you cannot leave this field blank.
        b. All fields except the receipt name are optional.
        c. Click Upload Receipt.



    - To fax in a receipt:
        a. Click the Print Fax Cover Sheet button.



        b. Complete the reference data fields. All fields except the receipt name are optional
        c. Click Save and Continue. Review the fields that display on the fax cover sheet and ensure that you selected the correct transaction.
        d. Print the displayed cover sheet and then fax your receipts to the number indicated on the cover sheet. The cover sheet must be the

first page of your fax transmission, followed by the individual receipt images.

If you find you have attached the receipt to the wrong transaction, contact the P-Card Administrators to delete the receipt.

You can choose to receive email notifications when you receipts are available to view. To receive these notifications, you must log in to PaymentNet on a non-mobile device, click My Profile, select the Receipt Images Attached notification on the General Information tab, then hit Save.

To upload receipts for multiple transactions:

1. Select Transactions > Manage. Or, while viewing other information about an account, select Take me to > Transaction List - Last 30 Days to see a list of recent transactions for the current account.
2. Select the transactions to which you want to attach receipts.
3. Click Upload Receipt.
4. Click Browse, select a file to upload, and click Open. By default, the image file name is used as the receipt name; you can modify the receipt name but you cannot leave this field blank.

Note:Only PDF, JPG, GIF, TIFF, and PNG file types are allowed. The scanned image file must be no larger than 5 MB.

5. Complete the reference data fields in Receipt Reference Data Fields. All fields except the receipt name are optional.
6. Click Upload Receipt.

Fax Sheet Example

J.P.Morgan

- Fax this cover sheet and your receipts for the transactions listed below to **312-275-2142 or 844-253-4853**
- The Fax cover sheet must be the first page of your Fax transmission, followed by your receipts. The barcode identifies the selected transactions to which the receipts will be attached.
- Never re-use the same Fax cover sheet for more than one Fax transmission. If you Faxed the wrong receipts, if the receipts appear unclear, or if you want to send additional receipts for the same transactions, you must return to PaymentNet and print another fax cover sheet. Use the new fax cover sheet to send additional receipts.
- If there are receipt images already attached to a transaction when you Fax additional receipts, PaymentNet will add a new PDF file with images of the additional receipts; they will not be combined into one PDF File.
- CAUTION: Please mask any confidential/private information on your receipts.

Organization ID: US64306

Employee Name:

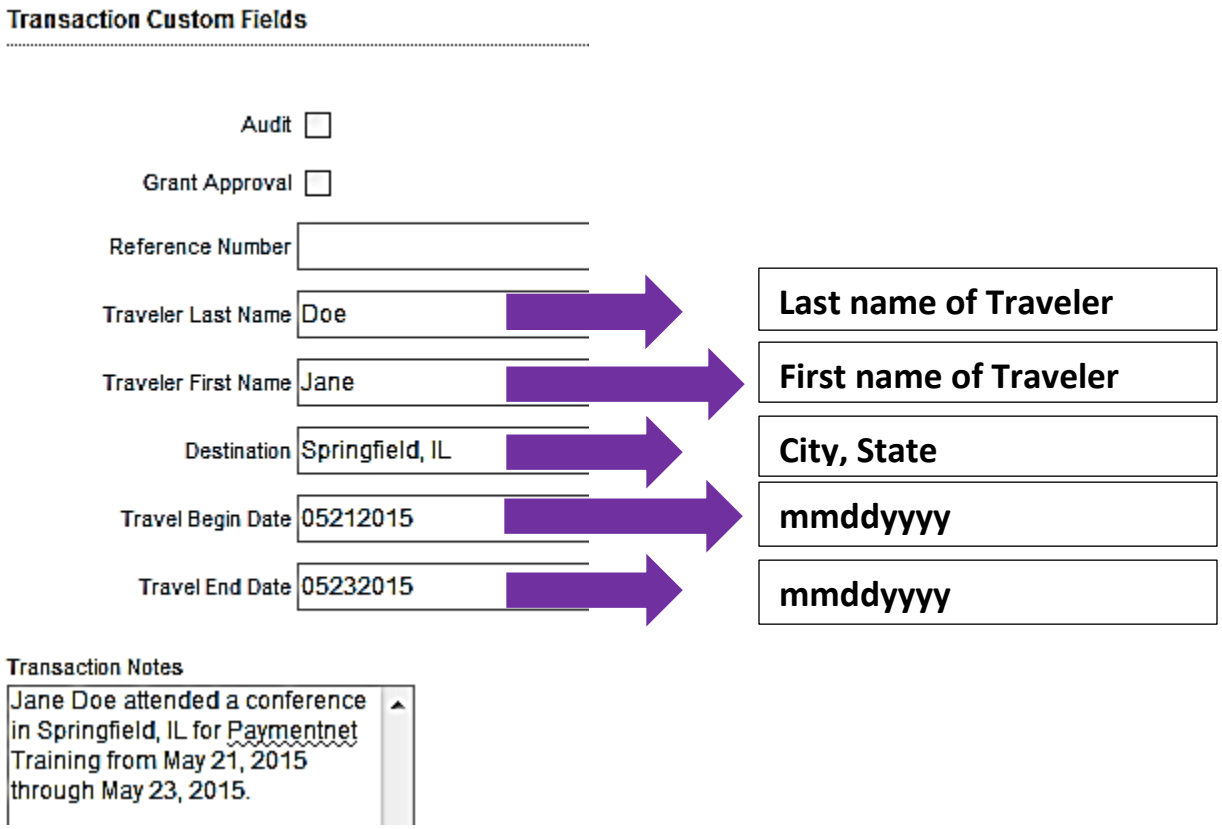
Generated Date:

Coversheet ID: 66552002

Employee ID:

Transaction Date	Transaction ID	Merchant	Amount

28. WIU P-Card Travel Transactions



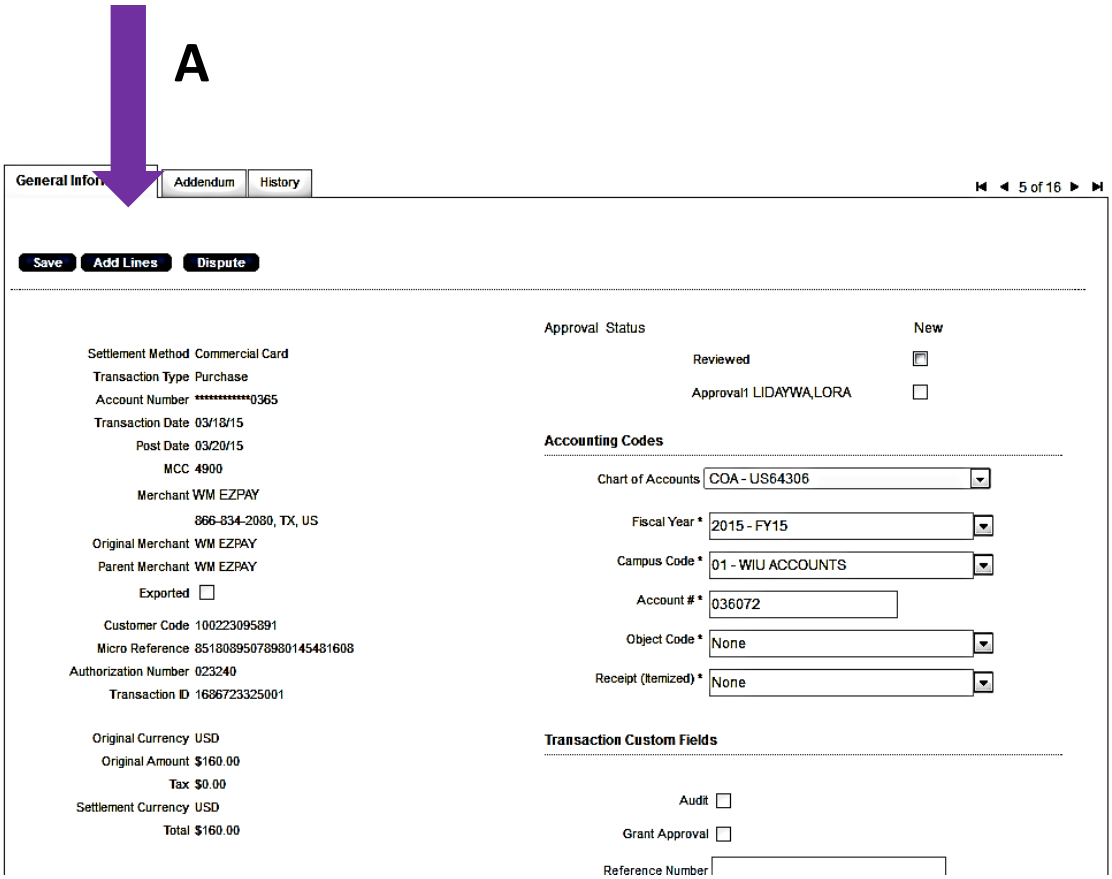
The following information is necessary in the Transaction Custom Fields for any transaction that has a travel subcode **(3940, 3945, 3950, 3955 and 4825)**, which will also include registrations:

