For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

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1. Overview

Babson College provides qualified employees with a US Bank VISA Procurement Card (P-Card) to purchase goods that do not require a Babson College Purchase Order (see Section 4.3 for information on purchase orders). Babson College strongly encourages P-Card use for certain small dollar purchases in addition to travel, meal and entertainment expenses incurred on behalf of the College. The P-Card provides convenience and improves efficiency by:

- Simplifying the ordering process
- Facilitating prompt payment to vendors
- Reducing overall processing costs and administrative burden
- Driving campus spend toward the US Bank Rebate program

Cardholders may use the Campus P-Card for Babson College Business only in accordance with the College’s Appropriate Use of Funds Policy (the policy on the Appropriate Use of Funds is available on the Procurement website). **Use of Babson’s P-Card for personal purchases is strictly prohibited.** Violations may result in revocation of cardholder privileges and possible disciplinary action.

Department Directors are responsible and are held accountable for the P-Card charges made against their budgets. For this reason and for auditing purposes, effective immediately all Cardholder expenses must be approved by their designated approver within the US Bank Expense Management Program.

Applying for and using the Babson P-Card does not affect a cardholder’s personal credit history. Personal information is used for tracking and administration purposes only. Babson College assumes full corporate liability for P-Card use.

2. Administration

2.1 P-Card Acquisition

Both full-time and part-time employees of Babson College are eligible to apply for Babson P-Cards. The Procurement Office will order a P-Card from US Bank after the employee and his/her department head have completed the application, which is also available online on the Procurement Office Website or on the Campus K drive at (K:\Perm\Business Forms\P Card Application.doc).

All program participants are required to confirm review of the Pcard program policies and procedures and the US Bank Allocation Instructions. Delegated approvers must also confirm review of US Bank Approver Instructions in order to utilize program privileges.

Upon receipt of the P-Card, the cardholder is required to sign a Babson College Procurement card agreement and return it to the Procurement Office. (Attachment 2). The procurement card should be activated by calling US Bank Customer Service at 1-800-344-5696.
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

For the cardholder’s protection, he/she must sign the P-Card immediately upon receipt. The cardholder is responsible for keeping the card number confidential and preventing unauthorized use of the P-Card. Only the assigned cardholder whose name appears on the front of the card may use it. Violations may result in the revocation of cardholder privileges, disciplinary action up to and including termination. The P-Card remains the sole property of US Bank.

2.2 P-Card Renewal

Approximately two weeks prior to a P-Card’s expiration date, US Bank will send a new card to the Procurement Office. The Procurement Office staff will send an email notification to the cardholder and forward the new card via inter-office mail. Upon receipt, the cardholder should immediately sign and activate the new card.

2.3 P-Card Suspension and Cancellation

US Bank and Babson College reserve the right to suspend or cancel cardholder privileges at any time. In the case of suspension, the cardholder must surrender the P-Card at the request of Babson College or any authorized agent of the US Bank. Upon cancellation, the P-Card must be cut in half and forwarded to the Procurement Office. Use of a P-Card or the card account number after notice of its cancellation may be considered fraudulent and could result in US Bank taking legal action against the cardholder.

2.4 Lost/Stolen P-Card

Should a P-Card become lost or stolen, the cardholder must immediately notify US Bank and the Procurement Office. The US Bank lost/stolen card customer service number is 1-800-344-5696. Please be prepared to supply both the zip code (02481) and the office phone number associated with the card. The cardholder is responsible for confirming notification to the Procurement Office by the next business day. Babson College is liable for all active P-Card transactions until the card is formally reported as lost or stolen to the US Bank.

3. P-Card Use

3.1 Purchases

Cardholders may use the P-Card to purchase goods by telephone, mail, internet, or in person. It is the cardholder’s responsibility to ensure proper receipt of these goods. When using the P-Card for internet purchases, the cardholder should obtain the appropriate documentation as proof of the purchase and receipt of goods.

Cardholders should make purchases from secure sites ONLY. When placing an order, cardholders should be able to provide the vendor with the following information:

- The full name of the cardholder as it appears on the front of the card.
- The P-Card number, expiration date and the three digit security code on the back of the card
- Babson’s Tax I.D. Number 042103544 or Babson Global’s Tax I.D. number 271642647.

The vendor should also be instructed to mark the outside of package(s) being shipped with the cardholder’s name.

