



**Missouri
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Office of Procurement Services
Procurement Card Manual

Missouri State University
Office of Procurement Services Procurement Card Manual

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SECTION 1: OVERVIEW

The purpose of the Missouri State University Procurement Card Program is to establish a more efficient, cost effective method of purchasing and paying for small-dollar transactions within established usage limits. The Procurement Card can be used for purchases in-store, via mail, phone, facsimile or online. This program is designed to improve efficiency and convenience for our customers, reduce the number of purchase orders and checks issued, minimize invoice payment processing time and improve the purchasing procedures for low-dollar transactions.

The Office of Procurement Services began using Procurement Cards in October of 2002 under a contract established by the State of Missouri to facilitate purchases from vendors who would not accept Departmental Order Forms and/or Purchase Orders. Following approval by the Board of Governors, a pilot program was implemented in March of 2005 with six departments and forty-two cardholders. During the first five billing cycles of the pilot program, 2,603 transactions were processed using Procurement Cards. Rather than processing and issuing as many as 2,603 small-dollar checks, the University issued five checks to VISA Card Services. Based on the success of the pilot program, approval was obtained from the Board of Governors to begin expanding the program campus-wide.

The Procurement Card Program utilizes a VISA credit card as the purchasing instrument. The credit card is issued by United Missouri Bank (UMB) through a contract established by the State of Missouri, Division of Purchasing and Materials Management.

The Procurement Card Program is administered by the Procurement Card Coordinator in the Office of Procurement Services and by each Department Procurement Card Coordinator.

Card Limits

Individual transactions of \$3,000 or less, including shipping and handling, are allowed using the Procurement Card. The total dollar amount of expenditures allowed in a billing cycle (approximately 30 days) is \$5,000 unless a higher limit is approved by the Director, Procurement Services. Departments may also set a lower limit for the individual transaction limit and/or the billing cycle limit for each cardholder based on the limits needed to perform their duties. Higher billing cycle limits may be approved in some instances. UMB Bank pays a vendor within three days of the cardholder's business transaction. Card usage should be reviewed periodically by the approving department head to ensure appropriate individual transaction limits and monthly limits are commensurate with actual spending.

SECTION 2: PROCUREMENT CARD USE PROCEDURES

2.1 How to Obtain a Procurement Card

University employees interested in obtaining a procurement card must work with their respective Department Procurement Card Coordinator and their Budgetary Authority in order to get a Procurement Card.

The following steps are involved in obtaining a Procurement Card:

- Departments will need to send over a completed and signed Procurement Card Account Action Request Form (Appendix 1) to the Office of Procurement Services.
- Departments will need to send over a completed and signed Procurement Card Cardholder Agreement Form (Appendix 2) to the Office of Procurement Services.
- For Grant Procurement Cards (procurement cards that will default to a Grant budget number), a completed and signed Procurement Card Grant Approval Form (Appendix 10) needs to be completed and submitted to the Office of Procurement Services.
- Cardholders will then be invited to attend a mandatory training session. Cardholders are required to attend this training session only once, unless they are requested to do so by the Procurement Card Coordinator.
- All new Procurement Cards are sent from UMB Bank directly to the Office of Procurement Services. If the training has been completed and all the documentation received, cardholders will be notified as to when they can come by and pick up their Procurement Cards. Cardholders are required to bring some form of identification when they come by to pick up their Procurement Cards (e.g. Driver's license or Missouri State University ID).

Note: Unless otherwise approved, Procurement Cards will be issued to only full-time employees. Exceptions for non-full time employees to have Procurement Cards will need to be approved by the Director of Procurement Services.

2.2 Grant Procurement Card

In order to apply for a Procurement Card that will default to a Grant budget, the cardholder will need to send a completed and signed Procurement Card Grant Approval Form (Appendix 10) along with the other application forms. The Procurement Card Grant Approval Form will need to be signed by the respective individuals mentioned including the Principal Investigator, Budgetary Authority, Grant Accountant and the Procurement Card Coordinator.

For added control, Grant Procurement Cards will expire at the Grant expiration date as listed on the Procurement Card Grant Approval Form. If the Grant has been extended, the Procurement Card Grant Extension Form (Appendix 11) will need to be completed with the appropriate signatures and sent to the Procurement Card Coordinator. If the Grant Procurement Card Extension Form is not sent, the Procurement Card will close along with the Grant close date listed in the Grant Approval Form.

For transactions that are allocated to Grant budgets, copies of the receipts will need to be sent in along with the monthly cardholder statements and the transaction logs. In conducting Departmental Procurement Card Reviews on those transactions that are allocated to Grant budgets, a focus on the

review will be two fold, from the Procurement Card policies and also from the specific restrictions set forth by that particular Grant.

If the Grants and Contracts Office requests that a Grant Procurement Card is to be closed out, the Procurement Card will be closed out immediately and the cardholder will be notified of the same.

2.3 Changes to Procurement Card

Changes can be requested by contacting the respective Department Procurement Card Coordinator. Department Procurement Card Coordinators will need to complete a Procurement Card Account Action Request Form (Appendix 1) and forward it to the Office of Procurement Services.

If a cardholder moves to a different department on campus, their current card will be closed out and a new card will be issued if their new department requests for them to have a Procurement Card. A Procurement Card cannot be carried over from department to department. Card changes can include changes to the default budget number tied to the Procurement Card or a request for a new plastic card to be issued.

Note: If a cardholder's name changes, a new Procurement Card will need to be issued.

2.4 Decline of Procurement Card

Any vendor falling within the Procurement Card guidelines is considered a potential vendor for the Procurement Card, even if they do not accept credit cards today. A vendor with a MCC (Merchant Category Code) that sells items considered to be non-allowable through the Procurement Card program will be declined. Kindly remember that unless a vendor attempts a transaction on a Procurement Card there is no way of identifying what their MCC code will be.

If the card is declined and the cardholder feels that the decline should not have occurred, cardholders should contact the Procurement Card Coordinator in Office of Procurement Services or their Department Procurement Card Coordinator for assistance.

If a cardholder foresees that their card may get declined by a certain vendor, they may inform the Procurement Card Coordinator so that their card can be temporarily increased to a higher strategy so as to allow a certain group of vendors to be allowable. This doesn't guarantee that the card will be accepted but it minimizes the risk of the card being declined.

2.5 Procurement Card Renewal

A renewal card will be automatically issued before the card expiration date. Cardholders will be notified by the Office of Procurement Services when the new cards are available to be picked up. Cardholders will be asked to bring their old card and proof of identification when picking up their new card.

If approved by the Procurement Card Coordinator, Department Procurement Card Coordinators can pick up re-issued cards on behalf of cardholders within their department. Department Procurement Card Coordinators need to bring in all the old cards within their department when picking up the new ones.

