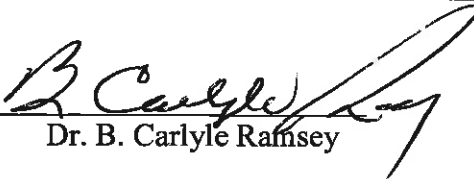



**DANVILLE COMMUNITY COLLEGE  
PURCHASING POLICY**

Subject: <b>SMALL PURCHASE CHARGE CARD</b>	Number: <b>002</b>
Division: <b>Administration</b>	Effective Date: <b>02/02/2005</b>
Responsible Dept/Unit: <b>Vice President of Financial and Administrative Services</b>	Issued: <b>03//2003</b> Review Date: <b>02/2005, 9/2010</b>
Approved by:  <b>Dr. B. Carlyle Ramsey</b>	Signature:  <b>Scott Barnes, Vice President of Financial and Administrative Services</b>

**I. POLICY:**

Danville Community College shall issue small purchase charge cards (SPCC) to employees at the discretion of Department Heads/Budget Managers to meet the needs of the area. This written procedure is available for cardholders and their supervisors.

**II. AUTHORITY**

The following shall apply:

- A. The CAPP Manual topic 20355 and related CAPP topics as listed under References
- B. The Agency Procurement and Surplus Property Manual (APSPM) of Commonwealth of Virginia Department of General Services/Division of Purchases and Supply (DGS/DPS)
- C. The Vendors Manual of DGS/DPS
- D. Virginia Public Procurement Act of the Commonwealth of Virginia
- E. The Standard Administrative Practices and Procedures of the Virginia Community College System
- F. The State Council of Higher Education in Virginia

**III. PURCHASING CHARGE CARD**

**A. OVERVIEW:**

- 1. Purchasing charge cards offer an alternative payment method when making small purchases as well as the opportunity to streamline local procedures or controls for procuring goods and services.
- 2. The purchasing card program reduces the volume of accounts payable transactions and the associated administrative costs by eliminating vendor invoices and consolidating multiple vendor payments into one monthly payment to the charge card vendor.
- 3. Vendors are paid directly by the charge card vendor. Management information reports are available to assist in maintaining control over purchases and payments.
- 4. While the use of a purchasing card leads to accounting efficiencies, agencies and institutions must maintain strict internal control over the use of cards and ensure that relevant procurement guidelines are observed, especially those detailing the use of State contracts and eVA. The purchasing card should be viewed at all times as an efficient means of payment, not a substitute for proper procurement procedures.

**B. POLICY:**

- 1. Agency Program Administrator (PA): Ruth Whitt has been designated as Danville Community College's Program Administrator. Carol Thomas is Backup Program Administrator. The Program Administrator and the backup are the only persons authorized to make changes for the SPCC program for DCC.

