



PROCUREMENT CARD PROGRAM

JULY 2025



**HANDBOOK
for
CARDHOLDERS,
APPROVING OFFICIALS,
and
ALLOCATORS**

TABLE OF CONTENTS

TOPIC	PAGE
Introduction	3
Obtaining a Procurement Card	3
Credit Limits	3
Reporting a Lost or Stolen Card	3
Charges	4
The Test of Propriety	4
Procurement Code of Ethics	4
Training	5
Cardholder	5
Allocater	6
Approving Official	6
Before Using Your Procurement Card	7
Prohibited Transactions	8
Declined Transactions	9
Security Considerations	9
Selecting a Merchant	10
Placing Your Order	10
Disputes	12
How to Allocate	13
Preparing Your Statement for Audit and Scanning	16
Monthly Statements	17
Activating and Registering Your US Bank Card	17
Using US Bank Access Online System	19
Procurement Card Audits	21
Violation Policy	20
Unavailable/Lost Documentation Form	22
Attachment A: Coke and Food Services FAQ	24
Attachment B: Procurement Credit Card Approving Official Form	25
Attachment C: P-Card Monthly Statement Certification & Approvals Form	27
Attachment D: Lost Receipt/Unavailable Documentation Form	29

INTRODUCTION

The Procurement Card (PCard) Program provides users in departments with a Visa card issued to a specific individual, through US Bank. The card is used to make allowable, tax-exempt, small dollar purchases (maximum \$4,999) for college business.

The Procurement Office, which falls under the Vice President for Administrative Services, is responsible for administering the PCard Program at Pikes Peak State College.

PCard purchases are governed by the same statutes, purchasing, personnel, and fiscal rules that apply to all purchases paid by the state.

An unauthorized purchase can result in an employee being held personally responsible in accordance with Colorado Revised Statute 24-109-404, Liability of Public Employees.

OBTAINING A PROCUREMENT CARD

To obtain a Procurement Card, contact your supervisor and request a procurement card. The supervisor will obtain approval/disapproval from the Approving Official for your department. If approval has been given, fill out a *Procurement Card Application, Cardholder Agreement Form, Org Code Signature Delegation Form – P-Cards Only* and *Procurement Card Approving Official* forms (all located on the portal under forms), and route for signature(s). Once fully executed, scan and email to Procurement@PikesPeak.edu.

It is expected that cardholders are full-time permanent employees and not temporary or student workers.

CREDIT LIMITS

Credit limits and other controls are established when a card is authorized and approved; these are the maximum dollar amounts for a single purchase and for the month. At no time may cards be used for single purchases costing more than \$4,999. System Office recommended limits are shown below although the College can authorize more or less than the amounts shown.

Type of User	Not to Exceed Single Purchase Limit	Not to Exceed Monthly Cycle Limit
General usage (administrative)	\$1,000	\$2,500
Moderate Usage (program needs)	\$2,500	\$5,000
High Usage (IT, Facilities)	\$4,999	\$25,000

REPORTING A LOST OR STOLEN CARD

Immediately call US Bank, 1-800-344-5696 and let them know this is a “Corporate Card”. Then notify the Procurement Office by sending an email to Procurement@PikesPeak.edu.

CHARGES

The corporate procurement card is used like a personal credit card; however, there are differences you should be aware of:

- The department is liable for all charges made on a card before the card is reported as lost or stolen to US Bank.
- There is no personal liability on the card unless the Cardholder violates the terms of card use by making a personal purchase.
- Use of this card does not affect your individual credit rating.
- Each card is excluded from specific merchant types such as travel merchants, vehicle merchants, and access to cash, betting, lottery, etc.
- Each card has limits, which are specified by the Approving Official. These are per transaction/per cycle period dollar limits.
- Purchases made on behalf of the College are tax exempt.
- Transactions made on the PCard are downloaded into the Banner PCard Module, and made available to program participants to allocate. An e-mail is sent to the Cardholder upon receipt of the transaction in the module. The cardholder then allocates the transaction to the appropriate org and commodity code within 5 business days.
- Charges are billed directly to the College – the College pays US Bank once a month for all charges, but the merchant is paid within 48 hours of the transmission.
- Transactions shall be made in accordance with Small Purchase Order rules.

Always keep in mind we are spending taxpayer dollars! If you're not sure – don't make the purchase. Call the Procurement office and we will assist you.

THE TEST OF PROPRIETY

How can you tell if a purchase is appropriate? Use the following guidelines – are the expenditures...

- ...for official College business?
- ...in the best interests of the College?
- ...the most effective way to accomplish official College business?
- ...in compliance with applicable policies, laws, rules, and regulations?
- ...directly beneficial to the Org Code being charged?
- ...reasonable?

PROCUREMENT CODE OF ETHICS

Any person employed by the State of Colorado who purchases goods and services, or is involved in the purchasing process, for the state, shall be bound by this code and shall:

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

2. Demonstrate loyalty to the State of Colorado and Pikes Peak State College by diligently following the lawful instructions of the State of Colorado while using professional judgement, reasonable care, and exercising only the authority granted.
3. Conduct all purchasing activities in accordance with the laws, while remaining alert to, and advising the State of Colorado and Pikes Peak State College regarding the legal ramifications of the purchasing decisions.
4. Refrain from any private or professional activity that would create a conflict between personal interests and the interests of the State of Colorado (C.R.S., 18-8-308).
5. Identify and strive to eliminate participation of any individual in operational situations where a conflict of interest may be involved.
6. Never solicit or accept money, loans, credits, or prejudicial discounts, and avoid the acceptance of gifts, entertainment, favors, or services from present or potential suppliers which might influence or appear to influence purchasing decisions.
7. Promote positive supplier relationships through impartiality in all phases of the purchasing cycle.
8. Display the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the State of Colorado and the public being served.
9. Provide an environment where all business concerns, large or small, majority or minority owned, are afforded an equal opportunity to compete for State of Colorado business.
10. Enhance the proficiency and stature of the purchasing profession by adhering to the highest standards of ethical behavior.

TRAINING

Every individual who is authorized to use a pcard or is an approving official must read the pcard handbook, attend training, and agree to follow program policies & procedures.

