INTRODUCTION

The Florida International University Commodity Card Program is designed to provide faculty and staff with the ability to place orders for supplies and services. The intent is to reduce the time and paperwork required for small dollar purchase requisitions, vouchers and reimbursements that are currently being processed through the University’s financial system. The Commodity Card Program is designed to improve efficiency in processing and completing low-dollar, tax-exempt purchases of approved commodities from vendors/suppliers that accept the VISA credit card.

All purchases must be for University business purposes only.

Use of the Commodity Card for personal purchases is prohibited.

The guidelines and procedures contained in this manual apply to all University faculty and staff who are issued a Florida International University Commodity Card or who have direct or delegated responsibilities under the Commodity Card Program.

The Commodity Card should be issued to individuals who are responsible for making purchases on behalf of their departments or areas. It requires the Cardholder to understand the Commodity Card rules and regulations and to be organized to the extent that complete records of all transactions are available for review and/or audit at any time without prior notification. The use of the Commodity Card is a privilege, not a right, and this privilege may be withdrawn at any time.

The Credit Card Solutions Team is responsible for monitoring the effectiveness of the Commodity Card Program and user compliance with the procedures as outlined in this manual. The Cardholder accepts the responsibility for the protection and proper use of the Commodity Card upon signing the Commodity Cardholder Agreement after attending a training session and upon receipt of the Commodity Card.

If there is a question about the Commodity Card Program or the use of the Commodity Card to make a purchase, please contact the Credit Card Solutions Team at (305) 348-2161 for clarification prior to making any purchase.

Ownership of the FIU Commodity Program

The University is responsible for the Commodity Card Program and all transactions. The Cardholder’s personal information is not made available to the financial institution. Transactions placed on the Commodity Card do not have an effect on the Cardholder’s credit history.
PURPOSE

The purpose of this manual is to establish procedures for the use of the Commodity Card to the Cardholders and to provide information to other University staff that support and review the Commodity Card transactions. This manual is intended to accomplish the following:

- Ensure purchases made utilizing the Commodity Card are accomplished in accordance with the procedures established by Purchasing Services and the rules of the University.
- Ensure that appropriate internal controls are established for the use of the Commodity Card.
- Ensure that the University minimizes the liability for inappropriate use of the FIU Commodity Card.

For every purchase made using the Commodity Card, the processing time and effort put forth to place and pay for an order under the established order process is significantly reduced. As a participant in the Commodity Card Program, the Cardholder and Approver are part of an on-going effort to meet the Credit Card Solutions Program goals of reducing administrative costs for the purchase of supplies, increasing customer service and establishing appropriate oversight of the Commodity Card Program.

The Cardholder is representing the University each time they use the Commodity Card and as such they are obligated to conduct the transactions in a manner that reflects the FIU Institutional Values. The Cardholder must provide an equal opportunity for all vendors to participate in the Commodity Card Program. Showing personal favoritism to any vendor always has the potential effect of damaging the University’s reputation. The vendors are, in a sense, business partners. The University asks for, and expects, quality products and top performance from the vendors and the vendors have every right to expect fairness, honesty, and courtesy in return.

Use of the Commodity Card

The Commodity Card authorizes the Cardholder to make purchases of materials, supplies, services and non-capital outlay (OCO) equipment (less than $1,000 unit cost) directly from any vendor that accepts VISA. Orders can be placed by phone, by fax, over the Internet or in person.

The Cardholder is responsible for using the Commodity Card in accordance with the Commodity Card Manual, as well as Florida International University and/or Grant Policies and Procedures relating to the expenditure of funds. Failure to comply with the requirements in any of these areas or repeated misuse of the Commodity Card will result in permanent revocation of the card, notification of the Cardholder’s superior and further disciplinary measures that may include termination.
GLOSSARY OF TERMS

Approver/Back-up Approver – University staff assigned to each Cardholder to review all transactions for compliance with the Commodity Card procedures, maintain a file of original receipts and support documentation and who is responsible for processing the expense of all transactions in the PantherSoft System.

Cardholder - A permanent University employee that is granted the authority to use the Commodity Card to place orders or make financial commitments on behalf of the University as outlined in this manual.

Card Issuer - The financial institution or bank that provides and supports the Commodity Card Program utilized by Florida International University. Currently, the Card Issuer is Bank of America.

Cardholder Profile - Parameters that are established for a designated Cardholder that identify the Cardholder, set default accounting information and provide restrictions or spending limitations in the Card Issuer’s system and in the FIU PantherSoft system.

Commodities – Any goods or services available for purchase.

Merchant Category Code (MCC) - Code assigned to a merchant/vendor by VISA, which identifies the primary goods or services, provided by the merchant/vendor.

Monthly Billing Cycle - The billing period is defined by the Card Issuer and is from the 5th day of the month to the 4th day of the next month.

Monthly Credit Limit - The maximum dollar limit that can be charged by the Cardholder during a monthly billing cycle.

Credit Card Solutions Administrator – This individual is responsible for administering the Commodity Card Program at the Florida International University and for the day-to-day operation of the Commodity Card Program and provides assistance with processing transactions and ensuring that the transactions are in accordance with the Commodity Card Guidelines. This individual acts as the liaison between the Cardholder, the vendors and the Card Issuer.

Credit Card Solutions Accountant – This individual provides support for the Commodity Card Approver and along with the Credit Card Solutions Administrator will conduct reviews of the Cardholder’s records. They are responsible for reviewing the Card Issuer’s master statement of all University Commodity Card transactions and the processing of the electronic payment to the Card Issuer.