- Traveler's Last Name
- Traveler's First Name
- Destination (City, State)
- Travel Begin Date and Travel End Date (MMDDYYYY)
- Transaction Notes must state the purpose of travel

If the transaction is for multiple travelers – please see the following pages labeled "Splitting P-Card Transactions".

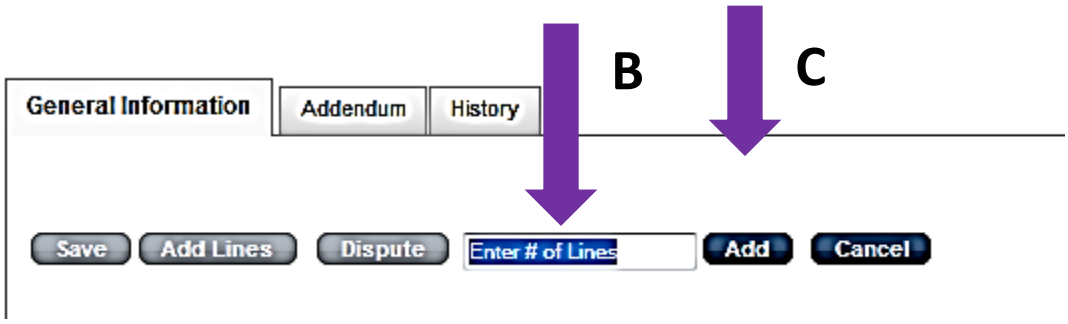
Note: These fields (except Transaction Notes) should be blank if not for travel. After you have completed the required fields, check the "Reviewed" box and click "Save" (not shown on this example). This transaction is now complete for the remaining approval process.

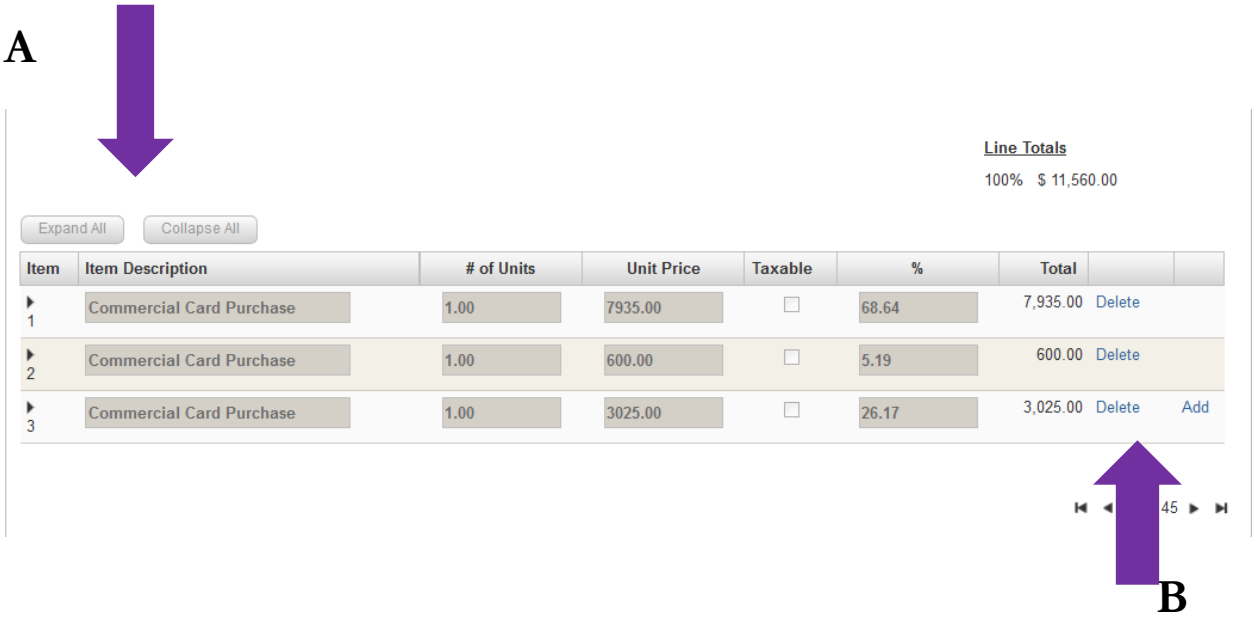
29. Splitting P-Card Transactions



If you want to split your allocation between more than one account/subcode or if there are multiple travelers for one transaction – Click “Add Lines” (see A).

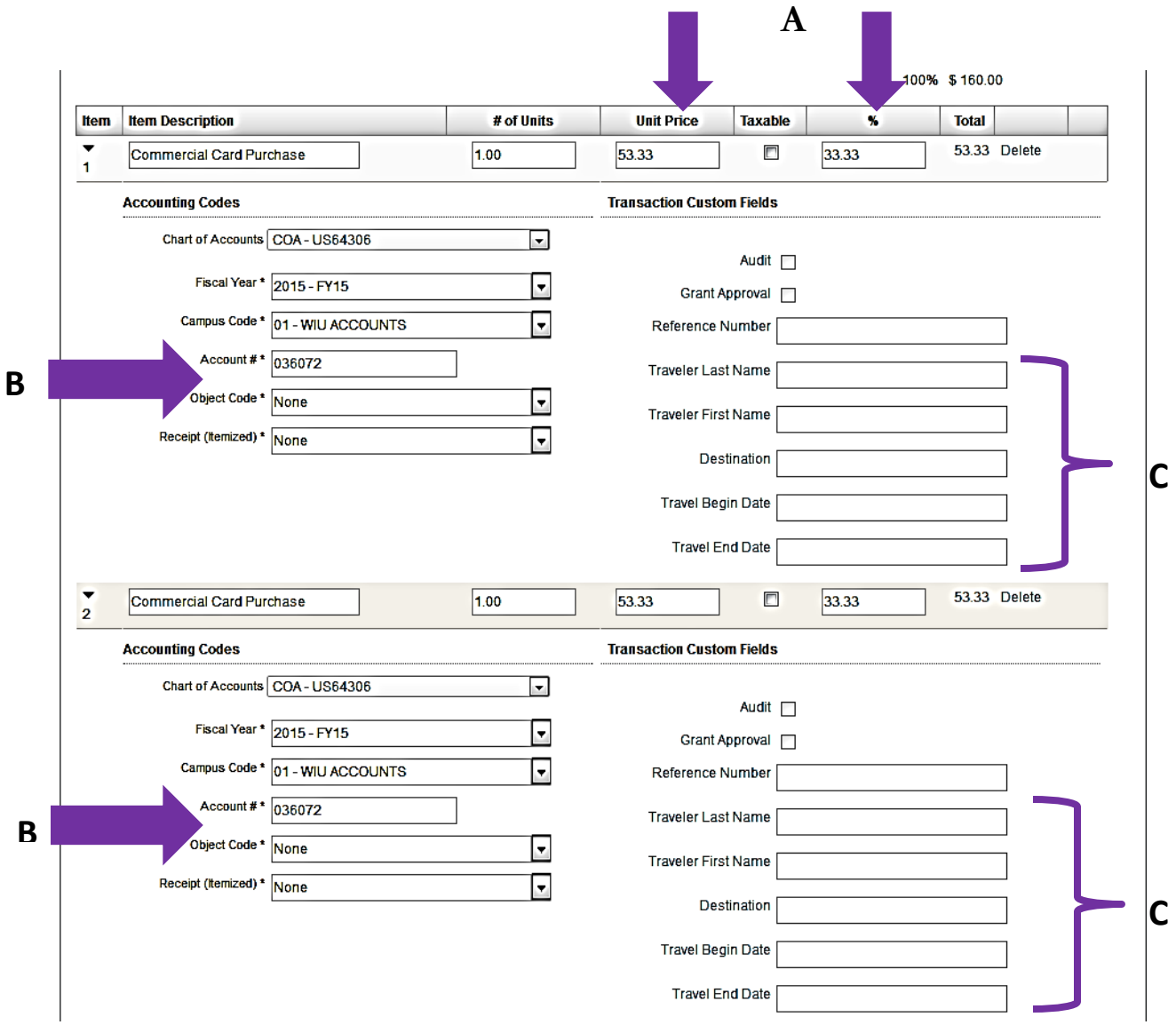
Enter the number of lines that you’d like to split between multiple accounts, travelers or subcodes (see B). The number of lines entered must be at least 2. Then click “Add” (see C).





