

Mississippi Valley State University
Itta Bena, Mississippi



PROCUREMENT CARD MANUAL

**Purchasing Department
FY 2023-2024**

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PART 2 Of Procurement Manual

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MISSISSIPPI VALLEY STATE UNIVERSITY
OFFICIAL PROCUREMENT CARD
MANUAL
Part 2

PURCHASING CARDS PROCEDURES

3.201.00 Purchasing Card

The Purchasing Card provides an alternative procurement method which will enhance employee productivity and efficiency, and reduce administrative costs while maintaining the fiscal integrity of the University procurement and budget program.

Guidelines for University Purchasing Card Usage for Mississippi Valley State University

3.202.00 Purchasing Card Program

Mississippi Valley State University Purchasing Card Program is to improve the efficiency in processing small dollar purchases from any vendor that accepts the Visa-Card Purchasing Card. This program will allow the cardholder to purchase approved commodities directly from our vendors. Each purchase card is issued to a named individual. The State of Mississippi is clearly identified on the card as the *Government* buyer of goods and services. Purchases are exempt from sales tax.

3.202.01 Guidelines

The purchasing card guidelines and policies are to accomplish the following:

3. Reduce the cost of high volume, and low dollar amount transactions and help reduce the use of cash advances, and small dollar purchase orders
4. Provide an efficient method of purchasing and paying for commodities and services
5. Reduce field crew travel time involving purchases
6. Reduce paperwork
7. Develop reasonable and enforceable policies, procedures, and audit controls. **NOTE:** The program is NOT intended to avoid or bypass appropriate purchasing or payment procedures Rather the program compliments the existing processes available
8. Increase the number of vendors immediately accessible by the University
9. Improve management reporting on low dollar amount transactions
10. Provide for disciplinary action if the purchasing cards are misused
11. Ensure that the University bears no legal liability for inappropriate use of the purchasing card

NOTE: The policies and procedures provided herein are minimal standards for Departments. Department Directors may establish additional controls.

3.203.00 Eligible Cardholder

Only Mississippi Valley State University Administrative Staff Members, Department Chairs and whom the Vice President of Business and Finance may deem necessary, are eligible to obtain a University Purchasing Card. The card is not to be issued to or used by contractors working for the University. Application forms may be obtained by contacting Carla T. Williams (Extension 3319) in the Purchasing Division. Department Director Authorization is required before a card will be issued. The cards will be issued by UMB Bank.

3.204.00 Differences Between the University's Purchasing Card and a Personal Credit Card

The Purchasing card is used like a personal credit card. However, as a Purchasing Card, there are differences that one should be aware of:

Each department is responsible and liable for all charges made on the card. Unlike personal credit cards which have a limited liability if lost or stolen, the University is liable for all purchases made with a University Purchasing Card. This liability is subject to negotiation in that disputed charges can be rectified by written notification to UMB Bank. UMB Bank will investigate and determine whether the University is liable for the charge(s).

There is no personal liability on the card unless the Cardholder violates the terms of card use set forth herein or as specified in the Cardholder's Agreement.

The transactions charged to the Purchasing Card are billed directly to the University by UMB Bank even though the name of the Cardholder is on the Card. The merchant is generally paid by *Visa-Card* within 48 hours after the merchant gives/transmits the transaction to *Visa-Card*. The Purchasing Card should be treated with even more care than is given to a personal credit card. **Reminder.** The Purchasing Card is State property and each cardholder is responsible for its security. The card is NEVER to be used to make a personal purchase.

Guard the Purchasing Card account number closely! Do not post it at any desk or write it in any place that is easily accessible to others.

The ONLY person entitled to use the Purchasing Card is the CARDHOLDER whose name appears on the face of the card. DO NOT lend the card to another person for use.