Single Transaction Limit - The maximum dollar limit per transaction that is allowed on a Commodity Card.

Transaction - A charge, credit or other financial activity associated with the Commodity Card.
**Vendor/Merchant/Supplier** - The business entity from whom a Cardholder is making a purchase.

**COMMODITY CARD PROCEDURES**

**Who is Eligible?**

The FIU Commodity Card is available to full-time A&P, USPS or Faculty members with approval of their Vice-President (VP), Dean or Director.

Part-time staff, students, research assistants, and non-University employees are NOT eligible to receive a Commodity Card.

The Commodity Card should be issued only to University staff responsible for making purchases on behalf of their departments or program. It requires the Cardholder to understand the Commodity Card rules and regulations and to provide documentation for all transactions. As part of the Cardholder application and training process, the Cardholder will be advised of all rights and responsibilities, including the penalties for misuse of the card.

**Requesting a Commodity Card**

Eligible University staff may apply for a Commodity Card by completing the Commodity Card Application, which is located on the Purchasing Services website at [http://finance.fiu.edu/controller/Docs/Commodity_Card_Application.pdf](http://finance.fiu.edu/controller/Docs/Commodity_Card_Application.pdf). The Cardholder Applicant must complete and sign this form and submit it to their VP, Dean or Director for their approval. The completed and approved Commodity Card Application is then forwarded to the Credit Card Solutions Team, Purchasing Services, University Park Campus, CSC 421 or it can be faxed to 305-348-3600 for processing.

As part of the application process, each Cardholder must justify the need for the Commodity Card. All applications must have the name of a Commodity Card main Approver and a back-up Approver who will review the Cardholder’s transactions for compliance to the Commodity Card Guidelines, reconcile the transactions to the funding source and maintain the Commodity Card transaction files for each Cardholder for audit and/or review purposes. These individuals should demonstrate the ability and willingness to follow the University’s policies and procedures, be able to question the Cardholder’s transactions and have access to the PantherSoft System. A Commodity Card Approver and the back-up may be assigned to one or more Cardholders.
Training

All Commodity Card Cardholders and Approvers must attend a training session on the guidelines and procedures associated with the Commodity Card Program. This training session is approximately one (1) hour for the Cardholders and two (2) hours for the Commodity Approvers. The Approvers should participate in the same training as the Cardholder in order to receive training in the responsibilities and processing of the Commodity Card transactions in PantherSoft.

Cardholders must submit a completed Commodity Cardholder Application for review and approval by the Credit Card Solutions Administrator. Once approved, the Cardholder Applicant will be contacted by e-mail with the time and location of future Commodity Card training sessions. These training sessions are scheduled several times a month. The list of future training sessions can be found on the Purchasing Services website under Credit Card Solutions Program. The future Cardholder is requested to respond to the e-mail confirming their attendance.

Approvers must submit the Commodity Card Approver Application to the Credit Card Solutions Administrator. Once received, they will be notified by e-mail about the training schedule. Both the main Commodity Card Approver and the Back-up Approver must attend training. If the Commodity Card Approver or the Back-up has previously attended a training session, they are not required to attend another session; however, they are strongly encouraged to attend the training if it has been more than a year since they last attended training.

Upon receipt of the Commodity Cardholder Application, the Commodity Card will be ordered from the Card Issuer. The Commodity Card will be given to the Cardholder upon completion of the Commodity Card Training session and after signing the Commodity Cardholder Agreement. A new Commodity Card will be held for 45 days after the Commodity Card Applicant has been notified of the training session. After this time limit has expired, the Commodity Card will be cancelled. Exceptions may be made for extenuating circumstances, but the Credit Card Solutions Administrator must be notified if the Cardholder Applicant is unable to attend a training session within this time period.
Commodity Card Limits and Controls

The dollar limits assigned to a Commodity Card are based on the limits approved for each Cardholder on the Commodity Cardholder Application and approved by the Credit Card Solutions Administrator. The standard limits assigned to the Commodity are as follows:

- **Single Transaction Limit:**
  The standard limit is set at $1,000 per transaction. This is the total dollar allowable per transaction. Under no circumstances shall the Cardholder request the merchant/vendor to split charges to avoid the single transaction limit.

- **Monthly Credit Limit:**
  The standard limit is set at $5,000 per month. This limits the amount that can be charged during a billing cycle, which runs from the 5th of the month to the 4th of the next month.

If a Cardholder has a specific requirement for higher limits, an e-mail to request a temporary increase of the limits should be sent to their VP, Dean or Director and then forwarded to the Credit Card Solutions Administrator. The e-mail must include the amount of the new single and/or monthly limits being requested, the length of time that these increases need to be in effect and a justification for the request. These requests must be made prior to the purchase or the transaction will be declined by the Card Issuer.

For permanent increases, the Cardholder must submit a signed Commodity Cardholder Application, which allows for changes to the Cardholder’s information. This form is located at [http://finance.fiu.edu/controller/Docs/Commodity_Card_Application.pdf](http://finance.fiu.edu/controller/Docs/Commodity_Card_Application.pdf). The completed form should be approved by the Cardholder’s VP, Dean or Director and faxed to the Credit Card Solutions Administrator at 7-3600.

Rejected Transactions

If your Commodity Card is rejected, call the toll-free number (1-888-449-2273) on the back of your Commodity Card to request a reason for the rejection. The Bank will not be able to fix any problems resulting from a rejected transaction and they will direct the Cardholder to contact the Credit Card Solutions Team.