Subsequent training will take place periodically as needed for both cardholders and approving officials with full training scheduled a minimum of every 2 years.

CARDHOLDER – The individual issued a procurement card to make purchases.

CARDHOLDER RESPONSIBILITIES

- Maintain security and custody of the card.
- Make authorized official business purchases for your department using the most current policies of the PCard Program as well as PPSC policies, State Fiscal and Procurement Rules, and the Code of Ethics.
- IMMEDIATELY report a lost or stolen card to **US Bank, 1-800-344-5696** as well as sending an email notification to Procurement@PikesPeak.edu
- Complete the required Procurement Card Cardholder Training.
- Obtain and submit adequate supporting documentation for each purchase made.
- Ensure all transactions show a **supporting business purpose** and **receipt substantiation**.
- Receipts **MUST** include: merchant name, date of purchase, description and quantity, per item cost and total cost

- Every transaction must be complete, documentation from the vendor - itemized receipt; full screen shot of the Banner reallocation, S#’s of employees for any paid registrations and an approved travel request (if applicable); invoice showing credit card payment; official/training functions for good purchased for these events; any pre-approvals that were required for the purchase.
- Memberships/due/subscriptions should include additional documentation showing that the membership is a college/institutional membership and is in the college’s name and NOT an individual or college employee.
- If you receive pre-approval to make a one-time purchase from an ORG owner, you MUST include this written pre-approval in your PCARD back up with the receipt.
- All transaction documentation should be attached to your statement; your statement will be the first document in your packet followed by your documentation for each transaction in the order that they appear on your statement.
- Balance your statement against the transactions made; sign and date the Monthly Statement Certification & Approvals Form (see attachment C), and forward to the Approving Official for signature/date.
- Once the approving official has signed, email the entire package to Procurement@PikesPeak.edu **AND** send the original documents to the Procurement Office, Box C2.
- Do not share or authorize others to use your card.
- Contact merchants to resolve disputes.
- Allocate charges from the default to the correct org and commodity code within five (5) business days (if you do not have an allocator assigned to you). If you do not allocate for your PCard, turn in all merchant documentation to your allocator.
- Ensure returns and credits have been received and applied to the card.
- Notify the Procurement Office of transfer or termination.

ALLOCATER – Individual responsible for allocating transaction charges from the default to the correct organization code and account/commodity code.

ALLOCATER RESPONSIBILITIES

- Allocate transactions for yourself and those individuals assigned to you from the default to the correct org account and account/commodity code.
- Ensure returns and credits are posted.
- Confirm all transactions have a supporting business purpose and receipt substantiation.

APPROVING OFFICIAL - Individual assigned to review Cardholder transactions to ensure compliance with procurement card policies and guidelines. They are also referred to as the “Org Code Owner”. A cardholder cannot be his or her own Approving Official.

APPROVING OFFICIAL RESPONSIBILITIES

- Sets per transaction and monthly credit limits.
- Delegates authority

- Complete and sign the Procurement Credit Card Approving Official Form (see attachment B).
- Review (to ensure purchase falls within guidelines and are not violations), sign, and date the Monthly Statement Certification & Approvals Form (see attachment C) and return to the Cardholder for inclusion in their files.
- Monitoring transactions of Cardholder(s) for appropriateness of purchase.
- Identify possible violations to the Procurement Office.
- Notify the Procurement Office of cardholder transfer or termination.
- Conduct a review of past performance evaluations to verify that there were no previous lapses of fiscal accountability or stewardship of resources.

BEFORE USING YOUR PCARD

Your Approving Official sets the maximum dollar amount per transaction and your monthly credit limit. You must have approval before spending; this can be in the form of a Permanent Org Code delegation, an approved purchase requisition or an email authorizing you to spend a specific dollar amount on a specific item(s). The approval must be in writing and if not permanent, remain with your procurement card file.

If you are given permanent approval using the Org Code Delegation form, forward that form to the Procurement Office.

At times the need may arise for a temporary increase to your procurement card to make a purchase that exceeds your set limit. Send an email to your org code owner requesting the increase and state the reason for the increase and what the temporary dollar amount should be for your single purchase limit and/or your monthly limit. Once your org code owner approves the increase, forward the approval to Procurement@PikesPeak.edu and we will process. You will need to wait for a response from the Procurement office letting you know if more information is needed or if the increase has been completed. Once your transaction has processed and you receive an email notification to allocate the charge, notify the Procurement office to lower your limit to the original settings.

When placing an order for someone other than your Approving Official you must maintain written permission to use their budget account before you make the purchase.

Pre-approval from the appropriate department/division is required if the purchase involves:

- Printing, Copiers, and Paper – Order through the Printing and Publications Office. P-card is not allowable.
- Shredders – Personal shredders are not to be purchased; the College provides and pays for bins to shred materials. If you have questions, contact Facilities and Operations.
- Table Reservations for Events – this is where you book all or part of a table at an event for a sit-down function most likely with food. The PPSC Foundation makes table

reservations of this type, the President is required to sign off. The procurement card CANNOT be used for these purchases.

- Purchase of Gift cards is no longer allowed.
- PPSC logo items - can be purchased ONLY for student recruitment events or classes which require logo items. If not for students, Marketing must pre-approve these purchases as advertising.
- Official/Training Functions that include the purchase of food/drinks. This type of purchase must be approved and processed through Financial Services PRIOR TO placing any orders and again AFTER the event/function. Forms are located on the PPSC Portal. Paper products (plates & napkins) should be order from State Pricing vendor. However, smaller quantities of these items in the name stewardship can be purchased with direction and pre-approval from Procurement.
- Classified Employee Training – The Department of Personnel (DPA) has a Training and Development Center that offers some classes and professional development opportunities. Classified personnel must obtain a waiver to seek training/professional development courses outside of DPA. The waiver process is on DPA's website, <https://www.colorado.gov/pacific/dhr/training> and is called a Training Waiver Request. If the waiver is approved this form must be kept with the purchase documentation. This is an HR function.
- Drinks - The Colorado State College System Office has negotiated a MANDATORY agreement with Coke for the purchase of any drinks. You must place your order with the Manager of Auxiliary Services at 719-502-2661. Bottled water purchases should be avoided. (See Attachment A, "Frequently Asked Questions"). You MUST provide an approved official function with a minimum of two weeks' notice when ordering.
- Office Supplies– PPSC uses the State Pricing Agreement vendors, Office Depot, or Staples. No other source should be used for office supplies without prior approval of the Procurement Office.
- Purchases that affect the building (interior or exterior) must be coordinated and approved by Facilities & Operations.
- Cleaning supplies should be coordinated and approved by Facilities & Operations.
- Computer Hardware/Software, Electronic Equipment - ITSS must be involved in the purchase of these types of items and all software must be pre-approved by ITSS.
- Memberships – the college can purchase organizational or institutional memberships NOT individual memberships. An organizational or institutional membership allows us to replace the member's name if the individual leaves college employment.

