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1. Policy Statement:

- The Eastern P-Card is to be used for the purchase of goods, services, and travel expenditures as defined by the State of Connecticut and Eastern Ct State University. Standard Card Transaction limits are restricted to \$999.00 or less per transaction with a maximum \$10,000 monthly credit limit. Twenty transactions are allowed per day and one hundred transactions are allowed per month. These dollar limits are subject to changes/adjustments up to \$250,000 per transaction based on clearly defined business needs, and must be approved by the office of the vice President for Finance and Administration or his/her designee. University Travel Card, Purchasing [Associate Director of Acquisitions], and Facilities P-Cards have higher limits.
- The P-Card is designed to be used strictly and solely for Eastern business-related purchases and services. Use of the card for personal purchases is prohibited and could result in the immediate and irrevocable forfeiture of the P-Card and/or disciplinary action.
- The Program Coordinator is responsible for monitoring the effectiveness of the Purchasing Card Program and user compliance with the procedures outlined in this policy.

2. How It Works:

The purchasing card simplifies the procurement and disbursement process by facilitating point-of-demand procurement. Purchasing authority is delegated to the ordering departments enabling the authorized Cardholders to place an order directly with the suppliers. The purchasing card program provides enhanced control for all transactions by producing immediate decisions on five specific authorization criteria.

When a purchase authorization is requested by the vendor at the point-of-sale, the MasterCard system validates the transaction against pre-set limits established by Eastern. All transactions are approved or declined (instantaneously) based on the following purchasing card authorization criteria: (Subject to changes/adjustments based on clearly defined business needs and approved by the office of the Vice President for Finance and Administration or his designee).

- Number of transactions allowed per day - Twenty (20)
- Number of transactions allowed per month- One Hundred (100)
- Single purchase limit not to exceed \$999.00
- Spending limit per month:
 - i. Standard card limits: \$10,000.00
 - ii. University Travel card holder: \$40,000.00. (single transaction, \$3,500.00)
 - iii. Associate Director for Acquisitions \$40,000.00. (single transaction, \$5,000.00)
 - iv. Facilities Department Card \$50,000.00 (single transaction, \$ 5,000.00)
- Approved commodity code- (*Merchant Commodity Codes (MCC) established by the bank and encoded into the magnetic strip on the reverse side of the card.*)

The authorization process occurs through an electronic system that supports the purchasing card processing services under Eastern's agreement with JP Morgan Chase. In addition, Fiscal Affairs has the capability to view a large selection of daily reports to effectively monitor the use of purchasing cards. Fiscal Affairs will also identify opportunities to further maximize Eastern's significant buying power through contract negotiations and contract administration.

3. Purchasing Card Program Overview

- P-Cards are issued to employees of Eastern as designated by the Vice President for Finance and Administration.
- Only the Cardholder is authorized to use the card and is responsible for all purchases made.
- The P-Card may be used for the procurement of low value goods and services for authorized official business only and in accordance with the guidelines established in this Policy. Purchases of restricted items listed and purchases in excess of \$999.00 must continue to be processed in accordance with established procurement and travel policies.

RESTRICTED PURCHASES

- The P-Card may not be used for the following:
 - Personal purchases
 - Alcoholic beverage
 - Cash Advances of any type
 - Construction and renovation services
 - Equipment over \$1,000.00 (incl. computer hardware, CPUs, monitors printers)
 - Wall to wall carpet
 - Furniture of any type, unless on-line only or emergency purchases
 - Gifts/donations unless specifically purchased for student events using student activity funds only
 - Insurance
 - Personal use items (i.e.; attaches, folios, pen/pencil sets, etc.)
 - Precious metals
 - Capital equipment (e.g., photocopier, computer)
 - Controlled Goods/Substances (including hazardous and radioactive materials, chemicals)
 - Employee benefits (including entertainment, tuition and gifts)
 - Financial instruments (e.g., money order, bank draft)
 - Fines, late fees, penalties (including parking tickets)
 - Internet transactions not on a secured site
 - Special services (including independent contractors, performers, consultants, speakers)
 - Temporary Help
 - Gasoline for State Vehicles

APPROVED PURCHASES

- The P-Card may be used for the following types of purchases:
 - Books, periodicals, and electronic media
 - Conference registrations (University Travel card only)
 - Air and rail tickets (University Travel card only)
 - Automobile rental (University Travel card only)
 - Accommodation expenses (e.g., hotel, motel and other accommodation) (University Travel card only)
 - Subscriptions (departmental use & Purchasing)
 - Advertisements
 - Printing services
 - Postage (non-metered mail up to \$50.00 value)
 - Tools, fixtures, and miscellaneous apparatus
 - Dues and professional membership
 - Emergencies – refer to Accounts Payable Direct Pay Policy
 - Meals – (traveler's) expense not to exceed per Diem. (Declining Balance cards only)
 - Meals – (business & Team meals)
 - Internet transactions on secured site, not previously categorized above
 - Educational/ student club supplies
 - Equipment under \$1,000.00
 - Software licenses
 - Prizes for student events
 - Professional License renewals
 - Use of crowdsourcing marketplace provided by Amazon Mechanical Turk

4. Recordkeeping/Receipt Retention and Audit Requirements:

- Eastern's agency coordinator is the liaison between Eastern, DAS, OSC, and JP Morgan Chase. The coordinator insures compliance with program and internal procedures, conducts training, identifies potential cardholders, approves application/change forms, assists cardholder(s) as needed, and completes necessary accounting documents as necessary to commit and expend funds.
- Each purchasing card user must keep a monthly log of all transactions and reconcile the monthly bank account statement on the JP Morgan website. Periodic audit reviews will be conducted on all card user activities.

5. Responsibilities of the Cardholder:

- Completing the Purchasing Card Application Form and obtaining necessary approval signature
- Using the card for State purchases and approved items only
- Ensuring at point of sale that the purchase is tax exempt.
- Maintaining all supporting documentation – Every transaction must be supported by a receipt
- Ensuring receipt of goods and following up with the vendor to resolve disputes and arranging for returns, credits, delivery problems, etc.
- Reporting lost or stolen card immediately.
- Safeguarding card security at all times.
- Ensuring the reconciliation of the Purchasing Card Log to the JP Morgan Chase statement. Completing the reconciliation process as required by agency procedures. (Section #11 – Recordkeeping)
- Notify P-Card Administrator that data is ready for review.
- The cardholder is responsible for repayment of improper charges and has personal liability for misuse.

6. Misusing the Purchasing Card:

The Purchasing Card represents Eastern's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets. As a Cardholder, you assume the responsibility for the protection and proper use of the Purchasing Card.

The following situations are examples of *misuse* of the Purchasing Card:

- Use of card for personal purchases;
- Use of card by individual other than **named** Cardholder;
- Use of the card to purchase a restricted item as identified in section 3.
- Splitting orders at point of sale to avoid the single transaction limit;
- Inappropriate re-allocation; and/or
- Failure to re-allocate charges within the period specified for re-allocation

7. Responsibilities of Accounts Payable:

- Ensure that monthly payment to JP Morgan Chase is processed in a prompt manner.
- Prepare journal entry to charge appropriate expenses by index in Banner.

