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PROCUREMENT CARD GUIDE

I. ABOUT THIS GUIDE

This guide outlines the policies, responsibilities, and procedures associated with Southeastern University's Procurement Card Program. Throughout this document, "Procurement Card" or "P-Card" refers to the university-issued corporate credit card used for approved business-related purchases.

"The University" refers to Southeastern University. All references to "the University" or "University policies" throughout this guide are specific to Southeastern University.

II. PURPOSE OF THIS GUIDE

Using a Southeastern University-issued P-Card will benefit Southeastern University ("Southeastern University"), its suppliers, employees, and their locations. Southeastern University will save time and money by consolidating paperwork, suppliers will receive payment more quickly, and the University will receive many of its required supplies without unnecessary delays.

Authorized Southeastern University Employees who become cardholders are being entrusted and empowered with the ability to make business-related purchases and payments on behalf of their department or location. Along with this empowerment comes responsibility.

Cardholders are expected to make sound business decisions that are in the best interest of Southeastern University. They always comply with the policies and procedures outlined in this guide and any applicable existing Southeastern University policy.

III. THE GOAL OF THE P-CARD PROGRAM

Approved employees can use the Southeastern University P-Card to purchase goods and services, supporting sound business practices and replacing the more costly purchase order process.

This policy authorizes approvers with signing authority to empower eligible employees to make timely, responsible purchasing decisions that support university operations. All P-Card purchases align with budget goals. For procedural details, refer to Section VII—Approval Workflow. All purchases must support the university's mission, align with budget allocations, and remain fully auditable.



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IV. CONTACT INFORMATION

Julie Ann Hudson

Procurement Director
jahudson@seu.edu
863-667-5006

Joan Hunink

P-Card Coordinator
pcardadmin@seu.edu
(863) 667-5247

V. CARD USAGE AND SECURITY

Each Southeastern University P-Card is uniquely assigned to an individual employee and may not be transferred to or used by another person under any circumstances, even if the other individual is also a P-Cardholder. Sharing or misusing a P-Card may result in immediate suspension of card privileges.

Cardholders must safeguard both the physical and virtual versions of their cards. Card details must never be emailed, stored in unsecured formats, or shared with unauthorized parties, including vendors or colleagues.

All P-Card spending must align with the approved departmental budget. The portion of a department code's available budget allocated to its P-Card profile will be determined by the respective Vice President and Chief Financial Officer. The Office of the President establishes spending limits for American Express cards.

The department's Vice President and the Chief Financial Officer determine which department codes are eligible for allocation within the P-Card profile, based on approved spending.

VI. TRANSACTION COMPLETION AND REVIEW TIMELINE

All P-Card transactions should be completed on the same day the purchase is made. This includes entering all required details in the P-Card platform, attaching itemized supporting documentation, and selecting the appropriate budget codes. If same-day completion is not feasible, the transaction must be completed within 72 hours (three calendar days) of the purchase date. BILL Spend transactions that remain incomplete beyond 72 hours (three calendar days) are subject to payroll deduction.

Reviewers are required to approve transactions within five calendar days (120 hours) from the transaction's posting date.

Failure to comply with these transaction completion and review requirements will result in a \$500 overdue fee charged to the cardholder's department budget. Each cardholder and reviewer may receive one \$500



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overdue fee per fiscal year without additional consequence. A second overdue fee in the same fiscal year will result in required retraining, including annual refresher and initial onboarding training. A third overdue fee will trigger a formal review of the cardholder's privileges and purchasing responsibilities by the Procurement Office, Budget Manager, and Division Vice President. Card privileges may be suspended or permanently revoked. For employees whose job duties require purchasing authority, this may impact their ability to perform essential functions and could result in additional disciplinary action, up to and including termination.

Personal transactions not reimbursed to the University within three business days are also subject to a payroll deduction.

VII. APPROVAL WORKFLOW

All purchases, whether made via P-Card or traditional methods, must follow Southeastern University's established approval workflow based on purchase type and amount. This workflow ensures proper budget oversight, policy compliance, and internal controls.