2.6 Procurement Card Cancellation

In order to cancel or close out a Procurement Card, the canceled card along with a completed Procurement Cardholder Procurement Card Account Action Request Form (Appendix 1) will need to be dropped off with the Procurement Card Coordinator.

Card usage will be monitored and card privileges may be rescinded if card violations occur. The Office of Procurement Services will notify and consult with the appropriate University administrator(s) prior to rescinding card privileges or canceling a card.

Note: However, the Office of Procurement Services reserves the right to cancel a card at any time.

2.7 Lost or Stolen Procurement Card

If the Procurement Card is lost or stolen, cardholder are required to immediately notify each of the following:

- UMB Bank Security at 1-800-821-5184.
- Respective Department Procurement Card Coordinator.
- Procurement Card Coordinator.

Immediate notification of a lost or stolen Procurement Card will prevent the cardholder from being held personally responsible for the payment of unauthorized purchases.

2.8 Travel-Related Purchases

Procurement Cards can be used for the following travel expenses:

2.8.1 Domestic Airfare

2.8.2 Lodging

2.8.3 International Airfare

2.8.4 Group Travel

2.8.5 Tours and Tickets

2.8.6 Train and Bus Travel

2.8.1. Domestic airfare

Departments may use their Procurement Cards to pay for domestic airfare. Procurement Cards may also be used to pay for the appropriate checked baggage fees.

Airport shuttle/bus service to and from the hotel can also be paid for on the Procurement Card.

The Procurement Card cannot be used to pay for Travel Insurance/Travel Protection Plan. Per the Fiscal Responsibility policy, personal expenses involving personal insurance cannot be paid for out of a University budget.

2.8.2. Lodging

Procurement Cards can be used to pay for room and tax charges. Hotel parking is also allowable on the P-Card.

Procurement Cards may not be used to pay for other charges that may apply to lodging including, Internet access/Wi-Fi, mini bar, movie, resort fees, room service, safe, telephone charges, valet service, et cetera. Reimbursement for these types of expenses will be made in accordance with the University's travel policy.

Express check-out should be avoided, as the statement provided may not show that charges have been paid in full. Many hotels and motels offer a faculty or commercial rate that is less than the normal daily rate if advance reservations are made or if the fact that the employee represents the University is brought to the attention of the hotel or motel clerk at the time of registration.

Process for payment of lodging charges:

- Payments may be made directly to the hotel/motel
- Reservations and payments for hotels/motels may be made online using web based travel agencies (expedia.com, travelocity.com, hotels.com, et cetera.)
- Package deals combining both hotel/motel and airfare charges may be paid for on the Procurement Card. Package deals cannot include any other individual business travel arrangements not allowed on the Procurement Card.

A print out of the reservation confirmation and a paid receipt showing only room and tax charges needs to be obtained.

Note: Normally, when lodging charges are placed on a credit card, the vendor will put a hold on the credit card. The hold amount (actual amount varies by vendor) may not be a real charge but it will temporarily encumber funds that would otherwise be available for the cardholder to use. The pending charges will eventually go away a few days after the transaction has been charged to the credit card.

2.8.3. International Airfare

Definition: For the purpose of the Procurement Card policy, the United States includes the 50 states and the District of Columbia.

Travel outside of the United States must be approved prior to traveling according to the criteria below:

- Travel associated with academic units must submit foreign travel approval signed by their department head, dean, and the Provost, unless the travel is associated with the China Branch campus.

- Travel associated with the China Branch campus must submit foreign travel approval signed by the Vice President for Research and Economic Development.
- Travel associated with other administrative duties must submit foreign travel approval signed by the President.

A copy of the approval must be kept on file along with the other backup documentation.

All foreign travel paid for on the Procurement Card should only be for business purposes. If less than 25% of the time on the trip is spent on personal activities, the trip is considered entirely for business.

Travelers with a foreign destination may upgrade their economy class to economy plus or other similar class, but at no time will the University reimburse travelers for business or first class airfare.

The Procurement Card may also be used to pay for Passport and Visa fees when traveling on University business.

2.8.4. Group Travel

A detailed invoice or reservation confirmation showing a list of all passengers on the trip will need to be attached to any other additional documentation.

2.8.5. Tours and Tickets

A detailed invoice or reservation confirmation and a paid receipt from the vendor showing the amount charged to the card needs to be obtained. Also, an explanation detailing the business purpose of the event needs to be kept on file as well. Cardholders may use the [Procurement Card Tours and Ticket Purchases Form](#).

2.8.6. Train and Bus Travel

P-Cards may be used to pay for Train tickets from Amtrak when traveling between cities.

P-Cards may be used to buy Bus tickets when traveling between cities. This includes any purchase made from Greyhound Lines, BoltBus, MegaBus, et cetera.

The P-Card cannot be used for Subway/Tram/Metro charges when traveling within a city.

The P-Card cannot be used for Shuttles/Bus charges when traveling within a city.

Additional Travel Guidelines:

- Direct billing to the department is available when utilizing Adelman Travel (formerly Great Southern Travel).

- For security purposes, the cardholder is not allowed to fax across their credit card information to any travel related vendor. As an alternative, a credit card authorization form is to be completed and emailed to the vendor.
- Kindly inform the Procurement Card Coordinator prior to making travel arrangements with vendors in foreign countries.
- Please use caution when paying for transactions with vendors based out of Spain and Turkey. From a credit card security standpoint, the bank has identified them as being high-risk.

P-Card Travel Purchases Checklist

Allowable Expenses	Non-Allowable Expenses
Domestic airfare Checked baggage	Travel insurance/Travel protection plan
Airport shuttle to and from hotel	Rental car Taxi/Cabs
Lodging: Room and tax Parking	Internet access Mini bar Missouri state sales tax Resort fees Room service/Meals Telephone charges Valet service
International airfare Passport fees Visa fees	Travel insurance/Travel protection plan
Group travel	
Train(Intercity): Amtrak	Train (Intra city) Subway/Tram/Metro
Bus (Intercity travel): Boltbus Greyhound Lines MegaBus	Bus (Intra city)

2.9. Foreign Transactions

By default, transactions with international vendors are not allowed on the Procurement Card. Any non-travel foreign transaction needs to be pre-approved by the cardholder's respective budgetary authority. An email approval with the following information needs to be sent to the Procurement Card Coordinator:

1. Vendor Name:

2. Country located in:
3. Amount Requested:
4. Date of purchase/s:
5. Product details (brief):
6. Name on the credit card:
7. Last 4 digits of the credit card:

When paying for foreign travel purchases, prior approval is not required from the Office of Procurement Services. However, cardholders are required to inform the Procurement Card Coordinator in order to make the necessary changes with the bank in order to allow for foreign purchases to go through without being declined.

All receipts in foreign currency are to be converted into US dollars. The receipt is to be converted using the date that the expense occurred and the conversion rate should be printed and submitted as backup documentation. Documentation of currency conversion must be attached to the receipt.