Once the number of lines has been selected, the screen view will change and you will proceed with entering the proper information.

(A) Expand All and Collapse All buttons on the Transaction Detail – General Information screen will allow users to expand and collapse all line items with a single click allowing the cardholder to expand for the accounting codes and transaction custom fields and enter detail for each traveler and/or account. You can quickly add or delete another item without starting over (see B).



30. Queries – Searching for Transactions

1. Quick Query

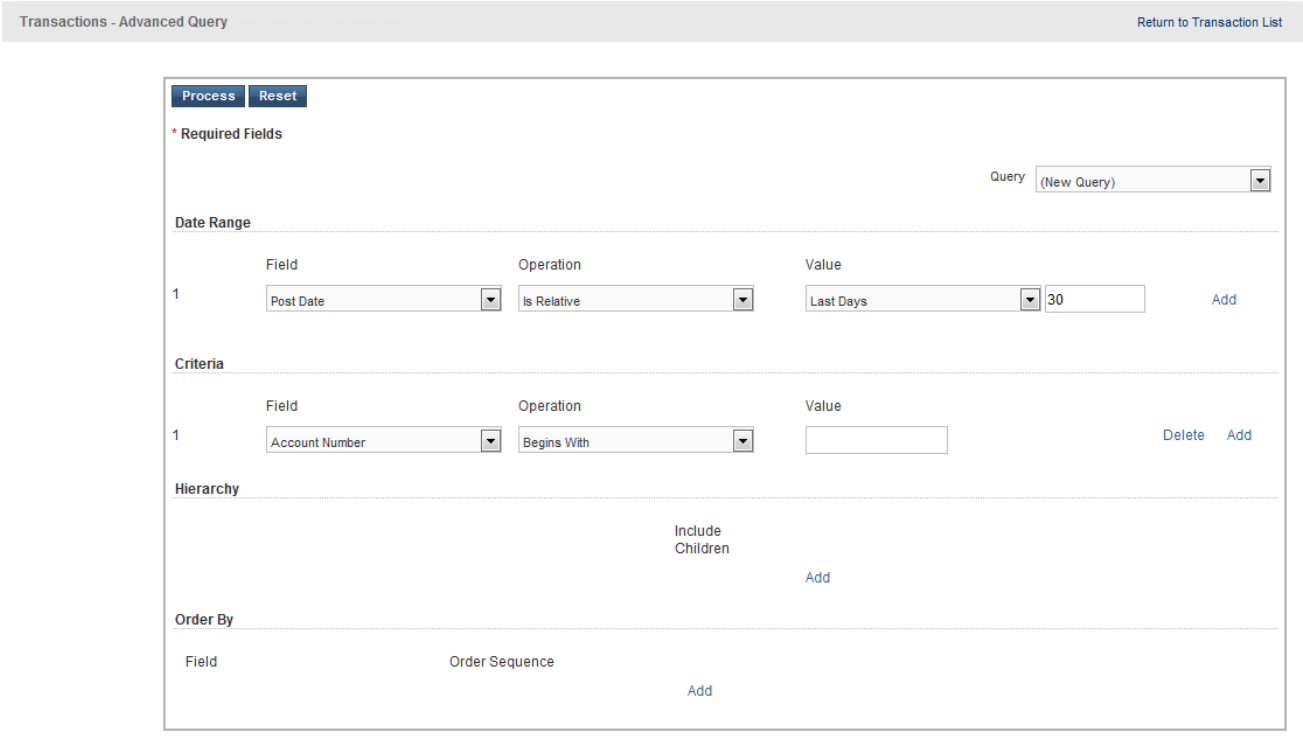
Quick queries let you perform a basic search using pre-selected fields and values.

a. Select **Transactions > Manage**.
b. Select a query field from the **New Query** drop-down list.
c. In the text box, enter your search criteria.
d. Click the **Go** button.

2. Advanced Query

You can also create an advanced query by defining the search criteria to locate just those transactions you need.

a. Select **Transactions > Query**.



b. Enter your date range:
   - **Field.** Select **Post Date** or **Transaction Date** from the drop-down list.
   - **Operation.** Select the operation to measure the field value. You can select Cycle Is, Is Between, Is Equal To, or Is Relative. For example, Is Relative is a date range or a period of time relative to the current date; Last Week is a relative date range.
   - **Value.** Enter or select the value in the appropriate boxes. Dates should be in the MM/DD/YYYY format.

c. Enter your criteria:
   - **Field.** Select a field from the drop-down list. Available fields are listed in alphabetical order.
   - **Operation.** Select the operation to measure the field value. The available operations vary based on the selected Field.
   - **Value.** Enter or select the value in the appropriate boxes. Dates should be in the MM/DD/YYYY format.

d. If you need additional rows of criteria click the **Add** link and enter the

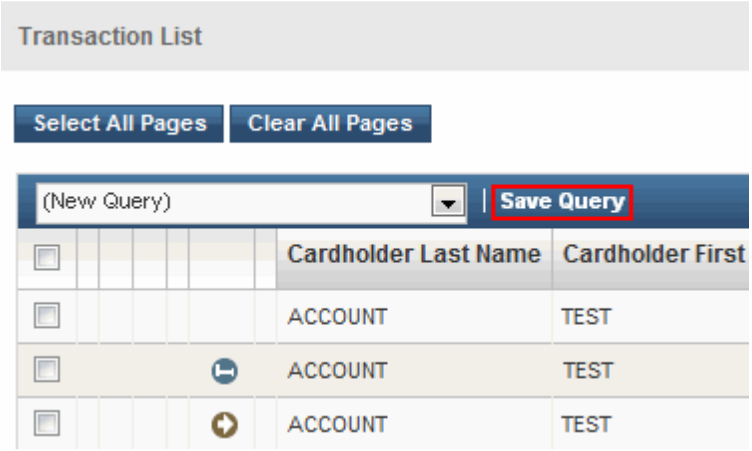
criteria
to delete a row, click the **Delete** link.

e. In the **Order By** section, specify the order in which you want the data columns to display in the results:
   - Click the **Add** link
   - Select the **Field**
   - Select the **Order Sequence**, either Ascending or Descending.

f. Click the **Process** button to run the query. The results display on the Transaction List Screen.

3. Save Query

After running your query, you can save it so that it is available to run again any time you need it.



a. Click the **Save Query** link located next to the query drop-down list on the Transaction List screen.
b. Enter a name for the query in the text field.
c. Click **Save**. The saved query is now available from the drop-down list.
d. The results of the default query display every time you view the Transaction List screen. Click **Set as Default Query** to make the current query the default.

31. Disputing a Transaction

You can dispute a charge to your card account. For example, if you have an incorrect charge or a billing error, or if the merchandise you received is not as described, you can dispute the charge. (Sales tax charged is not a reason to dispute). **Before disputing a transaction, you must first attempt to resolve the issue directly with the**

merchant. If a transaction is from a fraudulent charge – DO NOT DISPUTE.