8. Disputing a Transaction:

- The Cardholder is responsible for following up with a vendor regarding any erroneous charges, disputed items or returns within five (5) business days from receipt of the bank statement. A Cardholder may dispute a charge that appears on his/her monthly charge card statement. Disputed charges can result from failure to receive goods, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. The Cardholder should contact the vendor first to resolve any outstanding issues. Most issues can be resolved this way.
- If the Cardholder is unable to reach agreement with the vendor, the next step is to notify the Program Administrator with any supporting documentation for assistance.

9. Purchasing Card Cancellations:

- P-Cards are cancelled under the following conditions:
 - Employee transfer or termination.
 - When deemed appropriate and necessary by the Vice President for Finance and Administration.
- P-Card cancellations require the following action:
 - To cancel a P-Card, the card must be cut in half and sent to the Program Administrator along with a written request for cancellation.

10. Lost or Stolen Purchasing Cards:

It is the responsibility of the Cardholder to report a lost or stolen Purchasing Card immediately. Notification must be made by phone directly to JP Morgan Chase (800)_316-6056. Bank representatives are available 24 hours a day, seven days a week. When reporting a lost or stolen card, the cardholder must tell the representative the call is regarding a purchasing card. The Cardholder must also contact the Program Administrators, Darren Nosal (phone 860-465- 5730, email – nosald@easternct.edu) and Kathy Meagher (phone 860-465-5375, email - meagherk@easternct.edu) at the time of the occurrence. Verbal reports of lost or stolen purchasing cards must be followed in writing to the Program Administrator

11. Record Keeping:

Billing cycle review and approval of P-Card transactions is required at the **cardholder** level and appropriate documentation (log and/or requisitions) must be maintained.

Every cardholder is required to review their purchasing card transactions on a monthly basis using the JPMorgan Chase's web-based support system, Smart Data Online (SDOL). Refer to the "P-Card Program Smart Data Online (SDOL) Program Tip Sheets" in this manual's appendix for more information on managing your P-Card activity and, by doing so, will be certifying that purchases are consistent with all University policies and procedures. **Every transaction must be supported by a receipt.** If a credit is issued, a receipt or some form of documentation relating to the original transaction should be provided. All supporting documentation must be secured to the billing statement to facilitate auditing.

Purchases made at the end of a billing cycle may not appear until the next billing statement. Documentation for purchases that do not appear on the cardholder's current statement must be held in a "pending" folder for timely retrieval and reconciliation of future statements.

If a receipt is missing, the vendor may be able to assist the cardholder by producing a copy; or, the cardholder may request a copy of the sales draft from JPMorgan Chase. Please remember that JPMorgan Chase will charge \$5 for each copy provided and retains copies for 118 days from the transaction date, after which all copies are destroyed. Requests for such copies shall be charged to the cardholder's Banner Index.

12. Use of the P-Card for Travel:

Program Overview

The use of the standard P-card is prohibited for travel related expenses. The Eastern Travel Card may be used to pay expenses for employees traveling on University business, provided that an approved Travel Authorization is on file with the Accounts Payable Department. Travel expenses allowed on the Travel Card include airfare, lodging, registration, car rental, other ground transportation, and miscellaneous travel expenses. Purchases must comply with the Connecticut State University System travel policies. **No personal expenses are allowed on the P-CARD at any time.**

Declining Balance P-Cards

Declining balance cards are trip specific. They are setup to be used for Global field courses that generally run from one week to one month. Once the trip is completed, the card is closed unless the course will again be scheduled for the following academic year. Total spending

limits will always be variable from card to card depending upon the needs of the tour and budgetary constraints.

Criteria for Use:

- To be utilized for ground and miscellaneous expenses for study tour events.
- Most hotel and airline charges will be processed through regular University payment channels.
- Individual P-Card restrictions for authorizations per day, daily spend, single purchase limits or transactions per billing cycle may be pre-established for each study tour card holder by the Assistant Dean of Continuing Education, or his/her designee. The card must be used **only** for expenses relating to the trip.
- Card users must take into consideration currency conversion and rate conversion fees on all foreign expenditures to prevent exceeding total spend limit.

Declining Balance cards can be used for certain Grant expenses. See Section 16 and contact Grant Accountant for additional information.

Traveler Responsibilities

It is the traveler's responsibility to ensure that all travel expenses are reasonable, necessary and in accordance with CSUS Travel policy. The CSUS Travel policy requires approval via a TA form prior to travel. Issuance of a TA Number by the Eastern Accounts Payable Department indicates approval and acceptance of the travel request and signals to the requestor that appropriate travel arrangements may begin. Reference CSUS Travel Policy at <http://www.easternct.edu/depts/fiscal/TravelPoliciesProcedures.htm>

Meals and the P-Card

Meals while on authorized University travel **are allowed** on the Eastern P-Card as referred to in Section 3.

13. Audits:

Periodic audits will be made to cardholder accounts to ensure compliance with established procedures for card use:

- ***Use of card to purchase restricted item.***
- ***Splitting orders at point of sale to avoid single transaction limit.***
- ***Sales tax not exempted.***
- ***Use of card for personal purchases.***
- ***Use of card by any individual other than the cardholder.***

Consequences of misuse will include any one, or a combination of the following remedial actions:

- ***Temporary suspension of cardholder privileges***
- ***Card suspension with permanent loss of privileges.***

- ***Disciplinary action up to personal liability and repayment.***

14. Emergency P-Card Program:

The State of Connecticut has implemented an Emergency Purchasing Card Program that is part of the current Purchasing Card Program administered by the Office of the State Comptroller and Department of Administrative Services. The purpose of the Emergency Purchase Card is to have a purchasing mechanism in place that is activated by a State of Emergency.

CONDITIONS OF USE:

The Eastern Purchasing Card may be used for emergency purchases in the event of a State of Emergency declared by the Governor and if no action to disapprove has been taken by the General Assembly (CGS Sec 28-9).

EMERGENCY CARDHOLDER/S:

The Emergency cardholder, Vice President of Finance and Administration, will have transaction limits raised and be responsible for placing orders and maintaining receipts. The Agency Purchasing Card Coordinator will be responsible for maintaining the documentation.

15. Use of the P Card by Athletics:

Standard P Cards have been issued to coaches for the purchase of meals and miscellaneous expenses while on team travel events. They are not to be used for purchasing airfare, lodging, or vehicle rentals with the exception of:

- Weather Emergencies, or other catastrophic events preventing return flights.
- Tournament play/play-offs requiring extra day stays at the play-off venue.

JP Morgan, in conjunction with Eastern CT State University will engage the “Stranded Traveler Policy.

In order to be classified as a Stranded Traveler, **the cardholder must be on travel**, unable to adhere to previously arranged accommodations and/or flights based on the exceptions above.

At that time, the card user must call the Customer Service number on the back of the card, and explain the circumstances.

Examples:

Extended stay at Hotel (cost per day) for play-offs.

Car Rental if a change in venue

Meals

Rescheduled Transportation: canceled flights or extended dates.

If the call is received During Business Hours (M-F 8am-5pm in company time zone), JP Morgan's Customer Service will transfer to the Program Administrator, Darren Nosal. If the PA is not available, a message will be left, and the account managed to allow for legitimate charges.

If the call is received after hours, Customer Service will manage the account, to allow for legitimate charges.

16. P Card Purchasing with Grant Funds:

The same dollar thresholds apply to purchases supported by grant funding. Because these funds are restricted, all requests must be forwarded to the grant accountant prior to point of sale for review and approval.