The billing and shipping address for PCard purchases is 231 Forest street Wellesley MA 02481 If the vendor requests a PO number, please use “P-CARD” as the PO number.
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

3.2 P-Card Limits

Babson College assigns a spending profile to each P-Card that reflects a cardholder’s needs and his/her departmental Procurement requirements. Each profile includes two spending limits:

- Single-Maximum dollar amount for a single transaction or daily transaction combination.
- Monthly- Maximum dollar amount that can be spent in one month.

**If either of the spending limits is exceeded, the card will be declined at the point sale.

There are four user profiles: Extra Light, Light, Medium, and High. The table below shows the four P-Card limits by profile. To change a P-Card profile or spending limit a cardholder must obtain approval from the appropriate department head and submit a request to the Procurement Office. A cardholder’s profile can be changed temporarily during a monthly cycle (for the 26th of one month to the 25th of the next month) upon approval of the cardholder’s supervisor and/or division director.

<table>
<thead>
<tr>
<th>Profile</th>
<th>Monthly</th>
<th>Single</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extra Light</td>
<td>$1,500</td>
<td>$1,500</td>
</tr>
<tr>
<td>Light</td>
<td>$5,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>Medium</td>
<td>$15,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>High</td>
<td>$25,000</td>
<td>$15,000</td>
</tr>
</tbody>
</table>

Before traveling, cardholders should contact the Procurement Office to confirm their spending limits and determine whether their profile needs to be changed temporarily. The Procurement Office staff will notify US Bank of temporary changes.

Cardholders should always be aware of their profiles and limits, as well as the provisions of the Babson College Procurement Card Agreement.

3.3 Traveling

Intention of international travel and travel dates should be documented with US Bank. The customer service number to inform the bank of such travel is 1-800-344-5696. For security purposes, when calling US Bank the cardholder should be prepared to supply them with the phone number (typically the Babson Office phone number) and the zip code (02481) associated with the card.

Should a cardholder have difficulty using his/her card while traveling, please call the applicable US Bank 24hr customer service number listed on the back of each P-Card for immediate assistance.

3.4 Program Monitoring

The Procurement Office monitors P-Card use and Program status on an ongoing basis. Monitoring activities include:
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

- Periodically requesting positive confirmation from approvers of total department spend, spend per user, and other key metrics
- Spot checks of vendors
- Review of reports on P-Card purchases
- Verification of department approval
- Review of monthly P-Card allocations

Each month, the P-Card Administrator will run a compliance report and communicate to those who are delinquent in submitting documentation that they are at risk of their Pcard program participation (or privileges being modified).

3.5 Tax Exemption

As a 501(c) (3) non-profit organization, Babson College does not pay Massachusetts sales tax. Each P-Card is embossed with Babson College’s state tax-ID number 043103544 (or where applicable, Babson Global’s state tax-ID number 271642647). Vendors should not include sales tax in any charges. **In the event sales tax is included, it is the responsibility of the cardholder to ensure that the vendor credits the tax payment back to their P-Card account.** If a vendor needs documentation of Babson’s tax exempt status, copies of the College’s Certificate of Exemption and a letter from the Department of Revenue are available from the Procurement Department or on the Babson K-drive; K:/PERM/Business-Forms/ST-2

3.5 Fraudulent Transactions or Disputed Charges

If US Bank identifies a possible fraudulent transaction, it will place a temporary hold on the P-Card in question and notify the cardholder. If US Bank is not able to contact the cardholder, it will contact the Procurement Office. The Procurement Office will then attempt to verify the questionable transactions with the cardholder. If the charge and/or charges are deemed to be fraudulent, the card will be cancelled, and US Bank will issue a new card within 3-5 business days.

It is the **cardholder’s responsibility** to follow up on any erroneous charges, returns, or adjustments and to ensure that the vendor applies the proper credit on subsequent statements. If a timely resolution cannot be reached between the cardholder and the merchant, the cardholder may then dispute the transaction through the US Bank Expense Management System by clicking on the “disputed” check box on the coding tab of the transaction details window. The cardholder will then be prompted to supply all appropriate information regarding the transaction and will submit the request.

