Price Tolerances for P-Card Purchases/Payments

Background:
Occasionally, a merchant will transmit a transaction to their merchant bank and MasterCard which will be different from the amount shown on the cardholder’s transaction document. If the cardholder and/or P-Card Coordinator were to research the reason for the difference, attempt to obtain a corrected transaction document from the merchant, or to dispute the small discrepancy, considerable time and money would be spent on small-dollar disputes. Therefore, a policy which is similar to the policy regarding purchase order tolerances has been established.

Policy:
The Accounts Payable Unit will not research, dispute or document audit findings on transactional discrepancies that are 10% or less of the purchase price up to a $10.00 limit. This avoids university personnel (Cardholders, P-Card and Accounts Payable Staff) spending time and effort documenting and attempting to resolve small differences.

If you have questions regarding this procedure, please contact David Chelliah, chelliah@sfsu.edu x82367 or Courtney Cheng, clcheng@sfsu.edu x53693.