3.205.00 Purchasing Card Program Controls

The University has *limited* cards available for employee use; each card has a set of different preset limitations or controls. The University's Purchasing Card Program incorporates the following limitations/ controls:

3.205.01 Card Limits per Cardholder

- A. The MAXIMUM DOLLAR amount PER TRANSACTION for the Purchasing Card will be set by the Department Director at an appropriate level between \$1.00 and \$5,000.00.
- B. The MAXIMUM DOLLAR amount allowed PER MONTH will also be set by the Department Director at an appropriate level between **\$1,000.00** and **\$50,000.00** per month.
- C. The MAXIMUM NUMBER of TRANSACTIONS allowed PER DAY is set by the Department Director at an appropriate level not to exceed 20 transactions per day.

3.205.02 Card Limit Matrix

<u>Card Strategy</u>	<u>Dollar Limit Per Transaction</u>	<u>Dollar Limits of All Purchases Per Month</u>	<u>Number of Transactions Allowed Per Day</u>
Grand 1	\$5,000.00	\$30,000.00	20
Grand 2	\$4,000.00	\$20,000.00	20
Grand 3	\$3,000.00	\$15,000.00	20
Grand 4	\$2,500.00	\$10,000.00	20
Grand 5	\$1,500.00	\$ 5,000.00	20

3.205.03 Exclusions by Merchant Category Code (MCC)

MCC is a numeric 4-digit code Visa-Card assigns to each merchant to identify the merchant's primary product or service. Specific MCC's are excluded from use on all Mississippi Valley State University Purchasing Cards. These exclusions will cause a transaction to be declined at merchants registered with these codes: (1) access to cash such as at banks, ATM's, casinos and lotteries; (2) utilities such as cable or telephone services; (3) personal service providers such as barber and beauty studios, health spas and carpet cleaners; and (4) amusement and entertainment vendors, such as theaters, bowling alleys, and arcades.

NOTE: If a merchant accepts Visa-Card, but does not accept the Purchasing Card, and it is believed that the purchase should be allowed, call Program Administrator to check the merchant's MCC code. Some merchants have codes that don't necessarily fall in with the State Default Codes, e.g., a plumbing part and supply wholesale/retail merchant may register as a "contractor."

3.206.00 Violations and Consequences

Below are three (3) types of Cardholder Purchasing Card violations and an explanation of what is an appropriate consequence of each. All violations will be recorded Program Administrator and a copy of said violations will be sent to the Department Supervisor. Appropriate action will be taken by the Department Director and/or Division Supervisor. Department Directors and the Purchasing Director have authority to cancel a card at anytime, regardless of the circumstances

3.206.01 Violation Includes

Personal Purchase - anything that is not purchased for use and ownership by the University, it is a violation of University policy to affect ANY personal purchase or personal transaction with a University Purchasing Card whether or not the Cardholder intended to pay the University back for the purchase. Should this policy be violated, the University must be reimbursed immediately for the amount of the personal purchase. The Card may be revoked. Any *violation* of this policy may be investigated and could result in termination and criminal prosecution. The Vice President for Business and Finance and The University President will determine the appropriate consequence.

Cash or cash type transactions - cash in addition to the purchase (for instance, at a City Market's store), cash in lieu of credit for the return or exchange of a purchase. It is a violation of University policy to make cash or cash type transaction using the University Purchasing Card. Violation of this policy *will* result in having the card revoked and possible further investigation that could result in termination and criminal prosecution. The Vice President for Business and Finance and the University President will determine the appropriate consequence.

"Split" Purchases - when single purchases costing more than \$5,000.00, or the particular transaction limit, is split into multiple Purchasing Card transactions to circumvent the \$5,000.00 maximum. It is a violation of State Laws to split purchases as described. Violation of this policy may result in revoking the card.

3.207.00 Termination of Employment

The Cardholder will surrender and cease use of the Purchasing Card on termination of employment, whether for retirement, voluntary separation, resignation, dismissal, transfer, or

relocation. The Cardholder may also be asked to surrender the Card at any time deemed necessary by a Department Director and the Purchasing Manager.

3.207.01 Other Conditions

Below are other conditions which must be adhered to when using a University Purchasing Card?

