

SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

PURCHASING CARD USER

PROCEDURES GUIDE

The Southeastern Oklahoma State University Purchasing Card Program has been implemented in an effort to improve service to the University Departments and to provide a more efficient process for small dollar purchases. The primary benefits of the SE Purchasing Card are access to companies that previously would not accept purchase orders, a reduction in the number of check issued and a reduction in paperwork.

This Card User Guide provides information about the process the types of purchases that can and cannot be made, records that must be maintained and reconciled for each cycle and a variety of other Program information.

The card will have no impact on your personal credit. Although the card lists a department's name, the card is actually issued to Southeastern Oklahoma State University.

CARDHOLDER INFORMATION

Company/Organization: Southeastern Oklahoma State University

Forward Reconciled Statement to: Office of Finance, Dana Bell, Box 4140

Lost or Stolen Cards: 1-800-270-7760 Office of Finance: 580-745-2132

ADMINISTRATION

The Finance Coordinator is the Program Administrator for the Purchasing Card. The day-to-day operations and administration of the program are as follows:

Finance Coordinator (580) 745-2132: Card Issuance, On-Line Access to PaymentNet,
Compliance, Card Maintenance, and Invoice Reconciliation

PURCHASE CARD PROCEDURES

In addition to existing Purchasing Policies and Procedures, users of the SE Purchasing Card will be required to comply with the following procedures:

Authorized Items:

Only items/transactions \$2,500.00 or less and when accordance with all existing policies, rules and State Laws are allowed. The card is not intended to be a tool to circumvent existing regulation. Travel expenses are prohibited purchases on the card.

Note: The Purchasing card is especially suitable for supplies and materials, one-year subscriptions, catalogue orders and payment for international purchases.

Unauthorized Items Include but not limited to:

Cash	Purchases in excess of \$ 2,500.00
Personal Use	Travel Expenses
Hotels/Motels	Meals
All Services	Equipment over \$2,500.00

Spending Limits:

No single purchase shall exceed \$2,500.00 per vendor per day. Departments may set limits less than \$2,500.00 if they wish. Requests must be made to the Program Administrator.

Responsibility:

The ProCard manager is responsible for review of all transactions in PaymentNet. The respective Budget Director, Department Head, Dean or Vice President is responsible for approval of all transactions.

It is important to ensure that the purchasing card is neither deliberately nor inadvertently used for personal or other prohibited transactions. It is also important that the purchasing card is not used in excess of budgeted funding. It is the responsibility of the ProCard manager to monitor the purchasing card process.

The ProCard manager will also keep a log to check the purchasing card out to users. The log will list the time and date the purchasing card is checked out and turned in. The card user will sign out the card. No proxy signatures will be allowed.

The Card User is responsible for ensuring receipt of materials and will follow-up with the supplier to resolve any delivery problems. If materials are ordered by phone, ask the supplier to include a sales receipt in the package. Turn in the credit card receipt(s) and shipping documentation to the ProCard Manager.

Personal use of the Purchasing Card could result in criminal charges.

It is the responsibility of the Card User to inform the vendor that the transaction is not taxable. A copy of SE's Tax-exempt letter is available in the Office of Finance to provide to vendors.

OBTAINING THE PURCHASING CARD:

Budget Director/Chair will complete the **SE Purchasing Card Application** Form and send it to the Program Administrator in the Office of Finance. The Program Administrator will set up the account and order the card from JPMorgan Chase. Upon receipt of the purchasing card, the Program Administrator in the Office of Finance will notify the requesting department applicant to pick up the card. At the time the card is picked up, applicant will be required to go through a short training if applicant has not already been trained. Applicant will be required to sign the **Purchasing Card User Agreement**.

A budget revision is required before the card can be used. **Budget allotment will have to be set up in expense code 333 to fund the card prior to assignment of card to applicant.**

USING THE CARD:

The card may be used in person, by telephone, Internet, etc...