Note: Cardholders will need to notify the Procurement Card Coordinator for any foreign transaction.

2.10 Food Purchases

All food purchases below \$100 are not allowed on the Procurement Card, regardless of the vendor or the event. If the food purchase is going to be above \$100 there are additional guidelines as listed below:

On Campus Event:

- If above \$100, a food service waiver needs to be obtained from Chartwells and a copy of the waiver needs to be kept on file along with the sales receipt.

Off Campus Event:

- If above \$100, Cardholders are required to complete the 'Food Purchases Hosting Form' (Appendix 7) and send (via email) to the Procurement Card Coordinator prior to the transaction. Also, cardholders must obtain an itemized sales receipt for the transaction. They will need to maintain a copy of the food purchases hosting form along with the sales receipt.

Procurement Card is NOT allowed for the following Food transactions:

1. Alcoholic beverages.
2. Employee travel expenses that are reimbursable under the University's travel policy.
3. Hospitality or entertainment expenses.
4. Any food expenses incurred in regard to candidates interviewing for a position with the university are not allowed on the Procurement Card.

2.11 Sales and Use Tax

Be sure to remind the vendor of the university's tax exempt status when making a purchase. The University's tax exemption ID number is printed on the front of the Procurement Card.

Missouri State University is exempt from paying Missouri sales or use tax pursuant to Section 144.030.2(20), RSMo.

The cardholder is responsible for ensuring sales and use tax is not included in each charge. If sales and use tax is included, then the cardholder must work with the vendor to correct the purchase amount. If sales tax is charged, the cardholder must supply written justification explaining why the charging of sales tax was approved by the cardholder at the time of the purchase. Any sales tax charged in error must be entered in the transaction log as a separate log entry. When the sales tax is corrected, a negative entry should be recorded in the log showing that the sales tax adjustment has been corrected. The cardholder will be required to reimburse the University for any such sales tax charged that is not reimbursed by the vendor.

In some cases, our tax exempt status cannot be accommodated for orders placed over the Internet. In those instances, the company must be contacted by telephone to determine the appropriate method for handling the purchase to ensure that sales tax is not charged.

2.12 Exceptions

The procedures set forth herein are intended to apply to the majority of Procurement Card purchases made by University personnel. A request for an exception should be sent in by the respective budgetary authority to the Procurement Card Coordinator in the form of an email. The request is then approved by the Director, Office of Procurement Services. If approved by Procurement Services, UMB Bank will be notified and a memo will be sent to the cardholder, Department Procurement Card Coordinator and Budgetary Authority. A printed copy of the memo should be kept on file with the other Procurement Card documents.

The exception process will be used in order to make changes to the monthly or single transaction limits either on a temporary or a permanent basis, when buying from a foreign vendor or paying for an otherwise non-allowable expense.

The Office of Procurement Services reserves the right to decline any request for an exception. If necessary, exceptions can be initiated by the Office of Procurement Services.

2.13 Procurement Card Review and Penalties

2.13.1 Procurement Card Violations

The cardholder is responsible for and accountable to their department and to the Office of Procurement Services for all charges made with the Procurement Card. Violation of any policies or procedures of this program will result in a review of the cardholder's privileges. The Office of Procurement Services will notify the cardholder's supervisor of improper card use and may also notify other University administrators, up to and including the appropriate Vice President or Dean, depending on the nature of the violation. Improper use of the Procurement Card may be cause for disciplinary action, may subject the cardholder to criminal prosecution, revocation of the Procurement Card, or termination of employment. The Office of Procurement Services will notify and consult with the appropriate University administrator(s) regarding the disciplinary action to be taken. Amounts determined to be bona fide obligations of the University that are attributable to improper use by the cardholder may be withheld from their paycheck or any other amounts which

may be payable to the cardholder by the University. The cardholder will be granted notice and the opportunity to challenge such obligations before they are withheld. Appendix 4 lists some of the items that are allowable purchases with the Procurement Card. Appendix 5 list some of the items that are unallowable/excluded purchases. Appendixes 4 and 5 are not complete lists of acceptable/unacceptable items, but are intended to provide a general overview. If the cardholder is uncertain as to the acceptability of a purchase, please contact the Office of Procurement Services for guidance prior to making the purchase.

If purchases appear inappropriate on a monthly billing statement, the cardholder will be required to supply written justification to their Department Head and to the Department Procurement Card Coordinator. If the justification is insufficient, appropriate action will be taken by their Department Head and/or by the Office of Procurement Services in consultation with the Department Head and other University administrators, as appropriate. In addition, steps will be taken to return the goods or have the cardholder pay the vendor directly. The department may also elect to reimburse the money to the university. If the cardholder has any questions concerning the appropriateness of a purchase, they may contact their Department Procurement Card Coordinator or the Office of Procurement Services prior to making the purchase.

2.13.2 Scope of the Procurement Card Review

The objectives of the Procurement Card Review are to review Procurement Cardholders transactions and verify that they are in compliance with the guidelines set forth in the Procurement Card Manual.

Procurement Card Reviews began in June of 2008 with an estimate that university departments will have documents reviewed every two to five years. The departments with the highest amount of cardholders and transactions will be reviewed more than others. If problems are found with compliance issues, a follow-up review will be scheduled.

The scope of the Procurement Card Review will be from two to twelve months of transactions to determine compliance and documentation.

The review consists of verifying that original documents are on file in the department, the monthly transaction log is signed and the total is verified to the bank's monthly statement and required signatures are showed on the copy kept in the file for each cardholder.

After the scheduled Procurement Card review, a memo is sent to the department record keeper noting the exceptions and findings for process improvements for each cardholder or the department as a whole. If there are missing documents or incorrect invoices on file, the record keeper is asked if they can locate the receipts in 10 days. If Missouri state sales taxes have been charged on a Procurement Card purchase, the record keeper is asked to obtain a credit from the vendor for the amount of the tax charged or to reimburse the budget. If signatures are missing from the transaction log or VISA statement, the record keeper is required to have the proper authorities to sign off on the forms.

A final document is issued to the reviewed department and other individuals as needed with a summary review report letter and Procurement Card Review Summary Report listing whether the

department was in full compliance with Procurement Card requirements or listing any findings or problems that could not be resolved during this review.

2.13.3 Penalties

Cardholder Penalties

When policy violations by a particular cardholder are identified, the following process shall be followed, per the discretion of the Director of Procurement Services:

- If a single abuse occurs by a particular Cardholder, a warning may be issued by notifying the Director of Procurement Services, Department Procurement Card Coordinator the Budgetary Authority and any other individuals as needed.
- In the second instance of abuse, the Procurement Card may be suspended for at least one (1) billing cycle.
- If problems continue after the card is reinstated, the card may be canceled or suspended up to one (1) year.
- Procurement Services can impose the same penalties stated above if problems are found during department reviews. If warnings are issued by Procurement Services, the Director, Procurement Services, Department Procurement Card Coordinator and Budgetary Authority will be notified if the card is either temporarily or permanently suspended.
- The Department Coordinator has the responsibility to notify the Procurement Card Coordinator of any policy violations.
- The Budgetary Authority can request a card to be closed or suspend the card for a longer period.