A completed Requisition and/or approved order confirmation must be submitted electronically to grants@easternct.edu. Once the purchase is approved, the P-card user will be notified, and the purchase can be processed. If unit costs change after approval, the grant account must be notified as soon as possible.

Unauthorized purchases or purchases exceeding the allowed grant funding must either be covered by departmental budgets, or goods must be returned to the vendor.

APPENDIX

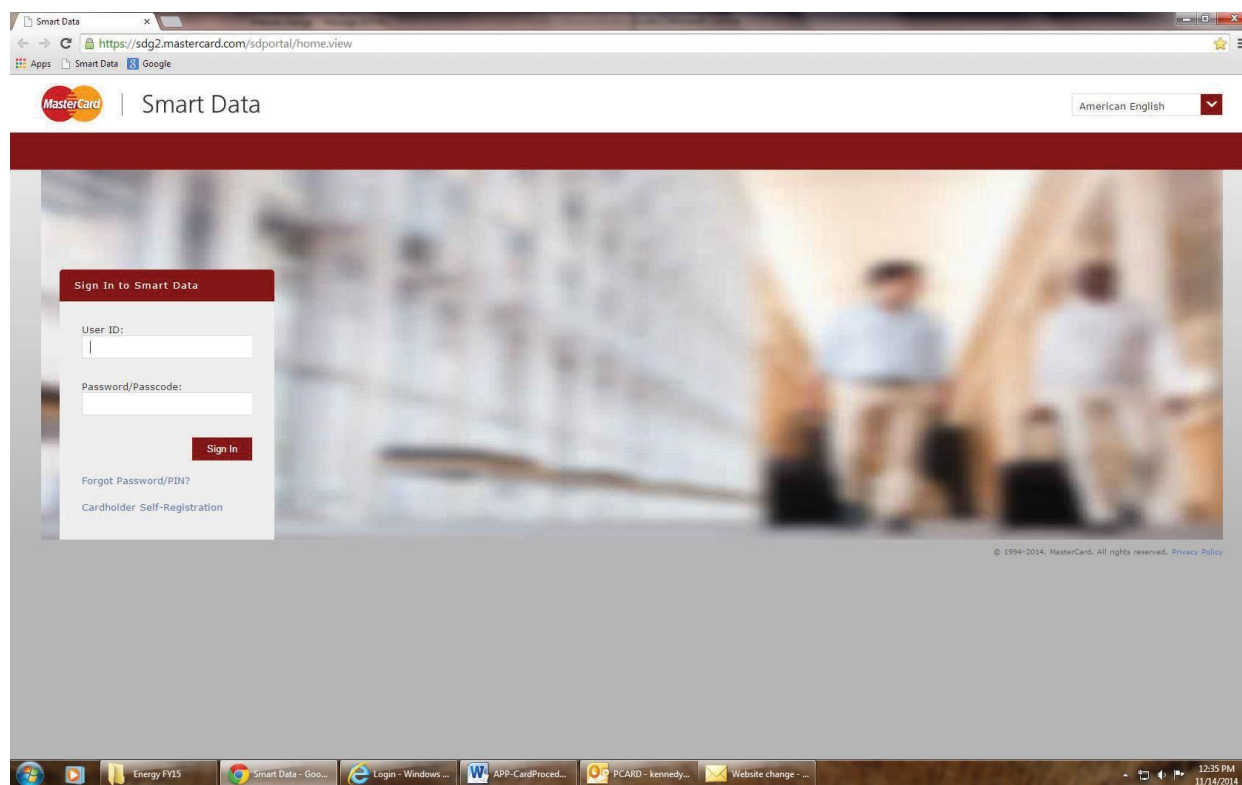
SMART DATA ONLINE (SDOL) PROGRAM TIP SHEET

This tip sheet is provided to give you direction on accessing Smart Data Online, JPMorgan Chase's online program for Eastern Connecticut State University's P-card.

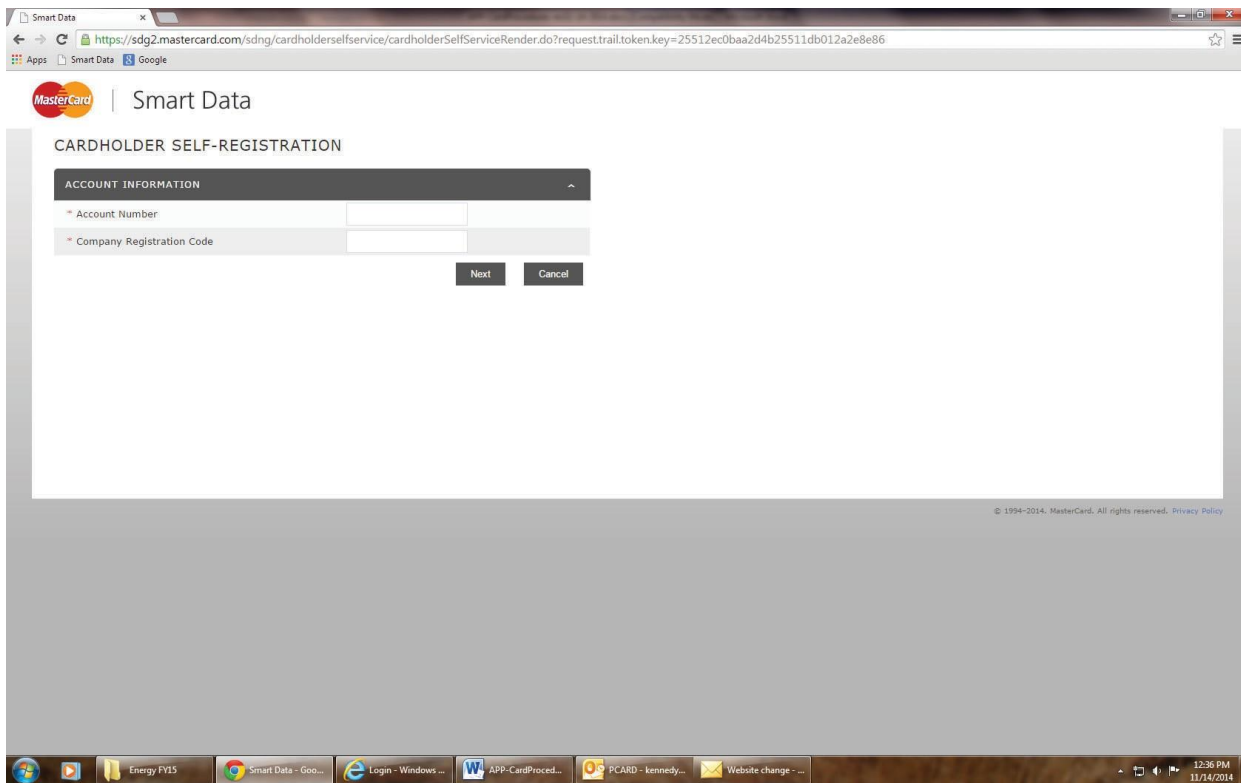
LOGGING INTO SMART DATA ONLINE FOR THE FIRST TIME

These are the steps you will follow to log into Smart Data Online (SDOL):

1. **Access the Smart Data login page:** To begin the process, launch your Internet browser and enter the following address: <https://sdg2.mastercard.com/sdportal/home.view>.
The login screen looks like this:



① ***FOR YOUR FIRST LOGIN/SELF REGISTRATION:*** Tab through the User ID and Password fields, and click on the “Cardholder Self-Registration” link. Enter your P-card’s sixteen-digit account number as your login ID. Do not include any dashes or spaces. Enter Eastern’s Registration number 387487.



