

Roles and Responsibilities

Amex GP-Card Policies and Procedures

A. CARDHOLDER RESPONSIBILITIES

1. Cardholders must only use the card on purchases authorized by the PI or delegate with whom the grant has been awarded to. Proof of authorization for transactions must be on file (email or written confirmation).
2. Cardholders must complete online tutorials if not already completed. Online tutorials would have been completed before participating in the general procurement card program.
3. The GP-Card is to be used only by University employees and is the responsibility of the card holder to enforce.
4. Misuse of a GP-Card could result in disciplinary action up to and including termination and/or legal action.(See Non-Compliance Policy)
5. Periodic audits of procurement card usage will be conducted by Sponsored Programs and may be conducted by external parties as well. Cardholders are expected to assist in these audits as requested.
6. Cardholders may not make personal purchases on the GP-Card for any reason. There are significant tax implications both to the cardholder and to the University related to these types of transactions. (See Non-Compliance Policy)
7. Certain purchases are restricted or prohibited for various reasons. See OMB Circular A-21 for information on allowable costs
8. It is the Cardholder's responsibility to ensure that Missouri and Illinois State Sales Taxes are not applied to their GP-Card purchases.
9. Cardholders must immediately report lost or stolen GP-Cards by calling American Express at 800-492-4920 and notifying both their Business Manager and the PA. The Cardholder's department may be liable for all charges incurred until the card is reported lost or stolen. Although, charges that are deemed fraudulent by American Express on a lost or stolen card will be covered by the unlimited liability agreement with American Express.
10. The cardholder is responsible for maintaining all transaction approvals from the PI or delegate, receipts, and other documentation for all GP-card transactions. When the receipt is not available, the cardholder should keep the packing slip or receiving documentation. When an order has been placed on-line and there is no receipt, the cardholder should print out the Internet confirmation or screen print the order.
11. Cardholders are required to review (reconcile) their on-line charges against their receipts, on a monthly basis in the American Express Web Recon system. Charges not recorded to the proper grant fund within 30 days of when they occurred, or should have occurred, are unallowable to the award, may not be charged to a sponsored award, and must be charged to a non-grant fund.
12. All documentation should then be forwarded to their designated approver for approval in the online Recon tool. A second approver is required to sign the monthly Transaction Summary to document their review of the receipts and items purchased.
13. Handle all disputed charges - see Disputed Transaction section III C.
14. The receipt is a critical part of the purchase documentation and should be included with all reconciliations. In the event a receipt is lost, contact the vendor directly to obtain a copy for reconciliation. If the vendor cannot produce a receipt copy, the charge must be reallocated to a non-grant fund

B. DEPARTMENT HEAD/BUSINESS MANAGER RESPONSIBILITIES

The University GP-Card is an efficient tool a manager can offer his/her faculty/staff. The Grant Procurement Card is not for all kinds of purchases, and the manager must understand the GP-Card process and must be willing to take responsibility for ensuring the faculty/staff are using the Card within university guidelines. Specific responsibilities are as follows:

1. Coordinates GP-Card application requests.
 - a. Makes the request to the PA with the contact information of the PI's that want to participate and the sole card user for the department
 - b. The potential cardholder completes an electronic application
 - c. The default fund numbers are also indicated on the request.
2. Directs requests for any changes to spending limits and fund numbers to Business Services
3. Establishes and communicates any necessary departmental guidelines or procedures.
4. Completes a review of all charges in Web Recon on a monthly basis for cardholders in their department.
5. Obtains all supporting documentation of purchases from Cardholders. Retains the documentation for all purchases on all accounts responsible for reviewing for 3 years after the end date of a federal grant or whatever is required in the grant agreement.
6. Submits memo to Sponsored Programs if there are discrepancies or compliance questions after completing the review.
7. Notifies the PA if there appears to be a supplier inputting sales tax amount and/or other point-of-sale data incorrectly. The PA will work with the supplier to resolve the problem.
8. Ensures that items billed to the Card have been received and that procedures are being followed as stated in the Policy and Procedure Guide. Any violations should immediately be reported to your PA.
9. Collects and destroys cards from all employees separated from the University/department.
The PA is to be notified of any card cancellations or changes in card holders.

C. CPC/PROGRAM ADMINISTRATOR (PA)

The PA will receive one invoice from American Express each month. The following procedures detail responsibilities of the Program Administrator:

1. Reviews applications for valid cost center approval.
2. Adjusts GP-Card limits with approval from both Business Services and Sponsored Programs
3. PA accumulates charges to be audited for compliance and unusual or suspect activity.
4. Assists in balancing the general ledger interface to card file.
5. Processes the American Express invoice within 14 days after cycle cut.
6. Cancels cards directly with American Express.
7. Identifies and drives future program applications and enhancements.

D. Business Services

Will review and coordinate all spend limit requests and fund number changes with Sponsored Programs and the PA.