Ship to address to be used for all orders and mail or fax all receipts to:

Southeastern Oklahoma State University

ATTN: (*Card User Name*)

1405 N. 4th Ave., PMB (*Card User Box #*)

Durant, OK 74701-0609

All purchases are tax-exempt. Purchasing Card user must request that tax be deleted from the transaction.

Check receipts before signing the charge slip and ask vendor to remove tax before you complete the transaction and sign the charge slip. If tax is charged, the department has the responsibility to contact the vendor and request that a credit for the tax be applied back to the card. Be sure to keep up with the credit receipt. You will need it to attach to the statement you will receive around the first week of the month.

The cardholder is responsible for ensuring receipt of supplies and materials and will follow up with the supplier to resolve any delivery problems. If materials are ordered by phone, ask the supplier to include a sales receipt (itemized) in the package. Save the credit card receipt and shipping documentation.

The department shall settle any and all disputes with the vendor involved. The Program Administrator in the Office of Finance can assist in any unresolved disputes if necessary.

If a credit refund is involved, the department is to instruct the vendor to issue a credit to your Purchasing Card account.

Termination/Cancellation of the Purchasing Card

The Purchasing Card should be protected from unauthorized use, theft, and/or loss. The Purchasing Card may be cancelled immediately if the department does not comply with the policies and procedures.

Expiration Date

The card is automatically terminated at the end of the expiration date indicated on your card. JPMorgan Chase will send your new card(s) to the Office of Finance. The Program Administrator will contact the Cardholder when the new card arrives and the Cardholder will bring the expired card with them when they pick up the new card.

Terminated or Transferred Employee(s)

The Budget Director, Department Head, Dean or Vice President is responsible for ensuring that employees terminated or transferring to another department return any Purchasing Card in their possession prior to departure.

Lost/ Stolen Cards

Immediately notify JPMorgan Chase at 1-800-270-7760 and the Program Administrator in the Office of Finance at 580-745-2132 if a card is lost or stolen. JPMorgan Chase Customer Service is available 24 hours a day, 7 days a week.

Declined Cards

Contact the Program Administrator in the Office of Finance at 580-745-2132. The Program Administrator will contact PaymentNet and determine the reason for the decline. The Program Administrator can fix the problem while you are still with the vendor on most occasions and the vendor will then be allowed to rerun the transaction.

Some declines will be valid and will not be able to be corrected.

Common reasons for a decline include:

- Vendor MCC (Merchant Category Code) not activated

- Amount exceeds daily spending limit

- Transaction exceeds daily transaction limit

- Amount exceeds transaction dollar amount limit.

ON-LINE ACCESS TO PROCESSING DEPARTMENTAL CHARGES

The ProCard manager will receive and print the monthly cardholder statement from PaymentNet the first working day of the month. The monthly card user statement must be reviewed promptly and reconciled to the statement. The ProCard manager will check off transactions in PaymentNet following directions in the PaymentNet Cardholder/Manager Guide. All transactions must be reviewed, assigned funding, assigned a state object code and approved by the ProCard manager and the budget director for that purchasing card account. All receipts must be attached to the statement. The ProCard manager will check off transactions in PaymentNet and reconcile the invoices to the transaction as the transactions occur. The monthly statement with the original receipts must be returned to the Office of Finance by the 7th of the month. Cards are subject to suspension if statements are not turned in on time.

Login to PaymentNet

During your training you will be given a login for PaymentNet, which will allow you to review and/or approve transactions.

COMPLIANCE AUDITS

The Office of Finance may conduct periodic reviews of the Purchasing Card Program. A department that fails to reconcile a statement with original documentation or fails to comply with terms of this policy may have its Purchasing Card cancelled.

MISCELLANEOUS

Grants and Contract Accounts

Use of the card for purchases under sponsored agreements must fall within the guidelines, both scope and budget, of the sponsored agreement. Departments using the card will be responsible for assuring that allowable costs are charged to a particular sponsored agreement. The ProCard manager must note the grant year **if different from current SE fiscal year**, on the PaymentNet reconciliation.