

Palomar Community College District

PCCD PROCUREMENT CARD- Supplies

DEFINITIONS

Actual Receiver	The person who will actually receive the merchandise, even if it is accepted by other persons before it reaches the actual receiver.
Approving Official	The individual who, as the Approving Official, has the authority to review, approve and ensure that program guidelines are adhered to.
Approving Official Change	Change to an Approving Official's address or phone number, made on the IMPAC VISA Card Account Maintenance Form.
Billing Cycle	The block of time that begins on the 23rd of one month and ends on the 22nd of the next month.
Cardholder	The specific employee authorized to complete charge transactions on a Procurement Card.
Cardholder Business Account Summary (R090)	A monthly control report from US BANK National Association that summarizes charges for each cardholder assigned to the Approving Official.
Cardholder Change	Change to a Cardholder's address, phone number, etc., made on the IMPAC VISA Card Account Maintenance Form.
Cardholder Package	The signed Statement of Account (SOA) with all support documentation attached.
Cardholder Statement of Questioned Items (CSQI)	The US BANK form used to document disputed items.
Contractor/Vendor	A business providing supplies to the District.
Credit Invoice	Used by the vendor when merchandise is returned for credit indicating the amount previously paid to the vendor to be returned back to the Cardholder's procurement card account.
Debit	The debt or amount owed when a charge transaction is made.
Decline	A response back from the bank to the vendor stating that an attempted credit card transaction has failed.

Palomar Community College District

Disputed Item	Any item on the SOA that is not in agreement with the supporting documentation.
IMPAC	International Merchant Purchase Authorization Card.
Financial Summary (R060)	The official invoice which is sent to the District Controller each month, containing total charges for each Approving Official and assigned Cardholders made during the billing cycle.
Invoice	A bill from a vendor with a detailed list of merchandise sold.
Monthly Limit	The maximum spending limit on a cardholder's cumulative purchase transactions in a given month.
Office Limit	The total amount that can be spent by the Cardholders assigned to an Approving Official.
Over the Counter	When a Cardholder actually goes to a merchant or vendor's location to make the purchase transaction.
Over the Telephone	When a Cardholder places an order over the telephone by providing the merchant with his or her name, procurement card number, and expiration date.
PC	A code that may appear on the SOA to indicate a disputed charge from a previous billing cycle. The PC is a temporary offset from US BANK until the dispute is cleared.
Reconciliation	Cardholder and Approving Official action to review the items listed on the SOA and the supporting documentation for each item to determine if the item is valid or needs to be disputed.
Split Orders	A prohibited practice of making more than one order to bypass the Cardholder's Transaction Limit on the procurement card.
SOA	The Statement of Account lists all charge transactions made on the Cardholder's account during the billing cycle.
Supplies	Any practical commodity used in the daily operation of business, which cannot be obtained from the District Warehouse Stores.
Transaction Limit	The maximum limit for any single Cardholder purchase.
US Bank National Association	The contractor in the Master Service Agreement with the State of California that provides IMPAC VISA Cards to State employees

Palomar Community College District

as a payment method for travel and small purchases.

Vendor Data Record
(STD 204)

Collects information from the vendor for tax purposes.

VISA Charge Slip

Charge slip made out by the vendor when the Cardholder makes an Over the Counter purchase with the procurement card.

REASONS FOR DISPUTED CHARGES

Unauthorized Mail/Phone Order

Does not apply if sales slip is signed or imprinted with the Procurement Card.

Duplicate Processing

Multiple billings, transaction amounts the same.

Merchandise Not Received

Applies if purchase is cancelled.

Credit Not Received

Credit not posted to the account within 30 days from the date of the credit voucher or acknowledgement.

Alteration of Amount

Dollar amount altered without the Cardholders permission.

Inadequate Description/
Unrecognized Charge

Cardholder does not recognize the transaction description.

Copy Request

Charge is recognized, but a copy of the sales draft is required prior to processing for payment.

Not as Described

Goods received were not as described at the time of purchase. The written document of what was received must be different from the delivery invoice.

Cardholder Dispute

Used in instances such as defective merchandise that the vendor refuses to replace or credit.