

# LCC Cardholder Guide



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**Lost or stolen credit cards must be reported immediately by calling Chase Customer Service 24/7 at (800) 316-6056, Public Safety at (517) 483-1800 and Financial Services 517-483-1729.**



Welcome to the Lansing Community College Purchasing Card Program. The LCC P-Card Program provides a mechanism to efficiently and effectively execute travel and small-dollar, non-inventory, non-capital purchases made by authorized employees. The LCC Card may be used to make small dollar supply purchases and/or travel arrangements. Generally, a small dollar purchase is below \$1,000. All purchases of more than \$2,500 must be executed by the Purchasing Department. This guide provides information on the LCC P-Card Program; how to use the card, responsibilities of cardholders and allowable usage by cardholders.

### **Limits**

LCC credit cards have embedded limits and merchant code restrictions. When an LCC credit card application is completed, cardholders have the option to have the standard limits applied, unless a higher limit is requested and approved by ELT members and Financial Services. These limits are reviewed a minimum of once a year and are adjusted based on spending history and need.

#### **Single Transaction Limit**

A single transaction limit is the amount a cardholder may spend on one purchase.

#### **Monthly Transaction Limit**

The monthly transaction limit is the amount of monies a cardholder has available to spend in a given month. Your credit card must be reconciled within 10 business days.

#### **Credit Limit Changes**

Credit limit changes may be requested using the [Credit Limit Change Request Form](#). The cardholders ELT member and the Chief Financial Officer must approve this request.

\*Please note that for purchases that exceed the transaction limits, cardholders may not “split or pyramid” purchase transactions into smaller transactions; this is considered a P-card violation.

#### **Merchant Category Codes**

Merchant category codes (MCCs), or merchant classification codes, are a four-digit identifier that describes the type of goods or services a business provides. Each LCC Cardholder is assigned a MCC Group. If a purchase is declined due to the merchant category code, contact the Financial Services Division.

### **Cardholder Responsibilities**

LCC cardholders are delegated authority to make purchases for Lansing Community College purposes only. Cardholders are responsible for using their P-card in a manner compliant with College policies. Cardholders are responsible for, but not limited to the following:

- Keeping the LCC credit card safe;
  - Do not post credit card information on a desk or planner, do not auto save credit card information on your computer or with vendors, do not email or fax credit card information;
- Shredding all paperwork that has credit card information on it;
- If a receipt has your credit card number on it, black it out;

- Not sharing or letting anyone borrow, use, or otherwise be privy to the cardholder's credit card number or information;
- All purchases must be approved by supervisor(s) before a purchase is made;
- All purchases must be for the benefit of Lansing Community College;
- Knowing their monthly and single transaction limit;
- Not paying sales tax on College purchases;
- Obtaining receipts for purchases made;
  - Receipt must list/describe items purchased. Receipts cannot be accepted if they only reflect a total dollar amount;
- Following-up with erroneous charges, disputed items or returns for credit (this does not apply to cases of fraud);
- Notifying the Financial Services of any fraudulent charges;
- Notifying Financial Services, Chase and Public safety if an LCC credit card is lost, stolen or believed to be compromised;
- Reconciling your LCC card within 10 business days. If there are extenuating circumstances, the cardholder's supervisor, Accounts Payable and Financial Services must be notified.

#### Missing Receipts

All efforts must be made by the cardholder to obtain receipts for purchases. In the event that a receipt cannot be obtained, the cardholder should contact Accounts Payable immediately by email at [fs-appayable@star.lcc.edu](mailto:fs-appayable@star.lcc.edu) or phone 517-483-1732.

#### Returns, Credits and Disputes

It is the responsibility of the Cardholder to contact the vendor for any erroneous charges, disputed items, or returns. Disputed charges can result from failure to receive goods, use of card by an individual who is not the Cardholder to commit fraud, altered charges, defective merchandise, duplicate charges, or credits not posted. It is important for Cardholders to understand the terms of service before giving a vendor credit card information.

Cardholders should never receive cash back for refunds or exchanges, or keep manufacturers rebates. If a dispute cannot be resolved between the vendor and the Cardholder, the Financial Services Division should be notified no later than 60 days from the initial statement date.