Department Penalties

Procurement Services may impose penalties for any of the following occurrences:

- If transactions are not reviewed in the bank's reconciliation system and signed statements and logs are not provided to Financial Services by the 15th of each month.
- Repeated Cardholder abuse and/or department abuse.
- Improper documentation.

When penalties are imposed the following process will occur:

- At the first instance, a warning will be issued to the Department Coordinator, Budgetary Authority, Dean, or Department Head and the problem referred to Internal Auditing if it warranted by the degree of severity.
- If not corrected after a second review, the budgetary authority, Dean, or Department Head will be contacted and cards for the entire department may be suspended for at least one (1) billing cycle.
- After a third review, cards may be canceled up to one (1) year.

Note: However, the Office of Procurement Services reserves the right to cancel a card at any time.

SECTION 3: CARDHOLDER RESPONSIBILITIES

3.1 Procurement Card Security

The cardholder is responsible for the security of their Procurement Card and the transactions made against it. The card will be issued in the cardholder's name and any purchases made against the card is the individual's responsibility. The Procurement Card commits University funds each time the cardholder uses it. This is a responsibility that must not be taken lightly.

When the cardholder receives their card, they are required to sign the back of the card immediately and always keep it in a secure place. The card is the responsibility of the cardholder.

Note: Procurement Card sharing is not allowed. Only the cardholder can use the card. Individuals cannot give out the credit card or the credit card information for other's to use.

3.2 Personal Use

Although the card is issued in the cardholder's name, it is the property of Missouri State University and is only to be used for Missouri State University business purchases as defined in this manual.

Note: Personal use of the card is strictly prohibited.

3.3 Receipt of Goods and Materials

The cardholder is responsible for ensuring receipt of goods and materials and must follow-up with the vendor to resolve any delivery problems, discrepancies, and damaged goods.

For all transactions, make sure the complete shipping address and instructions are provided to the vendor, along with the name and telephone number. The complete shipping address should include the cardholder's name, department name, complete street address, building and room number, city, state, zip code. All deliveries for the Springfield campus should use 901 S. National Avenue as the street address. This will ensure that items delivered to the Receiving Dock are able to be delivered to the appropriate department and to the appropriate location within the department. Otherwise, Receiving will have no way of identifying where the package should be delivered when it is received. Deliveries for the Mountain Grove, West Plains and the Virginia campuses should specify their Receiving Dock address as the street address. To prevent duplicate payments, please tell the vendor not to invoice the University after charging a transaction to the Procurement Card.

3.4 Procurement Card Acceptable Documentation

Each transaction charged to the Procurement Card must be supported by an acceptable form of supporting documentation.

Supporting documentation includes any of the following:

- Original detailed receipt from the vendor
- Copies or facsimiles of the original receipt
- Priced packing lists
- Printout of email order confirmation for online orders placed

They must include all of the following information:

- Vendor name and other relevant vendor information (address, phone, etc.)
- Transaction date
- Transaction total
- Itemized description of items purchased

For phone orders, ask the vendor to include a sales receipt in the package.

For Internet orders, print the online order confirmation or print a copy of the confirmation email received from the vendor.

Hotels:

Print out of the reservation confirmation and a paid receipt showing only room and tax charges needs to be obtained.

Group Travel:

A detailed invoice or reservation confirmation showing a list of all passengers on the trip will need to be attached to any other additional documentation.

International Airfare:

Travel outside of the United States must be approved prior to traveling according to the criteria below:

- Travel associated with academic units must submit foreign travel approval signed by their department head, dean, and the Provost, unless the travel is associated with the China Branch campus.
- Travel associated with the China Branch campus must submit foreign travel approval signed by the Vice President for Research and Economic Development.
- Travel associated with other administrative duties must submit foreign travel approval signed by the President.

A copy of the approval must be kept on file along with the other backup documentation. A detailed invoice or reservation confirmation showing a list of all passengers on the trip will need to be kept on file. Also, a paid receipt from the vendor showing the amount charged to the card needs to be obtained as well.

Tours/Tickets:

A detailed invoice or reservation confirmation and a paid receipt from the vendor showing the amount charged to the card needs to be obtained.

Notes:

- All food transactions must have a detailed itemized receipt showing all of the items that were purchased. A credit card charge slip showing a total amount for the transaction does not suffice as back up for food purchases.
- Smaller receipts must be taped (not stapled) to a sheet of paper to prevent loss. Multiple, smaller receipts can be affixed to a single sheet of paper. When taping receipts to paper kindly make sure not to mask any of the relevant information on the documentation.
- For transactions involving job posting advertisements, a copy of the job posting advertisement should be kept along with the Procurement Card documentation.

If documentation has been lost or misplaced, contact the vendor for a duplicate copy. If a duplicate copy is impossible to obtain, complete a 'Purchasing Card Missing Receipt Form' (Attachment 4) and forward to the Department Reconciler. A copy of the missing receipt form will need to be sent to the Office of Procurement Services.

Note: Repeated use of the missing receipt form will subject the cardholder to a loss of privileges.

3.5 Record Keeping and Documentation

Standard payment policies require retention of receipts and other documentation for a minimum of five (5) years following the date of purchase. Each purchase must be recorded by the cardholder on a Cardholder Procurement Card Transaction Log (Appendix 6). The cardholder must log all pertinent data onto the transaction log. Receipt of goods data, including but not limited to, receipt date and complete or partial shipment, must be entered on the transaction log.

The transaction log is signed by the cardholder (certifying that the transaction log is complete and correct in accordance with University and department payment and purchasing regulations). The Department Procurement Card Coordinator must also certify that he/she has audited the transaction log and the charges appear to be in accordance with University payment and purchasing regulations. If the same individual is both the cardholder and the Department Procurement Card Coordinator, the Budgetary Authority will sign off on the transaction log as well.

Record keeping is essential to ensure the success of the program. To facilitate the reconciliation and approval process, the cardholder is responsible for keeping all credit card slips, cash register receipts, packing slips, etc., until submitted with the monthly statement to the Department Procurement Card Coordinator. Failure to obtain and retain the required documentation as specified above may result in termination of Procurement Card privileges.

3.6 Reconciliation and Approval Process

Cardholders must keep sales receipts and Procurement Card transaction logs together and then send them to the Department Procurement Card Coordinator at the end of the cycle. Cardholder statements are available through the bank's reconciliation system following each billing cycle and must be reconciled to the Cardholder Procurement Card Transaction Log (Appendix 6). When sending monthly statement documentation to the cardholder Department Procurement Card Coordinator, the order of the documentation should be as follows: 1) monthly billing statement, 2) written justification, if necessary, 3) charge and credit slips, packing slips, etc., in the order that they appear on the statement and 4) Original transaction logs.