PROHIBITED TRANSACTIONS

- Purchases through any foreign vendor. Allowed beginning July 1, 2025

- Personal purchases - An inadvertent personal purchase must be immediately reported to your Approving Official and the Procurement Office. Reimbursement should occur within 48 hours of discovery.
- A Contract/agreement must be signed. This includes internet orders where you must agree to terms and conditions prior to placing the order. If you encounter this situation, contact Procurement@PikesPeak.edu.
- Services – No services can be purchased using the procurement card.
- Split Purchases - A split purchase occurs when a Cardholder transaction exceeds the per transaction dollar amount the cardholder is authorized to spend, and multiple transactions are charged to the same vendor to circumvent the limits placed on them. Splitting a transaction will result in a fiscal rule violation if it exceeds \$5,000. (State fiscal rules require any purchases of \$5,000 or above must be encumbered using a Purchase Order.) A split purchase can involve multiple vendors and card holders – don't have multiple card holders place orders to the same vendor if the dollar amounts added together exceed limitations. Purchases cannot be split based on different funding sources, programs, different recipients, delivery location, differing functionality of the items. If they are "LIKE" items, they should be ordered together.
- Finance Related Merchants – Banks, ATMs, and Financial Institutions - cash or cash type transactions.
- Furniture - Must be placed on a PO and coordinated with Facilities using a State Pricing Agreement. Not an allowable purchase on the PCARD.
- Restaurants, bars, nightclubs, fast food restaurants. All food must be in coordination with an approved official function. Any food purchased with p-card must be delivered or picked up. You cannot use the p-card for food during travel.
- Travel Related Merchants – airlines, auto rental, hotel, motel, etc. The travel card issued through Financial Services is used for these types of transactions.
- Break room equipment/supplies, anything for employee benefit.
- Purchases from a vendor other than the Price Agreement vendor if the items are covered by a mandatory price agreement.

DECLINED TRANSACTIONS

- Contact **US Bank, 1-800-344-5696** for information on a declined transaction.
- Possible reasons: Card not activated, card number incorrect, expiration date incorrect, exceeds your per card/daily/monthly limit(s), Merchants 4-digit Standard Industry Code (SIC) is a college excluded code, incorrect mailing address.

SECURITY CONSIDERATIONS

- The PCard cannot be used by anyone other than the person to whom the card has been assigned. If shared, US Bank can withdraw any fraud protections otherwise provided for the credit card and can be grounds for revocation of p-card privileges.
- Be very careful to whom you give your credit card. Don't give out your account number over the phone unless you initiate the call, and you know the company is reputable. Legitimate companies normally don't call you to ask for a credit card number over the phone.

- Never respond to emails requesting your credit card information or to emails that ask you to go to a website to verify personal (and credit card) information.
- Do not include your 16-digit card number in email correspondence or provide your credit card information on a website that is not a secure site. To determine if a site on the internet is secure, browsers will display a closed padlock in the status bar, located at the very bottom of the web browser.
- If you don't recognize a charge, call **US Bank, 1-800-344-5696** as soon as possible. You may be advised to either dispute the charge or have the card blocked and a new card issued.

SELECTING A MERCHANT

Ask yourself the following questions when selecting a merchant:

- **Is there a State Pricing Agreement?** If yes, use the State Price Agreement merchant. Agreements can be found at <https://www.bidscolorado.com/co/portal.nsf/xpPriceAgreementsByCategory.xsp>. The Procurement Office may waive a permissive agreement, but the end user must provide justification to the Procurement office and wait for approval/disapproval before purchasing.
- **Could a recycled product work?** Make every effort to purchase recycled products when economically feasible.
- **Is there a minority, women owned, SDVOSB, or small business that can supply the item for a reasonable price?** If yes, please use them whenever possible.



PLACING YOUR ORDER

You may place your order in person, by phone, via the internet, or by U.S. Mail. DO NOT email or fax your credit card information – these are not secure methods of transmission.

Step 1 - What to tell the merchant:

- Purchase is tax exempt. We use the CCCS Tax Exempt **#98-15145-0000** (a certificate is provided with your pcard).
- This is a Pikes Peak State College purchase and may be accorded any applicable educational discounts.
- Card number - let the vendor know they cannot keep the card number on file.

- Name and expiration date exactly as shown on the card.
- Accurate delivery information.
- Request an invoice/receipt.

Step 2 – Receive the goods and obtain a receipt.

- Inspect all goods IMMEDIATELY UPON RECEIPT. If there is a problem with the order, contact the merchant immediately. Keep notes on the situation/resolution (include names, dates, and conversation outcome).
- Every purchase must be documented with an original, itemized invoice/receipt or order form (subscriptions/registrations). Supporting documentation must include:
 - Merchant name, date of purchase, description, price, quantity of each item purchased, and total cost.
 - Cardholder name
 - Signature of cardholder confirming receipt
 - Proof of allocation – print your allocation screen after you have completed and saved.
 - All other required documentation covered in the section “Before Using Your Card”.
 - If your receipt is on thermo paper which fades in time, make a copy, mark it “original as received”.
 - Written justification or explanation on expenditures that are not representative of normal operations.
 - Credits do not require a receipt, but an explanation must be documented on the supporting documentation.
- Work directly with the merchant to correct problems with the goods received.
- Document all returns and exchanges; this information may be needed for a formal dispute. NEVER TAKE CASH FOR A PROCUREMENT CARD RETURN. It is a merchant and cardholder violation to accept cash.
- Coordinate with the merchant before shipping an item for return.
- The merchant must credit a return and charge a new transaction for the credit. An exchange of like items (example: different color) may not require a credit transaction.
- Return items in a manner that provides a receipt - i.e., UPS, Fed Ex or U.S. Mail certified with a return receipt. Keep ‘sender’ copy with your original transaction.