The most common reasons that a transaction is rejected include:

- Exceeding the single or monthly transaction limits.
- The merchant falls under a restricted classification. Certain vendor types have been restricted from use by the FIU Cardholders due to the type of items or services being sold. In certain circumstances, this restriction may be waived by the Credit Card Solutions Team Member.
Merchant Category Restrictions

The University has blocked access to certain merchant categories which might generally be considered inappropriate purchases. A list of these restricted merchant categories can be found in the Exhibits Section of this manual. Under certain circumstances, this restriction may be waived by the Credit Card Solutions Administrator. The Cardholder may request a temporary lift of the blocked merchant by sending an e-mail to the Credit Card Solutions Administrator, which should include the vendor name, amount of the transaction, description of the purchase and when the transaction will be completed.

The following merchant categories have been blocked as part of the FIU Commodity Card Program. These categories have been blocked from use by Cardholders. The merchant code is assigned by VISA and identifies the type of business. If a Cardholder attempts to place an order with one of these blocked merchant categories, the transaction will be declined. Should a transaction be declined due to the blocked merchant category, arrangements may be made to temporarily lift the restriction for a single transaction.

Blocked Merchant Categories

<table>
<thead>
<tr>
<th>All Entertainment Providers (except for Motion Picture-Video Tape Production/Distribution)</th>
<th>Financial Institutions, ATMs, Insurance Sales, Real Estate Agents, Payment Service Providers, Money Transfers, Merchant Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings Bonds</td>
<td>Sporting &amp; Recreational Camps</td>
</tr>
<tr>
<td>Trailer Parks &amp; Campgrounds</td>
<td>Beauty Shops</td>
</tr>
<tr>
<td>Shoe Repair</td>
<td>Health &amp; Beauty Spas</td>
</tr>
<tr>
<td>Dating &amp; Escort Services</td>
<td>Funeral Services</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>Tax Preparation Services</td>
</tr>
<tr>
<td>Massage Parlors</td>
<td>Babysitting Services</td>
</tr>
<tr>
<td>Child Care Services</td>
<td>Political &amp; Religious Organizations / Religious Good Stores</td>
</tr>
<tr>
<td>Accounting Auditing &amp; Bookkeeping Services</td>
<td>Government Services - Court Costs &amp; Fines</td>
</tr>
<tr>
<td>Bail &amp; Bond Payments</td>
<td>Intera-Government Purchases</td>
</tr>
<tr>
<td>Government Loan Payments</td>
<td>Florist Supplies, Nursery Stock &amp; Flowers</td>
</tr>
<tr>
<td>Florists</td>
<td>Freezer Locker Meat Providers</td>
</tr>
<tr>
<td>Duty Free Stores</td>
<td>Wig &amp; Toupee Shops</td>
</tr>
<tr>
<td>Candy, Nut &amp; Confectionary Stores</td>
<td>Cigar Stores &amp; Stands</td>
</tr>
<tr>
<td>Drinking Places - Bars, Taverns, Night Clubs, Lounges, Discos</td>
<td>Package Stores, Beer, Wine &amp; Liquor Stores</td>
</tr>
<tr>
<td>Used Merchandise Stores</td>
<td>Antique Shops - Sales, Repairs &amp; Restoration Services</td>
</tr>
<tr>
<td>Pawn Shops</td>
<td>Wrecking &amp; Salvage Yards</td>
</tr>
<tr>
<td>Antique Reproduction Stores</td>
<td>Jewelry - Watches, Clocks &amp; Silverware Stores</td>
</tr>
</tbody>
</table>
**Placing Orders**

Purchases may be made from any vendor that accepts VISA unless the type of business falls under one of the business categories that are blocked from usage. When making the decision on where to purchase, the Cardholder must keep in mind the following:

- Items that are available on State and University contracts should be purchased from the vendors listed on the contracts. Pricing under these contracts should reflect the best price available. A list of these contracts can be found on the Purchasing Services Website under Contracts.

- Cardholders are encouraged to use certified State of Florida minority vendors, RESPECT (commodities made by blind or other physically challenged), PRIDE of Florida (commodities made by prisoners), and purchase commodities that are made of recycled material or content. These contracts are listed on the Purchasing Services Website under Contracts.

The Cardholder may order materials or services as required to support their department or areas, except for those items and services that are listed as Restricted Purchases under this program. The Cardholder may contact one or more vendors to request a price quote that includes freight or other costs to ensure that they receive the best price. No formal documentation needs to be submitted to the vendor when placing an order.

When ordering, the Cardholder must give the vendor detailed delivery instructions for the materials or services, which should include their name, department and complete shipping address. Items should be shipped to the Cardholder’s Campus address, but items may be shipped to another FIU business address if required. This information should be clearly marked on the outside of all packages. Materials must NOT be shipped to the Cardholder’s home address or to the University’s Receiving Department.

The Cardholder should inform the vendor that they are not authorized to charge the Commodity Card until they have shipped the items ordered or provided the service. Any item(s) back ordered must not be charge to the Commodity Card until they are shipped.

If assistance is needed with a purchase, the Cardholder should contact the Credit Card Solutions Team before placing the order. The Cardholder should obtain the best price for the items or services that are being purchased and to spend wisely.
University Purchases of Less Than $1000

In an effort to reduce paper work and administrative costs to the University and to delegate more authority to the faculty and staff for small dollar purchases, the University will be requesting that all purchases of less than $1,000 be placed with the Commodity Card rather than requesting issuance of a purchase order.

There may still be some purchases that will require processing with a purchase order due to the need to track particular items because of State or Federal laws or that the item can only be secured from a vendor that does not accept the VISA credit card. The University staff is encouraged to make use of the Commodity Card for any purchase that will be less than $1,000.

