

Southern Utah University

CLUB 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 SUU employees to buy goods and materials without the use of a purchase order or requisition. The Purchasing Card is a *Visa* credit card and is provided by U.S. Bank.

“How do I get my Purchasing Card?”

Your cards will be kept in a safe place with Amy Humphries. Each time that you want to make a transaction, you will have to fill out paper work that allows for you to ‘check-out’ your card. You will need to verify where you will be using the card and approximately how much the transaction will be. **Make sure to keep your receipt** after making your transaction. You will have 24 hours (1 full business day) to get your purchasing card back to Amy with the receipt. If this procedure is not followed, it will result in losing your purchasing card privileges.

“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 the Purchasing Card. The policy can be found on the SUU home page under “Policies and Procedures.”

For the purchase of flowers (non-landscaping), refreshments, and grocery items require approval from Amy Humphries. She must also sign the receipt/documentation after the transaction. Flower purchases must be accompanied by the Flower Certification Form. When the card is used to purchase any food from a restaurant, grocery store, or other non-restaurant business, the Business Meal and Non-Instructional Food Certification Form (Meal Form) must be filled out, signed by Amy Humphries and the VP of Student Affairs and submitted to her along with the associated receipt and statement. This approval process is mandatory and loss of purchasing card privileges may result if not adhered to.

IMPORTANT – The purchasing card is not open to make purchases for food (restaurants or meals). This means that if you as a Cardholder attempt to use your Purchasing Card to purchase a meal the transaction will be declined. However, cardholders may request that their Purchasing Card be authorized to make these types of transactions through filling out the Adjustment Request Form and having it approved by the VP of Student Affairs or Amy Humphries.

Your individual transaction limit is set at \$500. However, this does not mean that your club has that amount to spend and individual transaction amounts are ultimately limited to your clubs account balance. Do make sure that before you use the card that you have sufficient funds in your club account before making a transaction with your purchasing card. Splitting a transaction will result in the loss of privileges.

Under no circumstances can Gift Cards 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 use a personal credit card. The Purchasing Card can also be used over the phone and internet with vendors locally or out of the area. The Purchasing Office requests that caution be exercised in using them in this manner to assure proper security. Purchasing Cards are not to be used on Southern Utah University’s Campus. When making a purchase on campus, you will need to use your account index code.

“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 will be paid. The University tax exempt ID number is provided on the card itself, which is given to the vendor upon request. At times, a vendor will request a written form proving the status. Please refer these requests to the Purchasing Office. If you happen to use the card at Wal-Mart, they have a different tax exempt ID number that can be found at the end of this document.

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 that 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 form of documentation for each transaction. This can be a simple cash register receipt or a printed confirmation from an electronic purchase. It must provide sufficient itemized information allowing your supervisor enough detail to accurately know what was purchased. Furthermore, you are required to document on the receipt information as to what the purchase was for (i.e. office supplies, toner cartridge, a department meeting, or event, etc.). Please remember that this responsibility is critical and failure to obtain proper documentation for each transaction may result in losing your Purchasing Card privileges.

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

Under no circumstance is anyone else 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.

“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.

“What consists of a violation and what are the consequences?”

All items purchased with University funds must have a clear business purpose. Purchasing cards are one method of making necessary purchases. Purchasing cards have a number of important advantages, but also come with some inherent risks. It is important to ensure that purchasing laws and policies are adhered to so as not to threaten the entire purchasing card program across campus. Accordingly, having a purchasing card is a privilege, not a right. To help protect the purchasing card program on campus the following consequences apply for violations of the policy:

Violations - Immediate action: The cardholder’s Purchasing Card will be immediately frozen and/or permanently cancelled and purchasing card privileges will be revoked, plus potential additional disciplinary action based on the circumstances for the following violations:

1. Split Transaction – defined as more than one transaction on the same day with the same vendor for an amount that exceeds the cardholder’s single transaction limit, or any other attempt to circumvent the University’s bid limit policy, including the use of multiple purchasing cards by one individual or by multiple cardholders.
2. Unapproved purchases over the \$5,000 bid limit.
3. Purchases of alcohol.
4. Giving your pcard to someone else to use.
5. Intentionally, or unintentionally, using an SUU pcard for personal purchases.
6. Missing Receipt – A receipt provides the required justification to validate the business purpose of a transaction. A missing receipt creates a lack of evidence for a legitimate business purpose and, therefore, is considered to be a personal purchase. Accordingly, if the cardholder does not provide a missing receipt, the University reserves the right to request reimbursement from the cardholder for the amount of the missing receipt. Additionally, the cardholders purchasing card privileges will be revoked. If the receipt is later provided and the transaction is determined to have a legitimate business purpose, the cardholders may receive reimbursement for the amount of reimbursement paid upon completion of a Reimbursement Request form. In the rare event a vendor cannot provide a receipt, a written note indicating the vendor name, purchase date, detail of each item purchased, the amount spent, the business purpose for the purchase, and a description of why the receipt could not be obtained must be provided. The note must be signed by the cardholder and the cardholders’ supervisor. Frequent occurrences of written notes in place of missing receipts will result in the removal of purchasing card privileges.

7. Non-itemized receipt – all receipts **must** include the itemized detail of what items or services were purchased and sales tax information. Summary receipts showing only the total amount charged, or a line item on a card statement are **not** a substitute for an itemized receipt. If the supplier/vendor does not provide a receipt at the time of purchase and you cannot subsequently obtain a receipt from the supplier/vendor, you can substitute an original invoice, packing list, or an internet order screen print. In the rare case when one of these forms of documentation is not available the procedures indicated in the “missing receipt” section above apply.
8. Missing or unapproved meal form – Meal Forms are required for any meal purchased on a pcard and must include a description of the business need for the meal, a list of all attendees, the itemized/detail receipt description of the items purchased, and must be signed/approved by the cardholder and their supervisor. Meal forms are located on the SUU Purchasing website.
9. Missing business purpose with receipt – All purchases must be accompanied by written justification, either on the receipt or attached, as to what the purchase is and why it is a business related expense.

“Can a decision to turn off my purchasing card or revoke my purchasing card privileges be appealed?”

An appeals process is established whereby cardholder’s can request a review of a decision to turn off their purchasing card for a temporary period and/or to permanently revoke their purchasing privileges. Appeals must be made to the Purchasing Office in writing and must be accompanied by both sufficient documentation to support the claim and a supervisors signature.

Purchasing Card Contacts:

SUU Purchasing Card Coordinator

Kennedy Cowan

Phone: (435) 586-7733

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SUUSA Controller (for club account balance)

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