- (3) All items purchased over-the-counter must be immediately available. No back ordering is allowed.
- (4) All items purchased during one telephone or FAX transaction must be delivered in a single delivery. If an item is not immediately available, no back ordering is allowed.
- (5) All items purchased by telephone or FAX must be delivered by the vendor within the fourteen (14) day billing cycle. No order shall be placed without this assurance
- (6) All items purchased via the Internet through e-procurement must be shipped immediately and the card is not to be billed until the shipment is made. No back ordering is allowed.

3.208.00 Prohibited Use of University Purchasing Cards

The following types of items **MAY NOT** be purchased with a University Purchasing Card, no matter the dollar amount

- Any item exceeding \$5,000.00 in value
- Local gasoline and oil purchases (except when returning a rental car)
- Local vehicle repairs
- Cash advances, cash refunds
- Mississippi Valley State University Central Stores Inventory items
- Items on a blanket purchase order contract
- Personal items
- Telephone calls
- Any merchandise, product or service normally considered being inappropriate use of University funds
- Purchasing of Equipment

3.209.00 Allowable Purchases

- Building/landscape materials
- Catering and food for business use
- Miscellaneous maintenance and repair parts
- Office supplies not in Stores inventory
- General operating supplies not in inventory
- Uniforms and clothing purchases (approved employees only)

- Group or team travel

3.210.00 State Authorized Purchasing Card Merchant Code

Card type MCC codes Card Grand 1 Card Grand 2 Card Grand 3 Card Grand 4 Card Grand 5

Auto Parts

Retail Sale Outlets

Auto/Vehicle Service-Parts (Fuel Service Stations, only)

Clothing Stores

Misc. Stores

Business

Business to Business -Wholesale

3.211.00 How the Process Works

Step 1 - Make a tax exempt purchase obtaining discounts and competitive quotes where possible

After having identified a needed purchase, make sure it is an allowable purchase under the University's Purchasing Card policy. Obtain competitive quotes if prudent and appropriate. Obtain the best possible price; remember, that many vendors offer government discounts.

Many of the purchases will be made at the store in person. Purchases, however, can also be made by phone, fax, mail, and the internet.

Ensure that the purchased product is tax-exempt

Shipping/delivery costs must be inclusive within the total transaction cost and not bill separately.

Step 2 -Receive the goods and obtain a receipt

When making a purchase at a store, receive the goods and obtain a receipt at the time of purchase. Goods ordered by phone, fax, or mail will be received in the mail or by freight carrier.

Every purchase must be documented with a receipt which will typically be a standard store receipt. If the item(s) purchased is being shipped, request an invoice (marked paid) in addition to the packing slip, in order to have an adequate receipt that includes the total costs.

Keep the charge slip attached to the receipt for each transaction. Keep all receipts for use in the reconciliation of the account statement (AKA activity reports). All receipts must contain the following information (If not provided by the merchant, the cardholder must handwrite the missing information on the receipt.):

- Proper Transaction of Credit Card Purchase w/\$0.00 balance.

- Date the purchase was made
- Merchant identification (Name)
- An itemized description of items purchased, including quantity
- Per item cost
- Total cost
- **Handling of Receipts**
 - Copy receipt (s) for your record
 - Reconcile Receipts with Bank statement and Authority to Spend Balance
 - Turn all original copies receipts into the Purchasing Office
 - Hand written receipt (s) not acceptable
 - No resident state taxes
 - NOTE: All Receipts **MUST** be turn in to the Purchasing Office by the 6th of each month.
 - If it's a small receipt attach to an 8 ½ sheet of paper.
 - Write purchase order number on paper.

Cardholder identification (card account number or name)

Reminder: Save all Purchasing Card receipts, invoice copies, and detailed store cash register receipts (important and mandatory).

If the original receipt is not available from the merchant or if it has been lost, complete the "Purchasing Card Transaction Exceptions Form."