1. Select **Transactions > Manage**.
2. Click the transaction you want to dispute. The Transaction Detail – General Information screen displays.
3. Click **Dispute**.
4. Confirm your **E-mail Address**.
5. Select the **Dispute Reason** from the drop-down list. The screen refreshes and may require additional input.
6. Enter any additional information, if necessary
7. Click **Submit**.

Note: You can track the status of your dispute online on the Transaction List screen.

= Dispute in Process
= Dispute Submitted
= Dispute Resolved

Click the colored squares and follow the steps to cancel or resolve your dispute.

32. Approving Transactions

Once a cardholder reviews transaction and marks them as Reviewed, you can verify that the transactions meet organizational guidelines and mark them as Approved. If there are transactions awaiting your approval, a link displays in the Items Awaiting Your Action panel on the Welcome screen. Click this link to see a list of these transactions on the Transaction List screen.

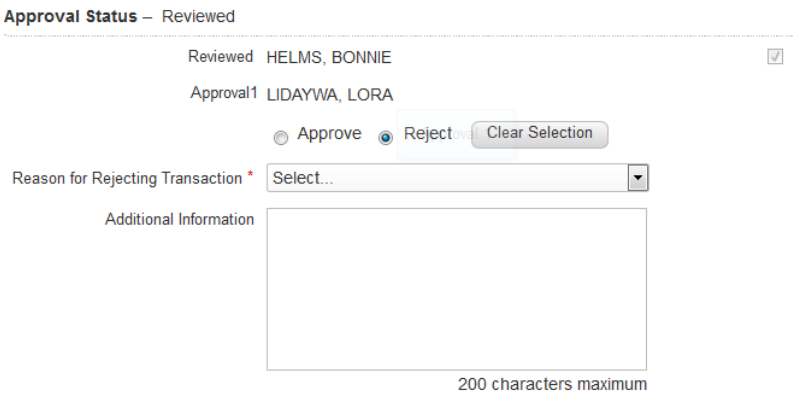
1. To approve a single transaction:
    a. On the **Transaction List** screen, click the transaction to view details.
    b. On the Transaction Detail – General Information screen, review the transaction and make necessary changes; for example, you might want to edit the accounting codes.
    c. Click the **Approve** button.
    d. Click **Save**
2. To approve multiple transactions at once:
    a. On the **Transaction List** screen, select the transactions you want to approve.
    b. Click the **Approve** button.
    c. Click **Save**

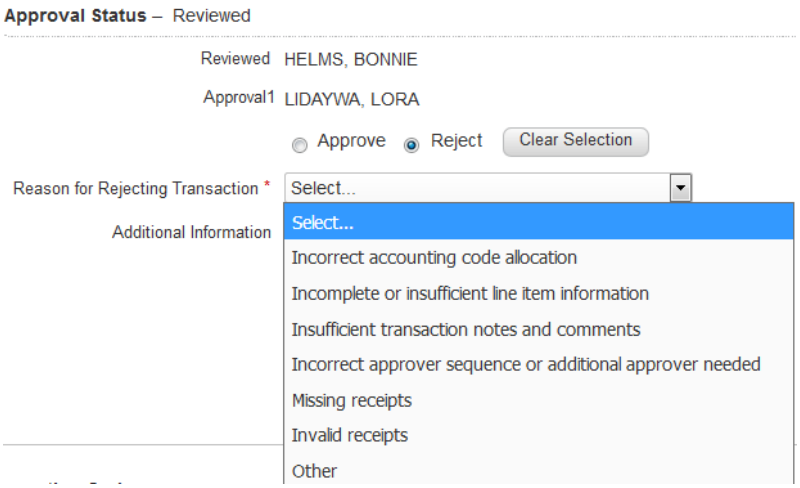
If transactions that a cardholder has reviewed do not meet your organizational

guidelines, you can mark them as Rejected. You must provide a reason for the rejection, and you can also provide a detailed explanation or further instructions for the cardholder.

When a transaction is rejected, it is returned to the cardholder as a new transaction that needs to be reviewed. The cardholder must address the issues and resubmit the transaction for approval.

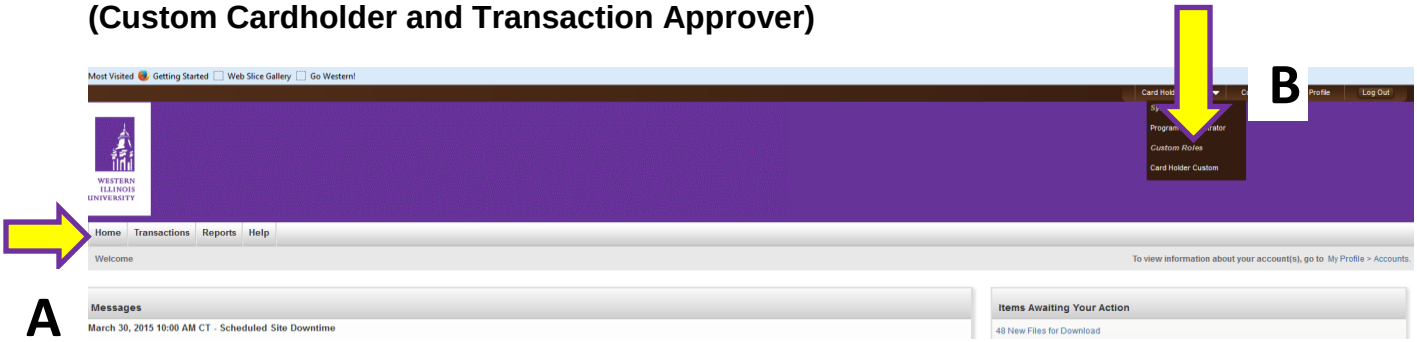
3. To reject a single transaction:
    a. On the Transaction List screen, click the transaction to view details.
    b. On the Transaction Detail – General Information screen, select the **Reject** button.
    c. Select a reason from the **Reason for Rejecting Transaction** drop-down list.
    d. Optionally, enter comments in the A**dditional Information** field to explain the rejection. Comments are required if the reason you selected is Other.
    e. Click **Save**.





