

PURCHASING CARD GUIDELINES

- Personal use of the College cards is prohibited. In the event a card is inadvertently used for personal purchases, please notify your card administrator immediately to arrange repayment as soon as possible. The deposit receipt from the Business office must accompany the statement.
- Detailed receipts are required for all purchases, including meals. “Chits” and summary statements are not acceptable substitutes. Please note the amount of tip if it is charged to the card and not included on the detailed receipt.
- If a receipt is lost, an attempt should be made to obtain a replacement. If no receipt is available, a memo describing the transaction and explaining why the receipt is missing is required.
- Using PayPal, Venmo, etc. to pay for **personal services** is prohibited because they do not fulfill the College’s IRS reporting requirements.
- Using payment services such as PayPal, Venmo, etc. is discouraged because of the lack of adequate documentation provided. Vendor information is not captured with these transactions. If this is the only payment method available, be sure to print out detailed information about the order from the original website prior to paying through one of these services
- To meet IRS requirements, the **business purpose** of travel, meals, and entertainment expenses must be clearly stated. How or why does this expense meet the department’s mission?
- For meals, the number of diners must be listed. If the charges are for five or less diners, names of those dining must be included to further establish the business purpose.
- Signatures required are as follows for the JPMC MasterCard Documentation form:
 - Card holder
 - Supervisor
 - Department head
 - Budget officers’ signatures are required on TMEs and on any single purchase over \$10,000.
 - Associate Controller will sign missing receipt form.