All original documents will need to be kept at the department level including signed monthly statements, signed transaction logs as well as sales receipts or other relevant information tied to a particular transaction. Copies/originals of the signed monthly statements and signed transaction logs need to be sent to Financial Services by the set deadline every cycle. If a transaction has been allocated to a Grant budget number, copies of the sales receipt will need to be sent in as well.

Each department may establish its own approval processes. However, an individual with budgetary authority for the budget to be charged must approve all Procurement Card transactions being submitted for payment by signing the Visa billing statement after the transaction log has been audited by the Department Procurement Card Coordinator. Monthly statements must be paid promptly for the Procurement Card program to be successful. Failure to process Procurement Card transactions for payment in a timely manner may result in termination of Procurement Card privileges.

3.7 Disputed Monthly Statement Charges

Disputed billings can result from failure to receive goods or materials, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. Departments are responsible for reviewing the monthly billing statements for discrepancies and for contacting and following up with the vendor on any erroneous charges, returns or other disputed items within one working day of finding a disputed item. Disputed items should be documented in writing along with the resolution agreed to between the cardholder and the vendor. A copy of the written documentation should also be attached to the applicable monthly billing statement.

If resolution does not occur after follow-up with the vendor, cardholders need to contact their Department Procurement Card Coordinator for assistance. If necessary, the Department Procurement Card Coordinator will ask the cardholder to complete a Cardholder Dispute Form (Appendix 7) and provide written justification. The written justification must explain the discrepancy and steps that were taken by the cardholder and others within the department to resolve the issue. The Department Procurement Card Coordinator will work with the Procurement Card Coordinator in the Office of Procurement Services and UMB Bank for resolution with the vendor. It is important that disputed items be addressed as quickly as possible. The bank must be notified of any disputed items within 60 days of the transaction date.

If fraudulent charges appear on the Procurement Card, the cardholder or the Department Procurement Card Coordinator must immediately notify the Procurement Card Coordinator in the Office of Procurement Services. In cases of fraud charges, the bank will close out the account and create a new one.

SECTION 4: DEPARTMENT PROCUREMENT CARD COORDINATOR RESPONSIBILITIES

4.1 General

Each department must appoint one Department Procurement Card Coordinator. A backup department coordinator should also be appointed, to assist the Department Procurement Card Coordinator and provide coverage when the Department Procurement Card Coordinator is out of the office. Department Procurement Card Coordinators should not review and approve their own purchases. The names, telephone numbers and e-mail addresses of the coordinators must be communicated in writing by the appropriate Department Head to the Procurement Card Coordinator in the Office of Procurement Services. Procurement Card contacts within the Office of Procurement Services are listed in Appendix 12.

4.2 Department Procurement Card Coordinator Responsibilities

The responsibilities of the Department Procurement Card Coordinator include, but are not limited to:

- Attending training on the Procurement Card Program to ensure a comprehensive understanding of the intent of the program, established guidelines, and the duties and responsibilities associated with being a Department Procurement Card Coordinator.
- Working with the department's management to determine who is eligible for a Procurement Card, coordinating cardholder limits, auditing and signing transaction logs, alerting management of any spending concerns resulting from a review of the billing statement, and keeping records of all department cardholders.
- Completing the Procurement Cardholder Account Action Request Form (Appendix 2) and obtaining an authorized signature on the form.
- Ensuring a potential cardholder has a copy of the Procurement Card Manual.
- Training each employee prior to the distribution of the Procurement Card to the employee. The training must include, but is not limited to, the topics covered in the Procurement Card Manual and the Procurement Card Cardholder Agreement. The training must cover in detail card use procedures and cardholder responsibilities.
- Picking up the Procurement Card(s) from the Office of Procurement Services. The Department Procurement Card Coordinator is required to sign a Procurement Card Acceptance Form (Appendix 9) stating that the card will be kept in safekeeping or in a locked file until distribution to the named cardholder and that no card information will be given to unauthorized personnel by the coordinator.

- Distributing the Procurement Card to the cardholder and obtaining the cardholder's signature on Appendix 9 acknowledging receipt of the card. Each department needs to determine how to secure each card and the card number. In some cases, the department may elect for the individual cardholder to carry the card with them. Other cases may result in the card being stored in a secure place within the department. In either case, the card and the credit card information must be protected at all times.
- Processing any department approved changes requested by the cardholder which fall within the Procurement Card guidelines. The Department Procurement Card Coordinator should complete a Procurement Cardholder Account Action Request Form (Appendix 2) and send it to the Procurement Card Coordinator in the Office of Procurement Services.
- Retrieving and cutting up any card when a cardholder assumes different duties within the department that do not require the use of the Procurement Card or when the cardholder leaves the department. After the card is cut-up, the Department Procurement Card Coordinator must send a completed Procurement Cardholder Account Action Request Form (Appendix 2) and the cut-up card to the Procurement Card Coordinator in the Office of Procurement Services.
- Ensuring the cardholder has attached a credit slip, charge slip, packing slip, cash register slip, paid receipt, etc., as appropriate, for each item listed on the monthly billing statement.
- Reconciling the Cardholder Procurement Card transaction log to the monthly billing statement to ensure that all purchases have been documented properly on the log. The cardholder's signature is required on the Cardholder Procurement Card Transaction Log (Appendix 6) certifying that the cardholder has completed the review/reconciliation and that all charges appear to be in accordance with all University and department payment and procurement regulations.
- Verifying that the vendor name on the monthly billing agrees with the credit slip, etc., supplied by the cardholder. If the vendor name does not agree, work with the cardholder to resolve.
- Checking to make sure that the 'Ship To' address on the documentation appears to be correct. If not, question the cardholder or other appropriate personnel.
- Requesting written justification from the cardholder for any sales tax charges. If the sales tax issue is not resolved within a reasonable period, report the status to department management for resolution.
- Requesting written justification from the cardholder for any purchases that appear inappropriate. This justification must be approved by an authorized payment and procurement authority within the department.
- Electronically verifying the payment coding/cost allocation on cardholder billing statements and changing budget and/or expense code information as deemed necessary and appropriate.
- Enter a product description in the bank's reconciliation system for every transaction instead of having the default description generated by the bank's system.