US Bank will investigate the transaction, and within 90 days will determine a resolution. If US Bank rules in favor of the cardholder, the cardholder’s account will be credited. If the expense is found to be incurred by Babson College, the bank will reinstate the charge. Please note that once a dispute has been submitted to US Bank, Babson College is required to pay for the transaction until a judgment has been made.
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

4. P-Card Restrictions

4.1 Prohibited Items

In accordance with the Appropriate Use of Funds policy (found on the Procurement website or the Employee Guidelines) purchases of prohibited items may result in P-Card deactivation. Some examples of prohibited purchases are:

- Alcoholic beverages, except when purchased as part of a restaurant meal or with the approval of the appropriate division director and the Procurement Office
- Items redeemable for cash, including gift cards that are redeemable for cash (e.g., American Express, Visa, MasterCard)
- Gasoline for personal automotive use
- Printers, scanners, copiers, and fax machines
- Insurance
- Hazardous materials
- Animals
- Precious metals
- Travelers’ checks
- Cash advances
- Firearms and ammunition
- Prescription drugs
- Personal items

4.2 Gift Cards and Gift Certificates

Babson College in conjunction with IRS policies does not allow the use of P-Cards to purchase gifts, gift cards or gift certificates for faculty or staff (including student employees). However, subject to the requirements noted below in Sections 4.2.1 and 4.2.2, and in accordance with the Babson College Policy on Appropriate Use of Funds, P-Cards may be used to purchase gift cards and gift certificates to be used as thank you gifts for non-employee guest speakers or student volunteers. Gifts, prizes, or rewards for campus-wide achievements, contests, or competitions; and incentives for participation in student activities and events may also be purchased with a P-card. Note: Students employees may accept gift cards or gift certificates as long as they are “outside of the employment relationship” at the time of receipt (e.g. contest or raffle at a student event).

College funded expenditures for gift cards or gift certificates to student employees as a token of appreciation for their work are not acceptable, per IRS regulations.

Please also note that use of a P-Card to purchase Visa, MasterCard, or American Express Gift Cards is strictly prohibited by Babson College policy in all scenarios.

4.2.1 Gift Cards for Non-Employees (Guest Speakers, etc.)

- The maximum gift card amount is $100
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

- The gift card cannot be redeemed for cash (e.g. American Express, Visa, MasterCard).

The name of the gift card recipient is to be included in the description field of the applicable transaction in the Expense Management system. The department/division should complete and maintain a list of gift card recipients and the amount of the gift on a Non-Employee Gift Card Report, included below and linked on the Procurement website and sent to the Procurement Office as instructed on the form.

**4.2.2 Gift Cards for Non-Employee Students**

- The maximum gift card amount is $250 for Non-employee students.
- The gift card cannot be redeemed for cash (e.g., American Express, Visa, Master Card)
- The department/division maintains a list of gift card recipients and the amount of the gift card and submits a Non-Employee Student Gift Card Report (Attachment 1 and available online from the Procurement Office website) to the Procurement Office. Note: Gift Card Reports do not have to be submitted in situations where gift cards are arbitrarily handed out or awarded to students at student events, raffles, or contests
- If a non-employee student receives more than $600 in gift cards in a calendar year, Babson College will report the income to the IRS on Form 1099-MISC
- A student employee **may not** receive a gift card or gift certificate as a “thank you” recognition for a job ‘well done,’ or as a going away gift

**4.3 Transactions>$10,000**

Transactions of more than $10,000 require a Babson College purchase order, and must comply with Procurement Office requirements for bidding or sole source authorization. Please refer to the procurement office website for information on purchase order requirements. In certain instances, exceptions may be at the discretion of the Director of Procurement (i.e. deposits on large events) and with approval of appropriate individuals (i.e. department/division heads).

**4.4 Personal Items**

Cardholders may not use a P-Card to purchase personal items. Use of a P-Card for personal purposes may result in card deactivation and/or other disciplinary action

**4.5 Accidental/Inadvertent Charges**

If a cardholder accidentally or inadvertently charges a personal item or another prohibited item to a P-Card, he/she should immediately reimburse the College. They should complete a Cash Receipts Form, attach a check made out to Babson College, and submit the form and the check to Financial Services. A copy of the check and Cash Receipts form should also be uploaded into the US Bank Expense management system and attached to the applicable transaction as the receipt. A description of “Used PCard in error “should be entered into the narrative field-The Cash Receipts Form is available online on the Procurement Office website and at K:\Perm\Business Forms\Cash Receipts Form.pdf
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

5. P-Card Accounting

5.1 P-Card Charges

All P-Card transactions default to the budget code linked to an employee’s card unless allocated to a different budget center by the cardholder. All transactions are required to be viewed and allocated in the US Bank Expense Management System.

