



MCLA

Procurement Card Policy & Procedures

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Massachusetts College of Liberal Arts

Procurement Card Policy & Procedures

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Cardholder Agreement

1. Introduction

The Procard provides an efficient and effective method to purchase and pay for consumable commodities of **low dollar value**. The card is a MasterCard credit card, backed by JP Morgan Chase of Salt Lake City, UT.

This user guide provides cardholders with the information they will need to use the card and to understand their responsibilities as cardholders. The MCLA Travel/Reimbursement Policy and the MCLA Procurement Policy and Procedures Manual apply to all purchases regardless of payment method, including procard purchases.

2. Card Issuance Guidelines

Cards are issued on a **limited** basis to MCLA employees at the approval of the Vice President of Administration and Finance. **The procard is not intended to circumvent the Purchase Requisition process.** In most cases, the purchase of goods should be completed via the [Purchase Requisition Form.](#)

Cards are issued to staff who travel extensively as a condition of their work responsibilities or those who manage travel for others (e.g., admission counselors, athletics department staff) and staff who may be required to make purchases (e.g., the College buyer, facilities director, residential program and student activities directors, IT staff) in the course of their duties from vendors who do not accept purchase orders.

The procard should be used for necessary prepaid travel expenses. The procard should not be used for meals during travel unless preapproved by the cardholder's Vice President (VP) or Executive Cabinet Member (ECM). Meals purchased during travel with the procard should be kept within the current per diem meal rates.

In the case of faculty or staff who are issued cards required for travel, the College has the ability to maintain the cardholder's account in an inactive state except at times when the card is activated as part of approved college travel.

In order to be issued a card, an employee must provide information to the program administrator who will fill out a purchasing card application. As part of the application process, the Director of Procurement Services determines the monthly transaction limit, the single transaction limit, and the number of daily and monthly transactions allowed by the cardholder.

The VP or ECM of the employee's division must sign off on the **MCLA Cardholder Agreement** (see appendix) before the application is sent to JP Morgan Chase.

In receiving the card, the cardholder agrees to the terms of the MCLA Cardholder Agreement, and to return the card immediately upon request or upon termination of employment, retirement, or change in employment status (e.g., reassignment).

3. No Personal Purchases

The Procard is designed to be used for purchases **related to college business only**. Use of the card for **personal use is strictly prohibited**. The Administration & Finance office is responsible for monitoring the effectiveness of the Procard Program. If you have any questions regarding the program or the appropriate use of the Procard, please contact William Norcross, Director of Procurement Services at 413-662-5529.

4. Procard Purchasing Authority

The Procard simplifies the process for the purchase and payment of goods. Purchasing authority is delegated to the authorized cardholder in accordance with approved budget and program needs. This enables the cardholder to make purchases directly from vendors. When the goods are purchased or received, the cardholder must retain the original itemized receipt, packing list, or other documentation provided by the vendor to demonstrate proof of purchase.

The cardholder will receive a monthly statement from JP Morgan Chase that lists all the cardholder's transactions. The cardholder will reconcile the documentation to the monthly statement.

The cardholder or designated staff also must log into the JP Morgan Chase Smart Data web site to input purchase descriptions and accounting codes.

5. The Authorization Process

Purchases are authorized according to the limits established for the cardholder's account. All transactions are approved or declined instantaneously at the point of sale based on these limits. The cardholder, with approval from their VP or ECM, may request a temporary increase or decrease on their card limits. Each account includes several predefined limits:

- Daily purchase amount
- Monthly purchase amount
- Daily transaction limit
- Monthly transaction limit

6. Accounts and Object Codes

Purchases must be aligned with an account line in the college budget. If the budgeted line is expended, no purchases should be made until the budgeted funds are available.

The Procard may **not** be used for purchases against state appropriated accounts (A10, MMARS).

7. Restricted Commodities

Except in circumstances with prior authorization from the Administration & Finance Office or in weekend emergency situations (see #8), the Procard shall not be used for the following:

Alcoholic beverages	Hazardous materials
Amazon purchases	Insurance
Beck's Printing	IT-related software, licenses, subscriptions, etc.
Big Y purchases	Lease or lease to purchase
Cash advances	Personal items
Contract agreements requiring signature	Prescription drugs or controlled substances
Donations and gifts	Services of any type
Equipment	Walmart*
Furniture	WB Mason
Gift cards	Zoom subscriptions

Meal charges require prior authorization from the cardholder's Vice President or Executive Cabinet Member. Evidence of approval, such as email approval, should be submitted with the supporting documentation. In addition, the supporting documentation for meal charges should include an itemized receipt, list of attendees, and agenda. Meals during employee travel should not exceed the current per diem rates without prior authorization. Current per diem rates are noted on the [Reimbursement Request Form](#). Tips given to waitstaff should not exceed the standard rate of 20% for dine-in service and 10% for delivery. For certain student-initiated purchases by clubs, organizations, etc., an event flyer or narrative description accompanied by advisor/staff/faculty approval and the itemized receipt will suffice.