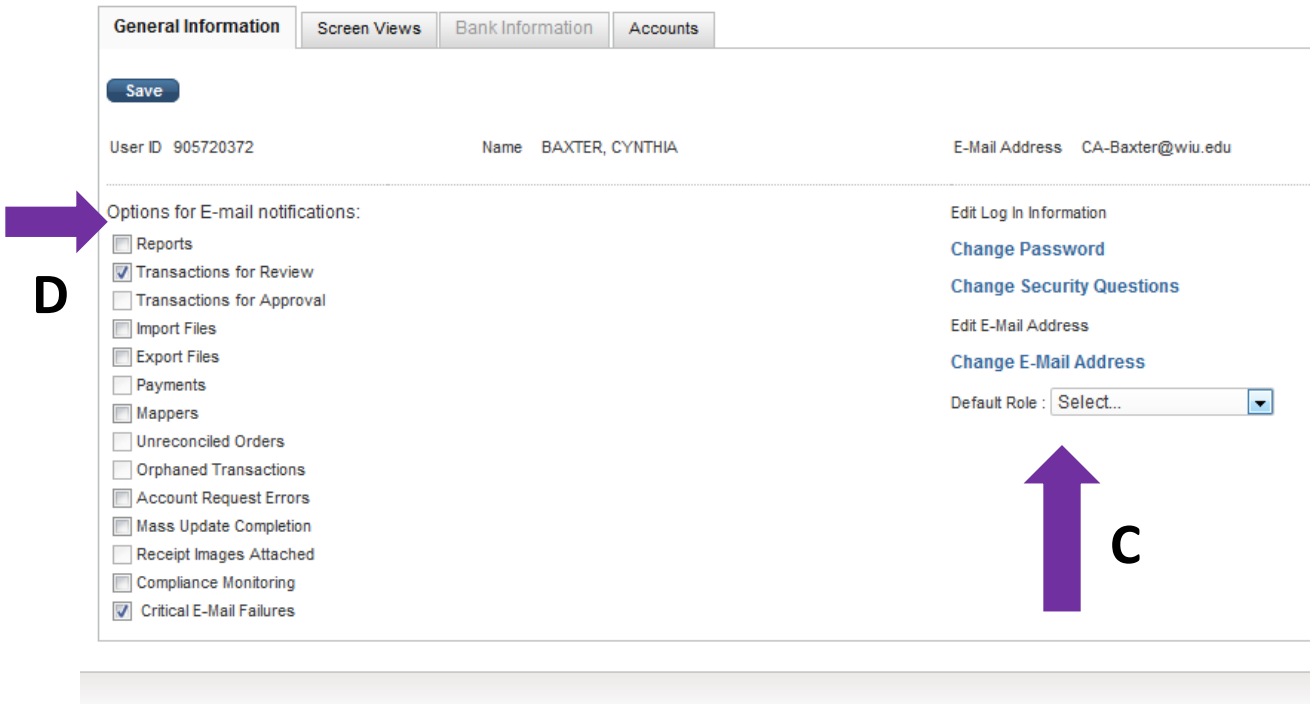
33. Multiple P-Card Roles

(Custom Cardholder and Transaction Approver)



The home button (see A) is now listed next to the Transactions drop-down. If a user has more than one responsibility in PaymentNet (ex: reviewer and approver), the user will now have to switch between them by selecting from the System Role drop-down in the top right (see B).

Only the roles assigned to the individual's User ID will be visible. PaymentNet will default to one of the roles in the list, and the default role will be presented each time the user logs in. Users are encouraged to select a preferred default role on the My Profile screen. **Again, this is only for those users who have more than one responsibility.** Below is a sample screenshot of the **My Profile** - General Information screen where the default role can be set (see C). This is also the screen where users can select their e-mail notification options (see D). Make sure to hit Save if any of the settings have been changed.



Users can switch to a different role in the list at any time. Selecting a new role will refresh the user's screen view and display the Welcome screen with the new role selected. Unsaved changes prior to switching roles will be lost, however a warning message will be presented to remind users to save their changes. To ensure important notifications are not missed as users switch between roles, a new notification icon (yellow triangle) will be introduced. The icon will be displayed next to the list when notifications appear in the Items Awaiting Your Action and Alerts sections on the Welcome screen. The notification icon will allow users to easily see when there are important items that require their attention for one or more roles. The roles with action items and alerts will be displayed when the user clicks on the notification icon.

Users will also need to be more thoughtful about the actions they take for a specific role. When making updates, users should remember that the action will be tied to the role currently selected. For example, if a user creates a report as a cardholder, the report will be tied to the cardholder role and will only be available for download when the cardholder role is selected.

34. Reminders:

-Transaction notes need to include enough detailed information to answer the 5 W's - who, what, when, why, and where. If equipment is purchased, include unit cost in transaction notes. If sufficient information is not provided, you will be contacted by Accounts Payable during the audit process.

-Travel transactions, including registrations, must have the following information added to the **transaction custom fields**: traveler last name, traveler first name, destination

(city and state), travel begin date (mmddyyyy), and travel end date (mmddyyyy). **Do NOT include dashes or slashes in the date.** Enter only the two-digit month, two-digit date, and four-digit year leaving no spaces. The purpose of the travel must be added to the transaction notes.

- If multiple travelers or multiple accounts or subcodes are being used on one transaction, click on Add Lines during the review process. Once the number of lines is selected, click on the triangle above each line number to open up the accounting codes and transaction custom fields and enter detail for each traveler and/or account.

-Transactions should be reviewed and approved within 30 days of posting to PaymentNet.

-If VP approval is required, please add to the transaction notes when approval was received (back-up documentation of VP approval should be attached to the transaction through receipt imaging and submitted with the statement).

35. Approval Thresholds

All purchases (including those made using a P-card) will require the following approvals:

- $0 to $4,999 – fiscal Agent Approval
- $5,000 to $99,999 – Vice Presidential or Associate Vice-Presidential Approval (Vice President Academic Affairs/Provost, Vice President for Student Success, Vice President for Finance and Administration, or the Vice President for Enrollment Management) *

*For departments who report directly to the President (other than the VPs listed above), purchases $5,000-$9,999 require Vice President for Finance and Administration approval, and $10,000 and above require Presidential approval.

- $100,000 and above – Presidential Approval

While the approval levels are changing to further support departmental control, the expectation remains that expenditures should be made only for essential items/purchases and that departmental spending should be limited and closely monitored. This applies to all accounts and fund sources. Departments that over-expend their appropriated budget(s) may face penalties, including the loss of future spending authority. An essential expense is considered one, which if not made, would cause a University or departmental standstill, or lead to penalties for the University. Essential spending also includes purchases necessary to maintain or protect the University community's health, safety, or physical well-being, as well as those required to complete the duties of a division/department. Fiscal agents are responsible for financial maintenance and management in their areas.

Purchases of $250,000 to $499,999 require prior approval from the President of the

University, legal, and the Vice President for Finance and Administration.

Purchases of $500,000 or more require prior approval of the Board of Trustees of Western Illinois University. The Board meets four times a year. Departments are encouraged to plan accordingly. Agenda items for meetings are due one month in advance.

Western Illinois University

P-CARD Cardholder Agreement

Please initial each item below regarding the use of the Western Illinois University P-Card assigned for official University business only.

_____ As a Cardholder, I agree to comply with the terms and conditions of this agreement. I further understand that attendance at training is mandatory prior to a P-Card being released to me.

_____ As a Cardholder, I agree to accept responsibility and accountability for the protection and proper use of the P-Card. I understand that the P-Card is intended for the purchase of items for University-related business. I further understand that the University will review the use of the P-Card and it is my responsibility to verify the accuracy of the monthly statements from the bank. I understand that I am accountable for all charges made to the P-Card.

_____ If the P-Card is lost, stolen or misplaced, I understand that it is my responsibility to immediately notify the Bank and the P-Card Administrator.

_____ I agree to the following responsibilities:

1. Not to use the P-Card for personal purchases
2. Not to use the P-Card for purchasing items on the Prohibited and Restricted Purchases list
3. To purchase from the University=s Prime Vendor Contracts.
4. To purchase ethically, fairly and without conflict of interest; to seek the best value, and to support the development of businesses which are woman-owned, minority-owned or owned by persons with disabilities
5. Not to loan my P-Card to any person.
6. To obtain an itemized receipt for every transaction and attach it to the transaction in PaymentNet via receipt imaging.

_____ I certify that the materials/services that will be purchased with the P-Card will be verified for receipt; that the purchase of these services or materials will be in accordance with all applicable laws, rules and regulations of the State of Illinois, the Board of Trustees of Western Illinois University and any other applicable jurisdiction; and the amount authorized will be correct.

_____ I understand that P-Card Administrators will perform a search on the OFAC (U.S. Department of Treasury Office of Foreign Assets Control) Sanction List before an application can be approved.

_____ I understand that the University may terminate my privilege to use the P-Card at any time and for any reason. I will return the P-Card to the University immediately upon request or termination of employment or transfer between departments.

_____ Non-adherence to any of the above procedures will result in revocation of the individual Cardholder=s privileges. I understand that improper or fraudulent use of PaymentNet is a violation of University Policy and will be handled in accordance with the rules and regulations dealing with disciplinary action. Should I fail to use the P-Card properly, I authorize Western Illinois University to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases. If Western Illinois University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University in such proceedings.

APPROVALS

_____	_____	_____
Cardholder's Printed/Typed Name	Cardholder Signature	Date

As department/division head, I approve issuance of a P-Card to the above staff/faculty employee and assume overall responsibility for the Western Illinois University Procurement Card.

