Purpose

The University has developed a Payment Card Program to provide an efficient method for making purchases and payments when standard methods of requisition cannot be applied.

The University recognizes that standard methods of requisition may not be feasible for the student body and has created a policy regarding a payment card for purchases on behalf of student clubs and organizations (Student PCard). Prior to making purchases, students should check with the Student Accounts Office for a list of vendors who have established relationships with the University. For those specific vendors listed, the purchases should be made through the Ariba electronic Purchase Requisition system to take advantage of prearranged invoicing and any discounts available.

The information and procedures in this policy are in addition to, not in replacement of, the information and procedures in the Nova Southeastern University Payment Card Policy Manual (NSU PCard Policy). All policies and procedures contained in the NSU PCard Policy apply to the Student PCard Policy unless specially stated otherwise.

Exception to the NSU PCard Policy

As an exception to the NSU PCard Policy, the Student PCard can be used for food, party supplies, holiday decorations, flowers, greeting cards, office supplies, and other purchases directly related to events and activities conducted by a student club or organization.

In accordance with the NSU PCard Policy, the purchase of certain items regardless of the reason or nature are strictly prohibited. Such items include but are not limited to: travel and entertainment related expenses, cash advances, personal items, gift cards and certificates, construction or renovation services, computer hardware or software, leases/rentals, software licensing agreements requiring signatures, furniture or equipment, purchases involving trade-in of University property, sales tax, services of sole proprietorships, individuals, or non-incorporated businesses, professional and consulting services, automotive gasoline, alcoholic beverages, or contract purchases and payments.

Access to the Student PCard

In accordance with the NSU PCard Policy, all PCards are to be issued under an employee’s name. The employee who accepts a PCard issued by the University will be responsible for adhering to all the University policies and procedures relating to its use. The PCard issued by the University for use by the student clubs and organizations (i.e. Student PCard) will be issued to an employee of the University’s Student Activity Fee Accounts Office. This employee will be referred to as the cardholder of the Student PCard in this policy and will be the only person with physical access to the Student PCard. All purchases made on behalf of the club/organization need to be completed by the cardholder or in the presence of the cardholder.

The cardholder of the Student PCard cannot make University or non-student club purchases or payments using the Student PCard. Should the cardholder of the Student PCard need to make purchases and/or payments using a PCard, the employee should obtain a separate University PCard in accordance with the NSU PCard Policy.
Process for Students to Use the Student PCard

1. Student submits a Request for Funds (RFF) on behalf of the club/organization to make a purchase using the Student PCard.

2. Advisor approves the purchase as indicated on the RFF.

3. Student comes to the Student Accounts Office with the approved RFF to make the purchase (online or by phone).
   NOTE: The University is tax exempt and should not pay sales tax. The cardholder is responsible for ensuring that sales tax is not charged at the time of purchase.

4. A copy of the purchase receipt must be requested to be emailed, faxed or mailed to the cardholder. Examples of documentation: An original receipt from the vendor including supplier name, transaction amount, date and itemized description of item(s) purchased; a packing slip or other documentation received from the supplier; a screen-print or order confirmation e-mail when making internet purchase or a copy of an order form that was mailed to a supplier to request an item.

5. Student completes a “Student Payment Card Attestation Statement” and provides to the cardholder at the time of purchase.

6. The cardholder maintains a copy of the receipt and attestation statement.

Student PCard Accounting Process – Cardholder

1. Student Accounts Office posts charge to the club/organization statement based on the receipts and RFF’s obtained.

2. The cardholder is responsible for retaining documentation of orders and returns and reconciling them to the monthly PCard statement. The PCard statement is mailed to the employee’s work address.
   a. All charges must be verified and accounted for.
   b. Any discrepancies must be documented and resolved.
   c. Monthly reconciliations must be retained by the department for auditing purposes.
   d. The cardholder must forward all invoices, receipts and student attestation statements, along with the monthly statement and Attestation Statement (completed by the cardholder) to Accounts Payable (aphelp@nova.edu) within five days of receipt of the monthly statement to ensure timely payment.
   e. Supporting invoices and receipts must conform to the University’s purchasing policies and procedures regarding documentation and must be approved by department head.
Student Payment Card
Attestation Statement

Name of Student Payment Card User:

Student Club / Organization Name:

Description of Item(s) Purchased:

As a user of the NSU Student Payment Card, I attest that the following items are true and accurate:

- Detailed supporting documentation is attached for each item purchased. In instances where the documentation does not clearly reflect what product was purchased, additional information has been noted.
- Each purchase is an allowable purchase as detailed in the Student Payment Card Policy. The attached supporting documentation does not reflect disallowed purchases such as travel and entertainment, alcoholic beverages, personal items, computer hardware/software, professional services, etc.
- I will contact the Student Accounts Office within ___ day(s) should the items purchased not be received by myself or my organization.

________________________  _______________________
Signature of the Student Payment Card User                    Date