Step 3 – File all receipts and/or documentation in your individual PCARD file.

- For security reasons, white or black out your account number on all documents.
- Purchases that require pre-approval (see section “Before Using Your PCard”) must have the approvals included in your file.
- All purchases must show the intended purpose, subsequent use, business purpose, and an acknowledgement of receipt. Document what you purchased the item for, i.e., a specific class (ART 101), an art exhibit. Use a stamp/label (available to order from PPSC Print shop) that shows the following information:

Account to Allocate to: _____

Instructional or Administrative: _____

Reason for Purchase: _____

Requestor: _____

Acknowledgement of Receipt: _____

Signature and Date: _____

- “Reason for Purchase” line cannot be vague, such as “instructional supplies” or “supervisor requested.” The reason should be specific, such as: for lab in BIO 111, to replace worn parts for Facilities work order, etc.
- If you receive a temporary increase to make the purchase, attach all approvals.
- All documentation should be filed directly behind the statement in the order shown on the statement.
- Document lost or unavailable receipts - you must use the form located at the end of this handbook or provided on the portal.
- Credits do not require a receipt, but an explanation must be documented that shows what it is for.
- All purchases & credits must show they have been properly allocated – you will need to print the Banner Screen in FAAINVT showing you allocated and attach to your transaction documentation.

IF all charges are correct:

- **Complete and sign Monthly Statement Certification & Approvals Form** (see attachment C).
- Line out/redact the credit card number if shown on the statement.
- Attach supporting documentation (all your transaction documentation)
- Forward to the Approving Official for signature. Once signed and dated by Approving Official use as the cover sheet for your packet.
- Use a stamp or label (below or as noted in step 3) that has the following information on **every invoice**.

Items Received – signature or initials along with date received:

Purpose of Purchase:

Requesting Department:

Org and account codes reallocated to:

IF there is a problem:

- Call Merchant to correct the problem.
- Annotate problem and solution from Merchant.
- Continue with the process above.

DISPUTES

The following may be formally disputed with US Bank:

- Unauthorized charges
- Differences in amount authorized and amount charged.
- Duplicate charges
- Transactions which are yours but are being disputed for other reasons.
- Failure to receive goods.

- Returned or defective merchandise
- You have received a credit voucher from the merchant or have been told by the merchant they will issue a credit, but the account has not yet been credited in the PCARD system.

If you cannot resolve a problem with a merchant concerning the quality of goods or services purchased, contact US Bank directly via the 1-800 number on the back of your card. A customer service agent will instruct you on what, if anything, will be needed from the Cardholder in order to formally dispute the charge. All disputes must be within 60 days of the date of the charge.

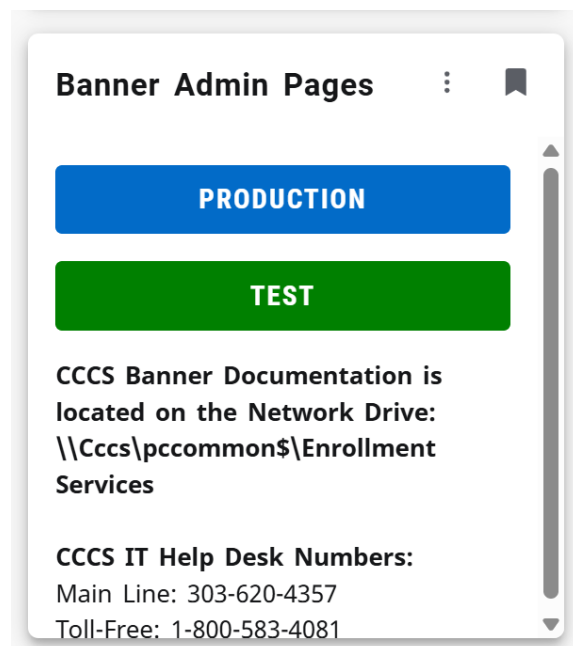
Notify Procurement@PikesPeak.edu after disputing a charge through US Bank.

HOW TO ALLOCATE

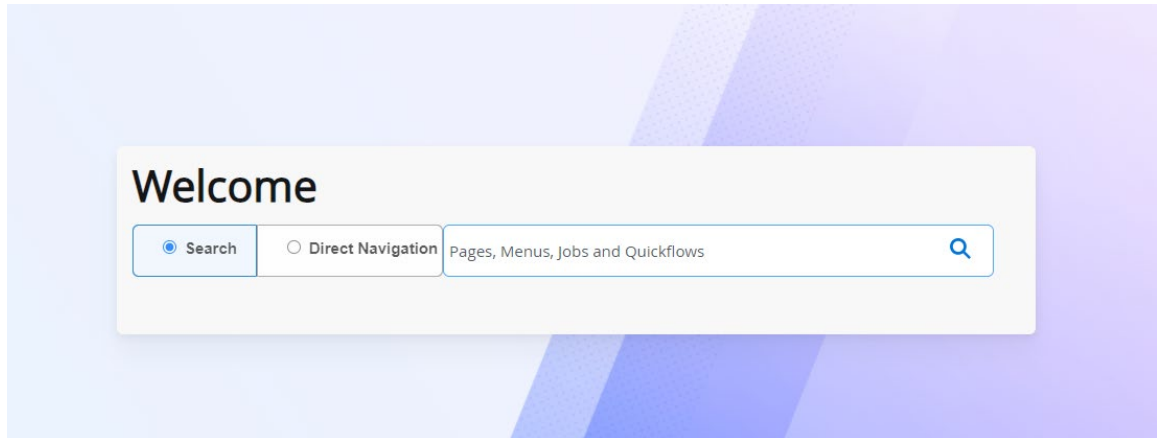
Within 5 days of e-mail notice from Banner, review and allocate the transaction.