Before any purchase is made, the request must be routed to the appropriate individuals for approval. Final processing requires all signatures indicated in the workflow for that purchase category and amount.

General Purchases are routed based on tiered dollar thresholds:

- Up to \$4,999: Requires approval from the Requestor/Spender and Budget Owner.
- \$5,000 to \$9,999: Adds Procurement Office review.
- \$10,000 to \$24,999: Requires additional approval from the Vice President.
- \$25,000 and above: Requires full approval through the Budget Owner, Procurement, Vice President, and the Chief Financial Officer (CFO).

Capital Purchases — defined as items costing \$5,000 or more with a useful life of at least one year or items part of a capital project — require routing through the Requestor, Budget Owner, Controller's Office, and Procurement Office.

Service Contracts valued at \$25,000 or more (cumulative or single-year) must be approved by the Requestor, Budget Owner, Legal Office, Vice President, CFO, and Procurement Office prior to execution.



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P-Card purchases must also follow this workflow when applicable. All cardholders must secure Budget Owner approval in advance, and any purchases falling into capital or service categories must complete the full pre-approval routing prior to using the P-Card.

All P-Card purchases should be **pre-agreed upon with the appropriate Budget Owner** before the purchase is made, regardless of the dollar amount. While not every transaction requires formal pre-approval routing, the cardholder is responsible for ensuring that the purchase aligns with the department's budget and expectations.

VIII. RESTRICTED USE

Southeastern University P-Cards must not be used for the following transactions unless authorized for emergency purposes:

- 1099 reportable services such as honorariums, janitorial, and other types of services
- Accessories or services related to personally owned electronic devices used for Southeastern University business, including cells, blackberries, iPads, iPhones, laptops, wireless access, etc.
- Capital Purchases: A tangible item that meets the university's capitalization criteria; typically:
 - Any single item or assembled unit with a cost of \$5,000 or more
 - Useful life of one year or longer
 - Standalone Item (e.g., equipment, vehicles, furniture, or technology)
 - Smaller items included in a capital project (materials and labor combined into asset value)
- Credit card or service fees that significantly increase the total cost of a purchase when an alternative fee-free payment method is available.
- Contracted Services with a total value equal to or exceeding \$25,000, whether in a single year or cumulatively over multiple years.
- Charitable contributions
- Employee relocation expenses
- Fuel and all other costs related to operating and maintaining personal vehicles not owned by Southeastern University—including repairs, oil, tires, towing, traffic fines, violations, court costs, insurance premiums, and deductibles—are not allowed on the University P-Card. Fuel expenses may be eligible for reimbursement through the BILL Spend mileage reimbursement process.
- Goods and services that are available under an existing Southeastern University purchasing agreement, such as:
 - Amazon
 - Enterprise and National Rental Car
 - Office Depot



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- Sam's Club
- Meals such as lunch, snacks, and beverages that are a normal, typical daily expense
- Narcotics, other controlled substances, alcoholic beverages, tobacco products, or any other items that are inconsistent with our community standards
- Payments on personally held accounts or purchases of goods and services of a personal nature of any kind
- Tax-exempt purchases made within the state of Florida, where sales tax cannot be waived due to the use of a P-Card. An alternative payment method should be considered if the vendor does not honor the University's tax-exempt status.
- Tuition reimbursement or other education costs

IX. BUSINESS MEALS

SEU has an abundance of meeting space and meals provided at Tuscana. Employees are encouraged to utilize these options for meetings involving SEU employees rather than incur an additional cost of going offsite. For offsite business meals the following must be identified on the supporting documentation or provided in the Business Purpose section of the P-Card software and comply with supporting documentation requirements detailed in Section VIII – I, Supporting Documentation Requirements.