Click “Next” and continue to next screen in order to complete your profile and password information.

Select a new password that will be easy for you to remember, but difficult for others to guess.

The SDOL password requirements are as follows:

- 8-20 characters long; two of which must be numeric
- Case sensitive
- Cannot contain spaces
- Cannot be reused
- Cannot be the same as your User ID

SMART DATA ONLINE HOMEPAGE

From the SDOL homepage, you can view your company information, read important news about the system, link to other resources, or download scheduled reports and exports from your Inbox.

When you're logged into the SDOL program, your regular Internet browser (i.e. Internet Explorer) buttons are hidden.

The SDOL program has an online help system that you can click on to provide assistance throughout the program.

The SDOL system home page looks like this:

The screenshot shows a web browser window displaying the Smart Data online homepage. The browser's address bar shows the URL <https://sdg2.mastercard.com/sdportal/dashboard.view>. The page features a red navigation bar with links for Home, My Profile, and Account Activity. The main content area is divided into several sections:

- ACTIVITY**: Alerts & Notifications (0), Most Recent Posting Date (11/13/2014), Total Transactions (53), and Reviewed Transactions (0).
- REPORTS & DATA FILES**: Scheduled Reports, Completed Reports, Account Statement, and Accounting Code Detail (sept - 10/28/2014).
- REVIEW REQUIRED**: A table listing items for review with a total of 58 items.
- NEWS**: Updates on the newly redesigned SMARTDATA, SMARTDATA 14.3 release, and a receipt upload issue.
- LINKS**: SMARTDATA TOOLBOX and SDRAM NEW ACCOUNTS HELPFUL HINTS.
- RESOURCE CENTER**: 14.3 RELEASE NOTES, DISPUTES - HELPFUL HINTS, WEB TUTORIAL, ACCOUNT USER'S GUIDE, and SAMPLE REPORTS GUIDE.

REVIEW REQUIRED		Total Items: 58
	BOSTON CELTICS > 226 CAUSEWAY ST 4TH FL - Approve	USD 2,640 11/13/2014
	NEW ENGLAND ASSOCI > 3 BURLINGTON WOODS - Approve	USD 450 11/13/2014
	NASPA - EXPERIENT > 111 K ST NE 10TH FLR - Approve	USD 430 11/12/2014
	FLIGHT TRAMPOLINE - NE > 140 PRODUCTION CT - Approve	USD 1,200 11/12/2014
	MARRIOTT > 350 WEST MARYLAND STREET - Approve	USD 438.75 11/11/2014

SMART DATA ONLINE TRAINING TUTORIAL

After you login to SDOL, you should complete the JPMorgan Chase Training Tool, to familiarize yourself with the SDOL application. The training tool link is located in the “Resources Center” section of the SDOL home page. Select the “Web Tutorial” training link and follow the prompts through the training.

The online training tool will take you through an introduction to the program and getting started (logging on to SDOL and the homepage). The training tool also will navigate you through financial transactions and reporting options. The training tool will take approximately one hour to complete.

CARDHOLDER RECORD KEEPING RESPONSIBILITIES

The monthly billing cycle for the P-card program is from the 27th day of the month to the 26th day of the next month. Each cardholder is responsible for reviewing their transactions not more than 10 business days following the end of the billing cycle.

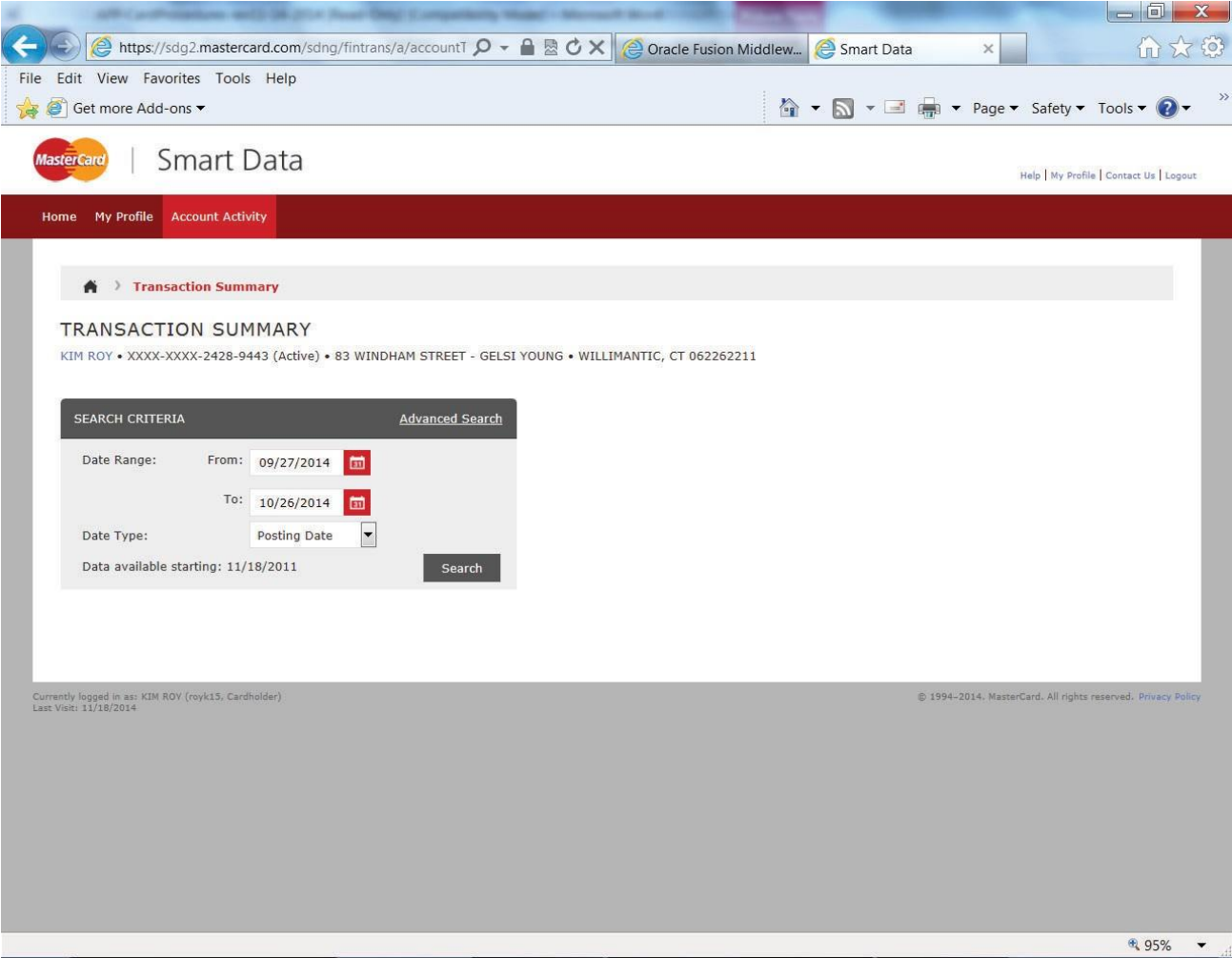
To verify charges:

Under Account Activity, click on Transaction summary

The screenshot shows the Smart Data dashboard interface. The browser address bar displays <https://sdg2.mastercard.com/sdportal/dashboard.view>. The page title is "Smart Data". The navigation menu includes "Home", "My Profile", and "Account Activity". The "Account Activity" menu is expanded, showing options like "Transaction Summary", "Account Information", "Account Manager", "Merchant Summary", "Add Cash Transaction", "Cost Allocation Management", "Schedule Report", "Completed Reports", and "Scheduled Reports". The main content area displays a table of transactions with columns for description, amount, and date. The table lists several transactions, including "BOSTON 226 CAUS", "NEW EN 3 BURLIN", "NASPA - EXPERIENT", "FLIGHT TRAMPOLINE - NE", and "MARRIOTT". The total items are 58. The right sidebar contains "NEWS", "LINKS", and "RESOURCE CENTER" sections.

