Purchases under $5,000 must be charged to a W&M small purchase credit card (SPCC) whenever possible. All individuals who have purchasing authority must have a W&M SPCC, and must use it as the method of payment whenever possible. W&M’s accounts payable office will not process payment for any invoice under $5,000, without written confirmation from the vendor that it will not accept payments via credit card, or will charge an additional fee for accepting payment via credit card. To begin the process of getting a credit card, contact Assistant Director of Athletics Business Operations, Patricia Moran (757-221-3351).

Cardholders must attend a training session conducted by the procurement office before receiving a W&M SPCC, and must complete annual online training. All expenses charged to a W&M SPCC must be in compliance with the policies presented in this training, and all other W&M Athletics policies.

W&M is tax-exempt in Virginia on purchases other than prepared meals, lodging and flights. The College’s tax-exempt information is included with the credit card. W&M is also tax-exempt in some other states. Tax-exempt information for other states will be forwarded to you in advance of approved travel. The purchaser is responsible for contacting the vendor to get sales tax removed if it was charged incorrectly. If the vendor refuses to remove incorrectly charged sales tax, the cardholder must initiate a transaction dispute within the online credit card system or reimburse the athletics department for the expense with a check made out to W&M Athletics.

All lodging and transportation expenses should be direct billed or charged to the SPCC of the Athletics Travel Coordinator (TBA) whenever possible. The travel coordinator will confirm in writing if travel expenses should be charged to the individual traveler’s W&M SPCC. Other than per diem, all meal expenses must be charged to a traveler’s SPCC.

In general, expenses on a W&M SPCC will be charged to an index under the responsibility of the person whose card was charged. If the cardholder is responsible for multiple budgets, he or she must indicate with the receipt the index code(s) or name(s) of the budget areas to be charged. If an expense is to be charged to an area not under the oversight of the cardholder, written approval from the person managing the budget to be charged must be provided with the receipt. The Assistant AD-Business, associate ADs, or the Director of Athletics have the discretion to apply charges to the most appropriate index(es).

Unauthorized or purchases or expenses not in compliance with W&M regulations which are charged to a W&M SPCC must be repaid by personal check within 10 business days, or the amount of the expense will be deducted from the cardholder’s next paycheck. W&M regulations state that individuals who violate W&M or athletics department credit card procedures may have card privileges suspended or permanently revoked, and may face additional disciplinary action up to and including termination of employment.

An itemized receipt must be obtained for each SPCC charge. Within five business days after the purchase:
1. If a receipt can be easily e-mailed (for example, an online purchase), please forward it to kerae@wm.edu. You do not need to also provide a hard copy of the receipt if you can e-mail it.
2. For receipts that can’t be e-mailed, tape to a standard-sized sheet of paper, so that all information is visible. If it’s not already obvious whose card the expense was charged to, write the cardholder’s name at the top of the page. Don’t combine multiple receipts on one sheet of paper.
3. For all meals, write:
   a. type of meal (breakfast, lunch or dinner)
b. purpose of the meal (recruiting, interview, pre-game, post-game, etc.)
c. number of people at the meal
d. full name of each person (if 10 or less).

4. For other purchases, write down any information necessary to explain the purpose of the expense.

The business office will assume that if a charge was posted to your credit card, and you have submitted the receipt for that charge, you are fully aware and approve of the charges on that receipt. If you need to dispute a charge on your credit card, please contact Assistant Director of Athletics Business Operations, Patricia Moran (757-221-3351) as soon as possible.

If your W&M credit card is lost or stolen, the cardholder must immediately call BOA Cardholder Customer Service (888-449-2273) and notify W&M Procurement Specialist Dave Zoll (757-221-3953) and Assistant Director of Athletics Business Operations, Patricia Moran (757-221-3351) by phone or e-mail.