

# PURCHASING CARD USER'S GUIDE

## 1. OVERVIEW OF THE PURCHASING CARD (P -Card) PROGRAM

### 1.1 Purpose

This program is designed to dramatically improve efficiency in purchasing low dollar goods and services for University use from suppliers that accept the MasterCard credit card. Some examples of target purchases intended for this program include:

Books/DVDs	Computer Software and Accessories
Planners	Maintenance and Repair Materials
Office Supplies	Seminar/Conference Registrations
Subscriptions	Reprints of Journal Articles (in the U.S.)

The P-Card may not be used to make personal purchases.

### 1.2 Benefits

The use of this P-Card will:

- Allow employees to obtain goods and services much faster and easier
- Greatly reduce paperwork and processing time for your department, as well as for the Purchasing and Accounts Payable Departments
- Enable employees to be more efficient and to focus on the added aspects of their jobs
- Provide cost savings through consolidated payment (one payment to the issuing bank, versus multiple supplier payments)

Important benefits for suppliers:

- Receiving payment in as few as three business days
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## 2. WHERE TO GET HELP

In most situations, individual cardholders will deal with the Purchasing Card Coordinator or directly with the issuing bank.

### 2.1 Issuing Bank

To report a lost or stolen card for assistance and information, call:

Customer Service: 1-800-316-6056

Fax: 1-847-622-2495

Note: The cardholder must call the issuing bank immediately upon discovering that the card has been lost or stolen. Help is available 24 hours a day. Also, call the Purchasing Card Coordinator as early as possible on the first available business day during normal business hours at ext. 7113.

## 3. CARDHOLDER POLICIES AND PROCEDURES

### 3.1 Keeping Your Card Secure

Always keep your P-Card (credit card) in a secure place. Just as you would your personal credit card.

### 3.2 Sales Tax Exemption

It is the responsibility of the cardholder to ensure that no sales tax is ~~charged~~ making a purchase with the ~~P~~-Card. If you are charged tax in error, you must request a credit from the vendor as soon as possible after discovering the error. If the vendor cannot, or will not, remove the tax, note it on the receipt and monthly ~~your~~ purchasing card statement.

The second embossed line on your ~~Card~~ reads "SALES TAX EXEMPT 121799402-STC." The University is usually exempt from ALL sales tax, even when purchasing items from out state suppliers, because the application of sales ~~tax~~ is determined by the location of the buyer, not the seller. A copy of the "Utah State Tax Commission Exemption Certificate" is attached, should the supplier require a copy for their files.

### 3.3 Limitations on Cards

**ALL PURCHASES MUST BE FOR OFFICIAL UNI VERSITY BUSINESS PURPOSES ONLY**

Your P-Card cannot be used to purchase items that exceed your single transaction limit or items on the "Restricted Items" list.

### 3.4 Purchasing Card Limits

Single Transaction Limit	<u>Up to \$1500</u> (including shipping, handling, etc.)
Single Travel Transaction Limit	<u>\$7000</u>
Monthly Total Limit	<u>\$7000</u>

### 3.5 Restricted Item List

P-Cards are not to be used to purchase the following restricted items:

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P-Cards may be used to purchase the following items provided the purchases comply with policy restrictions (See PPM 525j).

Awards  
Gifts

Flowers  
Food and Business Meals

Note: Food purchases (restaurant or grocery) made in accordance with the above referenced policy must “be documented by a receipt, list of participants, meeting purposes are subject to supervisory approval.” This information may be documented on the receipt or on the optional “Purchasing Card Hosting Documentation Form” (attached).

### 3.6 Automatic Renewal

A new PCard will be issued prior to your card’s expiration date. The new card will be issued by the Purchasing Card Coordinator. If you do not receive a card before your current one expires, please contact the Purchasing Card Coordinator at ext. 7113.

### 3.7 Changing Card Limits & Updating Cardholder Information

The monthly limit on your card may be changed by your immediate supervisor submitting a written request to the Purchasing Card Coordinator. The request must be reviewed and approved by the Director of Purchasing. The default account changed by the Responsible Person (RP) submitting a request. Other changes to cardholder information, such as a name, campus address, phone extension, etc., may be requested by the cardholder.

### 3.8 Termination of Employment

Your card remains the property of the issuing bank and must be surrendered to the Purchasing Office or your supervisor along with required paperwork (statements w/supporting documentation) prior to termination.

Note: The cardholder or reconciler should contact the Purchasing Card Coordinator, or his/her assistant, five days prior to termination to schedule an appointment to complete the signature. -2(o sMCID 12 >3(m)a)4(t)-2(e)-6(9f8amp4hs2 0 Td ( 1gt.517)-2(or)a)



I. When receiving the goods, always retain all boxes, containers, special packaging, packing slips, etc., until you are certain you are going to keep the goods. It is the cardholder's responsibility to inspect the goods upon arrival.

#### 4.2 Purchases by Phone, Fax or Mail

Follow the applicable instructions for making purchases in person, including shipping/delivery instructions.

caused by a duplicate order (including payment of the full ~~order~~ cannot be

and forward to the Responsible Person (RP) for review and signature. In most cases, the RP is the immediate supervisor. This reconciliation process must be completed within 30 days of the statement end date. Statements are to be retained ~~with~~ all the backup documentation attached) in your department and/or archives for four (4) fiscal years.

Note: The three signatures (cardholder, reconcile and supervisor) are required on all statements, unless the supervisor and reconciler are the same person.

- C. To reallocate funds to a different account(s), use the "Purchasing Card Transaction/Reallocation Log" form ~~attached or~~ @ f t.9(e)8.1p -1(,)i-6(h1(,)/1(,)/1(,8er)-1(,i)-6(a @)7io)-1 (



While investigating the dispute, the bank will issue a credit to ~~your~~ **your** account in question for the disputed amount. When the investigation is complete, you will be notified by the bank of the decision.

## 6.2 Dispute with Supplier

If you have a ~~problem~~ **problem** with a supplier concerning defective merchandise and you are unable to obtain satisfaction directly from the supplier, notify the issuing bank. Use the "Dispute Form" mentioned in Section 6.1. Be sure to describe the problem and all the efforts you ~~have~~ **have** taken to resolve it. The bank will assist you in every way possible.