You should allocate expenses made with the PCARD through the *Banner PCard Module*. This program allows you to allocate to an unlimited number of orgs but only one commodity code per transaction.

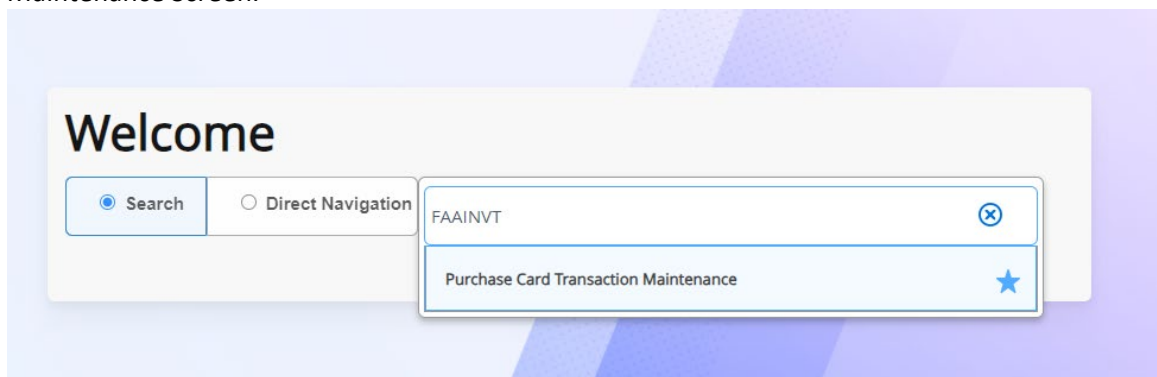
1. From the PPSC Portal Banner card, Select Production. It is recommended that favorite or book mark the link for faster access in the future.



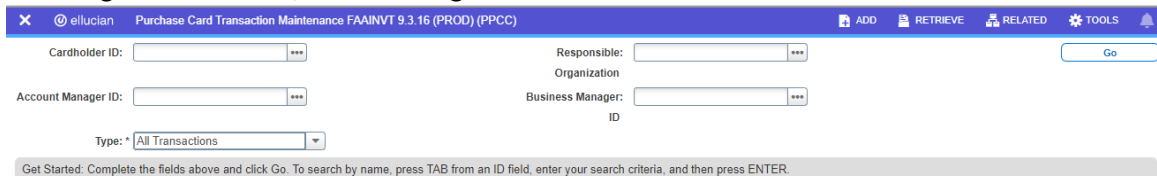
2. Log into Banner (this is your portal login which will be your Banner login from now on), the screen has your login information in the top right-hand corner.



3. In the "Search" box, type in FAAINVT and hit enter to access the Purchase Card Transaction Maintenance Screen.



4. In the field "Cardholder ID" enter the S# of the Cardholder you are reallocating for. The name should come up. It is recommended you change the "Type" to "All Transactions". In the right-hand corner, click on the green "Go" Tab.



5. This should lead you directly into the reallocation screen.

Purchase Card Transaction Maintenance FAAINVT 9.3.2 (PROD) (PPCC)

ADD RETRIEVE RELATED TOOLS

Cardholder ID: Responsible Organization: Account Manager ID: Business Manager ID: Type: Not Fed Transactions

Start Over

CARDHOLDER INFORMATION

Cardholder ID: [REDACTED] Card Status Code: A

Card Account Number: ***** Card Description: New Visa Card 5/13/2014

Start Date: 06/01/2014 Account Manager ID: VSANDOVAL

Expiration Date: 07/31/2018 Business Manager ID: ROGERS

Card Type: VISA Responsible Organization: 1102

1 of 60 Per Page Record 1 of 60

VENDOR INFORMATION

Vendor: POWER MOWER CORP ONLINE State or Province: FL

Check Vendor: [REDACTED] ZIP or Postal Code: 331760000

Address Type: [REDACTED] Nation: US

Sequence: [REDACTED] Reference Number: [REDACTED]

SIC: 7399 Document: [REDACTED]

Bank Print Date: 04/24/2013

SAVE

6. Navigate to the second half of the screen to access your transactions using the down arrow shown at the bottom left-hand corner of the screen.

7. Select the transaction you want to allocate by using the up and down arrows on your *computer keyboard*. Once you have selected the transaction, use the down arrow shown at the bottom of the left-hand corner of the screen to access the accounting distribution.

Card Account Number: ***** Transaction Amount: 30.36

DEFAULT ACCOUNTING DISTRIBUTION

COA: W Actv: [REDACTED]

Index: [REDACTED] Locn: [REDACTED]

Fund: 011010 Proj: [REDACTED]

Orgn: 116200 Bank: P5

Acct: 720320 Commodity: [REDACTED] Purchase Card Transaction

Prog: 6000

DETAILS

Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	W		011010	116200	720320	6000				P5		30.36

1 of 1 Per Page Record 1 of 1

8. Click on the Commodity Block and enter the account and commodity. Hit tab. The account and commodity will automatically load the category

Orgn: [REDACTED] Bank: P5

Acct: 720320 Commodity: 720205-28 Office Supplies General Office

Prog: 6000

9. Use the down area again (located in the bottom left-hand side of the screen) to enter the FOAPAL Line where you can change the org and fill in the account number.

Sequence *	COA *	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Bank	Percent	Amount or Percent
1	W		011010		720205	6000				P5		30.36

10. Tab through this part of the screen to insert the correct account number.

If you are changing the org you need to delete all the information in the Fund, Org, and Acct to clear the default entry. When you start at the beginning after clearing entries, fill in the “Orgn” it will default the Fund for you. Fill in the “Acct”, the “Prog” should default in for you.

If you are charging to multiple orgs use the up and down arrows on your *computer keyboard* to enter the 2nd and continuous org. Remember! You will need to change the dollar amount to reflect the new accounting – it must add up to the charge or Banner will not accept it.

11. When complete, click the “Save” button in the bottom right-hand corner. You should get a response back from Banner that looks like:

12. Make sure you print for your file. To exit the screen, close the X button in the top left hand corner of the screen as shown above.

PREPARING YOUR STATEMENT FOR AUDIT AND SCANNING

Please follow the guidelines below – if received in any other format, the file will be returned to you for correction.