2. Transaction Limits:
  - A. The current small purchases transaction limit is \$5000.00 per charge, \$100,000.00 per month. Program Administrators may not increase a cardholder's transaction limit above \$5000.00 without express written permission from DOA.
  - B. Deans, Directors, Vice Presidents, Supervisors, Managers, and the President assign transaction limits specific to each employee and their procurement responsibilities using the VISA Purchasing Card Request.
  - C. A cardholder may not, under any circumstances, authorize any charge in excess of the transaction limit set by the Program Administrator. If a cardholder authorized a charge in excess of the per transaction limit established for that card, whether by splitting the invoice, encouraging the vendor to circumvent the VISA denial, or any other means, the card will be revoked for a minimum period of three (3) months. Repeat offenders will result in permanent revocation.
3. Restrictions:
  - A. Agencies assume ultimate liability for employee use of the cards. Cards may be issued to full time or part time employees. Cards may not be issued to contract workers.
  - B. Purchasing cards must be used for official Commonwealth of Virginia purchases only and all purchases must comply with the same procurement regulations in effect for any other means of payment.
  - C. Use of the card for personal items, cash advances and business travel expenses (with the exception of airline, bus and rail tickets) is NOT permitted. Restrictions may be lifted on a temporary or permanent basis for specific cases. These must be approved in advance by DOA.
4. Air and Rail Tickets:
  - A. Small Purchase Charge Card may be used for the purchase of air and rail tickets. Air travel rates cannot exceed those charged for tourist class. Use of state funds to accommodate personal comfort, convenience and taste are not permitted.
  - B. Note that airline travel regulations may require that passengers with electronic tickets purchased using a charge card to produce the charge card at expedited check in. A cardholder purchasing a ticket for another traveler must ensure that a paper ticket is issued to avoid this complication.
  - C. Purchase must receive prior approval using a copy of the completed and approval signed DCC Travel Estimate Form and/or an email from appropriate budget manager to the purchaser. This approval shall be included in the documentation.
  - D. Suggested websites for travel services are Expedia.com, Travelocity.com, Orbitz.com, or Priceline.com. Hardcopy pages that show the competitive pricing should be attached to the documentation. Hardcopy final page from Internet site showing total cost and confirmed service should be included with documentation. Direct billing by travel agencies for the purchase of airline tickets is not allowed. Reference CAPP manual 20335 for further information.
5. Rental Car Contract:
  - A. The PCard cannot be used for car rentals, which is a travel-related expense, unless the PCard is designated and set up on the State Enterprise Rental Car Contract for this purpose. At DCC, Carol Thomas has been designated to handle SPCC payments for rental cars. **A traveler who possesses a SPCC should never use his or her purchase card by presenting it at the Enterprise counter for payment. This is a prohibited practice.**
6. Gift Cards and Gift Certificates:
  - A. Purchase of gift cards and/or gift certificates using the State PCard may be allowed for the sole purpose of employee recognition as defined in DHRM's Policy 1.20, Employee Recognition Program. Gift cards and/or gift certificates for purposes other than pursuant to DHRM Policy 1.20 are not allowed on the State Purchase Card unless prior approval from DOA's Charge Card Administration Team is received.
7. Industry Restrictions:
  - A. All cards should have all six Industry Restriction tables on them unless there is written documentation to support the need for removal either on a temporary or permanent basis. Temporary or permanent removal of these restrictions to allow for non-travel related purchases (e.g., meeting rooms or catered business meals) may be considered by the agency Program Administrator on a case-by-case basis. The six industry restrictions are Travel, Car Rental, Gas/Oil, Restaurant/Food, Accommodation and Fraud. The Program Administrator can remove any of these restrictions except Fraud, on a case-by-case basis.
8. State Contract Vendors:

- A. The purchasing card must not be used to circumvent procurement guidelines, particularly those designed to maximize the Commonwealth's purchasing power through State contracts. Efforts should be made to use State contract vendors who accept the purchasing card, where appropriate, in order to maximize administrative cost savings. Questions regarding the appropriate use of the purchasing card should be directed to the agency's Program Administrator.
9. Program Administrator :
- A. The Program Administrator and Back-Up Program Administrator are responsible for the following:
- i. Entering cardholder data, reviewing, and approving card applications online;
  - ii. Setting appropriate transaction and credit limits;
  - iii. Issuing cards;
  - iv. Ensuring annual analysis of each cardholders's card usage and card limits is performed and documented;
  - v. Promptly canceling cards as appropriate;
  - vi. Monitoring and canceling inactive cards;
  - vii. Removing and updating Industry Restrictions;
  - viii. Training cardholders using the Commonwealth's Knowledge Center as well as individual or group sessions as required;
  - ix. Take annual PA training as well as Supervisor and/or cardholder training if the PA also serves in one of those roles at the agency;
  - x. Ensuring the supervisors of cardholders are trained annually using the Supervisor Training which is available in the Commonwealth's Knowledge Center;
  - xi. Monitoring on a regular basis, at least monthly, the transactional data for the SPCC cards to ensure compliance to policy (i.e. split orders, using State contracts);
  - xii. Educating cardholders, supervisors/reviewers, fiscal staff and others of the cycle and due dates for the Bank of America VISA program annually;
  - xiii. Ensuring agency and cardholder compliance with all SPCC policies and procedures;
  - xiv. Communicating with DOA's Charge Card Administration team on matters as who is to receive access to monthly billings, additional statements and management reports;
  - xv. Ensuring that if the paper bill from Bank of America is not received no more than 8 days after the cycle closes the fiscal office downloads a copy of the monthly bill from Works;
  - xvi. Promptly notifying Bank of America of any potential or confirmed fraudulent use of the purchasing card and steps that are being taken to address the issue (e.g., card cancellations, communication with the vendor and/or Bank of America, notification of law enforcement officials as appropriate);
  - xvii. Managing vendor issues pertaining to not receiving ordered goods/services or incorrect charges. If resolution cannot be made, contact Bank of America through Works;
  - xviii. Ensuring appropriate restrictions are placed on all cards by auditing the industry restrictions placed on all cards at a minimum of monthly.

