

# Southern Utah University

## **PURCHASING CARD GUIDE**

The Southern Utah University Purchasing Card is a campus owned credit card issued to an employee to assist in their daily purchasing activities. The Purchasing Card allows for the employees to buy goods and materials without the use of a purchase order or requisition. The Purchasing Card is a “Visa” card and is provided by U.S. Bank.

### ***“What can I buy with the Purchasing Card?”***

Just about any item required to support the normal daily activity of your department. The Purchasing Card falls under the guidelines of the University’s Purchasing Policy. The restrictions in place within that policy are in effect for Purchasing Card. The policy can be found on the SUU home page under “Policies and Procedures”.

For the purchase of flowers (non-landscaping), food (including restaurants, fastfood, etc), refreshments, and grocery items for departmental meetings, parties, open houses, or meals for faculty and staff members require immediate supervisory approval prior to the purchase and that person must also sign the receipt/documentation after the transaction. This approval process is mandatory and loss of purchasing card privileges will result if not adhered to. **IMPORTANT** – Purchasing Cards are not open for these purchases unless requested in writing.

The Purchasing Card is not designed to act as an individual Travel Card and this ability is not available with your card. This means if you as a Cardholder attempt to use your Purchasing Card to purchase an airline ticket, hotel room, rental car, or a meal, the transaction will be declined. However, departmental secretaries and office managers may request that their Purchasing Card be authorized to make these types of transactions (except meals) to support and make arrangements for personnel within their department.

Individual transactions are limited to under \$1,000.00. No capital items can be purchased with the Purchasing Card. Transactions cannot be split to circumvent the \$1,000.00 limit (splitting an order will result with the lose of privileges).

Under no circumstances and at no time can Gift Cards from vendors be purchased using a Purchasing Card.

### ***“Where can I use my Purchasing Card?”***

Any vendor who accepts a Visa card will take the Purchasing Card. The Transactions are completed by simply going to the vendor and using the Purchasing Card as you would a personal credit card. The Purchasing Card can also be used over the phone with vendors both locally and out of the area and over the Internet. The Purchasing Office requests that caution be exercised in using them in this manner to insure proper security.

### ***“What do I tell the vendor?”***

Indicate to the vendor that you are using a campus credit card to make the purchase. You must tell them that the university is tax exempt so no sales tax is paid. The University tax exempt ID number is provided on the card itself which is to be given to a vendor, upon request. At times, a vendor will request a written form proving the status. Please refer these requests to the Purchasing Office.

Important -When placing an order over the phone or through the Internet, please be sure that the vendor places your name or some other contact person on the shipping documents. If a contact

name does not appear, you will not receive your purchase. This is necessary for any purchase which requires shipping.

***“Do I need to get receipts or documentation?”***

As a Cardholder, one of your few responsibilities is to insure that you receive some type of documentation for each transaction. This can be a simple cash register receipt or a printed confirmation from an electronic purchase but it must provide sufficient detail to allow your supervisor enough detail to accurately know what was purchased. Furthermore, you are strongly encouraged to write on the documentation what the purchase was for ( i.e. office supplies for the office, toner cartridge for our department printer, etc...). Please remember that this responsibility is critical and failure to obtain proper documentation for each transaction may result in you losing your Purchasing Card privileges.

***“Can I give my Purchasing Card to someone else to use?”***

Under no circumstance is another employee allowed to use your Purchasing Card. The security of the Purchasing Card is the responsibility of the Cardholder and that person is solely responsible for all transactions. The Purchasing Card must be kept on the Cardholders person or in a secure place at all times.

***“Do I reconcile my Purchasing Card statement each month and how are they filed?”***

Each department is assigned an “Account Manager” whose responsibility is to both reconcile and file your monthly statements. Depending on internal departmental procedures, it is prudent that you as the Cardholder reconcile your statement to ensure that all charges are accurate. After reconciling, you must submit all documentation, including your statement and receipts, to your Account Manager in a timely manner to ensure proper recording.

Account Managers are responsible to take the statements, receipts, and documentation (package) for each Cardholder within the department to the immediate supervisor for approval before the end of the current month. The supervisor will review each package, sign as approved, and return to the Account Manager for filing. See Purchasing Office Procedures Manual

***“Can I buy personal items with the Purchasing Card and reimburse the University?”***

It is against University policy to purchase goods for personal use and reimburse the University.

***“What if the vendor rejects the Purchasing Card?”***

If the vendor for any reason rejects the card, contact the Purchasing Card Coordinator as soon as possible. If the vendor simply does not accept Visa cards, likewise, contact the Coordinator.

<p>Purchasing Card Contacts: SUU Purchasing Card Coordinator – Holly or Kerrie (435) 586-7733 SUU Purchasing Card Accounting Contact – Troy Caserta (435) 865-8486 (for expenditure transfers) Utah State Sales Tax Exempt Number – Q74006</p>
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