Use of the Commodity Card for Grant Purchases

The Commodity Card may be utilized for purchases utilizing grant funds; however, all purchases must fall within the guidelines of the grant. You must clearly understand what constitutes an allowable charge to your particular grant. You should be aware, for example, that supplies on some grants must be “lab” and not office supplies; or the grant may allow the purchase of equipment, but not supplies.

Please remember that the Commodity Card cannot be used for the purchase of any equipment exceeding $1,000 per unit. The Cardholder must also be aware of the closing dates for expenditures against a grant and to make sure that they are not waiting until the end of the grant to make purchases with the Commodity Card. Grant purchases must be made in accordance with the terms and conditions of the grant.

Use of the Commodity Card for Internet Purchases

The Commodity Card may be used for making purchases through the Internet. The Cardholder must protect their Commodity Card information. When using the web for purchases, the Cardholder should:

1. Use good judgment. Do not use your Commodity Card if you would not use your own personal credit card at the Internet site.

2. Always select vendors who have secure Internet sites. Look for the closed lock symbol usually found in the lower right hand portion of the screen or a site address/URL that starts with “https://”.

3. Before completing the transaction, the Cardholder should make a print screen of the information or use the confirmation email as this will serve as your receipt/invoice. This document should be submitted to the Commodity Card Approver as documentation of the transaction.
State of Florida Sales Tax Exemption

All transactions made within the State of Florida or that are shipped to the University directly are exempt from the State of Florida Sales and Use tax. A copy of the University’s Certificate of Exemption is issued with the Commodity Card and a copy is also available under the Controller’s Website at http://finance.fiu.edu/controller.

If the Cardholder is placing an order and they are physically in a location outside of the State of Florida, then they may be charged that State’s sales tax or any other applicable taxes from other countries. Any Federal or local taxes may not be exempt. The Cardholder should always inform the vendor that the purchase is tax-exempt before the transaction is completed. A copy of the tax exempt certificate should be presented to the vendor when placing an order in person or the certificate can be faxed or e-mailed to the vendor.

If the vendor will not deduct the sales tax or will not honor the tax exemption without additional paperwork, the Cardholder may continue with the purchase, but should note on the receipt that they requested that the sales tax not be charged and that the vendor refused. This documents that an attempt was made to not have the sales tax charged.

Encumbrances

The Commodity Card Program was established, in part, to lessen the amount of paperwork and processing time currently needed for small dollar purchases, therefore, Commodity Card charges are not encumbered at any time during the process. Since the payment is processed after the items are received, the Cardholder must be careful to not overspend their departmental budget at any time.

Commodity Cards are tied to a valid FIU department ID or Project number. A default department number is assigned when the Commodity Card Application is processed. Transactions may be processed against this Department number or may be charged to another Department or Project number when the Approver processes the charges. A single transaction can be split across multiple Department or Project numbers.

Cash Advances and Credits

- No cash advances are allowed.
- Cash rebates are not to be accepted by the Cardholder from the vendor.
- Credits must be issued against the Commodity Card.
Misuse of the Commodity Card

Any Cardholder, who knowingly and willingly makes purchases or attempts to make purchases that violate State laws, Florida International University policies and/or Commodity Card guidelines and procedures, assists another employee in such purchases, or fails to report the violation, may be subject to disciplinary action in accordance with the Commodity Cardholder Agreement. Such misuse includes, but is not limited to, falsification of records, fraud and theft, using the Commodity Card for personal gain, allowing another individual to use the Cardholder’s Commodity Card or account number, repeated non-compliance with Commodity Card Program policy and procedures, or divulging confidential information.

If the Cardholder is found to have used the Commodity Card for personal gain or fraudulently uses the Commodity Card, the University reserves the right to revoke the Cardholder’s privileges immediately and take steps to collect any funds due to the University. The Office of the General Counsel and the Internal Audit department will be notified of any suspected fraudulent activity on the Commodity Card. Cardholders that are found to have fraudulent transactions may face disciplinary actions up to and including termination.

If the Cardholder violates the Commodity Card guidelines and procedures, steps will be taken to correct the violations. The Cardholder’s VP, Dean or Director will be notified of the violations and requested to discuss the matter with the Cardholder. If the violations continue, the Cardholder will lose Commodity Card privileges, pending retraining. If these corrective actions do not resolve the situation and the Cardholder continues to violate Commodity Card guidelines and/or procedures, the Cardholder’s privileges will be permanently revoked.

Renewal Cards

The initial Commodity Card will be issued to the Cardholder for a period of three (3) years. Approximately one month prior to the Commodity Card’s expiration date, the Bank will mail a new Commodity Card to the Cardholder at the Campus address on file. It is therefore important to notify the Credit Card Solutions Team when the Cardholder changes departments or relocates to another campus location. Any location or transfer information notification should be done by completing a Commodity Card Change/Application Form. After the first three (3) year renewal period, the Commodity Card will be renewed every two (2) years and a new card will be mailed to the address on file for the Cardholder.
Cardholder Transfers within the University

If a Cardholder transfers to another department within the University, they are not required to cancel their Commodity Card unless the new Department Supervisor will not approve the individual for a Commodity Card. The Cardholder will need to take the following actions prior to any departmental transfer:

- Complete a new Commodity Cardholder Application, mark the correct Action Requested box and submit the new form to the Credit Card Solutions Team. This request must be approved by the new department’s VP, Dean or Director.
- Turn in all receipts from the previous department for outstanding purchases to the Commodity Card Approver.
- Discontinue the use of the Commodity Card temporarily, until the Credit Card Solutions Administrator advises the Cardholder that the change has been completed.
- If the new supervisor will not approve the individual’s continuation as a Cardholder, notify the Credit Card Solutions Teams and return the Commodity Card for cancellation. Utilize the Commodity Card Cancellation Form, which is located at the Purchasing Services Website at http://finance.fiu.edu/purchasing/ProCard/Cancellation_Form.pdf.