6. P-Card Reporting

6.1 US Bank Expense Management and Transaction Reconciliation and Review Allocation of P-Card transaction expenses is required to be done electronically using the US Bank Expense Management System. The Expense Management program is a web-based application that facilitates online P-Card administration, accounting, and reporting that facilitates review of transactions as they are processed rather than waiting for the close of a billing cycle, the ability to run card activity reports at any time during the monthly cycle.

Please note that in accordance with audit standards, Babson College requires all P-Card transactions to be reallocated to the correct budget and object codes, and a detailed description of the expense as it relates to Babson Business to be entered in the comment field. In accordance with IRS Publication 463, receipts are required to be electronically attached to all transactions over $75.00 in the US Bank Expense Management System. If the expense is for travel, meals and/or entertainment, a detailed listing of participants and business purpose is required regardless of the transaction amount. Transactions are then routed to a designated approver. All P-Card transactions are posted to the Campus Ledger shortly thereafter.

Please note all designated approvers must log onto the US Bank Expense management system and review the current expenses of their assigned cardholders. Approvers should verify the correct budget account and object codes have been used, a description of the expense as it relates to Babson Business has been supplied and a receipt is attached for all transactions above $75.00.

PLEASE NOTE: Failure to comply with the above reconciliation policy within 30 days after the end of the monthly P-Card cycle may result in the modification of P-Card privileges and/or revocation of the physical card.

Instructions on navigating the US Bank Management system are included on the US Bank Instruction Sheet. For more information about Expense Management, or for questions regarding the system, please contact the P-Card Coordinator Lori Sullivan at lsullivan@babson.edu or extension 5305.

If an allocation cannot be completed online by the 5th business day after the 25th of each month, a manual Journal Entry Form (Attachment 6) should be completed and submitted to the finance department.

6.2 Journal Entries

Once transactions are posted in the Campus Ledger, charges cannot be reallocated within the Expense Management system. Manual journal entries must be submitted to the Finance department for any changes. This form is available online on the Procurement Office website or at K:\Perm\Business Forms\Journal Entry Form.pdf. Completed forms should be sent to the Business Office.
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

6.3 Missing Receipts

Cardholders are responsible for electronically attaching all their receipts to their transactions. In the event a receipt is lost or missing, the vendor can sometimes provide a new receipt or a copy of the original. If the cardholder has contacted a vendor and still cannot produce a receipt, she/he should make note of the missing receipt in addition to the description of the expense in the comment field of the applicable transaction and click on the “x” beside the receipt field in Expense Management.

7. Exceptions

Exceptions to the policies and requirements in this manual must be approved by the appropriate division director or department head and the Director of Procurement.
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

US Bank Expense Management Allocation Instructions

Website: https://usbexpensemanagement.com
Username: Babson email address (including @babson.edu).
Password: Babson15!

The first time you log on:

- You will be asked to select a security question. Choose a question and type the answer as a letter (for example, aaaaa - the answer is case sensitive). This will become your memorable word. If you are sent back to the login page let procurement know and they will reset your password.
- At the upper right corner of the home page, click on the drop down beside your name. Select “Personal Settings” Please note the “Receipt Upload via Email” address; this is your email address to scan and upload receipts.
- From the menu under the profile (still on the settings tab), click on customize views and from that list check off receipt image, transaction coding, and quick coding. SAVE (The previous three steps refer to the initial setup only).

Instructions:
From the home page, click on the “expenses” tab from the tool bar (top of home page) and select the applicable statement period.

To Allocate a Transaction:

- Click on the green question mark (?) to the right hand side of the transaction.
- Click on the down arrow next to account number and select the applicable account number. If the correct account is not already listed, click on search and then the binoculars. Select the correct budget from the left hand column (clicking on the right hand arrow will add this account to your favorites list for future reference and clicking the on the up arrow will pin it to the current transaction).
- Select the correct object code using the same process as account selection.
- Enter a detailed description of the expense as it relates to Babson Business into the description box.
- Attach a receipt by clicking on the paperclip next to below the desired receipt (previously uploaded via US Email or saved to computer). Save the transaction. Once you do this you will see a green check mark showing that you allocated the transaction properly.