Step 3 -Verify the Goods received are what was ordered

Be sure to get what is needed. The Cardholder is responsible for working with a merchant to correct any problems with the goods received. Exchanges and credit transactions must be recorded on the aforementioned "Exceptions Form." This form will be used lieu of a receipt/invoice when cardholders complete biweekly statement reconciliation process.

Step 4. Record Purchases on a Weekly Basis

Each Cardholder is to maintain an accurate weekly "Purchasing Card Transaction Log." At the end of each day, or as appropriate, write each purchase on the transaction log making sure that the original merchant cash register receipt, credit card receipt, or invoice is retained. It is recommended to keep the weekly log and receipts together in an envelope. Transaction logs are completed weekly Monday through Friday. A new transaction log is required for each Week, again Monday through Friday.

Step 5 -Reconcile and file the Purchase Transaction Log at the end of each Week

Every other Monday morning, or on Tuesday morning when Monday is a holiday, the Purchasing Department will send each Cardholder who made purchases during the previous weeks a Cardholder Activity Report for that two-week period. Activity Reports will be sent via inter-campus mail. The weekly report will display the following information:

- The account number
- Posting dates for each purchase (dates the merchant's account was credited)
- Transaction dates for each purchase (actual dates the purchase was made)
- Merchant's name
- Merchant's location (City & State)
- Merchant's code
- Customer code (will be blank)
- Net total (Dollar) amount for each transaction
- Net account total for all transactions (final pages)

If the transaction type is a credit, the report will display the amount as a negative number and will be subtracted from the account total.

The report serves as a statement to reconcile the account. Upon receiving the weekly report and upon recording the day's purchases on the *transaction log*, (1) review the *transaction log* and purchase receipts to ensure all purchases have been recorded and a receipt for each is accounted for, (2) reconcile the *activity report* with the *transaction log* to ensure all transactions are accounted for, (3) complete the Account Reconciliation section of the *transaction log* if departments are responsible for allocating the purchases to the departmental budget accounts, and (4) attach required Exceptions Form for credits and exchanges.

NOTE: If a receipt, invoice, or credit does not appear on the Cardholder Activity Report, hold it until the next Monthly Report come in. It will happen that a purchase will not show up on the activity report for the Month the transaction is made because the merchant processed the transaction several days after the actual purchase. (Example: commodities purchases - cross these off the transaction report and add them to the following Month's report. Call a program administrator if the charge is not recorded the following Month.)

Step 6 -Approval Purchases and Monthly Accounting of Expenditures

- Timely collection of all *activity reports* must be turned in for processing and for payment
- Receiving Monthly purchases of each Cardholder from their departments
- Making sure there are no sales tax or no back-orders
- Each Department must ensuring availability of funds in proper account codes
- Verifying appropriateness of account codes
- Recording violations

3.211.01 Who Does What

The following is a summation of the responsibilities of the individuals and departments involved in the purchasing card program.

3.211.01.01 Some of the Purchasing Card User Departments

- President's Office
- Athletics'
- Facilities Management
- Mass Transit

3.211.01.02 Departments Director/Division Managers can

- Request purchasing cards for designated employees
- Set Departmental spending limits within established guidelines
- Designate representatives responsible for authorizing charges
- Collect cards from cardholders that end employment, it must be turned to the Purchasing Department before they can out process from the University.
- Evaluate the need to cancel or reissue cards when employees transfer.
- Notify the Purchasing Card Administrator of cards that must be terminated.
- Comply with all purchasing and purchasing card policies and procedures.