## C. PROCEDURES:

### 1. Card Issuance, Cancellation, And Changes

- a) Purchasing card services must be obtained through the statewide contract administered by DOA/DGS/DPS. The agency Program Administrator is the liaison between the agency, DOA, DPS, and the charge card vendor, VISA.
- b) Purchasing cards will be issued to individuals based upon their duties and responsibilities. They are issued with the name of the cardholder and the cardholder's agency name is embossed on the front.
- c) When requesting a card for an employee, the applicant's supervisor must provide the Program Administrator with documentation supporting the issuance of the card, including an analysis of the potential type and level of activity and justification for per transaction and monthly limits. See VISA Purchasing Card Request form.
- d) Cardholders must sign an employee agreement form prior to obtaining the purchasing card. See VISA Purchasing Card Employee Agreement.
- e) Use of the purchasing card is limited to \$5,000 per transaction, \$100,000 per month or less.
- f) Supervisor must review card holder limits annually.

- g) Cardholders must return the purchasing card to the agency Program Administrator immediately upon request and prior to termination of employment.
- h) The agency Program Administrator should be contracted when changes need to be made to existing purchasing cards. If a new purchasing card needs to be issued, the cardholder should receive the replacement card in 7-10 business days.

## 2. Purchasing Card and Security

- a) Authorized use of the purchasing card is limited to the person whose name appears on the face of the card. The purchasing card must not be loaned to another person. If a cardholder knowingly allows another person to use the card, the named cardholder's privileges will be revoked for a minimum of three months. The account number must not be faxed.
- b) The purchasing card should be kept in an accessible but secure location. The account number on the purchasing card should not be posted or left in a conspicuous place.
- c) If the purchasing card is lost or stolen, the cardholder must immediately notify the agency's Program Administrator and VISA. The facility is financially responsible for lost or stolen cards until it has been reported.
- d) A vendor may be allowed to keep the card number on file under the following conditions:
  - (i) The cardholder must make initial contact with the vendor to provide the card number
  - (ii) The vendor must keep the card number in a secure, preferably electronic format
  - (iii) The vendor must assign a separate store account for use by representatives of the cardholder so that the card number is not shared.
  - (iv) The vendor must contact the cardholder for final authorization to process the charge
- e) Agencies of The Commonwealth of Virginia are liable for the use of the purchasing card by authorized users, provided that use is within the single per transaction dollar limit, not exceeding \$5,000. The Commonwealth does not accept liability for the following:
  - (i) unauthorized use of the purchasing card
  - (ii) account numbers which are fraudulently used
  - (iii) purchases made with stolen or lost cards that are beyond the maximum limit of \$50 and the maximum length of liability of 24 hours after discovery and reporting of card loss or theft.

## 3. General Requirements for Card Use

- a) Cardholders shall maintain a log of their purchases so spending limits can be monitored and purchasing activity can be reconciled to the monthly charge card statements.
- b) To facilitate reconciliation, a new purchasing log may be established or a continuing log may be marked to identify the beginning of each new billing cycle.
- c) To use the purchasing card, the cardholder should:
  - (i) Have the approval of the Department Head. The Department Head is responsible for the proper use of the purchasing card. Detailed management reports to monitor cardholder usage, policy compliance and frequency of vendor/supplier usages are available from VISA and are kept on file by the Program Administrator. Department Heads may see these upon request. Periodic audits will be conducted of the purchasing card records. The cardholder and Department Head will be notified of any problems.
  - (ii) Identify a vendor that sells the goods and services needed from the vendors who currently accept the VISA Charge Card utilizing state contracts when applicable.
  - (iii) The purchasing card shall not be used where purchasing is restricted by state policy:
    - (a) writing instruments shall only be purchased from Industries For the Blind
    - (b) goods available from state contract sources must still be purchased from those sources
    - (c) personal items shall not be permitted
    - (d) cash advances shall not be permitted

