KGI KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

Standard Operating Procedure

SOP Number:	Title:	Effective Date:	Page 1 of 5
F&A - 007	**WellsOne Commercial Card (P-Card) Procedures & Guidelines**	**10/20/2025**	

REVISION HISTORY		
Date of Revision Approval	**Effective Date**	**Description**

Approved by: Cabinet	
Trevor Garrett Digitally signed by Trevor Garrett Date: 2025.10.20 15:00:27 -07'00'	
Trevor Garrett, VP Finance & Administration	Date **10/20/2025**

1. Purpose

To establish standardized procedures for requesting, using, reconciling, and monitoring WellsOne Commercial Cards issued by Keck Graduate Institute (KGI).

This SOP ensures compliance with institutional policies, IRS/state regulations, and sound fiscal management practices.

2. Scope

Applies to all KGI employees issued a WellsOne Commercial Card ("P-Card") for authorized business purchases.

3. Roles & Responsibilities

Role	Responsibilities
Cardholder	Use the card responsibly for approved purchases, retain the necessary documentation, complete timely reconciliations in Workday, and report any lost/stolen or fraudulent cards immediately.
Supervisor / Budget Lead	Approve card requests, ensure appropriate card use, and review expense reports for accuracy and compliance.
Finance Office	Issue cards, maintain records, set spending limits, monitor usage, audit transactions, manage reconciliations, and suspensions.

Human Resources	Collect cards upon employee separation and forward to Finance.

4. Procedures

4.1 Requesting a WellsOne Card

1. Initiate Request
   - Employee requests issuance of a purchase card via the Request Purchase Card Form in Workday.
2. Complete Required Acknowledgement
   - Cardholder reviews and acknowledges the *WellsOne Commercial Card Policy*.
3. Obtain Approvals
   - Supervisor and Budget Lead approve, accepting financial responsibility for charges.
4. Finance Office Review
   - Finance determines appropriate credit limits per job classification.
5. Card Issuance
   - Finance Office issues the card and maintains a record of issuance, limits, and acknowledgment.

4.2 Card Limit Adjustments

1. Submit Limit Increase Request
   - Cardholder completes the Request Purchase Card form via Workday.
2. Provide Justification
   - Include requested limit, reason, amount, and duration.
3. Finance Review & Approval
   - Finance may grant:
     - *Temporary Increase* – valid up to 1 month (auto-reset on 1st of next month).
     - *Semi-permanent Increase* – valid up to 1 year, reviewed at fiscal year-end.

4.3 Making a Purchase

1. Verify that:
   - The purchase aligns with KGI's mission and is for business use only.
   - The vendor accepts VISA.
   - The total transaction does not exceed the single purchase limit.
2. Prohibited actions:
   - Splitting purchases to bypass limits.
   - Using personal cards for business purchases.
3. Inform the vendor that sales tax applies (KGI is **not tax-exempt**).
4. For online or phone orders, provide:
   - Cardholder's name, phone number, and full delivery address.
   - Vendor order number and relevant receiving details.
5. Notify staff of expected deliveries.

4.4 Recordkeeping and Documentation

1. Retaining Supporting Documents
   - Keep invoices, receipts, and shipping documentation for each purchase.
2. Attach to Expense Report
   - Upload all supporting documentation to the corresponding expense line in Workday.
3. Missing Receipts
   - Complete a "Missing Receipt Declaration Form" with an explanation.
   - Excessive missing receipts may result in card suspension or revocation.

4.5 Reconciliation Process

Timeline	Action
At least monthly	Create expense report(s) to reconcile and post transactions to the appropriate budget.
15 days after the month-end	The cardholder receives a Workday reminder for unreconciled transactions.
30 days after the month-end	Finance Office sends a follow-up email for outstanding reconciliations.
60 days after the month-end	Card suspension notice issued by AVP, Financial Operations & Business Systems.
90 days after the month-end	A six-month suspension will be enforced; reinstatement requires approval from the CFO.

Approval Flow in Workday:

- Cardholder submits expense report.
- Routed automatically to Cost Center/Program/Grant Manager for review.
- Approver verifies:
    - Documentation completeness.
    - Business purpose validity.
    - Receipt of goods/services.

4.6 Lost or Stolen Card / Fraud Reporting

1. Immediately call **Wells Fargo (1-800-932-0036)** – available 24/7.
    - Indicate "WellsOne Commercial Card."
2. Notify the **KGI Finance Office** within 24 hours.
3. Finance Office arranges for replacement.
4. Destroy recovered cards after reporting loss.
5. Report any **fraudulent or unauthorized transactions** within 24 hours.

4.7 Cardholder Separation

1. Employee surrenders card to **supervisor or HR** before departure.
2. HR forwards the card to the **Finance Office**.
3. Budget Lead provides Finance with:
    - Documentation for unreconciled expenses.
    - Business purpose and account coding.
4. Finance creates the final expense report for the terminated employee.

4.8 Audits and Compliance

- Finance Office conducts periodic random audits.
- Findings of misuse, delayed reconciliation, or policy violations may result in disciplinary action, card revocation, or termination.
- Records are retained per KGI's records retention policy.

5. Related Documents and Forms

- WellsOne Commercial Card Policy
- Request Purchase Card Form (Workday)
- Missing Receipt Declaration Form
- Create Expense Report in Workday Job Aid

6. Contacts

- **Finance Office:** finance@kgi.edu
- **Wells Fargo:** 1-800-932-0036