***Walmart:** In-store purchasing at Walmart is restricted unless the cardholder presents a Walmart tax-exempt identification card at the point of sale. If needed, [email Viktoria Bates](#) to request temporary use of a Walmart tax-exempt card, which is available to borrow from A&F. Walmart online ordering is restricted and should be requested via the [Purchase Requisition Form](#).

8. Emergency Purchases

In the event of an emergency purchase during the weekend, the cardholder must email their Vice President or Executive Cabinet Member no later than the following Monday detailing the reason for the purchase and requesting approval. The email and approval must be included in the cardholder's monthly supporting documentation.

9. Contract Compliance

The ability to use the card as a convenient and efficient procurement tool does not signal a change in policy regarding compliance with the college contract suppliers. If the desired item is available on an established State, MHEC, or College contract, it is recommended to be purchased from the contract vendor.

The Procurement Office is authorized to bid for and issue contracts that will provide the College

with the least total cost arrangements for consumable supplies required from outside vendors. Bids are not required for sole source providers with appropriate documentation.

Information about current contracted vendors may be found online at:

- State Contracts: www.mass.gov/buy-from-a-statewide-contract
- MHEC Contract vendors: www.mhec.net

10. Procard Activation

To activate the card, the cardholder must call MasterCard at the phone number indicated on the Procard before using the card. MasterCard will verify the caller's identity to ensure they are indeed the legitimate cardholder. Remember that only the cardholder is authorized to use the Procard. The cardholder is responsible for all activity against the card and may not share the Procard with anyone. Note that use of the Procard does not affect or change the cardholder's personal credit history.

11. Shipping Instructions

In most cases, the purchase of goods should be completed via the [Purchase Requisition Form](#). If use of the procard for ordering goods shipped to campus is necessary, tell the vendor that the address label/packing list that accompanies the package(s) must contain the following information:

- Cardholder's name
- Title of the department to which the package belongs
- Building the department is in

All packages are to be shipped to:

**Massachusetts College of Liberal Arts
375 Church Street
North Adams, MA 01247**

Please note that, by law, vendors are not permitted to bill credit cards for purchases until the items have been shipped and the transaction will not go against your card until that time. In most instances, your card account will be debited within 48 hours after the vendor ships your merchandise.

12. Responsibility for Receipt of Goods

The cardholder is responsible for ensuring receipt of goods and follow-up with the vendor to resolve any delivery problems, discrepancies, or damaged goods. Upon receipt of your goods, keep the documentation received from the vendor (typically a sales receipt or packing slip) for later reconciliation.

13. Responsibility for Return of Goods

Items(s) should be returned to the vendor by whichever means the vendor requires. The cardholder is responsible for ensuring that proper credit is applied to the card account for any returned item(s) and that evidence of the return is maintained.

14. Cardholder Record Management

Each month the cardholder will receive a statement from JP Morgan Chase listing all purchases. The cardholder is responsible for reconciling the statement against all supporting documentation to ensure that all purchases have been received and that no additional charges have been made against the account.

It is the cardholder's responsibility to ensure that:

- All required documentation is accounted for and maintained, including an itemized original receipt for all charges.
- The cardholder's statement is reconciled against the supporting documentation
- The cardholder's limits assigned to the card are not exceeded
- The expenditures on the card are not restricted and do not exceed the funds available in the account assigned to the transactions

The following are examples of supporting documentation:

- Smart Data Expense Report
- Monthly statement
- Itemized packing slips
- Itemized sales receipts
- Itemized copies of vendor order forms or applications
- Itemized cash register receipts
- Agenda and list of attendees
- Pre-approval email

All records must be sent to the Administration and Finance Office and will be kept available for audit purposes for the current and six previous fiscal years.

15. Cardholder Review of Account

Transactions may be viewed daily using the online Smart Data system. The Cardholder shall verify each transaction listed on Smart Data against receipts and any shipping documents.

The original sales documents (packing slip, invoice, cash register tape and credit card slips, etc.) for all items listed on the statement **must** be filed with a copy of the Smart Data Expense Report and monthly statement. This data is critical to enable proper account reconciliation and audit review. **The careful matching of complete supporting documents to the expense report and then to the statement is vital to the success of this program.**

The **Procurement Card Requirements Checklist** is available on the [A&F Forms webpage](#) as a tool to support cardholders' monthly reconciliation process.

If the Cardholder does not have documentation of a transaction listed on the report, they must contact the vendor to request a duplicate receipt. If the vendor is unable to produce a duplicate receipt, the cardholder must attach a **Lost/Missing Receipt Form** that includes a description of the items(s) purchased and business purpose, date and amount of purchase, vendor's name, and reason for the lack of supporting documentation. The form is available on the [A&F Forms webpage](#).

16. Cardholder Deadlines

It is the cardholder's responsibility to ensure that the following monthly deadlines are met:

- Smart Data entries must be recorded online by the 5th of the month.
- Expense Reports must be received in the Administration and Finance Office by the 15th of the month. Expense Reports must be signed and include all transaction receipts, supporting documentation, and the monthly statement.