- Name and title of each guest (for six or more guests)
- Identify SEU employees and non-employees
- Itemized supporting receipt, listing items of the meal
- Tip amount listed on the receipt; this may require two receipts, one that details the contents of the meal and one that shows the credit charges, including the tip
- Receipt total
- Provide the business purpose of the meal

X. RESPONSIBILITIES

A) CARDHOLDER

- Adhere to all conditions and restrictions imposed on the P-Card program by Southeastern University and the credit card provider.
- Submit the Cardholder Agreement form using the BILL Spend P-Card application portal.



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- BILL Spend cardholders must allocate and submit credit card transactions within 72 hours (three calendar days) of the transaction. American Express cardholders must submit expense reports for the previous month by the fourth of each month. Failure to meet this deadline will result in a \$500 overdue fee, suspension of card privileges, or loss of card access, depending on the frequency of noncompliance. See Section VI – Transaction Completion and Review Timeline for additional details.
- Upload a digital copy of the supporting document for each credit card transaction. The supporting documentation must comply with Section VIII – I, Supporting Documentation Requirements.
- Immediately freeze the credit card and notify the P-Card Office of any fraudulent activity, loss, or theft of a P-Card.
- Inform the P-Card Office of changes in business address, area of responsibility, telephone number, or cancellation.
- Resolve disputed charges with merchants, the P-Card company, or with the assistance of the Southeastern University Card Administrator.
- Where applicable, all cardholders are required to use the Southeastern University Sales Tax Exempt Certificate while in Florida.

B) CARDHOLDER’S APPROVER/REVIEWER

- Assess the need for a Southeastern University P-Card based on operational requirements.
- Identify the employee(s) who will be authorized to make appropriate company-related purchases through the use of a Southeastern University P-Card.
- Specify the types of items to be purchased with the card.
- Prepare and submit the appropriate information to the Southeastern University Card Administrators for the issuance or cancellation of cards, increases or decreases to credit limits, change of address or change in department or area of responsibility.
- Ensure that each cardholder is informed of his/her responsibilities regarding the use of the Southeastern University P-Card.



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- Ensure that the use of Southeastern University P-Card(s) conforms to departmental and corporate policy and procedures.
- Monitor and control the utilization of Southeastern University P-Cards within their center or area of responsibility.
- In the P-Card platform, review and approve each credit card transaction and related supporting document within five calendar days (120 hours) to ensure the appropriate general ledger account is assigned. In the absence of the direct approver with signing authority, the approver may delegate responsibility to another employee with the same signing authority or above. This responsibility may be transferred to an authorized assistant but cannot be transferred to another subordinate employee.
- Verify transaction supporting documents by comparing information on the itemized supporting document with the posted transaction in the P-Card platform:
 - Original Receipt
 - Transaction Date
 - Merchant Name
 - Transaction Amount
 - Itemized Purchases

C) P-CARD ADMINISTRATOR

- Authorize the issuance or withdrawal of Southeastern University P-Cards with the credit card provider.
- Process changes of address and changes of department or area of responsibility, as requested by the cardholder, the cardholder's direct approver with signing authority or above or the cardholder's People Services Manager.
- Compile and report pertinent Southeastern University P-Card data to the Leadership Team, as required.
- Provide coordination with respect to monitoring the overall utilization of Southeastern University P-Cards.
- Develop corporate policies and procedures on appropriate usage.



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- Ensure that the conduct of all purchasing activity is done in accordance with approved policies and procedures.

XI. PROCEDURES

A) CARD ISSUANCE

To receive a Southeastern University P-Card, an employee must complete the official P-Card application and sign the P-Card Agreement, which must be approved by their Vice President or designated Budget Owner. The completed agreement is uploaded via the P-Card application portal.

Once approved, the P-Card Administrator will process the request and order the new card. Cards are issued in the employee's name, not tied to personal credit history, and remain the property of Southeastern University. When received, the card will be forwarded directly to the named cardholder.

