

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 SUU employees to buy goods and materials without the use of a purchase order or requisition. The Purchasing Card is a *Visa* credit card 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 the Purchasing Card. The policy is located on the SUU home page under “Policies and Procedures.”

Individual transactions are generally limited to under \$1,000. Monthly limits are set at \$5,000. Capital items cannot be purchased using the Purchasing Card. Transactions cannot be split to circumvent the \$1,000 per transaction limit. Splitting an order will result in the loss of privileges and potentially other consequences relating to employment.

What are restricted Transactions?

Restricted transactions are any transactions that require additional action to complete without declining. The purchasing card is generally not open to make purchases for food (restaurants or meals). However, cardholders may request authorization to allow the Purchasing Card to make food purchases by completing the **Adjustment Request Form** and having the VP, Dean, or President sign it. The Purchasing Office requests that account managers submit any Adjustments to the Purchasing Office 24 hours prior to the expected adjustment date

The purchase of flowers (non-landscaping), refreshments, and grocery items for departmental meetings, parties, or open houses for faculty and staff members require approval from the department’s Vice President, Dean, or the President of the University prior to the purchase. The VP, Dean, or President must also sign the Business Meal Form after the transaction. The **Flower Certification Form** must accompany flower purchases. Food purchases from a restaurant, grocery store, or other non-restaurant business, require the completion of a **Business Meal and Non-Instructional Food Certification Form (Meal Form)** signed by the VP, Dean, President, or designee, and submitted to your account manager along with the associated receipt and statement. This approval process is mandatory and loss of purchasing card privileges may be the result of non-adherence.

How do I use my Purchasing Card to Travel?

Purchasing Cards are open for travel expenses including airline tickets, hotel rooms, rental cars and ride share services. Fuel and personal meals must be purchased out of pocket by the traveler and reimbursed via a Travel Reimbursement. It is unauthorized to use a university Purchasing Card as a personal travel card. All transactions related to travel are subject to Travel Policy #10.13 including per diem amounts for purchases of meals.

“Where can I use my Purchasing Card?”

The Purchasing Card can be used at any vendor who accepts Visa cards. Transactions can be in person, by phone, and online. The Purchasing Office expresses caution when purchasing online or over the phone. **Make on campus purchases by authorized use of a department index code.** Such purchases include, but are not limited to the Bookstore, Copy Shop, and Chartwells.

“How do I make a purchase?”

Before the transaction begins, indicate to the vendor that you are using a campus credit card and the University is tax-exempt. The University tax-exempt ID number is located on the card, and 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. Wal-Mart has a vendor specific tax-exempt ID number found at the end of this document. After establishing tax-exemption status, complete the transaction as you normally would.

IMPORTANT – When placing an order over the phone or online, ensure that the vendor places contact information on the shipping documents for Receiving. If a clear contact is not present, Receiving will not know where to deliver the purchase.

“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 detailed enough for your supervisor to approve the purchase. Furthermore, you are required to provide documentation on or with the receipt explaining the business purpose of the purchase (i.e. office supplies, department meeting, event, project, registration, conference, etc.). In the rare event a vendor cannot provide a receipt, a written note signed by the cardholder and the cardholders’ supervisor 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. Frequent occurrences of written notes in place of missing receipts will result in the removal of purchasing card privileges. 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. The Purchasing Card must be kept in a secure place at all times.

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

It is the responsibility of the cardholder to reconcile and file each monthly bank statement with the department account manager. 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, receipts and supporting documents, to your Account Manager in a timely manner to ensure proper recording.

Account Managers are also responsible for taking the statements, receipts, and documentation for each Cardholder within the department to the immediate supervisor for approval before the end of the current month. The supervisor will review each cardholder’s statement and receipts, sign as approved, and return to the Account Manager for filing. See Purchasing Office Procedures Manual.

“What am I not authorized to purchase with the Purchasing Card?”

It is against University policy to purchase goods for personal use with the intent to reimburse the University. It is also against university policy to purchase fuel, gift cards or alcohol with your purchasing card. The university discourages the purchase of computers/tablets without consulting IT as they do not support what they do not authorize.

“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.

