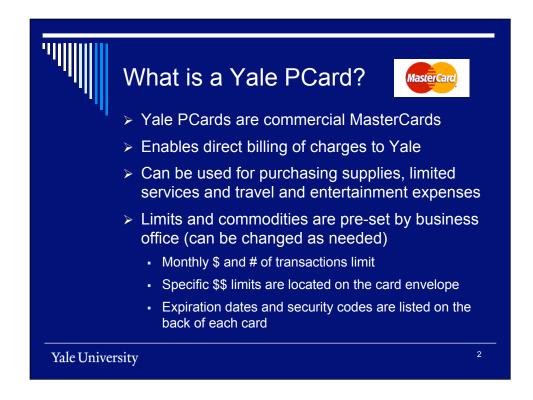
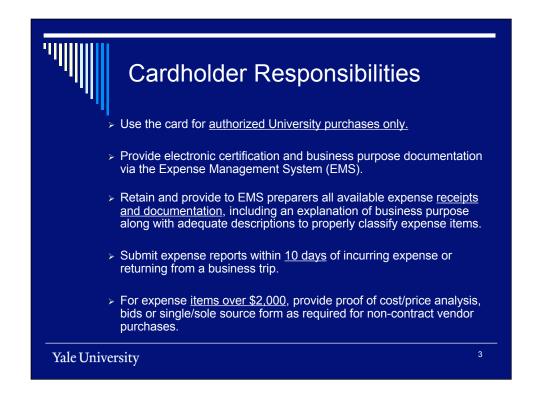


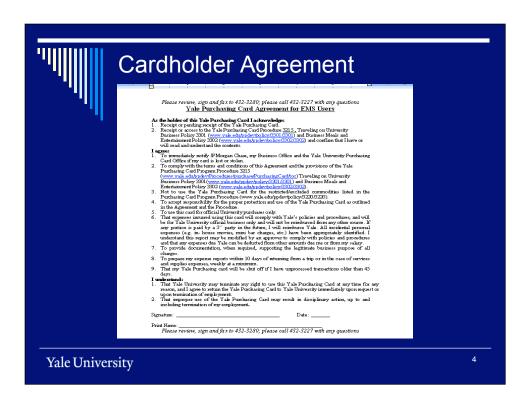
Welcome to Yale's Enhanced Purchasing Card Program. This presentation is for Purchasing cardholders and their assistants, who are using the enhanced Purchasing card with the Expense Management System (EMS).



Yale's Purchasing cards are MasterCard credit cards that facilitate direct billing of charges to the University. They are considered commercial cards because the account-holder is Yale, rather than the individual. PCards are issued by JP Morgan Chase and assigned to individual employees of Yale. Purchases made on the card are paid by the University directly so there is no out-of-pocket expense to the cardholder. Because the University is liable for all charges made on the cards, extra care should be taken to ensure that the card is not lost or stolen and that it is used solely for Yale University business purposes. The cards themselves are limited by preset spending amounts, including daily and monthly dollar amount transaction limits. As an additional safeguard, the cards are limited to 15 transactions per day and 200 transactions per month. The specific limits for each card are located on the envelope issued with the card. Each PCard also has an expiration date and a unique 3-or 4-digit security code printed on the back of the card. The expiration date must be correctly entered, along with the card number, for transactions to be approved. The security code is often requested as a form of validation when making phone or Internet purchases.