B) CARD CANCELLATION

- A P-Card account may be canceled anytime by notifying the Card Administrator via email at **pcardadmin@seu.edu**. This request may be initiated by the cardholder, the cardholder's direct approver, the vice president, or the Human Resources Department.
- Once cancellation is requested, the physical card must be cut up and securely discarded unless otherwise instructed.
- A cardholder should only return their P-Card to Southeastern University's Human Resources Department or Procurement Office under the following circumstances:
 - If explicitly requested by the Procurement Office, a direct approver (or higher), or the cardholder's manager.
 - Upon termination of employment with Southeastern University.

C) LOST OR STOLEN CARDS

The cardholder must immediately notify P-Card Administrators of any loss or theft of a P-Card. If the P-Card Administrators cannot be reached, lost or stolen cards can be reported directly to the credit card provider. The cardholder must also advise their direct approver or above. If stolen, campus security



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must also be notified. If a police report is needed, campus security will inform the cardholder of the process.

Immediate reporting of a lost, misplaced, or stolen P-Card limits Southeastern University's liability for potentially fraudulent charges that may occur from unauthorized use. Failure to promptly report a lost, misplaced, or stolen P-Card may result in Southeastern University seeking reimbursement from the cardholder for unauthorized charges.

If the lost or stolen P-Card should eventually be recovered or found, it must be cut in half and discarded.

D) SPENDING LIMIT

Each Southeastern University P-Card must be approved by the prospective cardholder's vice president or executive leadership team member. Spending limits are determined based on the department's approved operational budget as recorded in the Jenzabar accounting system.

Beginning June 1, each year, BILL Spend accounts will operate on an annual spending limit that reflects no more than the department code's available budget. These limits are established at the start of the fiscal year (June 1–May 31) and decline automatically as expenses are incurred, replacing the prior model of monthly resets.

Spending draws directly from the annual allocation, encouraging proactive planning and alignment with university-wide budget stewardship.

To request an adjustment to a department code's BILL Spend limit, please use the official BILL Spend Limit Adjustment Form.

- Decreases require only form submission.
- Increases require Vice President and CFO approval.
- Increases exceeding the available budget must include supporting budget documentation (e.g., journal entry or budget revision record).

Purchasing limits for American Express cards are determined and managed by the Office of the President.



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E) CARD RENEWAL

P-Cards will be automatically renewed unless the credit card provider is advised otherwise by the Procurement Office.

F) DISPUTING CHARGES

Items charged on a Southeastern University P-Card account that do not accurately reflect the transactions made by the cardholder (i.e., bank errors such as wrong amount, incorrect account number, multiple postings of the same item, etc.) are considered to be disputable items.

If the questionable item is not a bank error (i.e. late delivery, defective goods, wrong price, quantity difference, returned goods, etc.), the cardholder should attempt to settle directly with the vendor. Such matters must be drawn to the vendor's attention immediately to minimize the delay in obtaining credit to the Southeastern University P-Card account. When the amount in dispute is of significant dollar value, notices to vendors should be in writing even though a settlement may be accomplished through telephone calls.

For disputed charges that cannot be resolved directly with the vendor, cardholders must contact the credit card company by calling the number on the back of the card regarding any.

G) FRAUDULENT CHARGES

For fraudulent charges, cardholders must contact the credit card provider immediately using the number on the back of their card to prevent additional fraud and provide information and assistance to settle any disputed items.

H) SUPPORTING DOCUMENTATION REQUIREMENTS

P-Cardholders are personally responsible for any P-Card transaction that cannot be substantiated as an appropriate business expense. Accurate, detailed records of P-Card transactions ensure verification and audit of charges for compliance with university policies. BILL Spend cardholders must submit supporting documentation in compliance with Section VI – Transaction Completion and Review Timeline.

Supporting documentation may include:

- Sales Receipt



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- Invoice
- Registration Form
- Packing List – with cost listed for each item
- Email confirmation

Supporting documentation must include specific information as outlined below. If the documentation provided does not contain the following, the cardholder must contact the supplier and obtain a more detailed supporting document:

- Unit cost of each item purchased
- Description of each item purchased
- Total cost of purchase
- Supplier name and address
- Date of purchase or date of goods received

Meal receipts must include additional information:

- Tip must be visible
- 5 or less, include names
- 6 or more, include event name tied to a calendar appointment

Retention Period

- The cardholder must retain supporting documentation for the current fiscal year and for three months after the fiscal year ends to ensure its availability for audit purposes.