17. Administrative Review of Account

Vice President or Executive Cabinet Member review of the cardholder's account transactions is completed monthly. The VP or ECM will sign the cardholder's monthly expense report indicating acceptance of all charges and acknowledging that all required supporting documentation is attached with the expense report. The President will complete the administrative review for cardholders who do not report to a Vice President or Executive Cabinet Member. Card use is also audited monthly by the Administration & Finance department as outlined in Section 18.

18. Procard Audits

To ensure the continued success of the Procard Program and to meet audit requirements of the College and various government agencies, monthly post audits will be made of each cardholder's Procard account by the Administration & Finance staff and included in the College's annual external audit review.

19. Enforcement of Policy

Cardholder failure to adhere to this policy will result in the following:

- 1st month with violation(s): a warning email will be sent to the cardholder.
- 2nd month with violations(s): Suspension of the card. The cardholder and their Vice President or Executive Cabinet Member must meet with A&F to review the violations and future policy adherence before the card will be reactivated.

20. College Billing

The Procard Bank shall issue an invoice to the Accounts Payable Office at the end of each billing

cycle (last day of the month).

21. Purchasing Card Security

It is the cardholder's responsibility to safeguard the Procard and account number to the same degree that a cardholder safeguards their personal credit card.

The cardholder must not allow any unauthorized individuals to use the Procard or the card number. Any violation may result in the cardholder having their card withdrawn and/or disciplinary action for the cardholder and/or the unauthorized individual.

If the Procard is lost or stolen, the cardholder must immediately notify the Bank by calling **1-800-316-6056**. Representatives are available 24 hours a day. The cardholder must advise the representative that the call is regarding a MasterCard Procard and must give a password (contact Administration & Finance at 413-662-5529). The cardholder also must notify their supervisor and Administration & Finance (413-662-5529) of the lost or stolen card.

A new Procard will be promptly issued to the cardholder after the reported loss or theft. A Procard that is found by the cardholder after being reported lost must be cut in half and sent to the Administration & Finance office.

22. Cardholder Separation from College

Should a cardholder terminate employment with the College or transfer between departments, the employee's vice president and/or the Human Resources office has the specific obligation to reclaim the Procard, notify Administration & Finance of the termination, and return the Procard to the Director of Procurement Services. Upon this notification, the card will be deactivated by the Director of Procurement Services. The cardholder may request a written receipt for the return of the card, which may be in the form of a memorandum from the individual accepting the return of the card.

23. Contact Information

Office of Administration & Finance

William Norcross
Administration & Finance Office
Massachusetts College of Liberal Arts
375 Church St
North Adams, MA 01247
Phone: 413-662-5529
Fax: 413-662-5010
E-Mail: william.norcross@mcla.edu

JP Morgan Chase (The Bank)

Disputes, lost or stolen cards,
account balances, etc.

Customer Service
Phone: 1-800-316-6056
Disputes Fax: 1-847-931-8862
(Ask to be transferred to
Disputes)

Massachusetts College of Liberal Arts

CARDHOLDER AGREEMENT

I _____ (VP or ECM name), request that _____ (employee name), an employee in my department/division, be issued an MCLA Procurement Card. I understand that I am responsible for managing the employee's use of the card and agree to review and approve the employee's Procurement Card charges and Smart Data Expense Report monthly, or more frequently as needed.

REQUESTOR SIGNATURE (VP or ECM)

DATE

DEPARTMENT

VICE PRESIDENT OF ADMINISTRATION & FINANCE SIGNATURE

DATE

I _____ (employee name), understand that I have been assigned an MCLA Procurement Card. As a cardholder I agree to comply with the following terms and conditions regarding my use of the Card.

- I understand that I am being entrusted with a valuable tool - a Procurement Card - and will be making financial commitments on behalf of Massachusetts College of Liberal Arts and will strive to obtain the best value for the College.
- I understand that the College is liable to JPMorganChase for all charges made on the card.
- I agree to use this Card for approved purchases only and agree not to charge personal purchases. I understand that my Vice President will review and approve my card use monthly and that the Purchasing Department will audit the use of this Card monthly and report and take appropriate action, including the attachment of my wages.
- I will follow the established policies and procedures for the use of the Card. Failure to do so may result in either revocation of my use of privileges or other disciplinary actions.
 - 1st month with violation(s): a warning email will be sent to the cardholder
 - 2nd month with violation(s): suspension of card. The cardholder and their supervisor must meet with A&F to review violations and future policy adherence before the card will be reactivated.
- I will inform my Vice President or Executive Cabinet Member should I exceed the daily or monthly purchase limit assigned to my card.
- I have reviewed the Procurement Card Policy and Procedures and understand the requirements for the Card's use.
- I agree to return the Card immediately upon request, an intercampus transfer, or termination of employment (including retirement). Should there be any organizational change which causes my department to likewise change, I also agree to return my Card and arrange for a new one, if appropriate.
- If the Card is lost or stolen, I agree to notify JPMorganChase, my Vice President or Executive Cabinet Member, and the MCLA Administration & Finance Office immediately.

EMPLOYEE SIGNATURE

DATE

DEPARTMENT

Please return this agreement to the Director of Procurement Services in Administration & Finance