_____	_____	_____
Department/Division Heads Printed/Typed Name	Department/Division Heads Signature	Date
_____	_____	_____
Vice-President or President's Printed/Typed Name	Vice-President or President's Signature	Date

Purchasing Approval: _____

Training Date _____ Date P-Card issued _____ Date P-Card Manual issued _____

Western Illinois University

P-Card Higher Transaction & Monthly Limit Request

CARDHOLDER INFORMATION

First Name: _____ Initial: _____ Last Name: _____

E-mail: _____ Last 4 digits of card: _____

Work Phone: _____ Department: _____

Cardholder Signature: _____ Date: _____

REQUEST FOR CREDIT LIMIT CHANGE

Increase monthly credit limit from: $ _____ to $ _____

Increase single transaction limit from: $ _____ to $ _____

Reason for Higher Transaction/Monthly Limit: _____

_____

_____

_____

_____

Temporary Increase _____ Date to reset to original limit _____ Permanent Increase _____

APPROVALS REQUIRED FOR HIGHER CREDIT LIMITS

Department Administrator: _____ Date: _____

Vice President/President: _____ Date: _____

Director of Purchasing: _____ Date: _____

FOR USE BY P-CARD ADMINISTRATORS ONLY

Request Completed By: _____ Date: _____

Date Cardholder Notified via Email: _____

Account Reset to Original Limit

Confirmed By: _____ Date: _____

Orig: $_____

Temp: $_____

Auto Reset Date: _____

Western Illinois University

NON-CARDHOLDER
REQUEST FOR PAYMENTNET ACCESS ONLY

NON-CARDHOLDER INFORMATION

First Name: _____ Initial: _____ Last Name: _____

Employee ID number: _____ Department Name: _____

Department Phone Number: _____ E-Mail Address: _____

PaymentNet Password: __Western1___(temporary)_____

PAYMENTNET INFORMATION

Access Level (Please Check One)

- ☐ 0 – Cardholder access (Views only departmental transactions)
- ☐ 1 – Approver access (View/Approve all transactions within their department)
- ☐ 2 – Manager access (Views all transactions within their department and all departments beneath their department)
- ☐ 3 – Other – Please give explanation _____

APPROVAL SIGNATURES

_____ Applicant Signature & Date

_____ Applicant Name (Printed)

_____ Department/Division Head's Signature & Date

_____ Department/Division Head's Name (Printed)

FOR USE BY P-CARD ADMINISTRATORS ONLY

_____ P-Card Administrator Signature & Date

_____ P-Card Administrator Name (Printed)

Date set-up in PaymentNet _____ Date added to contacts _____

_____ P-Card Administrator Signature & Date

_____ P-Card Administrator Name (Printed)

Training Date _____ Date Manual issued _____

Western Illinois University

P-Card Renewal Agreement

Please initial each item below regarding the use of the Western Illinois University P-Card assigned for official University business only.

_____ As a Cardholder, I agree to comply with the terms and conditions of this agreement.

_____ As a Cardholder, I agree to accept responsibility and accountability for the protection and proper use of the P-Card. I understand that the P-Card is intended for the purchase of items for University-related business. I further understand that the University will review the use of the P-Card and it is my responsibility to verify the accuracy of the monthly statements from the bank. I understand that I am accountable for all charges made to the P-Card.

_____ If the P-Card is lost, stolen or misplaced, I understand that it is my responsibility to immediately notify the Bank and the P-Card Administrator.

_____ I agree to the following responsibilities:

1. Not to use the P-Card for personal purchases
2. Not to use the P-Card for purchasing items on the Prohibited and Restricted Purchases list
3. To purchase from the University's Prime Vendor Contracts.
4. To purchase ethically, fairly and without conflict of interest; to seek the best value, and to support the development of businesses which are woman-owned, minority-owned or owned by persons with disabilities.
5. Not to loan my P-Card to any person.
6. To obtain an itemized receipt for every transaction and attach it to the transaction in PaymentNet via receipt imaging.

_____ I certify that the materials/services that will be purchased with the P-Card will be verified for receipt; that the purchase of these services or materials will be in accordance with all applicable laws, rules and regulations of the State of Illinois, the Board of Trustees of Western Illinois University and any other applicable jurisdiction; and the amount authorized will be correct.

_____ I understand that the University may terminate my privilege to use the P-Card at any time and for any reason. I will return the P-Card to the University immediately upon request or termination of employment or transfer between departments.

_____ Non-adherence to any of the above procedures will result in revocation of the individual Cardholder=s privileges. I understand that improper or fraudulent use of PaymentNet is a violation of University Policy and will be handled in accordance with the rules and regulations dealing with disciplinary action. Should I fail to use the P-Card properly, I authorize Western Illinois University to deduct from my salary or from any other amounts payable to me, an amount equal to the total of the improper purchases. If Western Illinois University initiates legal proceedings to recover amounts owed by me under this Agreement, I agree to pay legal fees incurred by the University in such proceedings.

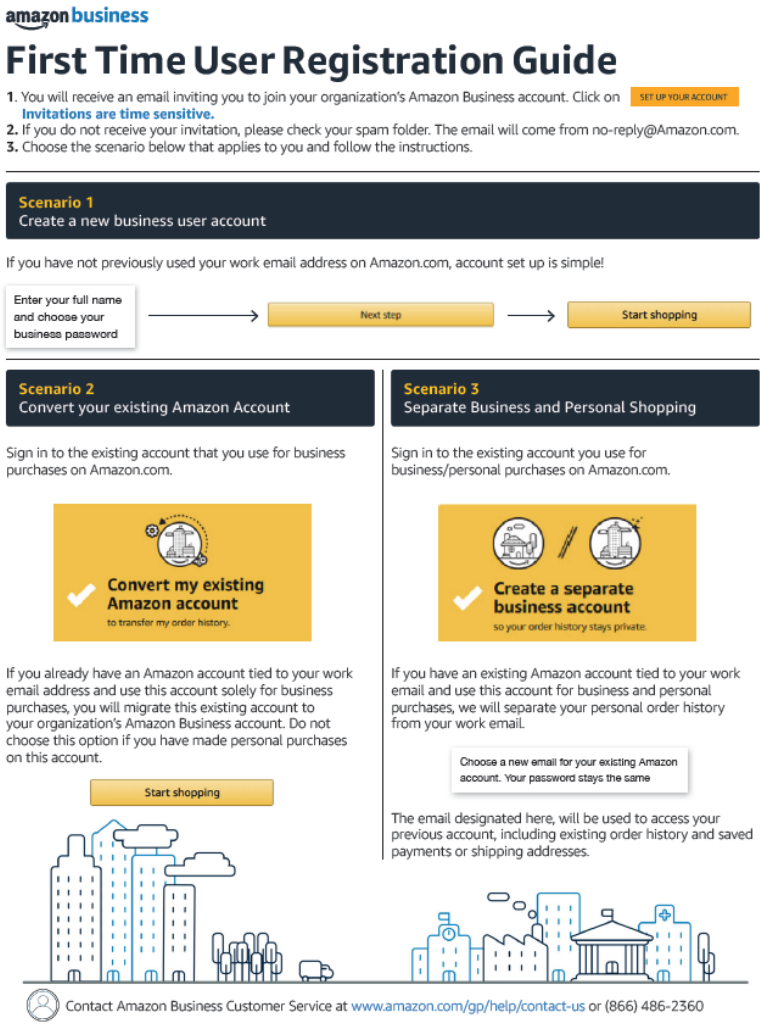
APPROVAL SIGNATURES

_____	_____
Cardholder Signature & Date	Cardholder's Name (Printed)
_____	_____
P-Card Administrator Signature & Date	P-Card Administrator Name (Printed)

Date New Card Issued _____ Date Old Card Shredded _____

Amazon Business Purchases

Amazon began collecting sales tax in Illinois on February 1, 2015. As a State agency, Western Illinois University is exempt from sales tax. The University must ensure that personal and business purchases are not made on the same Amazon account. P-Card holders interested in setting up an Amazon Business account can contact Lora Lidaywa in Purchasing at LJ-Lidaywa@wiu.edu. They will then be sent an e-mail inviting them to join WIU's Amazon Business account. This account provides discounts and free shipping on eligible items totaling $25 or more. Unlike Amazon Prime, there is no membership cost involved.