- Obtaining the necessary department authorized signature on each cardholder's monthly billing statement.
- Ensuring that the transaction log has original signatures by the cardholder and by the Department Procurement Card Coordinator and ensuring that the billing statement has the original signature of the Department Head or by another individual with the appropriate budgetary authority.
- Ensuring that the cost allocation reports are properly coded and approved by the Department Head within seven (7) calendar days of the date the billing cycle ends, or no later than the 15th day of the month in which the billing statement becomes available.
- Maintaining the original credit slips, charge slips, packing slips, cash register slips, receipts, etc., and the original of the transaction log for each cardholder in their department for a minimum of five (5) years from the date of purchase as required by the University's records retention policy. The cardholder should also keep the original of each cardholder's monthly billing statement with the applicable purchase documentation for each item on the billing statement. Reviews of the required documentation will be conducted periodically, or as deemed necessary, by the Office of Procurement Services to ensure that established procedures are being followed.
- Forwarding the original/copy of the signed Cardholder Procurement Card Transaction Log and the original/copy of a signed monthly billing statement for each cardholder (signed by the Department Head) to the Procurement Card Coordinator in the Office of Procurement Services within seven (7) calendar days following receipt of the billing statements.
- Forwarding a completed Cardholder Dispute Form (Appendix 7) to the Procurement Card Coordinator in the Office of Procurement Services if a discrepancy appears on a monthly billing statement that cannot be resolved between the cardholder and vendor. The Procurement Card Coordinator in the Office of Procurement Services will forward the form to UMB Bank. The bank will work with the vendor to resolve the issue.

4.3 Monthly Payment Coding

The department is responsible for ensuring that charges are in accordance with University and department regulations. It is the Department Procurement Card Coordinator's responsibility to ensure that the account (budget) coding for each transaction is correct before payment is processed by Accounts Payable. Charge any sales tax awaiting correction to the same object code as the commodity purchase.

SECTION 5: FINANCIAL SERVICES RESPONSIBILITIES

5.1 General

The Office of Procurement Services has appointed one Procurement Card Coordinator and a back-up coordinator. Accounts Payable will review and process Procurement Card payments. Contact information for those individuals assigned to perform these duties are listed on Appendix 12.

5.2 Office of Procurement Services Procurement Card Coordinator Responsibilities:

The Office of Procurement Services Procurement Card Coordinator's responsibilities include, but are not limited to:

- Working with the Department Procurement Card Coordinators and UMB Bank to obtain Procurement Cards and make any changes to the cards.
- Working with UMB Bank and Department Procurement Card Coordinators to resolve any issues/concerns related to the Procurement Card Program.
- Keeping records of completed forms submitted to UMB Bank for each cardholder.
- Reviewing forms submitted by each Department Procurement Card Coordinator to ensure that each form has the required information completed and an original department authorized signature.
- Applying the Office of Procurement Services approval signature on the forms after review and forwarding the forms to UMB Bank for processing.
- Updating the Procurement Card Manual and other documentation as needed.
- Training each Department Procurement Card Coordinator. The training must include, but is not limited to, the topics covered in the Procurement Card Manual, the Procurement Card Cardholder Agreement, and the Cardholder Manual for the bank's reconciliation system. The training must cover in detail the Department Procurement Card Coordinator's responsibilities contained herein and in the VIS manual.
- In order to maintain segregation of duties and dual control, distributing Procurement Cards will be performed by someone other than the Procurement Card Coordinator. Cards must be secured in safe keeping until picked up by the cardholder or their respective Department Procurement Card Coordinator.

- Requiring the Cardholder or the Department Procurement Card Coordinator to sign and date the Procurement Card Acceptance Form (Appendix 9), acknowledging receipt of each card.
- Maintaining a master list of all Procurement Cards including, but not limited to department name, cardholder name, card number, and date issued.
- Notifying UMB Bank of any card cancellations or changes in cardholder name and/or address.
- Sending a completed Cardholder Dispute Form (Appendix 7) and written justification to UMB Bank if a discrepancy appears on a monthly billing statement that cannot be resolved between the cardholder and vendor. The bank will work with the vendor to resolve the issue. The original signature of the Department Procurement Card Coordinator and the department's authorized signature are required on the form.
- Auditing Procurement Card Program processes and departmental records on a scheduled basis to ensure compliance with established procedures and guidelines.

5.3 Accounts Payable Responsibilities

Accounts Payable responsibilities include but are not limited to:

- Reviewing the payment coding for proper budget authority.
- Processing payment to UMB Bank.
- Completing the transfer of funds from appropriate departmental budgets for purchases made during the reporting period.

A master summary (Company Billing Statement) of each department's cardholder charges is provided to Accounts Payable each month. The master summary will be used by Accounts Payable to process payment to UMB on or about the 20th of each month for charges made during the billing cycle.

Appendix 1

UMB BANK - VISA CARD CENTER
PROCUREMENT CARD ACCOUNT ACTION REQUEST FORM
MISSOURI STATE UNIVERSITY

☐ New Account ☐ Reissue Replacement Card ☐ Request Lost/Stolen Replacement ☐ Update Account Information ☐ Close Account Account Cycle Controls ☐ Total Cycle Dollar Limit \$ _____ ☐ Max \$ per Transaction \$ _____	☐ Rush Card Request ☐ Other _____ _____ _____ _____ Please select one of the following: ☐ Full Time Staff ☐ Part Time Staff ☐ Graduate Assistant ☐ Faculty ☐ Other _____
--	---

	FUND	ORGN	ACCT	PROG
Account/Budget Number				
Cardholder Name				
Department				
PIN (specify last 4 of Soc Sec #)				
Position				
Address	901 S. National Avenue			
City / State / Zip	Springfield, MO 65897			
Telephone Number				
Cardholder E-mail Address				
Special Instructions				

Date of Request	Department Budgetary Authorized Signature
Date Authorized	Procurement Services Procurement Card Coordinator

DEPARTMENT NAME: _____

MISSOURI STATE UNIVERSITY PROCUREMENT CARD CARDHOLDER AGREEMENT

Name of Cardholder:	Cardholder Business Address:
Department Name:	Cardholder Business Phone Number:
Supervisor's Name & Title:	Supervisor's Phone Number:
Department Procurement Card Coordinator:	Dept. Procurement Card Coordinator Phone Number:

Cardholder agrees to accept responsibility for the protection and proper use of the Procurement Card in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the Office of Procurement Services Procurement Card Coordinator in accordance with University and department policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Procurement Card.

2. If the Procurement Card is lost or stolen, the Cardholder shall immediately notify the UMB Bank and both the Department and Office of Procurement Services Procurement Card Coordinators.

3. Cardholder's department shall be responsible for all charges, including fees and interest, incurred from the proper use of the Procurement Card.

4. **THE CARDHOLDER SHALL NOT MAKE ANY PERSONAL PURCHASES USING THE PROCUREMENT CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the Procurement Card and agrees to pay to the issuer of the card for such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the Procurement Card may be cause for disciplinary action by the University, including termination, and that improper use of the Procurement Card may subject Cardholder to criminal prosecution. Cardholder understands that the University may withhold amounts attributable to improper use by the Cardholder from any paycheck or other payment which may be due the Cardholder.

