



WEBER STATE UNIVERSITY

PURCHASING CARD USER'S GUIDE

1. OVERVIEW OF THE PURCHASING CARD (P-Card) PROGRAM

1.1 Purpose

The Purchasing Card program is designed to dramatically improve efficiency in purchasing low dollar goods and services for University use from suppliers that accept the Visa credit card. Some examples of target purchases intended for this program include:

Books/Digital Media	Computer Accessories
Professional Services	Maintenance and Repair Materials
Minor Office Refreshments	Seminar/Conference Registrations
Subscriptions	Reprints of Journal Articles (in the U.S.)

1.2 Benefits

Use of the P-Card will:

- Allow employees to obtain goods and services much faster and easier.
- Greatly reduce paperwork and processing time for your department, as well as for the Purchasing and Accounts Payable Departments.
- Enable employees to be more efficient and to focus on the value-added aspects of their jobs.
- Provide cost savings through consolidated payment. (one payment to the issuing bank, versus multiple supplier payments)

Important benefits for suppliers:

- Receiving payment in as few as three business days.
- Elimination of invoicing and collection activities.

1.3 The Credit Card Company

Credit cards will be issued from the bank with whom the University has contracted. Management reports and other usage information will also be provided by the contracted bank.

Note: All payments are made to the issuing bank electronically through the University's Accounting Services Department. Your default account will be charged weekly from the downloaded information received from the bank.

2. WHERE TO GET HELP

In most situations, individual cardholders will work with the Purchasing Card Coordinator or directly with the issuing bank.

2.1 Issuing Bank

To report a lost or stolen card or for assistance and information, call:

- **Customer Service: 1-800-344-5696**

Note: The cardholder must call the issuing bank immediately upon discovering that the card has been lost or stolen. Help is available 24 hours a day. Also, call the Purchasing Card Coordinator as early as possible on the first available business day during normal business hours at ext. 7113.

3. CARDHOLDER POLICIES AND PROCEDURES

3.1 Keeping Your Card Secure

Always keep your P-Card in a secure place just as you would your personal credit card. However, be sure to keep your P-Card separate from your personal cards in order to not accidentally use it for personal expenses.

3.2 Sales Tax Exemption

It is the responsibility of the cardholder to ensure that no sales tax is charged when making a purchase with the P-Card. If you are charged tax in error, you must request a credit from the vendor as soon as possible after discovering the error. If the vendor cannot, or will not, remove the tax, note it when completing your monthly expense report.

The second embossed line on your P-Card reads "SALES TAX EXEMPT 12179945-002-STC." The University is usually exempt from ALL sales tax, even when purchasing items from out-of-state suppliers, because the application of sales tax is determined by the location of the buyer, not the seller.

If you are out of state on business, it is okay to pay that state's sales tax.

3.3 Limitations on Cards

ALL PURCHASES MUST BE FOR OFFICIAL UNIVERSITY BUSINESS PURPOSES ONLY:

- It is a felony to not only misuse public funds, but to use or possess items, purchased with public funds, primarily for personal use (see Utah Code Annotated (U.C.A.) § 76-8-402)).
- The P-Card cannot be used to purchase items that exceed your single transaction limit or items on the "Restricted Items" list.

3.4 Purchasing Card Limits

Single (non-travel) Purchase Limit: \$2500 (per vendor per day)
Single Travel Purchase Limit: \$10000
Monthly Total Limit: \$10000

3.5 Restricted Item List

P-Cards are not to be used to purchase the following restricted items:

- **Personal Items/Meals** (Per Utah Code section 53B-7-106, using a University P-Card for personal expenses is prohibited. Individuals may be subject to an administrative penalty equal to 50% of the personal use expenditure.)
- **Advertisements** for personnel recruiting (staff or academic)
- **Alcoholic beverages** (Unless purchased in conjunction with a meal where the business purpose is employee recruitment or donor development. Beverages purchased for this purpose must be reallocated to non E&G funds)
- **ATM withdrawals** (only available for pre-authorized foreign and/or group travel and requires VP or Provost approval)
- **Computers** (desktop or laptop)
- **Construction/remodeling** (must be contracted)
- **Controlled substances** (prescription drugs, narcotics, etc.)
- **Donations**
- **Equipment items** exceeding \$2500 (department is responsible for keeping records of model and serial number on equipment less than \$2,500)
- **Ethyl alcohol**
- **Fines, late fees or penalties**
- **Firearms**
- **Furniture** (i.e., bookcases, chairs, desks, file cabinets, modular furniture, tables, etc.)
- **Gasoline** (for personal vehicle)
- **Interest/finance charges**
- **Lobbying costs**
- **Lodging or housing** (unless authorized for travel)
- **Maintenance agreements** exceeding \$2500 per year
- **Payments to students**
- **Purchases of any amount that require a contract be signed by the institution** (Submit a requisition to comply with contract approval requirements)
- **Software/Cloud Applications** (Submit a requisition to comply with contract approval requirements)
- **Radioactive isotopes**
- **Split transactions** (vendor makes two charges to keep under a limit)
- **Student tuition, scholarships or stipends**
- **Telephone equipment/accessories/installation on campus** (regular or cellular)
- **Travel** (unless authorized for travel)
- **Tuition for employees**
- **Vehicle rentals locally** (Allowed at destination only, with supervisor approval on pre-authorized travel)

P-Cards may be used to purchase the following items provided the purchases comply with policy restrictions (See PPM 5-25j).

