

**Applies to:** Faculty, staff, student employees, and students.

**Responsible Office**

**Business and Finance**

**POLICY STATEMENT**

As a public institution, Central Ohio Technical College (COTC) is held to a high degree of public scrutiny and accountability for its business practices. Issuance of a PCard is a privilege, and every reasonable effort must be made to verify that funds are used responsibly, and in a manner, consistent with the college’s mission.

**Purpose of the Policy**

To provide guidance on authorization, documentation, and compliance with college policies and rules for PCard purchases.

**Definitions**

Term	Definition
Business Purpose	Written statement that explains the reason/justification behind the action being taken or the transaction being made. Must include details of the action/transaction (who, what, when) and how/why the action/transaction benefits the mission of the college. When applicable, must include an attendee list (name, affiliation, title) and other supporting documentation.
Cycle Limit	Amount permitted per billing cycle.
Exception	Any violation of or noncompliance with a college policy issued by the Office of Business and Finance.
PCard	Bank issued credit card serving as a college procurement card.
PCardholder	Employee assigned permanent custody of a college PCard.
PCard Reconciliation Form	Dynamic Forms document that is available to all users to reconcile charges made to the Business and Finance PCards checked out by campus users.
PCard User	Employee who is temporarily assigned use of a PCard.
Special approval	Specific goods/services that require additional approvals.
Transaction Limit	Amount allowed per transaction.
Travel Card	Bank issued declining balance card assigned to individuals for approved college-related travel.
Traveler	An individual who travels for business on behalf of the college.

**Policy Details**

- I. Purchases made with a **PCard** must comply with all college policies and rules, with special attention to the Asset Management policy, Expenditures policy, Purchasing policy and Travel policy.
- II. Purchases made with PCards must be for official college business only. Personal use is prohibited.
- III. Business and Finance is responsible for new PCard issuance, account maintenance, issue resolution, reporting and all other PCard oversight.
- IV. Purchases expected to be reimbursed by a third party to anyone other than the college are not permitted on the PCard.
- V. Payment to individuals, current or former employees, and sole or other proprietors for services is not permitted on the PCard, when paid through digital disbursements (e.g., PayPal, Venmo, Cash App).

**PROCEDURE**

- I. Usage Limitations and Requirements
  - A. General Requirements
    1. PCards are used to support college purchasing, payable and travel processes.

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2. PCard issuance is limited to college employees.
  3. If a purchase is returned to the supplier, a credit must be applied to the PCard account. Cash or store credit cannot be accepted for a returned item.
- B. Card Limitations
1. In most cases, Department PCards have a single **transaction limit** of \$1,000 and a monthly or **cycle limit** of \$5,000. If cardholders exceed their preset limits, the transaction will be denied.
  2. Purchases must not be split to avoid the established single transaction limit.
  3. If a department's usage experience indicates that higher limits should be set, Business and Finance should be contacted. It is the responsibility of the appropriate approver to request a limit adjustment.
- C. **Travel cards** may only be used for pre-approved travel-related expenses.
- D. When Department PCards are not available, Business and Finance will maintain PCards that users may check out. These cards may also have higher limits for purchases above the limits of a Department PCard.
1. Users that check out a Business and Finance PCard must reconcile that expense within two business days on a PCard Reconciliation form found on the myCOTC site.
- E. Sales and Use Tax
1. COTC is a tax-exempt State supported college. Ohio sales or use taxes should not be charged to the PCard.
  2. Merchants may request a copy of COTC's Tax Exemption Certificate. PCard users can find the certificate on the Purchasing, Receiving, and Travel card within the myCOTC site.
  3. If sales tax is charged to the PCard, it is the **PCard User's** responsibility to make reasonable effort to recover sales tax if it is \$25 or greater. Business and Finance may, at its discretion, require sales tax to be recovered at any dollar amount when there are repeated offences.
- II. Security
- A. The PCard is the property of COTC and should be protected and secured just like any other credit card.
- B. Employees with access to a PCard or any documentation showing a PCard account number must protect the account number from fraud or any other inappropriate use.
- C. **PCardholders** and PCard users must not save the full PCard number in hard copy or electronically.
1. When making online purchases, "guest checkout" or "do not save card number" options must be used when available to avoid storing the PCard number in a system.
- D. Departments are responsible for notifying Business and Finance regarding the transfer or termination of employees who are PCardholders.
- E. If a card is lost or stolen, it is the responsibility of the cardholder to notify Business and Finance immediately.
1. If unauthorized purchases are made as a result of a lost or stolen card, the cardholder will not be held responsible if the situation is reported in a timely manner.
  2. Stolen PCards must be reported to the Department of Public Safety.
- F. PCards and fraudulent activity
1. The PCardholder is responsible for monitoring PCard usage to detect fraud.
  2. Business and Finance will cancel and issue new PCards as appropriate.
- G. Shared Use Responsibilities
1. PCards that are shared for temporary use by employees other than the PCardholder must be recorded on a PCard Tracking Log to document transfer of custody and collect criteria for expense report processing.
- III. Card Capabilities
- A. Cardholders may use the card to make purchases of goods and services in person at a merchant site, to place orders over the phone, and to place mail and internet orders.
- B. Travel PCards may be used to pay for travel by and for the college. For example, these individual cards may be used for registration, airfare, lodging, etc.
- IV. Card Restrictions
- A. Cash advances are NOT permitted on any PCard.
- B. **Special approvals** as defined in the Purchasing and Expenditures policies are also applicable for PCard purchases.