Termination of Employment

When a Cardholder terminates their employment with the University, they will need to:

- Stop using the Commodity Card, immediately or at a minimum of two weeks prior to their last working date and notify the Credit Card Solutions Administrator.
- Turn in all receipts of outstanding purchases to their Approver.
- Complete the Commodity Card Cancellation Form: Cut the Commodity Card in half and attach the pieces to the Form; obtain Supervisor, VP, Dean, or Director signature, and mail it to the Credit Card Solutions Team.
- The Cardholder’s Approver should also send an e-mail to the Credit Card Solutions Administrator when a Cardholder leaves the University.
ACCEPTABLE PURCHASES

The following is a list of categories that are considered ACCEPTABLE purchases under the Commodity Card Program. This list is provided to serve as reference to the types of items that CAN be purchased with the Commodity Card and is in no way a complete list of the types of items or services that may be purchased.

<table>
<thead>
<tr>
<th>Advertising</th>
<th>Maintenance Supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Supplies</td>
<td>Minor Equipment (cost &lt; $1,000)</td>
</tr>
<tr>
<td>Audio &amp; Video Equipment (cost &lt; $1,000) and Videos</td>
<td>Office Supplies / Paper / Materials</td>
</tr>
<tr>
<td>Batteries</td>
<td>Photographic Supplies and Paper</td>
</tr>
<tr>
<td>Books and Publications</td>
<td>Printing &amp; Duplicating Services</td>
</tr>
<tr>
<td>Car Rental for Local Travel Only</td>
<td>Software (cost &lt; $1,000)</td>
</tr>
<tr>
<td>Computer Supplies &amp; Parts</td>
<td>Subscriptions (Journals, Magazines)</td>
</tr>
<tr>
<td>Courier Services</td>
<td>Toner Cartridges</td>
</tr>
<tr>
<td>Delivery Services (UPS, FedEx, Airborne, USPO)</td>
<td>Tools (cost &lt; $1,000)</td>
</tr>
<tr>
<td>Educational Materials &amp; Supplies</td>
<td>University Bookstore Purchases</td>
</tr>
<tr>
<td>Electrical Supplies</td>
<td>Memberships - Refer to &quot;Memberships&quot; section for conditions</td>
</tr>
<tr>
<td>First Aid Supplies &amp; Replenishment</td>
<td>Computers (cost &lt; $1,000) - Refer to &quot;Computer Purchases&quot; section for conditions</td>
</tr>
<tr>
<td>Lab/Research Supplies (excludes purchases of hazardous materials [biohazard, radioactive materials, chemicals, controlled substances including drugs, alcohol and tobacco]). Please contact Environmental Health and Safety for additional guidance on hazardous materials, chemicals and substances.</td>
<td>Food/Food Products - Refer to &quot;Food Purchases&quot; section for conditions</td>
</tr>
</tbody>
</table>

SPECIAL PURCHASES

Food Purchases

The purchase of food is restricted to only those FIU funds which allow for food purchases and all such purchases must benefit the University. E&G funds may NOT be used for this purpose. The only exception to this rule would be for the purchase of food items that are considered lab supplies (i.e. food items used as part of an experiment or that are used to feed lab animals). Funding for these purchases may be from Auxiliary,
Concession or Grant funds.

The use of the Commodity Card for food purchases must be authorized in advance by obtaining a Food Authorization Form, which is located on the Purchasing Services website at http://finance.fiu.edu/controller/Docs/Food_Authorization_Form.pdf. This form must be completed prior to making any food purchases. This authorization form will allow the Cardholder to make food purchases as long as they are located in the same department and they are a Cardholder.
The Commodity Card can be used to purchase or pay for food, food items and restaurant meals under the following conditions:

- Fees must be collected from the specific workshop, seminar or conference participants for which the food/food items are to be purchased;
- The contract or grant terms must specifically spell out that it is permissible to purchase food and food items utilizing the funding for these projects;
- The event must be 100% student-sponsored functions, such as dorm parties or club functions, in which students activity fees are used to purchase food, food items or to have meals delivered;
- Use of authorized FIU Concessions accounts. These funds are allocated for official University programs and may include meals for University staff. These types of transactions will require approval of the VP, Dean, Director or designee on file with the Credit Card Solutions Team.
- Food/Food items or restaurant meals must be purchased under established guidelines for teams.
- Food/Food items for use in instructional or research classes or programs.

**Computer Purchases**

The Commodity Card can be used to purchase non-OCO (unit price less than $1,000), commercial grade computers from established contracts with Dell, Apple or HP through the Purchasing Services E-Mall located at [http://finance.fiu.edu/purchasing/2emall.html](http://finance.fiu.edu/purchasing/2emall.html). The pricing available from these sites will be University contract pricing and terms. Cardholders should use this site exclusively. Also, by using these sites, the Florida sales tax will not be charged.

- Computers may only be purchased through FIU established contracts.
- The individual cost of the computer may NOT exceed the current OCO limit of $1,000. The unit price will include the processor, monitor and any additional hardware, software or accessories that will become a part of the unit.
- All shipments must be sent to the Cardholder’s campus address, not the Receiving Department or to their home address.
- As with all Commodity Card purchases, the original signed and dated receipt should be provided to the Commodity Card Approver within three (3) days of receipt of the computer.
- Computers that exceed $1,000 must be purchased on a purchase requisition through Purchasing Services.