3.211.01.03 Cardholders/User Responsibilities

- Hold and secure purchasing card
- Ensure availability of funds and proper account codes
- Order/Receive materials and services
- Collect and save sales receipts
- Handle disputed items
- Process all billing statements in a timely manner
- Comply with all purchasing and purchasing card policies and procedures
- Cancel lost or stolen cards by notifying the Purchasing Card Administrator and the department/division manager
- Timely collection of all Monthly activity statements for the department or division(s) to be processed for account debiting
- Review Monthly statements of each assigned cardholder to ensure inclusion of necessary receipts
- If cardholders is a nonexempt-employee, confirm that the appropriate supervisor authorizes all charges
- Make sure there are no sales tax or back-orders
- Verify appropriateness of account codes
- Process (Banner entry) all cardholder activity statements in a timely manner
- Forward activity statement(s) and supporting receipts to the Purchasing Department

3.211.01.04 Purchasing Department

- Monitor charges for Irregularities
- Receive consolidated Transaction Log every month from the Purchasing Card Administrator
- Monthly, receive processed activity statements from the Cardholder and balance with University Transaction Log
- Notify the Cardholder when activity reports are not entered or received in a timely manner
- Balance Monthly, Transactions Log with cardholders activity reports for the same time period
- Make Journal entries as required
- File and store statements, receipts, etc.
- Monitor missing documentation and notify the Card User

- Notify the Department Card Administrator of any violations or discrepancies

3.211.01.05 Purchasing Card Administrator and Purchasing Division

- Coordinate program policy issues
- Create and maintain Cardholder hierarchy for control and reporting purposes
- Create and maintain supplier databases
- Receive all Cardholder activity reports and distribute same
- Create dollar transaction limits for cardholders, oversee any necessary and required modifications
- Process properly authorized card requests and card strategy changes
- Assign merchant codes to particular card strategies and change when in the University's best interest
- Issue lists of authorized merchant commodity codes to cardholders
- Block merchant commodity codes when appropriate
- Initiate training programs for all cardholders
- Coordinate issuance and cancellation of cards
- Target new Cardholders and expand use of cards
- Maintain policy and cardholder guides/manuals
- Evaluate purchasing card feedback from suppliers and from departments
- Coordinate and maintain internal controls
- Assist in resolving billing disputes
- Monitor use of cards and selection of vendors
- Participate in ongoing program reviews
- Provide Cardholders all relative information regarding card-use policies and procedures

3.211.01.06 Limitations on Use of Purchasing Card

1. Cardholder Use Only: Only the employee whose name is embossed on the card may use the card. No other individual is authorized to use the card. Department cards are the exceptions, which are checked out for immediate use. Purchases are made as directed by the department supervisor.

2. University Purchases Only: The card is to be used for University authorized purchases only. The purchasing card cannot be used for any personal use and any such use shall require immediate reimbursement and shall result in disciplinary action which may include dismissal.

3.211.01.07 Dollar Limitations

1. The Department Director approving the assignment of a purchasing card shall set single purchase limits, as well as daily and monthly limits. The individual purchase limit and/or the daily limit are the same amounts. The maximum single purchase limit is five-thousand dollars (\$5,000.00). Maximum allowable monthly limit is fifty thousand dollars (\$50,000.00). Requests for spending limit changes must be initiated by the Department Director or Division Manager and approved by the Purchasing Card Administrator.

2. A purchase may be made of multiple items, but the invoice cannot exceed (\$5,000.00) or the Cardholders limit if it is less. Payment for purchases must not be split to stay within the single purchase limit.

3.212.00 Disputing Transactions

If there is a dispute about a transaction, the cardholder should first try to resolve it with the merchant. If an item has been charged but has not been received, contact the merchant to verify a shipment date, If the item has been or will be shipped soon, it is recommended that the charge be paid at the time of the month's billing cycle. If the charges are paid but not received by the end of the next month period, contact the Program Administrator for assistance in resolving the problem. Disputed amounts not resolved with the merchant must be declared by written notice to UMB Bank within 30 days of receipt of the activity statement on which the disputed item(s) first appears.

3.213.00 If Card is Lost or Stolen

If the University Purchasing Card is lost or stolen, immediately call UMB Bank Services directly at (1-855-698-8050). When reporting a lost or stolen card to UMB Bank, identify that this is a Mississippi Valley State University Purchasing Card and notify the Program Administrator immediately.