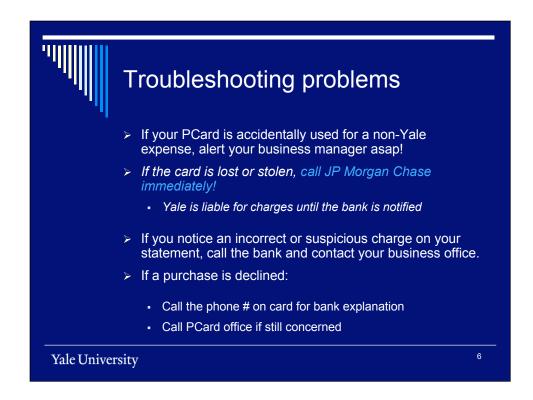
Upon issuing the PCard, Yale entrusts the cardholder with certain responsibilities—both for safeguarding the card and for using it responsibly. By accepting the card, each individual cardholder verifies that the card will be used only for authorized University purchases and in accordance with University policies and procedures. Any requests for exceptions to University policy should be directed to the Purchasing Card Office. The Purchasing Card Office will approve certain requests directly. Other requests requiring additional approval will be tracked and forwarded to the Controller's Office. As a standard business practice, cardholders should retain all receipts and submit an expense report with proper documentation within 10 business days of return from travel or from incurring the expense. An explanation of the business purpose for expenses should accompany the expense report. Nontravel expenses, from non-contract vendors, greater than \$2,000 have additional restrictions. Be sure to refer to the University policies and procedures website for full details.



When they receive their new PCards, cardholders are required to sign an agreement acknowledging their responsibilities and agreeing to comply with the terms and conditions of the program. The revised cardholder agreement outlines the various rules that apply to use of the card, and states that improper use of the card can result in loss of card privileges, as well as other, more stringent sanctions. Cardholders are advised to prepare and submit expense reports within 10 days of returning from a trip or incurring an expense.



The PCard is a quick and efficient way of paying for most travel-related expenses, such as conference fees, airline tickets, and hotel charges. Although SciQuest is the recommended purchasing method for routine supplies, the Purchasing card may be used for any expenses not available via SciQuest. Using the card saves out-of-pocket expense and avoids the time required to request advances. The card cannot be used for buying furniture, paying utility and phone bills, or buying controlled substances or other unallowable items. In addition, the PCard should not be used to pay for service and maintenance agreements, which need to be reviewed by the General Counsel's office. Personal purchases are not allowed. You also should not do anything to circumvent the preset transaction limits. Doing so is against University policy.



If you experience a problem with your card, certain steps need to be taken to minimize any risk to the University. If your card has been used inadvertently to make a personal purchase, notify your business manager as quickly as possible so that the funds can be repaid to the University. For lost or stolen cards, you need to notify JP Morgan Chase immediately. The University is liable for any charges that are incurred prior to that notification. If you notice an incorrect charge amount, have a question about a charge, or simply don't remember making the charge, please try contacting the vendor to resolve the issue. If the vendor does not resolve the issue to your satisfaction, please call the bank's customer service line to initiate a dispute. Please note, disputes need to be filed no later that sixty days after the bank posting date. If you do file a dispute, please notify your business office as well.

If you attempt to make a purchase and the charge is declined, you can call the customer service number on the back of the card to receive an explanation. It might be due to an incorrect expiration date, a commodity that is not allowed or simply that you've reached one of the card limits. If you do not obtain satisfactory resolution to your problem, contact the Purchasing Card office at 432-3227.



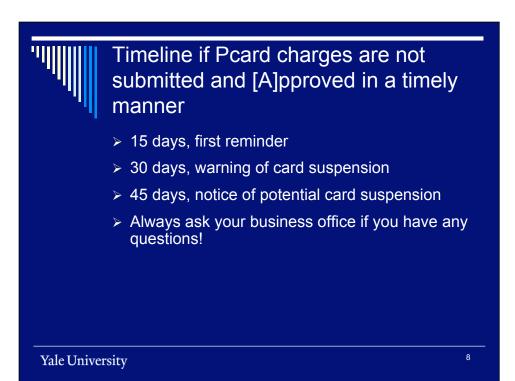
## Once you activate a new PCard

- > Retain all receipts for review and processing
- Email notices will be sent to cardholders and their assistants alerting them to new transactions that have occurred.
- Cardholders or assistants should prepare EMS expense reports for new transactions regularly (weekly is recommended).
- Prepared expense reports are submitted/ approved by the cardholder; either through EMS or by email reply if the report was prepared for them.