#### Multiple Purchases with a single Vendor/Contractor

Departments/Divisions should not spend over \$10,000 with any single vendor over the course of a fiscal year unless an agreement with the vendor is in place, such as with Office Depot and Amazon. Departments/Divisions who exceed \$10,000 with any single vendor will need to go through a competitive bid process through the Purchasing Department.

If you have questions about how to join the College's programs with Office Depot, Amazon, Home Depot or Lowes, please contact Purchasing at 517-483-1785 or [B-Ops-Purchasing@star.lcc.edu](mailto:B-Ops-Purchasing@star.lcc.edu).

### Fraudulent Charges

Beware of fraud and phishing scams. Cardholders should never provide personal information such as your social security number or date of birth. Financial institutions do not request information via email that requires you to follow a link to another site. If you feel you have received a phishing email, do not reply, as you could the College and your LCC card at risk. In the event of a fraudulent charge, contact the Financial Services at 517-483-1729, or email fs-pcard@star.lcc.edu. Please include details of the last known LCC card transaction when the report is made to the Financial Services Division and Public Safety, as this helps to identify fraudulent card activity.

### Lost or Stolen Card

**A lost or stolen credit card must be reported immediately by contacting Chase Customer Service 24/7 (800) 316-6056, Public Safety (517) 483-1800 and Financial Services (517) 483-1729.**

With prompt notification, the lost/stolen card will be suspended to protect Lansing Community College against fraudulent use.

### Transferring to a New Position

Cardholders who transfer to another division will need to reconcile any charges made with their LCC card prior to leaving their current position, after which, their current credit card will be closed. If an LCC card is required in their new position, the process for requesting a new credit card should be followed. LMS trainings may need to be re-completed, based on the amount of time that has passed since the training was originally completed.

### Cardholder Discontinuation of Employment with LCC

If a Cardholder leaves the College for any reason, it is the employee's responsibility to notify the Financial Services Division and return the LCC credit card to the Financial Services Division or their immediate supervisor. All receipts for outstanding purchases should be turned into the supervisor for reconciliation of the Cardholders final statement.

### Card Expiration

LCC credit cards expire every two years. A new credit card will automatically be ordered and cardholders will be notified to pick-up the new card by the Financial Services Division upon receipt.

### LCC Card Purchases

#### Office Supplies

LCC has active contracts with Office Depot and Amazon Business for college-wide use. Both require an account to be created by Purchasing or Financial Services on the Cardholder's behalf and are set up to automatically be tax exempt. Using the LCC Amazon Business and Office Depot accounts must be for College purposes only and supplies must be delivered to an LCC address. **Office Depot does price match.** To price match an item, an Office Depot employee must be contacted in order to manually override. Please let Financial Services know if you need assistance with this.

\*Please note, purchases made on Amazon Business and Office Depot are subject to the [Allowable Non-Allowable List](#) and IT hardware/software guidelines found within this guide.

### Information Technology (IT) Purchases

Purchases of information technology hardware (including desk printers) and software must be reviewed and approved by the Information Technology Services Division. Approval documents must be obtained *before* an IT purchase is made. The approved form must be submitted when reconciling expenses in Concur. The IT Purchase Request form and an approved IT software list can be found in the 5Star Service Center.

### Delivery of Items

All purchases must be delivered to Lansing Community College. Items purchased using LCC funds may not be delivered to personal addresses. For standard deliveries, use the following shipping and billing addresses. \*In the event that an employee(s) is asked to work from home by an authorized LCC leadership member or by College directive, request for packages to be shipped to a non-college address can be requested by sending an email to [B-OPS-Purchasing@star.lcc.edu](mailto:B-OPS-Purchasing@star.lcc.edu).

LCC Shipping and Inventory  
Attention: Cardholder Name  
411 Grand River  
Suite 104  
Lansing, MI 48933

LCC Billing Address  
309 N. Washington Sq.  
Suite 203  
Lansing, MI 48933

### Travel

All travel for Lansing Community College must follow the LCC Travel Policy, which can be found at <https://www.lcc.edu/divisions-departments/financial-services/accounting/>. For questions regarding approved card usage during travel, please contact Accounting at 517-483-1732 or [fs-accounting@star.lcc.edu](mailto:fs-accounting@star.lcc.edu).