- (e) business travel expenses shall not be permitted (i.e. lodging, restaurant, gas, oil)
- (iv) Call or go to the vendor's place of business and place local orders. Out of town purchases must be processed through eVA.
- (v) The transaction ceiling shall not be circumvented by 'splitting' orders (i.e. placing more than one order in an attempt to purchase goods or services valued over the authorized card limit.)
- (vi) THE VISA NUMBER MUST NOT BE FAXED TO THE VENDOR. Inadequate security at the receiving end is not acceptable. Fax your order and ask them to call for the VISA number.
- (vii) Give the vendor the account number and expiration date on the purchasing card. The vendor will verify the account number with VISA. The spending limit will be checked electronically for compliance with applicable limits.
- (viii) Retain all documentation (sales receipt or packing slip) pertaining to the purchase. This documentation must be kept on file for reconciliation to the charge card statement. Timely reconciliation is essential. If documentation is needed, the vendor must be contacted within 60 days of the purchase.
- (ix) Purchase information will be recorded in the cardholder's purchasing log. This will be used for reconciliation with the charge card statement.
- (x) Ensure that estimates of shipping costs are obtained if applicable and record on purchasing log.
- (xi) Ensure that sales tax is not paid on the procurement. The cardholder is responsible for getting sales tax refunded in the form of cash (give to Cashier) or credit (watch for credit on later statements). Cardholders can issue tax exemption certificates to the vendors as needed. Taxes are paid on air/rail/bus fares.
- (xii) TAX EXEMPT: Cardholders should not pay Virginia Sales Tax on goods and services. This does not apply to prepared foods which is a taxable expense. Cardholders are responsible for informing suppliers of their tax exempt status when making purchases.

#### 4. Returns, Credits, and Disputed Items

- a) In most cases, disputes can be resolved between the cardholder and the vendor.
- b) If an item needs to be returned for any reason, the cardholder would send the item back to the vendor in the manner agreed upon.
- c) Cardholders should specifically request a credit back to their charge card for all merchandise returns. "Store Credit" is not allowed. Cardholders having any problem with a particular merchant refusing to credit the charge card should report the problem immediately to the Program Administrator.
- d) The vendor should issue a credit for items that are returned. The credit will appear on a subsequent charge card statement.
- e) The vendor should issue documentation of the return (credit receipt). All documentation pertaining to returns must be kept on file for reconciliation to the charge card statement.
- f) The return should be entered in the cardholder's purchasing log.
- g) If the cardholder and the vendor cannot resolve an issue, the cardholder should utilize Bank of America's online Works system. Bank of America will investigate the dispute on the cardholders' behalf and assist in the resolution. Provide Bank of America with all documentation to include previous phone calls or contacts with vendor to aid in a more timely resolution.
- h) Immediately report all fraudulent charges (charges not authorized by the cardholder) that appear on the statement to Bank of America and the Program Administrator (calling the

number on the back of the card). Program Administrators can contact DOA's Charge Card Administration team for additional assistance if needed in cases of fraud.

#### 5. Reconciliation of the Charge Card Statement

- a) Each cardholder will go to Works the day after the cycle close of each month to access their statements. An email is sent from the DCC accounts payable office to advise cardholders that their statements are ready to access and print.
- b) All documentation pertaining to the purchases and returns must be matched with the charge card statement.
- c) Discrepancies should be noted on the purchasing log for subsequent resolution. If a purchase does not appear on the statement, make a note in the file or on the log then keep this documentation so it can be used when reconciling a subsequent statement. This also applies to credits due.
- d) A certification sheet "Cover Sheet For Payment To VISA" should accompany the charge card statement certifying receipt of all purchases and returns within 5 business days of receipt of charge card statement. This certification must be signed by the cardholder and signed and dated by the cardholder's supervisor and submitted to the accounts payable office.
- e) The Card Holder is responsible for resolving any problems with the purchasing card purchases. For special assistance, contact the Program Administrator.
- f) The following should be forwarded for each cardholder:
  - (i) charge card statement
  - (ii) cover Sheet For Payment To VISA certification sheet
  - (iii) purchasing log
  - (iv) supporting documentation that include amounts charged (purchase requisition; sales or credit receipts; bills of lading, internal reorder sheets, etc.). A packing slip that does not include prices is not sufficient documentation for record retention purposes unless it is accompanied by detailed order information that does include price quotations (i.e. mail order form; internal reorder sheet).
- g) Payment of the balance due no later than the 7<sup>th</sup> of each month can be made before the statement is reconciled, but reconciliation must occur prior to receipt of the following month's statement.