Cardholders should not purchase computers from other sources. Should the Cardholder purchase a computer from a source other than listed on the Purchasing Services E-mail or the price of the computer unit exceeds $1,000, one written warning will be issued. Should an additional purchase be made under these conditions, the Cardholder’s Commodity Card will be suspended for a period of three (3) months.
Membership Fees

Memberships are allowable on the Commodity Card. All memberships require a current FIU Membership Open Records Form. This form is required to be signed by an officer in the organization prior to payment of the membership dues. This form should be filed with the receipts and a copy should be faxed to the Credit Card Solutions Team at 7-3600. The Membership Open Records Form indicates that the organization will comply with any open records requests.

RESTRICTED PURCHASES

The following types of items may not be purchased with the Commodity Card, unless authorized by the Credit Card Solutions Administrator.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Purifying Respirators</td>
<td>Hazardous Chemicals – as defined by EH&amp;S Department</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
<td>Holiday Cards</td>
</tr>
<tr>
<td>All Hazardous Materials &amp; Chemicals</td>
<td>Kitchen Appliances (Microwaves, Refrigerators, etc.)</td>
</tr>
<tr>
<td>Any items prohibited by F.I.U Regulation or Policy</td>
<td>Kitchen Exhaust Systems</td>
</tr>
<tr>
<td>Any items prohibited by State Law</td>
<td>Lab Chemicals</td>
</tr>
<tr>
<td>Bench Top Fume Collection Cabinets</td>
<td>Laser Equipment</td>
</tr>
<tr>
<td>Biological Safety Cabinets</td>
<td>Liquid Scintillation Counters</td>
</tr>
<tr>
<td>Boilers &amp; Pressure Vessels</td>
<td>Meals (Personal Meals are Strictly Prohibited)</td>
</tr>
<tr>
<td>Cash Advances</td>
<td>Microwaves (for Labs)</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>Ozone Generators</td>
</tr>
<tr>
<td>Cell Phone Services / Parts / Accessories</td>
<td>Parking Decals (F.I.U.)</td>
</tr>
<tr>
<td>Cleaning of Kitchen Exhaust Systems</td>
<td>Parking Tickets</td>
</tr>
<tr>
<td>Construction or Remodeling</td>
<td>Payment of classes or programs offered by F.I.U.</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>Personal Monitoring / Detection Equipment</td>
</tr>
<tr>
<td>Controlled Substances</td>
<td>Plaques or Trophies (exceeding $100)</td>
</tr>
<tr>
<td>Decorative Items (Personal)</td>
<td>Political Contributions</td>
</tr>
<tr>
<td>Explosives &amp; Fireworks</td>
<td>Portable Air Cleaning Devices</td>
</tr>
<tr>
<td>Eyewash Stations &amp; Safety Showers</td>
<td>Purchases from Religious or Political Organizations</td>
</tr>
<tr>
<td>Fines / Late Fees / Penalties</td>
<td>Radioactive Materials</td>
</tr>
<tr>
<td>Fire Suppression Systems</td>
<td>Restaurant Meals (Only if Authorized)</td>
</tr>
<tr>
<td>Fume Hoods</td>
<td>Self-Contained Breathing Apparatus</td>
</tr>
<tr>
<td>Gas Chromatographs</td>
<td>Travel – hotel, airfare, car rental, etc.</td>
</tr>
<tr>
<td>Gift Cards</td>
<td>X-Ray Machines</td>
</tr>
<tr>
<td>Computers (cost &gt; $1,000) - Refer to &quot;Computer Purchases&quot; for conditions</td>
<td>Entertainment - Movie Theatres, Parks, etc. (Only if Authorized)</td>
</tr>
<tr>
<td>Flowers &amp; Balloon Arrangements (for individual recognition)</td>
<td>Repair of Equipment (if Off-Campus repairs where certification or cleaning &amp; decontamination are required)</td>
</tr>
</tbody>
</table>
Promotional Items (if not paid from student fees or grant funds) | Payments to other internal FIU Departments

**No Capital Equipment (OCO) Purchases.**
The purchase of capital equipment is not allowed with the Commodity Card. This is equipment which is tangible, movable, personal property of a non-consumable, non-expendable nature, with a value of $1,000 or more and which has a normal expected life of one year or more. The Cardholder should not split the cost of any OCO item in order to avoid this limit. This applies to any funding source.

**No Computer or Laptop Purchases Costing Over $1,000.**
The purchase of computers or laptops costing more than $1,000 from any vendor that is not Dell, HP or Apple is not allowed. Computers must meet the University standards and therefore must be purchased by submitting a purchase requisition.

**No Travel Expenses are allowed.**
Travel expenses (hotel, airfare, car rentals, etc.) are not allowed on the Commodity Card.

**No Personal Purchases are allowed.**
This includes items that are for decorative purposes, personal meals, parties or party supplies, coffee mugs, coffee makers & supplies, plants, portable heaters, or purchases that are not for official University business purposes.

**Exceptions and Special Considerations**
There will be times when this manual does not provide specific guidance for a situation a Cardholder may encounter. The Cardholder’s Budget Administrator and supervisor may determine proper guidance for that situation as long as such guidance is consistent with the prevailing principles that no unnecessary cost is to be charged to a University budget, the expenses are reasonable, and the guidance does not contradict any provision within this manual.