I) REFUNDS

A cardholder may not accept cash or a check from a vendor who is issuing a refund for a transaction previously charged to a Southeastern University P-Card account.

To ensure compliance with audit standards and institutional financial controls, all refunds must be supported by complete and verifiable documentation. Departments are responsible for maintaining records that clearly link each refund to the original transaction. The following documentation is required:

- Original receipt or invoice associated with the initial purchase.
- Proof of return or cancellation, such as a return confirmation, cancellation notice, or restocking documentation.



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- Refund confirmation, which may include a credit memo, refund receipt, or vendor-issued communication verifying the refund.

All documentation must be retained in accordance with the university's record retention policies and must be available upon request for audit or compliance review. Failure to provide adequate documentation may result in reimbursement denial or financial disallowance.

J) SALES TAX

Southeastern University is a 501(c)(3) tax-exempt organization. For all applicable Florida purchases, cardholders must present the university's tax-exempt certificate at the time of purchase to ensure sales tax is not charged. The certificate is available on SFnet under the Finance page. Cardholders must make reasonable efforts to ensure that the tax exemption is applied. If sales tax of \$10 or more is mistakenly paid on a Florida purchase, the cardholder may be required to request a refund by presenting the tax-exempt certificate to the vendor.

XII. TRAINING

P-Card training is required for all new cardholders and reviewers before activating spend privileges in the credit card platform.

Annual refresher training is required for all existing cardholders and reviewers to maintain card privileges.

XIV. PROCUREMENT CARDHOLDER & APPROVER ACKNOWLEDGEMENT & AGREEMENT

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SOUTHEASTERN UNIVERSITY PROCUREMENT CARD PROGRAM
PROCUREMENT CARDHOLDER & APPROVER ACKNOWLEDGMENT & AGREEMENT

By initialing each section below, I confirm that I have read, understood, and agree to fully comply with all expectations, responsibilities, and requirements outlined in that section.

(1) Overview

Initial Here _____

I agree to comply with all terms and conditions of the Southeastern University Procurement Card Program, including the provisions outlined in the Procurement Card Guide, Procurement Card Policy, and Procurement Card Training.

I acknowledge that the Procurement Card Guide and Procurement Card Policy have been available to me through SFnet, located on the Finance page at <https://sfnet.seu.edu/departments/finance-division/business-office-forms/>. I understand these documents may be updated from time to time, and I am responsible for reviewing updates, responding to notifications, and ensuring my ongoing compliance.

I further acknowledge my responsibility to follow all guidelines, complete all required Procurement Card training sessions and assessments, and seek clarification from the Procurement Card Office whenever needed.

(2) Training & Activation Acknowledgement

Initial Here _____

I confirm that I will complete all required Procurement Card training as outlined below. I understand that failure to complete initial or annual training may result in suspension or revocation of my Procurement Card privileges.

- Initial Training: I will complete training and any required assessments before activating my Procurement Card.
- Annual Training: I will complete refresher training **each fiscal year**, as scheduled by the Procurement Office, to maintain my Procurement Card privileges.

I further acknowledge that I am responsible for seeking clarification from the Procurement Card Office (pcardadmin@seu.edu or #5247) if I have any questions about policies, procedures, or card usage.

(3) Security & Protection of Procurement Cards

Initial Here _____

I understand that Procurement Card (P-Card) numbers and physical or virtual cards must never be shared with anyone.

I agree to protect my card information at all times, ensuring that card details are never:

- Emailed or transmitted electronically in unsecured formats.
- Written down, stored physically, or saved electronically in unapproved locations.
- Shared with colleagues, assistants, vendors, or any third party.