NOTE: Until the Card is phoned in as lost or stolen, charges made on an individual's card by a third party are the Department's responsibility until a satisfactory resolution of the disputed purchases can be made.

3.214.00 Internet Purchasing Card Procurement

1. Making purchases on the internet by use of the Purchasing Card requires special precautions by the using department. Individuals must be aware that the chance of fraudulent card purchases could occur as a result of the University card number being obtained by unscrupulous individuals and used to make purchases. In order to discourage any fraudulent activity, the using Department is encouraged to make the actual purchase by using the e-company's toll-free number and placing the order verbally. If purchases are made directly on the Internet, they should be only made on a secured Internet site. A small gold colored lock symbol will appear on the lower right corner of the screen if it is a secure site. However, secure web sites do not normally guarantee the security of their site, although they attempt to provide a safety net for the consumer.
2. The using Department representative must be careful to monitor the electronic purchasing process. All responsibility is born by the individual making the purchase to insure the process is monitored and recorded. Users are responsible for maintaining a log of internet purchases to insure that the University is not billed for goods that have not been received. The log may be a manual log or a computer log. Entries are to be contemporaneous to give up-to-date information of the activities relative to the purchase.

3. At the time the order is placed the individual employee making the electronic purchase is required to download a receipt or record of the order placed for future reference. Some e-companies provide a confirmation of the order electronically and some do not. This process insures a record of the transaction. The downloaded order documentation must be submitted with the Purchasing Card statement for the items that have been charged for that period. Caution should be made to insure the items that have been ordered are received, prior to authorizing the payment. If the items are not received as ordered, it is the sole responsibility of the individual ordering the merchandise to contact the vendor and rectify the situation. Erroneous billings will be charged to the appropriate budget if the protested activity is not rectified.
4. Additional caution must be made with regard to shipping and handling charges. Often the minimum charges for shipping and handling can exceed the savings or value the employee thinks they are obtaining in behalf of the University. It is not uncommon for the shipping and handling to be a large percentage of the total expenditure, canceling out any savings that would have been realized. The most common carriers used by e-commerce companies are UPS and Federal Express, although heavier shipments may be made by weight carriers. Normally the rates are established based on the dollar value of the order placed and on documentation of the actual UPS and Federal Express freight bill.
5. Although the University supports this type of purchasing activity, University employees are encouraged to purchase from local trusted vendors if the goods desired are available. The element of risk is reduced considerably and the assurance of quality is enhanced because one can examine the goods prior to purchase. **IF A PRICE FROM AN INTERNET PROVIDER APPEARS TOO GOOD TO BE TRUE, IT PROBABLY IS TOO GOOD TO BE TRUE! CAUTION CANNOT BE OVERSTATED HERE.**
6. **ALL E-COMMERCE PURCHASING IS SUBJECT TO PROMULGATED UNIVERSITY PURCHASING POLICIES AND PROCEDURES.**
7. **Returns of Procurement Card Purchases**

Should there arises a need to return items that has been bought with a procurement card the individual department chair person must authorize it, and then only after checking with the Purchasing Card Administrator to find out what procedures must be followed.

3.215.00 Return Procedures

If returns are done by a department that has a Purchasing Card in their possession, the Department Chair person must authorize the return, then the item (s) is returned to the point of purchase and credit back to the Purchasing Card, NO_cash is to be accepted. The returned receipt is to be brought back to the accounting Department to be credited back the proper Departmental account. Should the returns be done by a Department that does not have a Purchasing Card in its possession then the returning department **MUST** contact the

Department in which the purchase was made and have that Department make all returns and return the credit to the accounting Department for proper credit to the appropriate account. All Purchasing Card charges must be charged to a Purchase Order for Departmental payments; there fore all returns MUST reference that particular Purchase Order Number.

3.216.00 Cash Received for Returns

In small instances some stores may not have the proper equipment for charge cards and charge backs; thus cash is received instead. All cash is to be brought back to the cashier's window with a copy of the return receipt. Always contact the chief accountant when cash is involved for crediting the Department account.