REVIEW REQ	Description	Amount	Date
BOSTON	226 CAUS	USD 2,640	11/13/2014
NEW EN	3 BURLIN	USD 450	11/13/2014
NASPA - EXPERIENT	111 K ST NE 10TH FLR - Approve	USD 430	11/12/2014
FLIGHT TRAMPOLINE - NE	140 PRODUCTION CT - Approve	USD 1,200	11/12/2014
MARRIOTT	350 WEST MARYLAND STREET - Approve	USD 438.75	11/11/2014

Search by Date Range involving either the charge's posting date or transaction dates (see screen shot below).



Select "Search" to view transactions for the period selected.

Transaction summary:

“Expand All’ to view all charges. You may enter accounting information from this view, or Click on the arrow > for Accounting Detail

Search Results

Expand All | Collapse All Search Total: 23,365.94

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Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	09/29/2014	09/25/2014	NASPA-AUTHORIZE.NET 202-265-7500, DC -20002	25.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/26/2014	NEW ENGLAND BOARD OF H 617-357-9620, MA -02111	417.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/27/2014	TICKETLEAPTICKETS COM 877-8495327, PA -19103	154.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		
	<input type="checkbox"/>	<input type="checkbox"/>	10/01/2014	09/30/2014	CARL'S VAN RENTALS FT LAUDERDALE, FL -33316	1,507.29		
	<input type="checkbox"/>	<input type="checkbox"/>	10/01/2014	09/30/2014	CARL'S VAN RENTALS FT LAUDERDALE, FL -33316	1,507.29		
	<input type="checkbox"/>	<input type="checkbox"/>	10/01/2014	09/30/2014	BLK*CCMC FOUNDATION 8608375700, CA -92121	25.00		
	<input type="checkbox"/>	<input type="checkbox"/>	10/01/2014	09/30/2014	NAFSA ASSOCIATION OF I 202-7373699, DC -20005-4715	260.00		
	<input type="checkbox"/>	<input type="checkbox"/>	10/01/2014	09/30/2014	CARL'S VAN RENTALS FT LAUDERDALE, FL -33316	1,507.29		
	<input type="checkbox"/>	<input type="checkbox"/>	10/03/2014	10/02/2014	XL CENTER 877-263-9372, CT -06103	576.40		

javascript:void(0); 100%

To Split Transaction Amounts with other Indexes, Click on middle icon.

Expand All | Collapse All Search Total: 28,031.82

Page 1 of 3 Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	10/29/2014	10/20/2014	NAFSA ASSOCIATION OF I 202-7373699, DC -20005-4715	(40.00)		
	<input type="checkbox"/>	<input type="checkbox"/>	10/29/2014	10/20/2014	NAFSA ASSOCIATION OF I 202-7373699, DC -20005-4715	(260.00)		
	<input type="checkbox"/>	<input type="checkbox"/>	10/27/2014	10/23/2014	PREMIER BUS LINES, INC 08608289111, CT -06037	2,205.00		
	<input type="checkbox"/>	<input type="checkbox"/>	10/27/2014	10/24/2014	EMBASSY SUITES WASHINGTON, DC -20037	2,500.00		
	<input type="checkbox"/>	<input type="checkbox"/>	10/27/2014	10/24/2014	PREMIER LIMOUSINE 08606598600, CT -94043	395.00		
	<input type="checkbox"/>	<input type="checkbox"/>	10/27/2014	10/24/2014	EMPOWER LEADERSHIPS SP COLCHESTER, CT -06425	200.00		
	<input type="checkbox"/>	<input type="checkbox"/>	10/29/2014	10/28/2014	THE EQUINOX RESORT AND MANCHESTER, VT -05254	425.70		
	<input type="checkbox"/>	<input type="checkbox"/>	10/29/2014	10/28/2014	THE EQUINOX RESORT AND MANCHESTER, VT -05254	425.70		
	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2014	10/28/2014	NACA-WEB 803-732-6222, SC -29212	(215.00)		
	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2014	10/28/2014	THE DESMOND HOTEL 05188698100, NY -12211	316.92		
	<input type="checkbox"/>	<input type="checkbox"/>	10/30/2014	10/29/2014	MARRIOTT PROVIDENCE, RI -02904	291.54		
	<input type="checkbox"/>	<input type="checkbox"/>	10/31/2014	10/30/2014	TICKETLEAPTICKETS COM 877-8495327, PA -19103	238.80		
	<input type="checkbox"/>	<input type="checkbox"/>	11/03/2014	10/31/2014	SHERATON BURLINGTON, VT -05403-5715	130.90		
	<input type="checkbox"/>	<input type="checkbox"/>	11/04/2014	11/03/2014	MARRIOTT HARTFORD, CT -06106	717.60		
	<input type="checkbox"/>	<input type="checkbox"/>	11/04/2014	11/03/2014	MARRIOTT HARTFORD, CT -06106	538.20		
	<input type="checkbox"/>	<input type="checkbox"/>	11/04/2014	11/03/2014	MARRIOTT HARTFORD, CT -06106	538.20		
	<input type="checkbox"/>	<input type="checkbox"/>			MARRIOTT			

100%

Click on “Add” to select the number of splits.
 Type in Description and Amounts to Split – Click Save

Financial Transaction successfully modified.

SPLIT TRANSACTION

KIM ROY • XXXX-XXXX-2428-9443 (Active) • 83 WINDHAM STREET - GELSI YOUNG • WILLIMANTIC, CT 062262211

Financial Detail | Split Detail

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	11/06/2014	11/05/2014	INST OF CERTIFIED MGMT 011111111111, NJ -07645	1,015.00		1,015.00	

Split(s): **Add**

Remove | **Expand All** | **Collapse All**

Split By: Amount | Split and Balance To: Total Transaction Amount

Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> <input type="checkbox"/> Registration	50.00	507.50	0.00	507.50
<input type="checkbox"/> <input type="checkbox"/> Registration	50.00	507.50	0.00	507.50
Totals:	100.00	1,015.00	0.00	1,015.00

ently logged in as: KIM ROY (royk15, Cardholder)
 Visit: 11/14/2014

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Click on → to Enter the Index and Account

Save after each Entry.