### Food, Restaurants, Business Meals

Contact the College's Conference Services Department for all catered events on campus. LCC funds may be used to purchase off-campus meals or refreshments when approved in advance by the appropriate ELT member and fall under specific circumstances such as:

- Special employee retreats (retreats must be within the LCC tax map);
- Special student events;
- Speaker for special event or training;
- Special guest of the College.

LCC funds cannot be used for off-campus holiday or birthday celebrations or virtual meetings. Food gift cards may be purchased for students as prizes, giveaways, and/or raffles, but may not be used as a form of payment for work. Student names and reason for the food gift card must be given when reconciling in Concur. Gift cards may not be purchased for employees using college funds. For more details, please visit <https://www.lcc.edu/divisions-departments/financial-services/accounting/accounts-payable.html>.

## **LCC Card Abuse**

LCC Cardholders are delegated authority to make purchases for Lansing Community College business needs only. Cardholders are accountable to use the LCC Card in a prudent and responsible manner and to comply with all College policies. Abuse of the LCC Card may result in the revocation of the LCC Card and appropriate disciplinary action up to and including termination. Policy violations include, but are not limited to:

- Purchasing items for personal use;
- Utilizing the LCC Card for unauthorized purchases;
- Failing to retain proper documentation;
- Failing to process LCC Card charges within ten (10) business days;
- Using the LCC Card to avoid or negate the other requirements of the Purchasing Policy;
- Failing to return the LCC Card when reassigned, terminated, or upon request.

## **Allowable and Non-Allowable Purchases List**

Call (483-1729) or email Financial Services ([fs-pcard@star.lcc.edu](mailto:fs-pcard@star.lcc.edu)) if there are questions on allowable and non-allowable purchases.

### **Allowable**

- Office Supplies
- Memberships
- Advertising
- Advertising Logo with Marketing approval
- Cylinder Gases
- Freight Expenses and Postage Charges
- Computer Supplies with ITS Administrator Approval
- Printing (with College Marketing Approval)
- Textbooks
- Ticket for Students and Gift Certificates
- Uniform Laundry Rental
- Promotional Materials (only awarded contractors)
- Sponsored Events
- Trophies
- Small Dollar Equipment
- Flowers
- Subscriptions
- Repair Services \*\*\*
- Aviation Repair Parts

- Purchases from MSU University Stores
- Hosting Expenses (off campus only)
- Classroom Supporting Materials and Supplies
- Vehicle Rental for Student Support
- Hotels and Restaurants for LCC
- Registration for Student Club/Groups
- Automotive Repair Parts

**Non-Allowable**

- Alcoholic Beverages, beer, wine, liquor
- Personal Purchases of any type
- ATM/Cash Advances of any type
- Boat Dealers, Rentals, Marinas
- Long-Term Rentals
- Furniture \*\*
- Cellular Telephone and Telephone Services
- Contracts and Leases
- Contract Agreements of any type that require a signature
- Consulting Services
- Gasoline for personal vehicle
- Pyramiding Purchases – several dollar purchases are made over a short period of time in lieu of combining purchases. Avoid compliance with the competitive bid requirement of Purchasing Policy.
- Automotive Repair (Emergency only on College vehicles)
- Firearms of any type
- Moving services
- Radioactive and Hazardous Materials \*\* (approval by Purchasing in writing is also required)
- Time payments of any type
- Insurance, unless approved by Budget Administrator
- Equipment with a dollar value of more than \$1,000 must be approved by Division Budget Administrator
- Leases and Lease purchases
- Reimbursement of any type
- Donations

\*\* Pre- approval required from LCC Card Administrators, or noted Administrators. Include name of approver and date received.



\*\*\* LCC Card may be used for off-campus repair work if:

- ✓ Repair of equipment is valued under \$1,000 and not fixed inventory
- ✓ Vendor does not have to come on campus
- ✓ Repair is considered minor or low dollar amount