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VI. Violations of the PCard Program

- A. The college may enforce corrective action for violations up to and including termination, in accordance with applicable policies.
- B. The college may seek restitution, as appropriate.
- C. Criminal charges may be filed, as appropriate.

**Responsibilities**

Position or Office	Responsibilities
Business and Finance	<ol style="list-style-type: none"> <li>1. Issue new PCards, perform account maintenance, resolve issues, issue reports and oversee PCards generally.</li> <li>2. Consider and approve increases to PCard single transaction and cycle limits, as appropriate.</li> <li>3. Approve and document policy waiver requests, as appropriate.</li> <li>4. Administer Business and Finance PCards, Department PCards, and Travel cards, as appropriate.</li> <li>5. Notify the issuing bank if a PCard is lost or stolen. Notify the Department of Public Safety or local law enforcement, as applicable.</li> <li>6. Notify the issuing bank and follow the dispute process if fraudulent activity is detected.</li> <li>7. Resolve any disputed transaction.</li> <li>8. Verify that all applicable PCards are immediately cancelled if a PCardholder's employment is terminated, transfers to another unit/department, or assumes different duties that do not include management or use of a PCard.</li> </ol>
PCardholder	<ol style="list-style-type: none"> <li>1. Ensure that tax is not charged on purchases in the State of Ohio.</li> <li>2. Make a reasonable effort to recover sales tax only if it is \$25 or greater.</li> <li>3. Protect the PCard account number from fraud or any other inappropriate use.</li> <li>4. Do not save the full PCard number in hard copy or electronically.</li> <li>5. Use "guest checkout" or "do not save card number" when available to avoid storing PCard number in a system.</li> <li>6. Notify Business and Finance if a PCard is lost or stolen.</li> <li>7. Monitor PCard usage to prevent fraud.</li> <li>8. Account for all transactions and document each on an approved expense report to capture business purpose, appropriate budget and other transaction details.</li> <li>9. Attach legible electronic copy of all original itemized receipts or equivalent documentation for all transactions to the monthly expense report.</li> <li>10. Attach an explanation to the expense report if required documentation is not available.</li> <li>11. Maintain a PCard Tracking Log to document transfer of custody and collect criteria for expense report processing.</li> </ol>
PCard user	<ol style="list-style-type: none"> <li>1. Ensure that tax is not charged on purchases in the State of Ohio.</li> <li>2. Make a reasonable effort to recover sales tax only if it is \$25 or greater.</li> <li>3. Protect the PCard account number from fraud or any other inappropriate use.</li> <li>4. Do not save the full PCard number in hard copy or electronically.</li> <li>5. Use "guest checkout" or "do not save card number" when available to avoid storing PCard number in a system.</li> <li>6. Be responsible for the security of the PCard while in your possession.</li> <li>7. If using a PCard checked out from Business and Finance, complete a PCard Reconciliation Form and attach all itemized receipts.</li> <li>8. Make a good faith attempt to resolve any dispute with the supplier.</li> </ol>
Supervisor/Approver	<ol style="list-style-type: none"> <li>1. Review monthly expense reports for budget accuracy, business purpose, appropriateness and policy requirements for all Department cards.</li> <li>2. Approve expense reports and forward to Business and Finance prior to the end of each month.</li> </ol>
Traveler	Account for travel-related expenses on the Overnight Travel Reimbursement Request Form and attach all itemized receipts in accordance with the Travel policy.

**Resources**

[Business and Finance Documents](#)

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[COTC Expenditures Policy, 3.1.01](#)

[COTC Purchasing Policy, 3.1.09](#)

[COTC Travel Policy, 3.1.10](#)

[myCOTC](#)

### Contacts

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Subject	Office	Telephone	E-mail/URL
Policy questions, applications, account maintenance	Business and Finance	740-399-9234 740-366-9233	<a href="mailto:hahn.159@mail.cotc.edu">hahn.159@mail.cotc.edu</a> <a href="mailto:searfos.10@osu.edu">searfos.10@osu.edu</a>

### History

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