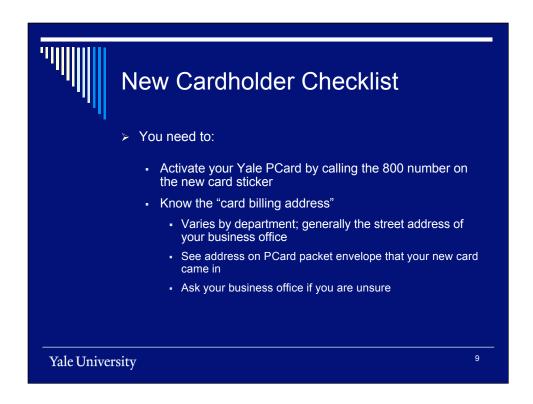
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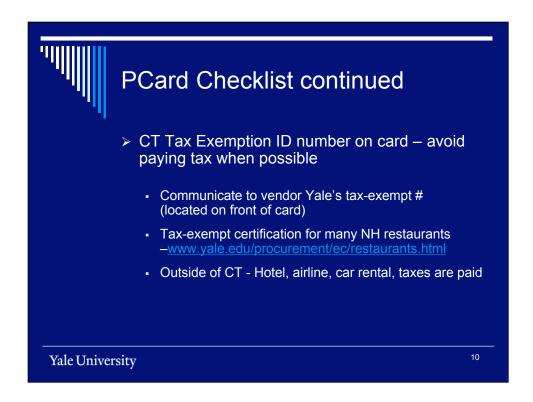
The first thing you need to do when you get your new PCard is activate it by following the instructions on the card. The card will not work until you activate it. Once you begin using your new card, remember to keep all receipts, email notices and other documentation to verify and substantiate your purchases. For each transaction, an email is sent to both the cardholder and his/her designated assistant. The assistants, also known as preparers, are the people designated by the business office to create expense reports on behalf of the cardholder. Expense reports should be submitted on a regular basis, either weekly for routine transactions or within 10 days of returning from a business trip.



As charges occur, email notifications are sent to the cardholder and his/her designated assistant. You must import and submit these charges on an expense report using EMS. The Purchasing Card system has a built-in timeline that sends alerts when charges are not submitted within a certain amount of time. After 15 days of inaction, the cardholder and assistant receives a friendly reminder. After 30 days, a warning is issued, alerting the cardholder to the fact that the card may be suspended. At 45 days, a notice of potential card suspension will be sent. The Purchasing Card office reviews these cases and seeks additional information as needed.



When you get your card, remember to activate it by calling the 800 number listed on the sticker. When making purchases, you also need to know the card's billing address, which can be found in your original card packet. Ask your business manager if you are not sure of your billing address. The billing address verification is another safeguard built into the system to ensure that only the appropriate cardholder can use the card.



As a non-profit entity, the University is exempt from all Connecticut state sales tax. The PCard is designed to help cardholders take advantage of this tax-exempt status whenever possible. Yale's tax-exempt number is listed on the card and should be given to vendors when making a purchase. For your convenience, the Procurement website provides a list of New Haven area restaurants, indicating whether they accept the PCard and whether a tax-exempt certificate is on file. For purchases made outside of Connecticut, the usual taxes apply.



Additional information is available online at the Purchasing Card website (http://www.yale.edu/procurement/ec/index.html), and the Policies and Procedures website (www.yale.edu/ppdev). Here you can find all of the PCard policies, procedures, forms, guides, and other helpful documents for easy reference.



To contact a member of the Purchasing card office, call 432-3227. The office is open every day from 8:30 a.m. to 5 p.m. Alternatively, you can send an email to purchasing.card@yale.edu. If you need to contact someone after hours, call the Bank, which has a 24-hour, 7-day-a-week phone number.