Separate Amazon.com Account for Business Transactions Required

The Amazon.com account used for university purchases *cannot* be the same as the account used for personal purchases. If a personal purchase is accidentally made on the account used for university purchases, the University must be reimbursed and Amazon must be contacted to add sales tax to the purchase. Personal purchases using the University account will be documented as a P-Card violation and reported to Internal Auditing, Ethics Officer, and Business Services/Purchasing Office. The creation of a separate account is important to ensure only business-related transactions receive tax exemption. All merchandise must be shipped to the University unless the employee is

approved to have an off-campus office. Using the tax-exempt account for personal use may cause the university to lose its tax-exempt status and the employee may be held liable for tax evasion or fraud. If you currently use your WIU email address for personal purchases, please follow scenario 3 in the set-up guide shown above.

A quick way to verify if you are logged into the Amazon Business account is to look in the top left corner for the correct logo:

Sales Tax Refunds

Even though orders are placed through the Amazon Business for Education site, sales tax may still be charged on items you order from any seller who lists products for sale via the Amazon.com website. If you make a purchase with sales tax, departments should request a refund directly from Amazon. See the following link for more information.

http://www.amazon.com/gp/help/customer/display.html/ref=help_search_1-1?ie=UTF8&nodeId=201133470&qid=1423844888&sr=1-1

Object Codes for P-Card

0450	EXP & OTH COST RECOV
0663	PROGRAM & REGISTRATION CHARGES
0685	TICKET SALES
0775	OTHER INCOME
1318	CHARGES IN TRANSIT
1334	REC FROM THIRD PARTY
1355	A/R CLEARING
1380	OTHER RECEIVABLE
1505	PURCH FOR RESALE-BEVERAGE
1510	PURCH FOR RESALE-CAP GOWN
1515	PURCH FOR RESALE-CARDS/STATIONERY
1525	PURCH FOR RESALE-SOFTWARE
1530	PURCH FOR RESALE-EQUIPMENT
1535	PURCH FOR RESALE-FOOD
1540	PURCH FOR RESALE-MATERIALS
1545	PURCH FOR RESALE-GIFT ITEMS
1550	PURCH FOR RESALE-TEXT BOOKS
1560	PURCH FOR RESALE-LABOR
1562	PURCH FOR RESALE-PHONE CARDS
1565	PURCH FOR RESALE-TRADE PAPERBACKS
1570	PURCH FOR RESALE-PRINT/DUP MAT
1575	PURCH FOR RESALE-SOFT GOODS
1580	PURCH FOR RESALE-SUPPLIES
1585	PURCH FOR RESALE-USED BOOKS
1590	PURCH FOR RESALE-SUNDRIES/SNACKS
1595	PURCHASE FOR RESALE-NOT ELSEWHERE CLASSIFIED
1610	EVENT DEPOSITS (FOUNDATION ONLY)
1635	COST OF SALES (CONCESSIONS/FOOD)
1640	CS-CUSTOM ITEMS
1695	COST OF SALES (NON-FOOD)
2525	CREDIT CARDS PAYABLE
2540	UTILITIES PAYABLE
2580	A/P CLEARING ACCTS
3110	OFFICE & LIBRARY SUPPLIES/COMPUTER SUPPLIES
3150	OFFICE & LIBRARY EQUIPMENT LESS THAN $100
3160	FOOD & FOOD SUPPLIES
3180	COPYING/PRINTING
3205	ATHLETIC SUPPLIES
3210	EDUCATIONAL & INSTRUCTIONAL SUPPLIES
3220	MEDICAL/SCIENTIFIC/LABORATORY SUPPLIES
3225	VETERINARY SUPPLIES

3230	MEDICAL/SCIENTIFIC/LABORATORY EQUIPMENT UNDER $100
3420	MECHANICAL SUPPLIES
3460	HOUSEHOLD/LAUNDRY & CLEANING SUPPLIES
3470	FARM/GARDEN SUPPLIES
3472	FEED
3480	ROCK SALT/CALCIUM CHLORIDE FOR ROAD USE
3490	HOUSEHOLD/LAUNDRY/CLEANING EQUIP UNDER $100
3510	COAL & COKE
3520	FUEL OIL & BOTTLED GAS
3530	GAS/OIL & ANTI-FREEZE FOR OFF-ROAD EQUIPMENT
3550	WEARING APPAREL
3560	SMALL TOOLS UNDER $100
3570	EQUIP NEC UNDER $100
3574	TRAINING MAT/EDUC UNDER $100
3590	COMMODITIES NOT ELSEWHERE CLASSIFIED
3591	PROMOTIONAL ITEMS (NEEDS VP APPROVAL)
3592	AWARDS & PLAQUES
3593	CONFERENCE SUPPLIES
3596	OPERATING SUPPLIES
3598	EVENT/ACTIVITY SUPPLIES
3710	REPAIR & MAINTENANCE, AUTOMOTIVE EQUIP
3720	PARTS & FITTINGS - AUTOMOTIVE EQUIP
3730	GASOLINE/OIL/ANTIFREEZE
3780	AUTO SERVICES NOT ELSEWHERE CLASSIFIED
3790	AUTO EXPENSES NOT ELSEWHERE CLASSIFIED
3940	TRAVEL IN-STATE - VENDOR PAYMENT
3945	TRAVEL IN-STATE - SCOUTING/RECRUITING
3950	TRAVEL OUT-OF-STATE - VENDOR PAYMENT
3955	TRAVEL OUT-OF-STATE - SCOUTING/RECRUITING
4110	REPAIR & MAINT/OFFICE/HOUSEHOLD EQUIPMENT
4111	PARTS FURN/OFF EQUIP
4120	MAINT CONTRACTS/REP & MAINT OFFICE EQUIP
4140	REPAIR & MAINTENANCE-REAL PROPERTY
4141	R&M REAL PROPERTY - PARTS
4150	REPAIR & MAINT-MACHINERY & MECHANICAL EQUIP
4151	PARTS/MACHINERY & MECH EQUIP
4160	REPAIR & MAINT-ELECTRONIC DATA PROCESSING EQUIP
4161	PARTS EDP EQUIP
4190	REPAIR & MAINT-NOT ELSEWHERE CLASSIFIED
4191	PARTS - NEC
4200	IN-HOUSE REPAIR & MAINT - MERCHANDISE
4210	RENTAL - OFFICE EQUIPMENT
4211	LEASE/PURCHASE - OFFICE EQUIPMENT
4220	RENTAL MOTOR VEHICLES
4222	CHARTERED BUS
4223	CHARTERED AIRCRAFT

4230	RENTAL - REAL PROPERTY
4240	RENTAL - MACHINERY & EQUIPMENT
4250	RENTAL - ELECTRONIC DATA PROCESSING EQUIP
4260	RENTAL - FILM & AUDIO/VISUAL AIDS
4290	RENTAL - NOT ELSEWHERE CLASSIFIED/TEMP LODGING
4291	TEMPORARY LODGING
4295	LODGING - TEMPORARY - SCOUTING/RECRUITING
4310	LEGAL FEES
4320	BOOKBINDING & PROCESSING SERVICES
4330	ADVERTISING
4340	AUDIT & MGT SERV
4345	COMPUTER SOFTWARE
4350	STATISTICAL & TABULATION SERVICES
4360	MEDICAL CONSULTANT FEES
4370	HOSPITAL & MEDICAL SERVICES - VENDOR PAYMENTS
4375	PRESCRIPTIONS - VENDOR PAYMENTS
4380	BLDG & GROUND MAINT (FOR SVC NOT PARTS)
4390	PROFESSIONAL & ARTISTIC SERVICES - NEC
4391	OFFICIATING
4392	PROF ENTERTAINMENT
4395	BROADCAST PROGRAMS
4510	SURETY BONDS & INSURANCE PREMIUMS
4520	FREIGHT/FEDERAL EXPRESS & DRAYAGE
4540	OPERATING TAXES/LICENSES & FEES
4545	ROYALTIES
4552	RECRUIT/SCOUT TRAVEL
4555	TRAVEL - NON-EMPLOYEE/VENDOR PAYMENT
4556	GROUP/TEAM TRAVEL
4557	RECRUIT TRAVEL/VENDOR
4566	INTERVIEWEE EXPENSES/VENDOR PAYMENT
4570	EMPLOYEE TUITION & FEES
4595	EMPLOYEE MOVING EXPENSES/VENDOR PAYMENT
4657	CREDIT CARD FEES
4660	CONTRACTUAL SERVICES - NOT ELSEWHERE CLASSIFIED
4661	LAUNDRY & LINEN
4662	CONTRACT LABOR
4665	CATERING/ MEALS
4666	CATERING/MEALS - REC
4667	CATERING/MEALS - PRE-SEASON
4669	RECRUITING - ENTERTAINMENT
4670	FLOWERS-INDIVIDUAL (FOUNDATION ONLY)
4671	ALCOHOLIC BEVERAGES (FOUNDATION ONLY)
4672	ENTERTAINMENT
4710	GAS (UTILITIES)
4720	ELECTRICITY
4730	WATER