- The first document is the signed Monthly Statement Certification & Approvals Form (see attachment C).
- The second document is the signed and dated monthly statement (cardholder and approving official).
- Transactions need to fall in line behind the statement in the same order they are listed on the statement.
- Remove all staples and paper clips.
- Remove all unnecessary documentation – we don’t need the emails that say you need to allocate, the quote you got from the vendor, the phone message someone took, etc.....we need the itemized invoice/receipt, **proof you allocated (FAAINVT - the saved screen showing your allocation)** and any appropriate approval paperwork.

- Sticky notes should only be included if they are integral to the document and should not cover document text. You will need to tape them down.
- Pages should be right side up and face up
- Documents should be SINGLE SIDED
- Tape all receipts and/or smaller documents on a BLANK 8 ½ x 11 sheet of WHITE paper. If your receipts are lengthy, cut them and tape to the paper so that all items are legible.
- DO NOT use lined paper or “used” paper, these can cause a malfunction with the scanner.
- Do not use highlighting, metallic/glittery ink, colored paper or shading on the document that can affect legibility.

MONTHLY STATEMENTS

Monthly statements become available the 26th day of each month – login at the US Bank website and print your statement. Cardholders shall have **no later than the 15th of the month** following the cycle close date to reconcile, sign, obtain approval from the Approving Official and submit to Procurement for auditing **(BOTH the hard copy and beginning in FY26 only submit the electronic copy)**. For example, a statement with a cycle close of November 25th would be due no later than December 15th.

ACTIVATING AND REGISTERING YOUR US BANK CARD

Once you receive your PCard, you will need to activate and register your card.

Activation – activates the card for use.

Registering your card gives you online access to your card account information and statements.

All actions can be completed using [the US Bank Access Online](https://www.access.usbank.com) website. The URL for the website is: www.access.usbank.com.

[Contact Us](#)

[Login](#)

Welcome to Access Online!

Please enter the information below and login to begin.

* = required

Organization Short Name:*

User ID:*

Password:*

Login

[Forgot your password?](#)

[Register Online](#)

[Activate Your Card](#) | [Change Your PIN](#)

You will use this area to log in and access your account after you have registered your card.
The Organization Short Name is: CO

Step One: Activating the card

You have 2 options to activate your card:

1. Call the number on the activation sticker on your card. Provide the card number and expiration date. If you are asked for an employee number or a SSN, use the last 4 digits of you S#.
or
2. Go to [Access Online](#) and click on “Activate Your Card”.
 - Provide the card number, expiration date, and last 4 digits of your work phone number.
 - An email confirmation will be sent to you with a Passcode. Enter the Passcode
 - Follow the prompts to set up a PIN.

Step Two: Registering the card

From the [Access Online](#) website, click on the Register Online link.

1. Registration Home Page
 - Enter the Organization Short Name: CO
 - Enter the card account number and the expiration date.
 - Click on “Send a Code”. The code will be sent to your PPSC email address.
2. Passcode screen: Enter the One-Time Passcode from the email and click “Continue”.
3. Access Online Terms of Service screen: Review and accept the terms.
4. Password and Contact Information screen:
 - Enter the UserID you have chosen.
 - Enter the Password you create – make sure you follow the required parameters.
 - Choose your authentication questions.
 - Enter your Contact Information using your PPSC address, phone, and email.
 - Click “Continue”

5. Enhanced Security Authentication screen: this is where you will set up your 2-factor authentication preferences. A secondary passcode will be sent to you each time you access your account.
 - For Text Me a Passcode, it will be sent to the number you provide.
 - For Email Me a Passcode, it will be sent to your PPSC email.
6. You should now be on your account home page. It looks something like this:

 **Access® Online**

 Chat With Us

 Log Out

[Transaction Management](#)
[Account Information](#)
[Reporting](#)
[My Personal Information](#)

Welcome to Access Online Terry Hindsman

Your last login was 04/26/2021

Message Center

[Message\(s\) from Access Online](#)

Language Selection:

American English ▾

[Home](#)
[Contact Us](#)
[Training](#)

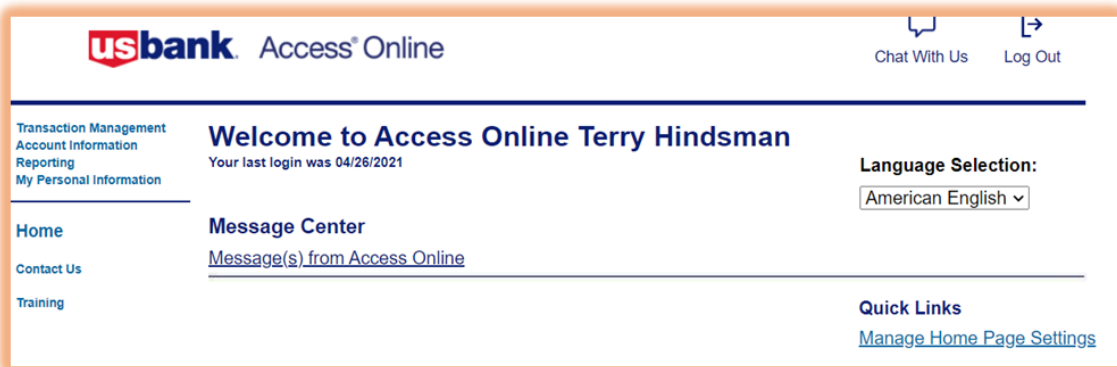
Quick Links
[Manage Home Page Settings](#)

USING US BANK ACCESS ONLINE SYSTEM

US Bank's online system is called Access Online. You can access your statements, see transactions and set up preferences for notifications using the links found on the left side of the home screen.

Web address: www.access.usbank.com

Organizational Short Name: CO



Transaction Management is where you find your individual transactions.