#### 6. Purchasing Log

- a) Purchases listed on purchase log sheet but not on cardholder's statement:
  - (i) Highlight item on purchase log sheet, and annotate: "missing from statement".
  - (ii) Add note of explanation to next purchase log sheet when item appears on statement.
- b) Purchases on cardholder's statement but missing on purchase log:
  - (i) Process your statement to A/P for payment, but note missing items.
  - (ii) Reconcile differences with vendor.
- c) If no purchases have been made during the monthly billing cycle, the card holder must notify his supervisor and the accounts payable office of that fact, in writing, in lieu of a reconciled statement. An email to the accounts payable office that shows a copy to the supervisor is acceptable.

#### 7. Payment of the Charge Card Statement

- a) Accounts Payable is responsible for processing payments to VISA no later than the 7<sup>th</sup> of each month.

- b) One consolidated invoice for all purchasing cards for the agency will be mailed by VISA following the billing cycle cutoff. Program Administrators have the ability to print the monthly statement online in Works if the paper bill is not received. The Monthly Summary of Accounts is to be used to pay for all transactions on all purchasing cards for the entire agency.
  - c) The payment due date is established by the terms of the contract with VISA. VISA must receive payment no later than the 7th of each month. Leave due date field blank.
  - d) Bank of America's taxpayer identification number must be used as the vendor ID on the accounting voucher. This number is 941687665. The vendor suffix for the purchasing card is 44.
  - e) To assist BOA in identifying payments, the following remittance information must be provided when processing payments:
    - (i) Account Number : The Account Number is located in the Company Summary of the bill. Place this number (omitting hyphens and spaces) in the CARS Invoice Description field.
    - (ii) Statement Date: This date is located in the middle at the top of the bill. Place this date in the CARS Invoice Date field.
    - (iii) Due Date: Regardless of what is printed on the Statement, Bank of America payments are to be received by BOA no later than the 7<sup>th</sup> of each month. Leave the due date field blank on all BOA Purchase Card Batches.
  - f) The full amount of the charge card invoice must be paid by the due date. Disputed amounts and credits will appear on subsequent invoice. Monthly invoice MUST NOT be reduced by unapplied credits.
  - g) Payments to VISA for purchases charged to the purchasing card that should be paid from non-state (local) funds may be paid from the State treasury providing that the State treasury is reimbursed from the appropriate non-state funds within 30 days. Documentation pertaining to these reimbursement transactions should be kept on file. Purchases and reimbursements relating to non-state funds must be made in accordance with CAPP Topic No. 20350, Non-State Funds.
  - h) Payment can be made before the statement is reconciled, but reconciliation must occur prior to receipt of the following month's statement.
  - i) 1099 REPORTING: Payments made to vendors using the card may be submitted for 1099 reporting. The agency is responsible for adding 1099 reportable payments to individual vendor payment totals for proper 1099 reporting. Use the Spending by Tax ID and Industry Spending Summary reports.
  - j) Tax Exempt: Card holders should not pay Virginia Sales Tax on goods or services except for prepared food.
8. Internal Controls by the Business Office
- a) Ensure payments must be made to Bank of America by the 7th of each month.
  - b) Ensure purchase logs and cardholder statements are obtained and reconciled prior to receipt of the next VISA statement
  - c) Ensure purchase logs have been reviewed and approved by the cardholder's supervisor or reviewer.
  - d) Ensure that unacceptable materials and incomplete services are documented on the purchasing log and the cardholder took the appropriate corrective action with the vendor.
  - e) Ensure that the original payment processing documents are maintained in Business Office for audit purposes.

- f) Ensure that supporting documentation is maintained regarding limit changes and changes in MCC restrictions for audit purposes.
- g) Ensure that terminated employee checklists include the requirement that terminated employees must turn in all purchase card and contact the Program Administrator in a timely manner.



