WEGMANS PURCHASES
Wegmans Shoppers
Card Policy
Arts & Sciences Business Service Center

**Information:** Wegmans Shoppers Club cards are issued and aligned with Cornell purchase orders to ease the process of purchasing items such as food, party supplies, film processing, and movie rentals. When Wegmans bills against your purchase order a payment request is created in the KFS system that requires the BSC approval (either Heather Quick or Stacey Coil). When the payment request appears in our queue you will be notified of the need for the receipt, the proper account to charge, and the business purpose (unless you have already turned in the information).

**Card Custodian Responsibilities**

1.) Keep card locked in a secure area at all times when not in use.

2.) Keep Personal Identification Number (PIN) confidential at all times.

3.) Do not make any personal purchases using the Wegmans card.

4.) If you have multiple users complete Wegmans Card Sign-Out Sheet to provide an audit trail of who has the card at all times. (Copy attached)

5.) After purchase has been made, ensure card and receipt have been returned and updated Wegmans Card Sign-Out Sheet.

6.) Record account and object code on the receipt. Tape receipts to Wegmans Business Purpose Form (Copy attached) and record information in appropriate fields for each purchase.

7.) Forward form and receipt to BSC within 3 days of purchase.

   **Note:** If receipts are lost or misplaced, purchasers must still complete the Wegmans Business Purpose form and include details of the purchase (date, description, quantity, unit price, and total.)

   **Caution:** Failure to turn in documentation for your purchase in a timely manner is grounds for suspension of your Wegmans Card.

8.) If card is lost or stolen, report immediately to BSC.

9.) Return unit card to BSC when no longer needed or advise your replacement of the process for reporting expenses on the shoppers card.
WEGMANS' PURCHASES

Purchaser Responsibilities

1. Do not make any personal purchases using the Wegmans card.

2. After purchase has been made, ensure card and receipt have been returned and recorded on Wegmans Card Sign-Out Sheet.

3. Do not disclose Personal Identification Number (PIN).

4. In the event the card is lost, report immediately to card custodian.

Consequences of Policy Violation

Wegmans cards will be suspended or revoked depending on the number of reminders and other circumstances that may develop.

When invoice is received from Wegmans, the BSC will generate a friendly reminder email to the card custodian identifying missing receipts. (Wegmans invoices each account weekly.) Receipts are due in the Business Service Center within 2 business days of receiving the reminder email. Card may be suspended or revoked if:

- Two email reminders sent out for the same receipt or separate receipts, in a 1-month period of time will result in a 2-week card suspension.

- Three email reminders sent out, for the same receipt or separate receipts, in a 2-month period of time will result in a 1-month card suspension.

- Five or more email reminders sent out, for the same receipt or separate receipts, in a 3-month period of time will result in the Wegmans card being suspended for 6 months or the rest of the current fiscal year, whichever is less.

Special Note: Missing receipts emails will be tracked by the BSC.

Business Service Center Responsibilities

1. Review Wegmans receipt and Business Purpose form for compliance to Business Expense Policy 3.14
   http://www.dfa.cornell.edu/cms/treasurer/policyoffice/policies/volumes/finance/upload/vol3_14.pdf

2. The following needs to be checked for accuracy:
   - Allowable purchase
   - Tax was excluded –
   - Amount charged matches amount on receipt
   - Account number
   - Object code
   - Business purpose answers who, what, when, where & why–and is easily understood by a reasonable person not familiar with the department.
**WEGMANS' PURCHASES**

**WEGMANS CARD SIGN OUT SHEET**

<table>
<thead>
<tr>
<th>DATE</th>
<th>NAME <em>Print</em> &amp; Signature</th>
<th>TIME OUT</th>
<th>TIME IN</th>
<th>RECEIPT TOTAL</th>
<th>ACCOUNT NUMBER</th>
<th>OBJ CODE</th>
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WEGMANS' PURCHASES

Cornell University Arts & Sciences

Wegmans Card
Business Purpose Form

Default Account Number: ________________________________

Supervisor or RHD Signature: ________________________________

For Whom: ______________________________________

For What: ______________________________________

Where: ______________________________________

Purpose/Why: ______________________________________

If distributing to other than default account,
Charge the following accounts(s) & object code:

______________ - _________ $

______________ - _________ $

______________ - _________ $