To Run Your Monthly Report:

1. On the Home page click on Total Transactions.

The screenshot shows the MasterCard Smart Data dashboard. The browser address bar displays <https://sdg2.mastercard.com/sdportal/dashboard.view>. The page header includes the MasterCard logo and 'Smart Data' text, with navigation links for 'Home', 'My Profile', and 'Account Activity'. A dropdown menu is open under 'Account Activity', with 'Transaction Summary' highlighted in red. The dashboard content is divided into several sections:

- ACTIVITY**: Includes 'ALERTS', 'MOST RECENT', 'TOTAL TRANSACTIONS', and 'REVIEW REQUIRED'.
- REPORTS & DATA FILES**: Includes 'SCHEDULED REPORTS', 'COMPLETED REPORTS', 'ACCOUNT STATEMENT', and 'ACCOUNTING CODE DETAIL'.
- REVIEW REQUIRED**: A table listing transactions with columns for merchant name, amount, and date.
- SNAPSHOTS**: Includes 'Spend By Category' and 'Total Spend'.
- NEWS**: Contains announcements such as 'WELCOME TO THE NEWLY REDESIGNED SMARTDATA!', 'SMARTDATA 14.3 RELEASE', and 'RECEIPT UPLOAD AND VIEWING ISSUE'.
- LINKS**: Includes 'SMARTDATA TOOLBOX' and 'SDRAM NEW ACCOUNTS HELPFUL HINTS'.
- RESOURCE CENTER**: Includes '14.3 RELEASE NOTES', 'DISPUTES - HELPFUL HINTS', 'WEB TUTORIAL', 'ACCOUNT USER'S GUIDE', and 'SAMPLE REPORTS GUIDE'.

REVIEW REQUIRED	Amount	Date
MARRIOTT 25 AMER...	USD 403.41	11/17/2014
NASPA - 111 K ST...	USD 430.00	11/17/2014
BEST WESTERN HOTELS > 7007 WEST BROAD STREET - Approve	USD 376.12	11/17/2014
ISU CONFERENCE UNIT > 607 W DRY GROVE CAMPUS - Approve	USD 395.00	11/14/2014
EMBASSY SUITES > 1250 22ND STREET NW - Approve	USD 2,500.00	11/14/2014

- Select the appropriate Billing Cycle for that report (You may also run the report by Date Range involving either the charge's posting date or transaction date.)

The screenshot displays the MasterCard Smart Data interface. At the top, there's a navigation bar with 'Home', 'My Profile', and 'Account Activity'. The main content area is titled 'Transaction Summary' and includes a search criteria section. The search criteria are: Date Range From: 09/27/2014, To: 10/26/2014, Date Type: Posting Date. Below this, the search results are shown in a table format.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/25/2014	NASPA-AUTHORIZE.NET 202-265-7500, DC -20002	25.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/26/2014	CCAS 07572211784, VA -23188	515.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/26/2014	NEW ENGLAND BOARD OF H 617-357-9620, MA -02111	417.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/27/2014	TICKETLEAPTICKETS COM 877-8495327, PA -19103	154.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		

3. Click on Account Activity and select Schedule Report.

The screenshot shows the MasterCard Smart Data website interface. The browser address bar displays <https://sdg2.mastercard.com/sdng/fintrans/a/accountT>. The page header includes the MasterCard logo and 'Smart Data' text. A navigation bar contains 'Home', 'My Profile', and 'Account Activity'. The 'Account Activity' menu is open, showing options like 'Transaction Summary', 'Account Information', 'Account Manager', 'Merchant Summary', 'Add Cash Transaction', 'Cost Allocation Management', 'Schedule Report' (highlighted in red), 'Completed Reports', 'Scheduled Reports', 'Account Statements', and 'Manage Receipts'. Below the menu, there is a search section with 'SEARCH CRITERIA' and 'Advanced Search' options. The main content area displays a table of transactions with columns for 'Detail', 'Reviewed', 'Approved', 'Posting Date', 'Transaction Date', 'Description', 'Transaction Amount', 'Tax Amount', and 'Additional Information'. The table shows five transactions from 09/25/2014 to 09/29/2014. At the bottom right, there is a zoom level of 95%.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/25/2014	NASPA-AUTHORIZE.NET 202-265-7500, DC -20002	25.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/26/2014	CCAS 07572211784, VA -23188	515.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/26/2014	NEW ENGLAND BOARD OF H 617-357-9620, MA -02111	417.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/29/2014	09/27/2014	TICKETLEAPTICKETS COM 877-8495327, PA -19103	154.00		
	<input type="checkbox"/>	<input type="checkbox"/>	09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		

4. Select "Accounting Code Detail Report".

The screenshot shows a web browser window with the URL <https://sdg2.mastercard.com/sdng/report/schedule/rei>. The page is titled "Smart Data" and has a navigation bar with "Home", "My Profile", and "Account Activity". The main content area is titled "PROGRESS - STEP 1" and contains a "Select Report" section with the text "No report selected". Below this is a "SCHEDULE REPORT: CHOOSE REPORT" section with the instruction "Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above." There are two dropdown menus: "Group By" set to "None" and "Show" set to "All". A grid of report options is displayed, with "Accounting Code Detail" highlighted in yellow. The reports include:

- Account Statement (...)
- Account Statement R...
- Accounting Code Detail (highlighted)
- Daily Transaction Su...
- Expense Report
- Line Item Detail
- Merchant Detail
- Card Log Sheet
- Test-PCard Monthly...

At the bottom of the page, it says "Currently logged in as: KIM ROY (royk15, Cardholder) Last Visit: 11/18/2014" and "© 1994-2014, MasterCard. All rights reserved. Privacy Policy". The zoom level is set to 95%.

5. Select “EASTERN CT STATE UNIVERISTY” (Active) and click NEXT.

https://sdg2.mastercard.com/sdng/report/schedule/sci

Smart Data

File Edit View Favorites Tools Help

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Help | My Profile | Contact Us | Logout

PROGRESS - STEP 2 OF 5

Select Report Accounting Code Detail	Select Scheme No scheme selected	Select Filters No filters applied	Report Options Customize your report	Frequency Run Once
---	--	--------------------------------------	---	-----------------------

SCHEDULE REPORT: SELECT COST ALLOCATION SCHEME
Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity KIM ROY

- "STIOBE,111008,2065BE,110000"StudyTour" (ACTIVE)
- EASTERN CT STATE UNIVERSITY (ACTIVE)
Index, Account, Receipts submitted?
- prf - hENNAGAN (ACTIVE)
- None
Include all transactions. Accounting code fields are not available.

Next Cancel

Currently logged in as: KIM ROY (royk15, Cardholder)
Last Visit: 11/18/2014

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6. Schedule Report Filters: Select "NEXT".

https://sdg2.mastercard.com/sdng/report/schedule/filt Smart Data

File Edit View Favorites Tools Help

Get more Add-ons

Home My Profile Account Activity

Home

PROGRESS - STEP 3 OF 5

Select Report Accounting Code Detail	Select Scheme EASTERN CT STATE UNIVERSITY	Select Filters No filters applied	Report Options Customize your report	Frequency Run Once
---	--	--------------------------------------	---	-----------------------

SCHEDULE REPORT: FILTERS

Select the field, type, and value Click the Add button to add the filter.

Field Type

Add

<input type="checkbox"/>	Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.			