To Split a charge between two accounts:

- Click on the green question mark (?) on the right hand side of the transaction.
- Click on the plus sign (+) beside line 1. Enter the applicable amounts to be dispersed and SAVE (The balance at the bottom must be $0).
- Enter the appropriate budget codes on the applicable lines, enter a detailed description of the expense as it relates to Babson Business, attach the receipt and save the allocation.

To Allocate multiple transactions at one time:

- Click the check box on the left hand side of all the transactions you want to code.
- Insert narrative details, account number and object code at the top of the screen and click save.
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

- Note: This does not attach a receipt to the transactions, and you must still update each transaction with a receipt.

**To Attach one receipt to multiple transactions:**

- Click on “Manage Receipt Images” at the bottom of your transaction list.
- Choose the image of the applicable receipt and click on “Manage Receipt Links”.
- Click the box next to all transactions associated with the receipt and save.

**How do I add a budget or object code to my favorite list?**

- To add a budget or object code to your Favorites, go into any transaction. Click search from the transaction drop down menu.
- From the new screen enter the desired code. Click on the right arrow of the budget to "Move to Favorite". Click on the right arrow to pin it to that transaction.

**What if I am missing a receipt?**

Missing receipt forms are no longer needed. “Type missing receipt” and a description of the expense in the description box. Click on the “X” box beside the receipt field and save the information.
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

US Bank Expense Management APPROVER Instructions

Website: https://usbexpensemanagement.com
Username: Babson email (including @babson.edu)
Password: Babson15!

Initial Setup:
- You will be asked to select a security question. Choose a question and type the answer as a letter (for example, aaaaa - the answer is case sensitive). This will become your memorable word. If you are sent back to the login page let procurement know and they will reset your password.
- In the upper right hand corner of the page click on the drop down beside your name. Select customize views under the profile. From the list check off receipt image, transaction coding and quick coding. SAVE (The previous two steps refer only to the initial setup only)

To Approve Transactions:
From the home page select Approvals from the tool bar at the top of your screen. Select the applicable statement period. Select the cardholder you want to approve transactions for. Once on the transaction approval page:
- View the employee’s list of transactions taking note of the Budget Center, Object Code, and Description as it relates to Babson Business and verify a receipt image is attached.
- To view receipt image in detail click on the “yes “.
- If satisfied the transaction has been properly allocated, check the box beside the red exclamation point and click on approve selected items (upper right of screen); if approving multiple transactions click on approve all/ok.

To Receive More Clarification Or Reject A Transaction:
From the associate’s transaction list:
- Click on the red exclamation point
- Enter information needing clarification in the approver comments field
- Click on the information required icon (under approver comments) and then Save. The transaction will be routed back to the cardholder for further detail.
- Transaction is now under “Information Required” Once the cardholder readdresses the transaction, it will be re-routed to the approver for final approval.
- To approve the transaction after receiving clarification follow the steps in “To Approve Transactions” above.
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

ATTACHMENT 1

<table>
<thead>
<tr>
<th>Gift Card Name</th>
<th>Gift Card Amount:</th>
<th>Recipient Name</th>
<th>Recipient Function</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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</tr>
</tbody>
</table>

Purpose of Gift Card(s):

Procurement Card Holder:

Budget Number:

Procurement Card Administrator Signature:

Date Submitted:

Please Return to Lori Sullivan – Purchasing Department – LSullivan@Babson.edu
For all P-Card purchases, the Babson College billing and shipping addresses are:

231 Forest Street, Wellesley MA 02481

<table>
<thead>
<tr>
<th>Detailed JE Description</th>
<th>Total:</th>
<th>Account #</th>
<th>Debit Amount</th>
<th>Credit Amount</th>
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<tbody>
<tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td>JE Posted by:</td>
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</tbody>
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<table>
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<tr>
<th>Type</th>
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</thead>
<tbody>
<tr>
<td>P-Card Expense</td>
<td></td>
</tr>
<tr>
<td>Internal Billing</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy of Invoice</td>
</tr>
<tr>
<td>Email/Other</td>
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</table>

<table>
<thead>
<tr>
<th>JE #</th>
<th>Batch #</th>
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<table>
<thead>
<tr>
<th>Print Form</th>
</tr>
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<tbody>
<tr>
<td>Date: Trans Date</td>
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</table>

ATTACHMENT 2