- Choose Transaction Management, then Transaction List to see your transactions

The screenshot displays the 'Transaction Management' page. The left navigation menu is updated to show 'Transaction List' as the selected option. The main content area is titled 'Transaction Management Card Account Summary with Transaction List'. It shows account details for 'Card Account Number: *****3440, TERRY HINDSMAN' and 'Card Account ID: 221104001404'. A '» Trans List' link is present. Below this is a 'Card Account Summary' section with fields for 'Account Number' (masked), 'Account Name' (TERRY HINDSMAN), and 'Billing Cycle Close Date' (Open). There are 'Search' and 'Print Account Activity' buttons. A status indicator shows 'Open Account'. Further down is a 'Search Criteria' section and a 'Transaction List' section. The transaction list shows 'Records 1 - 3 of 3' and includes links for 'Check All Shown' and 'Uncheck All Shown'. The table below lists three transactions with columns for Select, Status, Trans Date, Posting Date, Merchant, and City/State.

Select	Status	Trans Date	Posting Date	Merchant	City/State
☐	Ⓢ	04/28	04/29	TARGET 00019760	AURORA, CO
☐		04/27	04/28	AMZN MKTP US*C81XX7MR3	AMZN.COM/BILL, WA
☐		04/27	04/28	TARGET 00019760	AURORA, CO

NOTE: You may see references, buttons and links for reallocating transactions, but this is not the case for PPSC. You will continue to allocate your PCard using Banner.

Account Information is where you find your statements and account profile.

Transaction Management

Account Information

• Statement

• Account Profile

Reporting

My Personal Information

Home

Contact Us

Training

Account Information

Card Account Number: *****3440, TERRY HINDSMAN
Card Account ID: 221104001404

Statement

View account statement(s).

- [Cardholder Account Statement](#)

Account Profile

View account demographics, limits, accounting code, and other related information.

- [Cardholder Account Profile](#)

My Personal Information is where you set up your account preferences.

Transaction Management

Account Information

Reporting

My Personal Information

• Login Information

• Contact Information

• Manage Account Access

• Manage Favorites

• Account Alerts

Home

Contact Us

Training

My Personal Information

User ID: thindsman

[Login Information](#)

Change your system password and create or modify an authentication response that will be used when resetting a password.

- [Enhanced Security Preferences](#)

[Contact Information](#)

Update your user ID contact information (name, address, phone no., etc.).

- [Email Notification](#)

[Manage Account Access](#)

View access rights and user specific information, such as accounts and hierarchy level access.

- [Add Accounts](#)

[Manage Accounting Code Favorites](#)

Add favorites, enable favorites to be selected when reallocating and managing allocations, and delete existing favorites.

[Account Alerts](#)

Enroll, view, or update your Alert preferences.

Contact information – Do not change unless you need to fix something, this should be your PPSC address and work phone number.

Manage Account Access – Is to be used if you have multiple card accounts.

Manage Accounting Code Favorites – DO NOT USE, not applicable to PPSC.

Account Alerts – Set up alerts and notifications using text/email.

Setting up Alerts

- Enter the email and mobile phone number you want to use.
- Choose when you want to receive alerts. You can choose to receive them at any time, or during a specified time, such as during business hours only.
- Choose the alert types under each tab you want to receive and the method (email or text)
- Review and accept the Terms and Conditions
- Submit
- If you elected to receive text alerts, you will receive a confirmation text. Respond back with “Agree” to complete the set up.

Alert Types

Fraud Alerts	Event Alerts	Purchase Alerts						
Enrolling into an alert prevents others from enrolling into same alert for this account.								
<table border="1"><thead><tr><th>Alert Type</th><th>Email</th><th>Text</th></tr></thead><tbody><tr><td>Suspicious activity is detected on enrolled accounts</td><td>☐</td><td>☐</td></tr></tbody></table>			Alert Type	Email	Text	Suspicious activity is detected on enrolled accounts	☐	☐
Alert Type	Email	Text						
Suspicious activity is detected on enrolled accounts	☐	☐						

Suggested alert types:

- Under the Fraud tab:
 - Suspicious activity (then only option)
- Under the Event tab:
 - Card is requested
 - Credit limit is changed
 - Personal Information is changed
 - PIN on my card is changed
- Under the Purchase tab:
 - Purchase is declined
 - Purchase is made outside the selected country (choose US)

You may choose others that you think would be helpful.

PROCUREMENT CARD AUDITS

The Procurement Office will conduct audits of procurement card files. You will receive email notification of your audit status if there are items that need to be fixed or a violation. You will

not receive an email from the bank or from Procurement if you had no items to fix, violations or transactions for the month. The files are then scanned into the Banner Document Management System.

VIOLATION POLICY

PPSC utilizes a 3-violation policy. Depending on the nature of the violation, the cardholder may have their purchasing authority suspended for a minimum of 3 months. Based on the severity of the violation, automatic suspension may be enforced, and violations skipped.

Other violations may warrant a violation if the Procurement Office notes chronic abuse. The Procurement Office will use their discretion to determine whether chronic abuse exists and how many violations will be issued.

What falls into the violation category?

- See page 8 “Prohibited Transactions”.
- Fiscal Rule Violation. A split purchase can also lead to a violation of fiscal rules if it exceeds \$5,000. State fiscal rules require any purchases of \$5,000 or above must be encumbered using a Purchase Order.
- Sharing the Card. Allowing others to use your card or card number to make purchases.
- Continued disregard of procedures
- Multiple tax charges
- Unallowable Purchases
- Purchases that require prior approval that were not coordinated ahead of time.
- Unallocated transactions – every five (5) result in a violation
- ~~Temporary Increases – if you do not notify procurement to lower your limit back to the original settings once a transaction has processed.~~ Temporary Increases are scheduled by Procurement. You do not need to notify once the transaction has occurred.

All violations will result in re-training of the cardholder. In addition, an email will be sent to the following individuals upon issuance of a violation:

1st violation – email notification to cardholder and their immediate supervisor

2nd violation – email notification to cardholder, their immediate supervisor, and executive staff member

3rd violation – email notification to cardholder, their immediate supervisor, executive staff member, and College President

Cardholder violations expire 1 year after the points are assessed. Violation points will remain in effect even if the Cardholder transfers to a different department.

Any cardholder may have his/her card suspended or revoked at any time at the discretion of the Procurement Office, the Approving Official, or PPSC Administration.

Violations may be investigated and could result in termination and/or criminal prosecution. In the event of a willful or neglectful default of this obligation, the College shall take any recovery, action deemed appropriate, which is permitted by law.