5. Cardholder understands that should his/her employment with the University terminate for any reason, the Procurement Card must be returned to the Office of Procurement Services Procurement Card Coordinator through his/her Department Procurement Card Coordinator. Cardholder also understands that the department and/or the Office of Procurement Services may withdraw authorization to use the Procurement Card and require the return of the Procurement Card at any time for any reason.

6. Cardholder understands that use of the Procurement Card is for purchases of \$3,000 or less per purchase subject to individual card limitations on expenditures for use in official University business. All purchases must comply with University accounting and purchasing policies, including all policies the Cardholder's department implements in the use of the Procurement Card. The following items may not be purchased with the Procurement Card; however, the list is not intended to be all inclusive:

- | | |
|---|---|
| Alcoholic beverages | Furniture |
| Apple Inc. | Gasoline or fuel of any kind |
| Bookstore purchases and any transaction within the university that should be on a budget transfer | Gifts, gift cards/certificates, awards or prizes |
| Capital assets/inventorial equipment purchases | Hospitality or entertainment |
| Cash advances | International Airfare |
| Certified Professional Secretary Exam | Leases and rentals of facilities/space |
| Coffee and other supplies related to coffee including coffee powder, coffee maker | On-line data services |
| Computers, Laptops, Monitors, Notebooks, Netbooks and Personal Digital Assistants | Personal use items |
| Construction, renovation, or installation | Postage stamps |
| Dell Inc. | Purchases involving trade-ins |
| Employee business travel arrangements such as meals, rental cars, shuttles, buses, taxicabs, fuel, valet service, parking, etc. | Purchases that by-pass or circumvent existing procurement or payment procedures |
| Fiscal Responsibility: Items considered non-allowable per the University Fiscal Responsibility | Services (consulting, professional services, independent contractor, etc.) |
| Foundation-funded purchases | State sales tax |
| Foreign vendors | Telecommunications services and equipment including cellular telephones, pagers, etc. |
| | Televisions |
| | Weapons, ammunition |

Appendix 2

If in doubt as to whether a purchase is authorized under this agreement through the use of the Procurement Card, Cardholder understands that he/she should seek prior approval from the Office of Procurement Services Procurement Card Coordinator through his/her Department Procurement Card Coordinator. Such approval presumes the proper use of the Procurement Card.

7. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the Procurement Card; has received, read and understands the Missouri State University Procurement Card Manual including the section "Cardholder Responsibilities"; has read and understands this agreement; and agrees to be bound by the terms stated in both the Procurement Card Manual and this agreement. Cardholder also agrees to be responsible for court costs and attorney fees if the University is required to file a lawsuit to recover funds or otherwise enforce this agreement.

Cardholder Signature: _____ Date: _____

Department Procurement Card Coordinator:

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Authorized Department Signature (must have budgetary authority for budget to be used):

Approval: Print Name: _____ Title: _____

Signature: _____ Date: _____

Budget No: _____ (list all budget numbers cardholder will be using)

For Office of Procurement Services Use Only:

Office of Procurement Services Procurement Card Coordinator:

Limit per Purchase Transaction: _____ (\$3,000 or less)

Billing Cycle Credit Limit: _____ (not to exceed \$5,000 without Office of Procurement Services approval)

Approval:

Print Name: Isaac Balasundaram Title: Procurement Card Coordinator

Signature: _____ Date: _____

VISA CARDHOLDER DISPUTE FORM

CARDHOLDER BACKGROUND

ACCOUNT NUMBER

CARDHOLDER NAME

DEPARTMENT NAME & ADDRESS

WORK PHONE

DISPUTE DETAILS

AMOUNT OF DISPUTE \$ _____

DISPUTE SUMMARY EXPLANATION

PROVIDE NECESSARY DETAILS ABOUT THE DISPUTED ITEMS(S):

SEND THIS FORM TO:
UMB Bank Card Center
CARDHOLDER DISPUTES
P.O. BOX 419734
KANSAS CITY, MO 64141
FAX: 816-843-2485

DATE:

DEPARTMENT PROCUREMENT CARD COORDINATOR

AUTHORIZED SIGNATURE — DEPARTMENT HEAD/BUDGET
AUTHORITY

Appendix 4

MISSOURI STATE UNIVERSITY

Allowable Purchases

Following is a list of the types of allowable purchases. This list is not intended to be a complete list of allowable purchases that can be made with the Procurement Card, but is intended to assist the cardholder in getting a general idea of acceptable purchase transactions.

Allowable Purchase Descriptions

Advertising including job posting in newspapers/magazines/online, et cetera
Automotive purchases including maintenance, repairs, car wash, et cetera. (University vehicles only)
Cameras, Camcorders, and other Audio/Visual equipment
Cleaning and dry cleaning services
Commodities on Contract
Conference registration fees, seminar fees, including webinars
Copier maintenance agreements
Custodial supplies
Electronic data processing supplies
Food: Refer to [Food purchases on P-Card](#)
Foundation funded purchases: Expenses can be allocated to Foundation funded budgets, excluding budgets for scholarships, insurance proceeds and capital projects.
Freight and expedited (overnight) shipping charges
Microwave ovens
Operating and maintenance supplies including paper towels, facial tissue and other cleaning supplies
Printing and photography supplies
Professional memberships, subscriptions and dues
Publications and Journals
Printers, scanners and fax machines
Refrigerators and Freezers
Small tools
Software (excluding Adobe, IBM, Microsoft and VMware)
Shelving Storage- Open air
Tablets, Notebooks, Netbooks, Personal Digital Assistants
Technical and specialized supplies
Televisions
Trophies, medals, plaques and ribbons
Travel: Refer to [Travel Purchases on P-Card](#)
Used parts and equipment

MISSOURI STATE UNIVERSITY

Unallowable Purchases

The Missouri State University Procurement Card may **not** be used to purchase items that are not in accordance with the University's payment and procurement rules and regulations.

Following is a list of some unallowable/excluded purchases. This list is not intended to be a complete list of unallowable/excluded purchases that can be made with the Procurement Card but is intended to assist the cardholder in getting a general idea of unacceptable transactions.