Delete

Back Next Cancel

Currently logged in as: KIM ROY (royk15, Cardholder)
Last Visit: 11/18/2014

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7. Schedule Report Options:

- Under Date type, select “Posting Date”.
- Delivery Options, “System Inbox”.
- Report Format choose Adobe PDF or Excel.
- Number Format: xx,xxx,xx
- Date format: MM/DD/YYYY
- If there are any splits, click “Include splits”.
- Fill in the description (required).
- Notify me at: (your email address)
- Click “Next”.

The screenshot shows a web browser window with the URL <https://sdg2.mastercard.com/sdng/report/schedule/op>. The browser's address bar and menu bar are visible. The page content includes a progress bar at the top with five steps: 'Select Report', 'Select Scheme', 'Select Filters', 'Report Options', and 'Frequency'. The 'Report Options' step is currently active. Below the progress bar, the main heading is 'SCHEDULE REPORT: OPTIONS' with a sub-instruction: 'Specify the schedule report options below, then click Next or Save to continue.' The form contains several fields: 'Date Type' (Posting Date), 'Delivery Options' (System Inbox), 'Report Format' (Adobe PDF), 'Number Format' (XX,XXX.XX), and 'Date Format' (MM/DD/YYYY). There is a checkbox for 'Include Splits' which is checked. A 'Description' text area contains the word 'October'. A 'Notify Me At' text area contains the email address 'ROYK@EASTERNCT.EDU'. At the bottom of the form, there are four buttons: 'Back', 'Next', 'Save', and 'Cancel'. The browser's status bar at the bottom right shows a zoom level of 95%.

PROGRESS - STEP 4 OF 5

Select Report
Accounting Code Detail

Select Scheme
EASTERN CT STATE UNIVERSITY

Select Filters
No filters applied

Report Options
Customize your report

Frequency
Run Once

SCHEDULE REPORT: OPTIONS
Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date

Delivery Options: System Inbox

Report Format: Adobe PDF

Number Format: XX,XXX.XX

Date Format: MM/DD/YYYY

Additional Options Include Splits

Description: October

Notify Me At: ROYK@EASTERNCT.EDU

Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

95%

8. Schedule Report Frequency:

- Choose the date range and the frequency desired.
- Click “SAVE”, and Exit JP Morgan.

PROGRESS - STEP 5 OF 5

Select Report Accounting Code Detail	Select Scheme EASTERN CT STATE UNIVERSITY	Select Filters No filters applied	Report Options Customize your report	Frequency Run Once
---	--	--------------------------------------	---	------------------------------

SCHEDULE REPORT: FREQUENCY
Choose the frequency and date range to use to schedule this report, then click Save to continue.

Run Once

From Date: 09/27/2014 To Date: 10/26/2014 Schedule Offset: 0 (in days)

Daily

Start Date: 11/18/2014 Days to Run: 1 Schedule Offset: 0 (in days)

Weekly

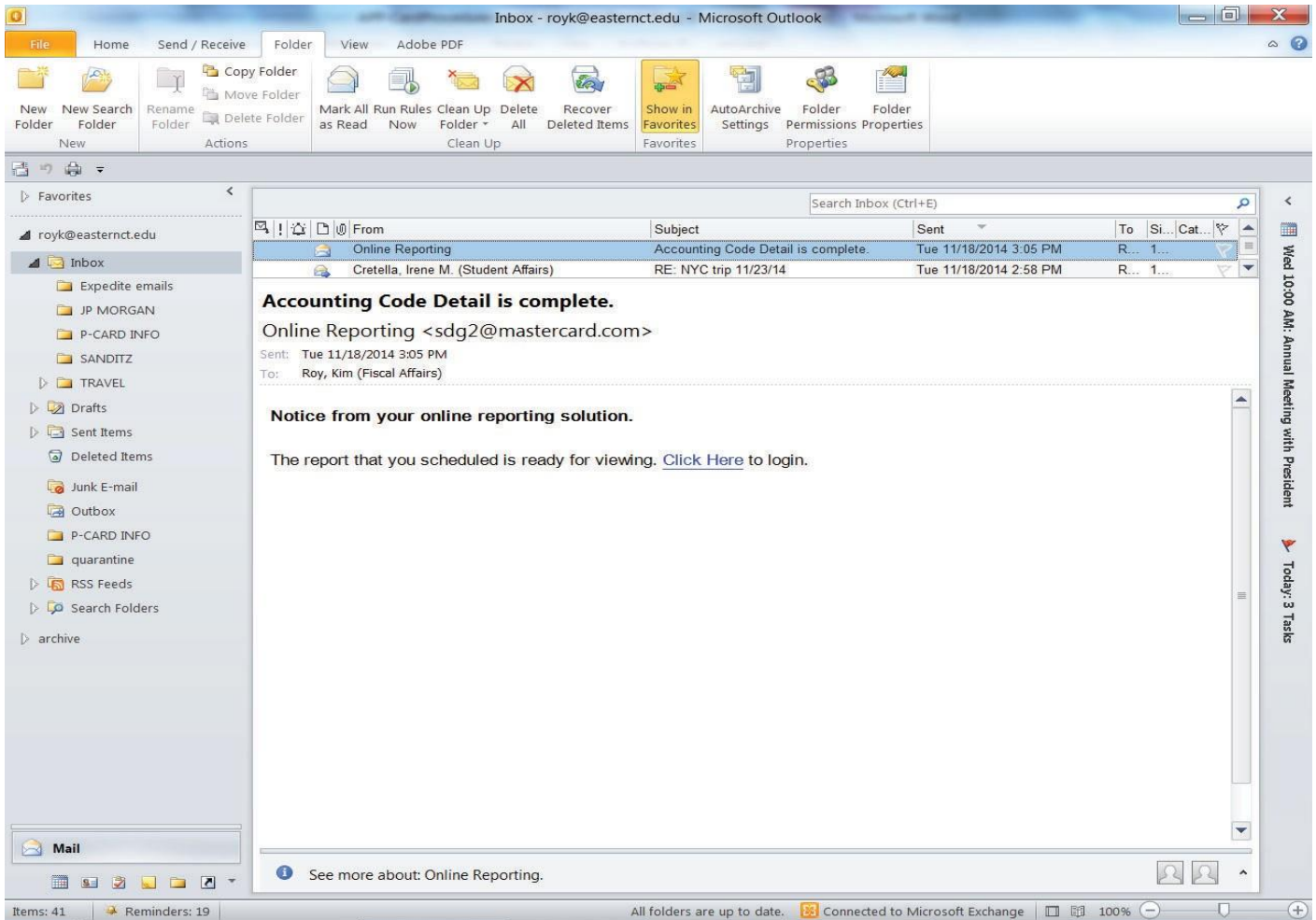
From Day: Sunday To Day: Sunday Weeks to Run: 1 Schedule Offset: 0 (in days)

Monthly

From Day: 1 To Day: End of Month Months to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

An email will be sent to you when the Report is ready. Log-In to the JP Morgan Website from the email.



On the Home Page “click” on Completed Reports.