The physical card must always be kept secure, and virtual card numbers must only be stored in the applicable Procurement Card platform or other approved secure systems.

(4) Use of Virtual Cards for Online Purchases & Subscriptions

Initial Here _____

For online purchases, I will use one-time or burner virtual cards whenever possible to enhance security.

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For recurring subscriptions, I will use a dedicated virtual card number with a recurring spending limit set to the exact subscription amount.

I acknowledge that these are required security measures designed to mitigate fraud and ensure compliance with university policies.

(5) Transaction Completion & Approve Timeline

Initial Here _____

I understand that all P-Card transactions must be fully completed on the same day as the purchase, including entering required details into the Procurement Card platform, attaching itemized supporting documentation, and ensuring correct budget codes. If same-day completion is not feasible, transactions must be completed within 72 hours (three calendar days) from the purchase date. Failure to comply may result in disciplinary action, fees, and potential tax consequences under IRS Publication 463.

I acknowledge that Approvers have five calendar days (120 hours) from the transaction's posting date to review and approve it.

Failure to comply with transaction completion requirements and timelines will result in a \$500 overdue fee to the department's budget.

Cardholders and Approvers may receive one \$500 overdue fee per fiscal year to their budget without further action. A second overdue fee will require mandatory retraining, the annual refresher, and initial onboarding training. A third overdue fee in the same fiscal year will trigger a review of the cardholder's privileges and purchasing responsibilities by the Procurement Office, Budget Manager, and Division Vice President. A loss of card privileges may result in temporary or permanent revocation of card access and, for employees whose roles require purchasing authority, may impact their ability to perform essential job functions, which may also result in additional disciplinary action, up to and including termination.

(6) Tax-Exempt Compliance for Florida Purchases

Initial Here _____

I understand that Southeastern University is a 501(c)(3) tax-exempt organization and that I must present Southeastern University's tax-exempt certificate for all applicable Florida purchases. The certificate is available on SFnet under the Finance page. I agree to make reasonable efforts to ensure that sales tax is not charged. If sales tax of \$10 or more is mistakenly paid on a Florida purchase, I understand that I may be required to request a refund by presenting the tax-exempt certificate to the vendor.

(7) Documentation Retention & Audit Compliance

Initial Here _____

I agree to:

- Upload all original, itemized **documentation** electronically into each transaction's designated expense reconciliation application.
- Ensure the electronic version of the supporting documentation clearly displays:
 - Date of purchase
 - Vendor name
 - Detailed description of goods or services, including quantity and price
 - Total amount of the transaction

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Document Retention: I agree to retain electronic copies of all documentation for a minimum of one fiscal year (June 1 – May 31) and through the completion of the subsequent audit period, concluding on August 1st following the fiscal year.

Audit Compliance includes the following:

- Each P-Card transaction is subject to audit at any time.
- I may be requested to provide additional documentation and details upon request.
- Failure to provide proper documentation may result in personal liability for the undocumented amounts.

(8) Fraud Monitoring & Dispute Responsibilities

Initial Here _____

I am responsible for regularly monitoring my P-Card transactions and promptly identifying any suspicious or unauthorized charges. I will enable alerts via the mobile app and subscribe to text or email notifications offered by the Procurement Card platform.

Fraudulent activity must be reported immediately to the Procurement Card Office and the credit card provider. For vendor-related issues (e.g., duplicate charges, incorrect amounts, unreceived or defective goods), I will first attempt to resolve the matter directly with the vendor. If unresolved, I will contact the card provider using the number on the back of the card.

If I am unsure whether a charge is fraudulent or disputable, I will contact the Procurement Card Office.

Timely reporting is critical to minimizing the university's financial exposure.