Unallowable/Excluded Purchases

Adobe Incorporated
Alcoholic beverages
Apple Incorporated (refer Apple policy for purchasing guidelines)
Bookstore purchases and any transaction within the university that should be on a budget transfer
Fixed Assets
Cash advances
Certified Professional Secretary Exam
Coffee and other supplies related to coffee including coffee powder, coffee maker, et cetera
Computers, Laptops and Monitors
Construction, renovation, or installation
Dell Incorporated
Fiscal Responsibility: Non-allowable expenses per the Fiscal Responsibility Policy
Furniture
Gasoline or fuel of any kind
Gifts including gift cards/gift certificates
HON Company Incorporated
Hospitality or entertainment
Insurance Payments: Professional liability insurance payments for faculty, students or staff
International vendors
Leases and rentals of facilities/space includes park pavilion
Lunchroom supplies (paper plates, bowls, forks, knives, spoons, et cetera)
Personal use items
Postage stamps
Printing services
Purchases involving trade-ins
Purchases that by-pass or circumvent existing procurement or payment procedures
Purchases that require a contract and/or agreement to be signed
Services (consulting, insurance, professional services, independent contractor, et cetera)
State sales tax
Telecommunications services and equipment including cellular telephones, headsets, pagers, et cetera
Weapons, ammunition
Website hosting or domain name registration

MISSOURI STATE UNIVERSITY
CARDHOLDER PROCUREMENT CARD TRANSACTION LOG[illegible]

Purpose of the Event:

Vendor Name:

Date of Event:

Total \$ Amount (approx):

[illegible]

Contact Person:	
Contact E-mail:	
Contact Phone #:	

Missouri State University
Procurement Card Program
Missing Receipt Form

This form must be completed by the Cardholder and signed by the budget authority for each procurement card transaction (purchase or credit) that does not have purchase documentation from the vendor/merchant.

Cardholder Name: _____

Card Number: _____

Department Name: _____

Budget Authority for Card Used: _____

Vendor/Merchant Name: _____

Transaction Date: _____ **Transaction Amount:** _____

Detailed description of items purchased, to include quantity, unit price and total price for each item purchased and total transaction amount (attach additional sheet if necessary):

Reason original documentation is not available (attach additional sheet if necessary):

Missouri State University
Procurement Card Program
Missing Receipt Form
Page 2 of 2

Cardholder has made the following attempt(s) to obtain receipts or documentation:

Cardholder Certification and Signatures:

Cardholder hereby certifies the following:

- All items purchased on this procurement card transaction were for University use. No personal purchases were made.
- The Cardholder will not seek reimbursement from the University in any other manner for the items purchased on this procurement card transaction.
- Original purchase documentation is not in the Cardholder's possession for the reasons stated above.
- The Cardholder acknowledges that repeated instances of missing or incomplete purchase transaction documentation may result in revocation of procurement card privileges.

Cardholder Signature: _____

Budget Authority Signature: _____

Note: This completed form must be filed with the billing statement containing the procurement card transaction that does not have purchase documentation from the vendor/merchant.

MISSOURI STATE UNIVERSITY
Procurement Card Acceptance Form

CARDHOLDER NAME
CARD NUMBER AND CARD EXPIRATION DATE
DEPARTMENT PROCUREMENT CARD COORDINATOR I certify receipt of the above card and that the Procurement Card will be kept in a secured location until given to the cardholder. The card information will be kept confidential and will not be given to unauthorized personnel. Signature _____ Date _____

CARDHOLDER I certify receipt of the above identified card from the Department Procurement Card Coordinator. I understand that I will be responsible for keeping the Procurement Card in a secured location. The card information will be kept confidential and will only be used in accordance with established guidelines. Signature _____ Date _____
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MISSOURI STATE UNIVERSITY
PROCUREMENT CARD PROGRAM
Procurement Card Grant Approval Form

(This form needs to be completed when applying for a P-Card that will default to a Grant Account)

Grant Name:					
Grant Budget:		FUND	ORGN	ACCT	PROG
Principal Investigator's Name:					
Grant Start Date:		Grant Close Date:			
Provide brief description of the Grant:					
If match is required, the following department account will be charged:					
Match Account:		FUND	ORGN	ACCT	PROG
If an expenditure is disallowed for any reason, or sufficient grant funds are not available, the following department account will be charged:					
Budget number for Disallowed items/Overspending:		FUND	ORGN	ACCT	PROG
Audit Requirements: Grants and contracts may be audited for a period of three to five years after the grant/contract has expired. You must retain all documentation related to a grant/contract, including all match documentation, for a minimum of three to five years after the grant/contract expiration date. Due to possible extensions and/or changes in audit requirements, you must check with the grants accountant before destroying any documentation related to a grant or contract.					
Note: Grant Accountant must notify P-Card coordinator when grant funds are exhausted before grant expiration date.					

Required Authorized Signatures:

Principal Investigator (P.I.):		
Date:		
Cardholder (If other than P.I.):		
Date:		
Department P-Card Coordinator		
Date:		
Authorized Department: (Must have Budgetary Authority for the budget to be used)		
Date:		
Grant Accountant:		
Date:		
Procurement Card Coordinator:		
Date:		

MISSOURI STATE UNIVERSITY
PROCUREMENT CARD PROGRAM
Procurement Card Grant Extension Form

(This form is only to be used when a Grant tied to an existing P-Card has been extended)

Grant Name:				
Cardholder Name:				
Grant Budget:	FUND	ORGN	ACCT	PROG
Principal Investigator's Name:				
Previous Grant Close Date:				
New Grant Close Date:				

Required Authorized Signatures:

Principal Investigator (P.I.):	
Date:	

Cardholder (If other than P.I.):	
Date:	

Department P-Card Coordinator	
Date:	

Authorized Department: (Must have Budgetary Authority for the budget to be used)	
Date:	

Grant Accountant:	
Date:	

Procurement Card Coordinator:	
Date:	

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10/1/2013

MISSOURI STATE UNIVERSITY
Office of Procurement Services and Accounts Payable
Procurement Card Contacts

Cardholder questions should be directed to their Department Procurement Card Coordinator. Department Procurement Card Coordinator questions should be directed to the Procurement Card Coordinator in the Office of Procurement Services. Account/budget-related questions should be directed to Accounts Payable personnel.

OFFICE OF PROCUREMENT SERVICES - CARRINGTON HALL 106			FAX NUMBER: (417) 836-6583
NAME	TITLE	TELEPHONE NUMBER	E-MAIL ADDRESS
Isaac Balasundaram	Procurement Card Coordinator	(417) 836-4670	IsaacBalasundaram@MissouriState.edu
Brenda K Lanning	Procurement Technician	(417) 836-5261	BrendaLanning@MissouriState.edu
Mike Wills	Director	(417) 836-7635	MikeWills@MissouriState.edu
Trevor Godfrey	Graduate Assistant Procurement Card Auditor	(417) 836-8782	Trevor288@live.MissouriState.edu
Meng Zhang (Katherine)	Graduate Assistant Procurement Card Auditor	(417) 836-8782	Meng0726@live.MissouriState.edu

FINANCIAL SERVICES			FAX NUMBER: (417) 836-6585
NAME	TITLE	TELEPHONE NUMBER	E-MAIL ADDRESS
LeTeya Hargrove	Accountant	(417) 836-4564	LHargrove@MissouriState.edu
Beth Hale	Accountant-Grants	(417) 836-4447	BethHale@MissouriState.edu
Deanne Hayden	Non-Student Part-Time	(417) 836-4561	DeanneHayden@MissouriState.edu