The screenshot shows the MasterCard Smart Data dashboard. The browser address bar displays <https://sdg2.mastercard.com/sdportal/dashboard.view>. The page header includes the MasterCard logo and 'Smart Data' text, with navigation links for 'Home', 'My Profile', and 'Account Activity'. The main content area is divided into several sections:

- ACTIVITY**: Alerts & Notifications (0), Most Recent Posting Date (11/17/2014), Total Transactions (57), Reviewed Transactions (0).
- REPORTS & DATA FILES**: Scheduled Reports, **Completed Reports** (highlighted in red), Account Statement, Accounting Code Detail (October - 11/18/2014).
- REVIEW REQUIRED**: Total Items: 62. Includes entries for Marriott (USD 403.41), NASPA - EXPERIENT (USD 430.00), Best Western Hotels (USD 376.12), ISU Conference Unit (USD 395.00), and Embassy Suites (USD 2,500.00).
- NEWS**: Welcome to the newly redesigned SMARTDATA!, SMARTDATA 14.3 RELEASE, Receipt Upload and Viewing Issue.
- LINKS**: SMARTDATA TOOLBOX, SDRAM NEW ACCOUNTS HELPFUL HINTS.
- RESOURCE CENTER**: 14.3 RELEASE NOTES, DISPUTES - HELPFUL HINTS, WEB TUTORIAL, ACCOUNT USER'S GUIDE, SAMPLE REPORTS GUIDE.

At the bottom, there are 'SPEND BY CATEGORY' and 'TOTAL SPEND' filters. The browser status bar shows the URL <https://sdg2.mastercard.com/sdng/report/completed/executeInit.do?nwflow=1> and a zoom level of 95%.

Click on the [Accounting Coding Detail](#) to download the report.

The screenshot shows a web browser window displaying the Smart Data application. The browser's address bar shows the URL: <https://sdg2.mastercard.com/sdng/report/completed/>. The application header includes the MasterCard logo and the text "Smart Data". Navigation links include "Home", "My Profile", and "Account Activity".

The main content area features a "Report Summary" section with "Failed Reports 0" and "Scheduled Reports 0". Below this is a section titled "REPORT REQUESTS: COMPLETED REPORTS" with a sub-note: "Reports are stored on the system for up to 30 days. If you wish to retain copies for longer than 30 days, please download a copy from the system for your records." A table lists the completed reports:

<input type="checkbox"/>	Name	File Size	Status	Completed
<input type="checkbox"/>	Accounting Code Detail October	180.8 KB	Success	11/18/2014 14:05:23 CST

A "Click to Download" button is positioned below the "Accounting Code Detail" report entry. The page includes a footer with the text "Currently logged in as: KIM ROY (royk15, Cardholder) Last Visit: 11/18/2014" and "© 1994-2014. MasterCard. All rights reserved. Privacy Policy". The browser's status bar at the bottom shows the full URL and a zoom level of 95%.

Click Download

https://sdg2.mastercard.com/sdng/report/completed/

Oracle Fusion Middlew... Smart Data

File Edit View Favorites Tools Help

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MasterCard | Smart Data

Help | My Profile | Contact Us | Logout

Home My Profile Account Activity

Report Summary
Failed Reports 0
Scheduled Reports 0

REPORT REQUESTS: **COMPLETED REPORTS**

Name	Accounting Code Detail
Completed	11/18/2014 14:05:23 CST
Scheduled	11/18/2014 14:04:49 CST
File Size	180.8 KB
Status	Complete
Description	October
Created By	System

Download Delete

Currently logged in as: KIM ROY (royk15, Cardholder)
Last Visit: 11/18/2014

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NOTE: Be certain that POP UP's are not being blocked! If they are, you will need to unblock the pop up's and restart the report.

9. Print the Accounting Code Detail Report, attach all associated receipts, and monthly log. The log must be signed by the card user and his/her direct Supervisor. This information will be necessary for the P-Card Program Team to perform their audit of the cardholder's account.

NOTE: Improper record keeping is a violation of the responsibilities of the cardholder and is subject to removal of the P-card. Please refer to Misuse of the P-card in the Purchasing Card Program Policy and Procedures manual for more information.

OTHER INFORMATION

If you have any questions, please contact the Program Administrator:

Darren Nosal
P-Card Administrator
nosald@easternct.edu

Telephone: 860/465-5730 Fax: 860/465-5180



EASTERN CONNECTICUT STATE UNIVERSITY

Purchasing Card Agreement Form

Eastern Connecticut State University presents to you a **MasterCard Purchasing Card**. This card represents the University's trust in you and our willingness to empower you as a responsible employee of the University and our belief in your ability to safeguard and protect our assets.

I, _____, hereby acknowledge receipt of a Eastern Connecticut State University Purchasing Card. As the holder of this Purchasing Card, I understand and accept the responsibility for the proper use and protection of same as outlined in this agreement and I have read, understand and agree to the terms in the Purchasing Card (P-Card) Program Policy and Procedures Manual (herein "User Manual").

I agree to use this card for official **University purchases only, and understand that all my purchases will be consistent with all University policies and procedures. I will not use it for personal purchases of any kind nor will I loan my card to other individuals.** University purchases may include authorized travel and general purchases. Additionally, I agree to maintain proper supporting documentation for appropriate travel related expenses or general purchases.

Within 10 days following the receipt of the monthly statement, I agree to review my current period charges utilizing the J.P. Morgan Chase credit card statement process. I agree to reconcile my transactions and attach all necessary documentation to a printed copy of the statement and maintain such documentation on file until authorization to dispose of such information is granted by Fiscal Affairs. Furthermore, I will resolve any issues regarding my statement and will ensure that the statement amount agrees with my documentation. I will maintain my records in a manner that allows for timely retrieval by internal/external auditors.

When using the card for general purchases, I agree to purchase only approved purchases as identified in the User Manual and will utilize University and State contract vendors whenever possible.

When using the card for travel, I agree to follow Connecticut State University travel policies, and I also agree to use the card only for approved travel expense.

I understand that use of this Purchasing Card for purchases deemed inappropriate may result in disciplinary action, up to and including dismissal, personal liability for improper charges, and loss of my cardholder privileges. I acknowledge that I will be responsible for the re-payment of any charges deemed inappropriate by direct reimbursement and/or payroll deduction based upon official notification of such. This responsibility may continue beyond termination of employment and may include any associated legal fees.

I understand that Eastern Connecticut State University may terminate my right to use this credit card at any time for any reason. I agree to return the credit card to the **P-Card Administrator** immediately upon request or upon termination of employment.

Cardholder Signature: _____

Date: _____

cc: Cardholder's Personnel File



EASTERN CONNECTICUT STATE UNIVERSITY
Purchasing Card Documentation Form
or Missing Receipt Form

This form may be used for phone orders or when a receipt has been misplaced.

Complete Sections 1-6 for a phone order
Complete Sections 1-7 for a missing receipt

(1) Vendor:	(2) Date of Purchase:	(3) Purchase Amount:		
(4) How Ordered: [Check One]				
Phone <input type="checkbox"/>	Mail <input type="checkbox"/>	Internet <input type="checkbox"/>	Fax <input type="checkbox"/>	in Person <input type="checkbox"/>
(5) Description of Purchase: [List items purchased]: Attach second page if additional space is required.				
<hr/> <hr/> <hr/> <hr/>				
(6) Justification: [Purpose]				
<hr/> <hr/> <hr/>				
(7) As cardholder, I _____ certify that the above purchase was made for Cardholder's Name [Please Print] Official University business and this form is being submitted in lieu of the receipt.				
_____ Signature		_____ Date		
Note: Repeated use of this form in place of a missing receipt will result in temporary suspension of your Purchasing Card.				