The Credit Card Solutions Administrator has authority to grant exceptions only after the exception has been reviewed and approved by the Cardholder’s VP, Dean or Director. Cardholders may request an exception by contacting the Credit Card Solutions Administrator.
PROCESSING COMMODITY CARD TRANSACTIONS

Receipt/Invoice Requirements

Receipts/invoices are a critical part of the Commodity Card Program as it documents the transaction information. Accurate and detailed records of Commodity Card purchases allows the Credit Card Solutions Accountants, FIU and State auditors to verify and audit Cardholder purchases for compliance with University, State and Federal policy, statutes, rules and regulations. All receipts/invoices must contain the following information:

- Vendor Name and Address
- Date of Purchase and/or Date of Good Received
- Description of each item purchased
- Unit Cost of each item purchased
- Total Cost of the purchase charged to the Commodity Card

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.

Upon delivery of the order and a receipt/invoice is received, the Cardholder will need to document the receipt of the items or services by:

- Signing and dating the receipt or other supporting documentation as proof of delivery. If the receipt does not clearly indicate the purpose of the purchase, then documentation should be attached to state the reason for the purchase.
- By signing and dating the receipts, the Cardholder is acknowledging that the items or services have been delivered in good order and that they are authorizing the Commodity Card Approver to expense the transaction in the PantherSoft System, and that transaction provides a benefit to the University.
- All original receipts must be submitted to the Cardholder’s Approver, if possible, within three (3) days after receipt of items or services.
- If the Cardholder’s receipts are incomplete, and/or the Commodity Card transactions are not approved in a timely manner, this is considered misuse of the Commodity Card and the privileges may be cancelled.
**Bank Statements**

The Cardholder will receive a Commodity Card statement from the financial institution by the 15\textsuperscript{th} of each month, if any transactions were made during the billing cycle. The statement should be reviewed by the Cardholder for accuracy of all transactions authorized. The original or a copy of the Bank Statement must be submitted by Cardholder to the Commodity Card Approver for reconciliation against transaction documents previously filed by the Cardholder.

**Disputed Charges**

The Cardholder should attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the Commodity Card account. If an agreement cannot be reached with the vendor, the Cardholder should complete the Commercial Card Claims Statement of Disputed Transaction form, which is located on the Purchasing Services website at [http://finance.fiu.edu/controller/Docs/cardholderstatementdispute.pdf](http://finance.fiu.edu/controller/Docs/cardholderstatementdispute.pdf) and fax it to 1-888-678-6046 to file the formal dispute.

This must be done within 60 days of the billing close date in order to be accepted by the Bank of America. Most Commodity Card issues can be resolved using this process. If you are unable to obtain an acceptable resolution, the Cardholder or their Approver should contact a member of the Credit Card Solutions Team.

All disputed transactions must be expensed in the PantherSoft System even if the credit has not been received. When the credit is received, it should be expensed to the same Department ID # as the original transaction when it is posted in the PantherSoft System. Since all transactions must be expensed in the PantherSoft System prior to the close of the month, it is in the Cardholder’s best interest to file the Statement of Disputed Transactions form as quickly as possible to ensure that credits are posted back to the Cardholder’s Commodity Card.

**Missing Receipts**

If the Cardholder loses the receipt or invoice for a transaction, the Cardholder should attempt to obtain a copy of the receipt from the vendor. If the receipt or invoice cannot be obtained through other means, then the Cardholder must complete and submit a Replacement Receipt Form, which is located on the Purchasing Services website at [http://finance.fiu.edu/controller/Docs/Replacement_Receipt_Form.pdf](http://finance.fiu.edu/controller/Docs/Replacement_Receipt_Form.pdf), to their Commodity Card Approver.

This Replacement Receipt Form must contain a detailed description and pricing of all items received and it must be signed by the Cardholder’s supervisor.
The continued use of the Replacement Receipt Form will not be acceptable. Submission of more than three (3) Replacement Receipts during a billing period will be seen as misuse under the Commodity Card Program and the Commodity Card may be cancelled.

**COMMODITY CARD SECURITY**

Use of a Commodity Card is limited to the Cardholder whose name appears on the face of the card. Under no circumstances will the Commodity Card be given or loaned out to another person. If a Cardholder is absent for a period of time, the department should request issuance of a Commodity Card for another qualified staff member, either temporarily or permanently. Any Cardholder sharing their Commodity Card information or allowing another individual to use their Commodity Card for purchases may have their Commodity Card cancelled.

Each Cardholder is responsible for the security of the Commodity Card assigned to them. All precautions should be used to maintain confidentiality of all information relating to the card, such as the cardholder account number and expiration date. The Commodity Card number should never be left in a conspicuous place, shared with anyone else, or e-mailed.

**Lost or Stolen Commodity Card**

Report any lost or stolen Commodity Cards as soon as possible to the Bank of America at the toll-free number 1-888-449-2273. The Cardholder should be prepared to provide the following information to the Bank representative: the Commodity Card number, Campus address and telephone number and a brief summary of what happened. The Cardholder is responsible for supplying any information necessary to minimize the liability for a lost or stolen card. The Cardholder should closely monitor their Bank Statement to ensure no fraudulent charges are posted. You should also notify the Credit Card Solutions Administrator as soon as possible to confirm that the card has been cancelled.

Lost or stolen cards reported by telephone are cancelled immediately. A replacement card will be issued and mailed to the Cardholder’s Campus address within seven to ten working days after being reported.

