The Citadel Purchase Card Policies & Procedures Manual was updated on October 1, 2020.

The State of South Carolina made many changes to the State Purchase Card Policy in September 2019 and again in January and March 2020. These changes have all been incorporated into this revised policy, with the major changes summarized as follows:

- All Bank of America monthly bank statements now require two signatures; the Cardholder must sign where indicated on the lower right section of the first page of the statement. The second signature must be from the Liaison/Reconciler, or the Dean, Director or Department Head.

- Each receipt must note the Index and Account Code the expense will be allocated to, at time of reconciliation.

- The State has clarified their policy and will no longer permit Cardholders to reconcile their own accounts when a department consists of more than two FTE Citadel employees. This is being currently addressed on campus and our goal is to be fully compliant by January 2021. Please discuss this among your department and be prepared to make the required changes this will entail.

- Bank of America will no longer send an email to Cardholders that indicates your statement is now available if that Cardholder has had no activity during the statement period.

- When an Unblock is requested for Travel of any kind, the Unblock Request must contain the Travel Authorization Number, (TAN).

- A policy statement has been added in the Delivery of Goods section, on page 22, that addresses exceptions regarding shipping of goods to non-campus addresses.

- An Audit Section has been added in the manual on pages 21 & 22, to provide informational requirements on the Citadel Credit Card Audit Process.

- The following Exhibits have been changed. Please update your documents accordingly.
  
  - Exhibit “A” – Citadel Blocked Merchant Category Codes (MCCs) – this has been revised and updated;
  
  - Exhibit “D” – Single Transaction Limit Override form (STLO) – this has been revised and updated;
  
  - Exhibit “E” – Citadel Credit Card Application – this has been revised and updated;
  
  - Exhibit “F” – Citadel Purchase & Travel Card Cardholder Agreement – this has been revised and updated;
  
  - Exhibit “I” – Lost Receipt Affidavit – this has been updated and added to the manual to improve Cardholder access to this information.
  
  - Exhibit “J” – Banner Most Commonly Used Account Codes – this has been added to the manual to improve Cardholder and Liaison access to this information.

Should you have any questions about this manual, or need any additional information, please feel free to contact Lauren Merriken at (843) 953.7031.