# COVER SHEET FOR PAYMENT TO BANK OF AMERICA - VISA

Department: \_\_\_\_\_

Cardholder: \_\_\_\_\_

Card Number: \_\_\_\_\_

Statement Closing Date: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Approving Signature: \_\_\_\_\_

Approving Signature Date: \_\_\_\_\_

- **No purchases were made during this billing period.**
- **I hereby certify that this payment is for goods and services received in accordance with all state regulations to the best of my knowledge.** YES  NO  N/A
- **All writing instruments purchases were made from the Department for the Blind and Visually Impaired (DBVI).** YES  NO  N/A
- **Where applicable, I purchased items from state mandatory sources (VCE, VDOT, OGC, VDC, DIT, DBVI).** YES  NO  N/A
- **Where applicable, I purchased items from COV state Contracts.** YES  NO  N/A
- **All purchases are state/college business related.** YES  NO  N/A
- **I used my SPCC for travel only for air or bus or rail tickets.** YES  NO  N/A
- **For inventory purposes only, I notified Rhonda Carter if I purchased equipment costing over \$2000.00.** YES  NO  N/A
- **I contacted Tom Canupp before I purchased computer equipment or software.** YES  NO  N/A
- **Quotes were obtained from DMBE certified small businesses for all local purchases when available.** YES  NO  N/A

If 'NO' checked, justify below:

\_\_\_\_\_

\_\_\_\_\_  
**Cardholder Signature**



*Commonwealth of Virginia  
Purchasing Card Request*

\_\_\_\_\_  
Agency Name and Number

Date of Request: \_\_\_\_\_

To: \_\_\_\_\_  
Agency Program Administrator

A Purchasing Charge Card is hereby requested for the following employee under my supervision (**please print or type all information as requested below**).

Employee Name as it should appear on the Card:

\_\_\_\_\_

Employee Mailing Address:

\_\_\_\_\_

Employee Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Employee Date of Birth (MM/DD/YY): \_\_\_\_\_

Employee's Email: \_\_\_\_\_

I hereby certify that I have examined this employee's duties and estimate that the purchasing card will be used for approximately \_\_\_\_\_ transactions per month at a dollar value range of \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per transaction.

**[NOTE: A "transaction" is one order placed with a vendor who accepts the card.]**

Based on these estimates, I am requesting limits of \$ \_\_\_\_\_ per transaction (not to exceed \$5,000) and \$ \_\_\_\_\_ total per month (not to exceed \$100,000) be placed on this card.

I agree and understand that at least annually the activity on all purchasing cards will be reviewed to ensure limits and card restrictions are appropriate for the card's usage. I will provide written recommendations regarding any limit changes.

I further certify that I will review and approve this cardholder's transactions and supporting documentation on a monthly basis.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Requesting Authority (Supervisor)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee

Approved by Agency Program Administrator: \_\_\_\_\_

Date entered into system: \_\_\_\_\_



## DCC PURCHASING CARDHOLDERS

### Easy “Do’s and Don’ts”



#### DO's

- Use for official Commonwealth of Virginia purchases only
- Purchase airline tickets (electronic and paper)
- Pay for registrations and memberships (paid directly to the organization who sponsors the event)
- Use for local purchases (point of sale)
- Get a quote from a DMBE certified small business when available – document quote

#### DON'Ts

- Do not use PCard to purchase individual gifts, gift cards and/or gift certificates
- Do not use PCard for travel-related charges such as:
  - Car Rental
  - Gas/Oil
  - Restaurant/Food
  - Hotel Accommodations
- Do not share your card with any other person
- Do not make a photocopy of your card
- Do not fax or email your full Pcard number
- Do not place Internet orders (must go to Purchasing Office for eVA entry)
- Do not place telephone orders that are shipped to College (must go to Purchasing Office for eVA entry)

#### CARDHOLDER RESPONSIBILITIES:

- You must maintain a monthly log of all purchases.
- You must keep all supporting documents of purchases (invoice receipt, sales receipt, etc.).
- **You must ensure that Sales Tax is not added to your charges.** Our tax exempt number is 54-1268258. If you need a sales tax certificate, please contact Agency Program Administrator.
- You are responsible for all charges and obtaining any credits related to your purchases.
- You must get at least one quote from a DMBE certified local business when available for all local purchases.
- If the purchasing card is lost or stolen, immediately notify Bank of America and the Agency's Program Administrator, Ruth Whitt ext. 8450 or Carol Thomas ext. 8493.