Other actions resulting from a violation may include the following: required training **FOR BOTH CARDHOLDER AND APPROVING OFFICIAL**, card suspension/termination, charges may become the liability of the cardholder, and cardholders' performance evaluation may be impacted including negative evaluation, or disciplinary action.

Unavailable/Lost Documentation Form

This form is required for any procurement card transaction that does not have documentation from the merchant. Frequent occurrences of lost or a lack of documentation may result in the revocation of card privileges.

Documentation from the merchant is required for all transactions. Documentation includes:

- Receipt and card transaction slip from the merchant
- Packing slip from the delivery
- Invoice showing credit card payment.
- Order form for dues, membership, subscriptions or similar items

Information

Transaction ID # _____ Cardholder _____
Date of Purchase _____ Approving Official _____
Merchant _____ Department _____

Description, Quantity, Cost for each Item Purchased

Description	Quantity	Unit Cost	Total Cost
Total Cost			

Attach any additional information, correspondence, or justification about this transaction.

Reason Original Documentation Is Not Available: _____

Date _____

Cardholder Signature _____

Printed Name _____

Attachment A
Frequently Asked Questions
Coke and Food Services

Coke Ordering for Official Functions & Catering Ordering Tips

Coke has an exclusive beverage service contract on all CCCS properties including rights to any product equivalent that distributed under Coke brands. All beverages purchased or served on PPSC campuses must use the college account. The agreement covers items purchased by PPSC and/or by third-party groups on campus. We cannot provide, sell, or give away any directly competing products such as Pepsi and Pepsi-owned products. All product sales are final, if you have remaining items after your event, we recommend a donation to any of the food pantries across the campus system.

How do I order Coke products? Purchase canned or bottled products from the Auxiliary Services Manager with at least 7 business days prior notice. Items will be purchased only after an official function request has been completed and approved.

Can I buy other products not sold by Coke? Coke's agreement prohibits any competing product regardless of a perceived differentiation.

Can I buy bottled water? The State of Colorado has adopted Executive order D2015-013 – Greening of State Government, - reducing the impact on the quality of Colorado's public health, environment, and use of natural resources. PPSC does not purchase bottled water with State Funds as prohibited by the Governor's Greening Initiative.

Is there an alternative to purchasing or serving Coke? Popular beverage alternatives include serving containers of tea, lemonade, water, coffee, etc. Arrange catering beverage service or use of beverage serving containers through Food Services.

Can soda or other beverage be included with Catered food? If Coke products are not available through the catering vendor, drinks may be ordered separately through auxiliary services. We may not directly order non-Coke products through a catering vendor.

Can I use any Catering Vendor for Food? Yes, any vendor following procurement and official function procedures can cater food. Our current food services contract does not include any exclusivity term, but they do have a catering menu available. Please see the Café' manager at either campus for pricing.

Direct questions to the Manager of Auxiliary Services at 719-502-2661 or joel.bagley@PikesPeak.edu

Attachment B
See form on the next page

PROCUREMENT CREDIT CARD APPROVING OFFICIAL FORM

Pikes Peak State College (PPSC) is pleased to authorize you to act as an Approving Official under the Pikes Peak State College Procurement Card Program. This appointment represents PPSC's trust in you as a responsible employee to monitor the use of the Procurement Card.

I, (Approving Official's name goes here.), hereby acknowledge my appointment as an Approving Official for the PPSC Procurement Card Program. As an Approving Official, I acknowledge completion of Procurement Card training and receipt of PPSC's Procurement Card Full Name. I have read and understand the Manual. I agree to fulfill the responsibilities outlined in this Agreement and the Manual and subsequent revisions.

As an Approving Official, I understand that I am an internal control point for the Program by ensuring that Cardholders comply with state Procurement, Personnel and Fiscal Rules, Colorado Community College System's Fiscal Rules, and the provisions of the PPSC Procurement Card Program. I will review all transactions made by each of my Cardholders, ensure original documentation is matched to Cardholder statements, take appropriate action should violations occur, and approve via signature and forward all transaction statements and supporting documentation to the PPSC Procurement Card Administrator.

I understand that Colorado Community College System and PPSC are liable to US Bank for all charges made by Cardholders and Designees including charges made on a lost or stolen card before it is reported lost or stolen. I also will promptly notify the System's Program Administrator of any suspected or real card misuse or abuse. Purchases must be in accordance with the President's procedure SP 8-61a Purchasing Approval Policy including obtaining appropriate written approvals in advance of executing purchases.

I understand that the card is the property of PPSC, assigned to Cardholders, and that, in the event of willful or negligent default of the Cardholder's obligations, the department shall take any recovery action deemed appropriate that is permitted by law which may include termination and personal liability. Furthermore, I agree to notify the Program Administration immediately in the event that I or any Cardholder under my approving authority is transferred from or is no longer employed by the department.

Cardholder's Name Reporting to Approving Official (Cardholder's name goes here.)

APPROVING OFFICIAL

Signature (Signature)

Date MM/DD/YYYY

Printed Name (Approving Official's name goes here.)

DEPARTMENT VP (if different than approving official):

Signature (Signature)

Date MM/DD/YYYY

Printed Name (Department VP's name goes here.)



Attachment C
See form on the next page



P-CARD

Monthly Statement Certification and Approvals

CARDHOLDER

I have reviewed the attached statement and certify the following:

- ☐ The procurement card remains in my custody and I am the sole individual executing transactions via this card.
- ☐ The card was used only for official PPSC business, and all purchases comply with State Fiscal Rules, procurement code and PPSC policy and procedures.
- ☐ The purchases charged to Perkins and other federal programs are allowable under federal regulations.
- ☐ Adequate supporting documentation is attached for each purchase.
- ☐ All purchases on the statement are appropriate and any disputed charges have been filed with US Bank and the Program Administrator.
- ☐ All charges have been re-allocated to appropriate organization and account/commodity codes.

Cardholders Signature _____

Date _____

Print Name _____

APPROVING OFFICIAL

I have reviewed the statement and attached documentation and additionally certify the above statements.

Signature _____

Date _____

Print Name _____