**Fraudulent or Unauthorized Transactions**

These are transactions which appear on the Cardholder’s account as the result of the Commodity Card information being acquired and orders being placed without the Cardholder’s knowledge. Once the Cardholder is aware of these charges, they must notify the Bank of America Customer Service Department at 1-800-300-3084 to inform them that their Commodity Card has been compromised. The Bank will issue credits for all charges that the Cardholder identifies as being a fraudulent transaction. It is very important for the Cardholder and their Approver to review all transactions in a timely manner and to notify the Bank as soon as they become aware of these types of transactions.

When the Card Issuer is notified that a Commodity Card has been compromised, the Commodity Card will be cancelled and a new Commodity Card will be sent to the Cardholder’s Campus address within seven to ten working days.
working days. It is very important that the Cardholder confirms their mailing address when contacting the Bank to ensure that the new Commodity Card is sent to the correct address.

**Contact with the Card Issuer’s Fraud Department**

The Bank of America continuously reviews Cardholder transactions to spot potential fraudulent use of the Commodity Card. These may be multiple uses of the card for Internet purchases or repetitive purchases from an unusual source or several one dollar transactions. In these instances, someone from the Bank of America’s Fraud Department will attempt to contact the Cardholder about any suspicious charge and until they are able to speak to the Cardholder or to the Credit Card Solutions Administrator, the Commodity Card will be placed on hold.

When contacted by the Fraud Department, the individual calling will identify themselves and will state that they are calling regarding the Commodity Card account and will provide the last four digits of the Commodity Card account number. The Cardholder will be questioned about the charges, and if the transactions were placed by the Cardholder, the transactions will be authorized by the Bank and the hold on the Commodity Card will be removed. If the Cardholder has no knowledge of the transactions, then the Bank will begin the process of cancelling the Commodity Card. The Bank will send a new Commodity Card and issue credits for all of the fraudulent transactions.

When a new Commodity Card is issued under these circumstances, the new Commodity Card will be sent by Federal Express to the Cardholder’s Campus address. The Bank will mail or fax a report on the charges identified as fraudulent and the Cardholder will be required to sign the report and return it to the Bank’s Fraud Department.

**Processing of Transactions**

Commodity Card charges are electronically received by the University from the Bank on a monthly basis and posted to the PantherSoft system. These transactions will be available for the Commodity Cardholders and Approvers for review the first business day after the 5th of the month.

The Commodity Approver must have signed and dated receipts or invoices for all Cardholder transactions prior to reconciling the transactions in the PantherSoft system. All transactions in PantherSoft must be reconciled and posted to the Departmental ID within ten (10) business days of being posted. The Approver must review all of the Cardholder’s transactions to ensure compliance with the Commodity Card Manual and the Commodity Card Approver’s Guide. If the Approver identifies any problems or issues, they should report this to the Credit Card Solutions Administrator or the Senior Credit Card Solutions Accountant for review.

The Cardholder may review the transactions and may reconcile their charges (includes indicating the purpose and details of the purchase and updating the accounting information). The Cardholder is not allowed to approve their own transactions. Only the Approver may update the transaction status to approve charges.

All of the Commodity Card files should be maintained by the Commodity Card Approver in an orderly manner. This documentation should include all original signed and dated invoices, copies of the bank statement and
other documents that are required to support the transaction for each Cardholder for a period of five (5) fiscal years for audit purposes. Once charges are reconciled, the Controller’s Office will initiate electronic payment to financial institution.
APPROVING CARD TRANSACTIONS
Basic Navigation, Reconciliation and Approval of Charges in PantherSoft 9.0

On the first business day after the 4th of each month, Card transactions will load into the Purchasing module of PantherSoft 9.0.

Once charges are loaded, you will have ten (10) business days to complete the reconciliation and Approval process of all transactions.

You can use the Procurement Card Transactions page to review, manage, and approve the Card transactions loaded by the Load Statement Process.

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**MODULE NAVIGATION**

- Purchasing
- Procurement Cards
- Reconcile
- Reconcile Statement
- Click the dropdown and select “Employee Name”
- Click “Search” to process activity.
1) Click on “View All” to review all pending charges.

2) To review additional information for each transaction, click on the “Line Details” icon.
3) Click on the “show all columns” icon to expand the column information to review additional transaction details, including (when available):
Additional Merchant contact information, transaction detail and quantity as well as other 3rd tier information, refer to sample under item #4 below.

4) After reviewing the transaction details, click the “Return” button to proceed with the verification process.

5) Click on the “Comments” icon to enter additional information about the transaction.
6) Click on the “Distribution” icon to update the accounting information for each charge in the “Account Distribution page.”

7) Update the funding source (Dept and/or Project ID) when necessary.

8) You are required to change the default account # from 711999 to the correct expense account.

To use an account that has a different account than 71100, delete the ALT Account# FIRST, then delete the account.

Next, type in the new account # in the field and when you click on the alt account it will automatically populate to the correct alt account.
Use the Expense Account reference sheet to review the list of expense accounts/alt account numbers available.
9) When the accounting has been updated, click "OK” button located at the bottom of the page to return to
the Procurement Transaction page.

10) When all charge have been processed, check click on the “Select All” button located at the bottom of the page, this will check the select box for all expenses on the page.

11) When all boxes are selected, click “Validate Budget” button. The status will update from Not Chkd to Valid for all charges.

12) Click the “Save” button.

13) To finalize the Approval process, click “Select All” and the “Approve” button. All charges will update from Staged to Approved. Click the “Save” button.
Credit Card Solutions Program Contacts

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Inez Stokes
Travel Department
Controller’s Office
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(305) 348-2542

Bank of America, 24-Hour Customer Service
(888) 449-2273

Credit Card Solutions Website: http://finance.fiu.edu/controller/QL_CC_Solutions.html