4790	UTILITIES - NOT ELSEWHERE CLASSIFIED
4810	SUBSCRIPTIONS
4825	REGISTRATION FEES & CONFERENCE EXPENSES/VENDORS
4826	REGISTRATION - WEBINAR
4827	ENTRY FEE (ATHLETICS ONLY)
4830	ASSOCIATION DUES (DEPT/UNIV)
4831	PERSONAL/EMP MEMBERSHIPS (NEEDS VP APPROVAL)
4860	PHOTOGRAPHIC SERVICES
4870	POSTAL CHARGES
4940	REMODEL/RENOVATE UNDER $5000
4950	SITE IMPROVEMENTS (UNDER $5000 CONTRACTUAL)
4980	FIXED EQUIPMENT UNDER $5000
4990	ASBESTOS ABATEMENT
5140	AC &/OR CON OF STRUC
5150	REMODEL/RENOVATION (OVER $5000)
5170	SITE IMPROVEMENTS (OVER $5000)
5190	UTILITIES
5310	FIXED EQUIPMENT
5510	OFFICE FURNITURE & EQUIPMENT ($100 & UP)
5520	HOUSEHOLD EQUIPMENT & FURNISHINGS ($100 & UP)
5540	SCIENTIFIC INSTRUMENTS & APPARATUS ($100 & UP)
5550	TRAINING MATERIALS/EDUC EQUIP/BOOKS ($100 & UP)
5560	COMPUTER & ELEC DATA PROCESSING EQUIP ($100 & UP)
5565	COMPUTER EQUIPMENT-REST (5 ACCTS ONLY)
5610	MACHINERY/IMPLEMENTS & MAJOR TOOLS ($100 & UP)
5620	NON-PASSENGER AUTOMOBILES ($100 & UP)
5630	PASSENGER AUTOMOBILES ($100 & UP)
5640	LIVESTOCK ($100 & UP)
5680	EQUIPMENT<1000
5690	EQUIPMENT NOT ELSEWHERE CLASSIFIED ($100 & UP)
5699	EQUIPMENT NOT OWNED
5910	LIBRARY BOOKS
5911	LIBRARY BOOKS - NON-CAP EXP
7112	TELE OTHER CHARGE
7210	TELECOMM REPAIR & MAINTENANCE
7220	RENTAL - TELEPHONE SERVICES & EQUIPMENT
7230	RENTAL - DATA COMMUNICATION SERVICES & EQUIP
7240	RENTAL - RADIO COMMUNICATION SERVICES & EQUIP
7250	RENTAL - OTHER COMMUNICATION SERVICES & EQUIP
7260	PARTS - TELEPHONE & RADIO
7280	TELE/DATA/RADIO/OTHER COMM EQUIP ($100 & UP)
7285	TELEPHONE/RADIO/OTHER COMM EQUIP UNDER $400
7290	TELECOMMUNICATION SVCS – NOT ELSEWHERE CLASSIFIED
7291	OFF CAMPUS LINE SERVICE
7292	CELLULAR SERVICE
7300	VIDEO CONFERENCING

9090	PRIZES/PREMIUMS/AWARDS (NEEDS VP APPROVAL)
9095	TORT CLAIMS
9115	BOOKS (ATHLETICS)
9190	GRANT AWARDS & LOANS
9702	GUARANTEES (ATHLETICS ONLY)

Visual Identity Guidelines

http://www.wiu.edu/vpaps/marketing/

Policy on Logo & Trademark Usage

File code: ADM.LOGOUSAGE.POL
Approval Date: Jan. 21, 2020

Approved By: President

To provide a uniform and consistent image for Western Illinois University, individual logos or seals may not be used by schools, departments, or other academic and administrative units of the University. These procedures have been established to ensure that the Western Illinois University logos, wordmarks and trademarks are used appropriately and are used as the official logo(s) for all University departments and divisions (with the exception of student organizations and/or limited-use special events).

The block "W" Western Illinois University (vertical or horizontal) logo, also known as the "academic logo," must be used for all schools, colleges, departments, offices, centers, institutes, programs and other units of the University.

Departments and divisions that would like to have a department logo must use the approved design to add the department/division/school name. All logos must be created and approved through University Marketing prior to printing/production. Email marketing@wiu.edu for assistance.

The block "W" Western Illinois University logo must appear on all official University stationery, business cards and envelopes.

The Western Illinois Rocky head, with the designation Western Illinois, Western Illinois University, or WIU Leathernecks word marks, are used by Intercollegiate Athletics and student-related functions and organizations. This logo suite is known as the "athletic and spirit" logo.

The logos are not to be used in any way that does not conform to the visual identity standards set by the University. Logos may not be manipulated or altered.

Western Illinois University departments and organizations must adhere to logo usage policies and guidelines. Complete logo usage guidelines are available at wiu.edu/brand.

Permission for logo, trademark, and wordmark usage, is administered and granted through University Marketing and/or University Relations.

Any WIU trademark (logos: block W and Rocky head, and/or wordmarks: Western Illinois University, Leathernecks, WIU) appearing on apparel, hats, coffee mugs, pens, etc. must be produced by a vendor licensed through Western's licensing partner, CLC.

For more information on ordering licensed WIU products to promote your organization, department, or event, call 298-1868 or email Marketing@wiu.edu. Approval for the use of WIU trademarks will not be granted to vendors not licensed through CLC. Licensed vendors can be found at clc.com/license-search.

Day-to-Day Operations of the University

Vendors applying logos and/or word marks to their products provided specifically to the University for the sole purpose of satisfying the day-to-day operations of performing official University business may be exempt from licensing. A written request for exemption must be received by University Marketing prior to production of any products along with a photograph, illustration, or detailed description of the product. A comprehensive narrative detailing the intended use of the product(s) and justifying the determination of exempt status must accompany the artwork.

Commemorative Logos

Schools, colleges, departments, offices, centers, institutes, programs, and other units of the University wishing to commemorate an anniversary or special event by creating a unique logo may do so with permission from University Marketing. All artwork must be submitted and approved by University Marketing prior to use of the commemorative logo.

A written request for the use of a commemorative logo must be received by University Marketing prior to the use of the logo, along with a photograph, illustration, or detailed description of the special logo. A narrative detailing the intended use of the logo must accompany the artwork.

Permission to use logos to commemorate anniversary dates will only be given in increments of five or ten years, not every year (i.e. 25th anniversary, 30th anniversary, but not 27th anniversary or 31st anniversary).

Academic Logos

Western Illinois University

HORIZONTAL LOCKUP

Western Illinois University

STACKED, CENTERED LOCKUP

Western Illinois University

WORDMARK

Western Illinois University

CENTERED WORDMARK

Departmental/Division Logos

Western Illinois University
SCHOOL OF ENGINEERING

Western Illinois University
SCHOOL OF ENGINEERING

Athletic Logos & Marks

WESTERN ILLINOIS UNIVERSITY

HORIZONTAL LOGO

FULL-COLOR ROCKY HEAD

WESTERN ILLINOIS UNIVERSITY

STACKED LOGO

ONE-COLOR ROCKY HEAD

WESTERN ILLINOIS LEATHERNECKS

WESTERN ILLINOIS LEATHERNECKS

Stationary

Spirit Wear

Logo Merchandise

- Notes -