(9) Personal Use & Fuel Prohibition

Initial Here _____

I understand that this card is issued solely for official university business and **cannot be used for personal purchases under any circumstances**. I acknowledge that I am responsible for reimbursing Southeastern University for personal or unauthorized charges within 72 hours. I further understand that:

- Misuse of the P-Card may result in the temporary or permanent revocation of card privileges.
- Fuel may only be purchased with the P-Card for SEU-owned, leased, and rented vehicles.
- Fuel for personal vehicles may not be purchased using SEU funds. Such purchases must be made using a personal form of payment, and reimbursement may be requested by submitting a reimbursement request through the BILL Spend platform.
- Failure to follow this requirement may result in the purchase being treated as taxable income under IRS guidelines for accountable plans (IRS Publication 463).
- For employees whose roles require purchasing authority, such loss of access may impact their ability to fulfill job responsibilities, which may also result in additional disciplinary action, up to and including termination.

(10) Restricted Use & Prior Approvals

Initial Here _____

Use of the P-Card for the following is prohibited without prior approval from the Procurement Office. Exceptions may only be granted with written authorization from the Office of the Chief Financial Officer (CFO). This written approval must be obtained and shared with the Procurement Office by the requesting party or directly from the CFO.

SOUTHEASTERN UNIVERSITY PROCUREMENT CARD PROGRAM
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- **Capital:** A tangible item that meets the university’s capitalization criteria; typically:
 - Any single item or assembled unit with a cost of \$5,000 or more
 - Useful life of one year or longer
 - Standalone Item (e.g., equipment, vehicles, furniture, or technology)
 - Smaller items included in a capital project (materials and labor combined into asset value)
- **Contracted Services:** Contracts with a total value equal to or exceeding \$25,000, whether in a single year or cumulatively over multiple years.
- **Established Suppliers:** Southeastern University has established agreements with specific suppliers, such as Amazon, Sam's Club, Enterprise, and National Rental Car, for certain commodities, goods, or services. These purchases must be made through these contracted suppliers using the current purchase order system, as applicable.
- **Restricted Purchases:** Items or services classified as Restricted Use under the university’s Procurement Card Guide. These require special approval or processing and must be acquired through a formal payment request submitted to the Procurement Office.

(11) Card Return and Final Reconciliation

Initial Here _____

I agree to return my P-Card immediately upon request or separation from Southeastern University. I understand my P-Card account will undergo a final reconciliation at that time to ensure all transactions are accounted for, documented, and compliant.

Failure to return the P-Card upon separation may result in withholding from final compensation to cover any unresolved transactions or missing documentation.

If I have outstanding personal charges, incomplete transactions, or missing documentation at my separation, I authorize Southeastern University to deduct the owed amount from my final paycheck, PTO payout, or any expense reimbursements due to me. If documentation is not correctly provided, such amounts may be treated as taxable income under IRS Publication 463.

(12) BILL Spend Reimbursement Use

Initial Here _____

I understand that BILL Spend access may be granted solely for reimbursement when a Southeastern University Procurement Card cannot be used. Eligible reimbursements include:

- Mileage incurred during official university travel in a personal vehicle (must include trip date, purpose, and start/end points).
- Fuel purchases for personal vehicles are not allowed on the P-Card and must be reimbursed via BILL Spend if eligible.
- Pre-approved, business-related expenses not feasible through standard procurement methods.

All reimbursement requests must include itemized receipts (excluding mileage) and may be audited. Banking information must be entered directly into BILL Spend; Southeastern University cannot view or modify this data. Processing may take up to 14 business days after approval.

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(13) Approved Department Code Access

Initial Here _____

The Vice President approving this card assignment must list the authorized Department Codes that this cardholder is authorized to charge against using the Procurement Card system.

Enter one complete five-digit Department Code per field.

If more than five unique Department Codes are needed, please attach a signed supplement.

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(14) Acknowledgments

By signing this agreement, I confirm that I have read, understood, and agreed to comply with the Southeastern University Procurement Card Guide, the Procurement Card Policy, Procurement Card Training, and all requirements contained herein.

	Printed Name	Signature	Date
Cardholder			
Supervisor			
Vice President			

UPLOAD THIS AGREEMENT VIA THE BILL SPEND P-CARD APPLICATION.