DOs and DON'Ts of the Purchasing Card

- Don't – Let anyone else use your card
- Don't – Pay sales tax in Utah
- Don't – Use the card for personal expenses
- Don't – Use the card for meals or food unless properly authorized
- Don't – Use the card for gas, including for rental cars (use Check Requisitions for reimbursement of fuel expenses)
- Don't – Use the card on SUU's campus (use Interdepartmental Invoices for on-campus purchases)
- Don't – Split transactions to circumvent your transaction limit
- Don't – Forget the detailed/itemized receipt or documentation
- Don't – Purchase computers or tablets with the card (contact IT)

- ✓ Do – Use the card when possible instead of a PO
- ✓ Do – Provide Utah sales tax exempt information to the vendor
- ✓ Do – Pay for travel & conference fees (registration fees, hotels, airline tickets, checked luggage, shuttles, and taxis)
- ✓ Do – Get a receipt every time you use your card
- ✓ Do – Protect the purchasing card information like you would your own personal card
- ✓ Do – Include the business purpose on or with each receipt

“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:

MAJOR VIOLATIONS - IMMEDIATE ACTION: The cardholder’s Purchasing Card will be immediately frozen and/or permanently cancelled and purchasing card privileges revoked. Additionally, 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. **Missing statement** – credit card statements not turned into the Account Manager each month may result in turning off the card until the statement and all associated receipts are received.
3. **Unapproved purchases over the \$5,000 bid limit.**
4. **Purchases of alcohol**
5. **Giving your purchasing card (pcard) to someone else to use**
6. **Intentionally using an SUU pcard for personal purchases**

MINOR VIOLATIONS - 1 MONTH GRACE PERIOD: The cardholder’s Purchasing Card will be frozen and/or permanently cancelled and purchasing card privileges will be revoked if the following violations are not remedied within one month following the audit in which they are discovered and/or reported:

1. **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 a personal purchase. Accordingly, if the cardholder does not provide a missing receipt within 30 days after the audit, the University reserves the right to request reimbursement from the cardholder for the amount of the missing receipt, or to deduct the amount of any missing receipt from the cardholders’ paycheck. Additionally, the cardholders purchasing card privileges will be suspended and/or revoked until the receipt is provided. If the receipt is later provided and the transaction is determined to have a legitimate business purpose, the cardholders’ purchasing privileges may be restored and they may receive reimbursement for the amount of the payroll deduction or reimbursement paid upon completion of a Reimbursement Request form.
2. **Non-itemized receipt** – All receipts **must** include the itemized detail of items or services 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 online order screen print. In the unlikely case one of these forms of documentation is not available, then the procedures indicated in the “Do I need to get receipts or documentation?” section above apply.
3. **Missing or unapproved Meal Form** – Meal Forms are required for any meal or food purchased on a p-card 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 the Dean, VP, President, or their designee. Meal Forms are located on the SUU Purchasing website.
4. **Accidental personal purchase/”pcard slip” for insignificant amounts** – A reversal of the charge by the vendor or a receipt from the SUU Cashier showing the cardholder’s reimbursement to the University is required.
5. **Missing business purpose with receipt** – All purchases are required to have written justification on the receipt or attached, as to what the purchase is and why it is a business related expense.

Repeated violations for the same issue and/or multiple violations for separate issues indicate a cardholder’s lack of financial responsibility and represents a significant risk to the p-card program for the entire University. Accordingly purchasing card privileges may be immediately suspended and/or revoked based on the circumstances of any multiple or repeat violations.

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

An appeal 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 supervisor's signature.

Purchasing Card Contacts:

SUU Purchasing Card Coordinator

Danae Wade

Office: (435) 586-7717

Cell: (435) 559-3951 (please use in case of afterhours emergency)

e-mail: danaewade@suu.edu

SUU Purchasing Card Accounting Contact

Caleb Paulson

e-mail: calebpaulson@suu.edu

Phone:(435) 586-7730

SUU Purchasing Card Auditors

Phone: (435) 586-7942

e-mail: suuaudit@suu.edu

Utah State Sales Tax Exempt Number – 11961541-002-STC

Wal-Mart Tax Exempt ID - 28283