Awards
Gifts

Flowers
Food and Business Meals

- 3.5.1 Food purchases** (restaurant or grocery) made in accordance with the above referenced policy must be documented by a receipt, attendee list, and meeting purpose recorded on the monthly expense report.

Food purchases in excess of \$200 – All purchases of food products in excess of \$200 for events that take place on Ogden campus must be provided by the University's contracted food service company – the current provider is Sodexo. Any exceptions to this policy must be approved in advance by the company's General Manager and the Shepherd Union Director.

3.6 Automatic Renewal

A new P-Card will be issued prior to your card's expiration date. The new card will be issued by the Purchasing Card Coordinator. If you do not receive a card before your current one expires, please contact the Purchasing Card Coordinator at ext. 7113.

3.7 Changing Card Limits & Updating Cardholder Information

The **monthly limit** on your card may be changed by your immediate supervisor submitting a request inside of the SAP Concur system. The request must be reviewed and approved by the Director of Purchasing. The **default account** may also be changed by your immediate supervisor submitting a request inside of Concur. Other changes to cardholder information, such as a name, campus address, phone extension, etc., may be requested by the cardholder.

3.8 Termination of Employment

Your card remains the property of the issuing bank and must be surrendered to the Purchasing Office or your supervisor prior to termination. Concur expense reports must also be submitted and fully reconciled prior to termination. For assistance, please contact the Purchasing Office.

3.9 P-Card Reconciler

The P-Card Reconciler is the individual designated by the department chair or supervisor to review all p-card and travel expense reports for accuracy and completeness each month. If for any reason it becomes necessary to change your reconciler, the department chair or supervisor should enter in a request in Concur immediately with the name of the replacement.

4. HOW TO USE THE PURCHASING CARD

The cardholder is the authorized person to make purchases with the card. **Giving your card or card number to another person to make a purchase, or using someone else's card, may result in disciplinary action (including, but not limited to, revocation of your card and/or termination of employment).**

4.1 Purchasing Guidelines

- A. Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- B. Determine whether the P-Card is the most appropriate tool to use for the purchase (check the list on page 3 to make sure it's not a restricted item and determine whether a state contract is available).

Note: Remember that the P-Card is not intended to be the best available tool for absolutely everything your department purchases.

- C. Be certain that the total amount (including all shipping, handling, postage, freight, etc.) will not exceed your card's single purchase limit.
- D. Determine that the price quoted is the best you can obtain, including discounts.
- E. Ensure that no sales tax is charged.
- F. Obtain an **itemized** (line item detail) receipt at the time of purchase. A receipt with only the date and total amount is not sufficient. Image the receipt before discarding. Receipt images need to be uploaded and attached to the monthly expense report.
- G. To Have Items Shipped:
If you are not picking up the goods, remember to give the supplier your name, phone number, and complete delivery instructions per the following example:

_____ (your name)
Visa Purchase
_____ (your WSU street address) Dept. ____ (your Mail
Code)
Ogden UT 84408- _____ (your Mail Code)

If this is not done correctly, the shipment may be opened for inspection at Receiving or returned to the supplier as undeliverable.

- H. When receiving the goods, always retain all boxes, containers, special packaging, packing slips, etc., until you are certain you are going to keep the goods. It is the cardholder's responsibility to inspect the goods upon arrival.

4.2 Returns, Damaged Goods, Credits

If goods purchased with a P-Card need to be returned, the cardholder should work directly with the supplier. Here are some pointers to make it easier:

1. Always retain boxes, containers, special packaging, packing slips, etc., until you are certain you are going to keep the goods. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
- B. Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- C. Many suppliers require you to obtain a "Return Authorization" number before they will accept a return. If you neglect to get this number when it is required the package may be refused and/or no credit issued to your account.
- D. In some cases there may be a restocking fee (usually a percentage of the purchase price). If the supplier is completely responsible for the error or problem, you should not have to pay this, or any other fee. You may use the P-Card to pay this fee as long as it does not exceed any of your limits. However, in cases where the cardholder is responsible for an error, they may be required to personally pay for excess charges caused by a duplicate order (including payment of the full order if it cannot be returned, or payment of a restocking fee).
- E. If you need help in packing goods for return, assistance may be available through the Shipping Department within Receiving at ext. 6296.
- F. Lastly, make sure that the charge for the returned item(s):
 - 1) never appears on your monthly expense report, or
 - 2) is credited properlyIf there is a discrepancy, refer to "Disputed Transactions" (section 6) for instructions on how to resolve the problem.

Note: All returned goods must show as credits on the monthly expense report.

Cash refunds are not permitted.

5. P-Card Transaction Review and Reporting via SAP Concur

The SAP Concur Travel and Expense (T&E) system is a comprehensive web-based tool that integrates travel request and expense reporting with a complete travel booking solution. **The system can be accessed via the eWeber portal** and consists of three modules:

Request: Standardizes and automates the travel pre-approval process. Create and submit a travel request well in advance of future trips in order to obtain appropriate approvals and to maximize cost savings. An approved travel request is required before any expense is incurred for the trip.

Travel: Used to book airfare and make rental car and hotel reservations through the University's travel management company, Christopherson Travel, either by using the online booking tool or booking directly with an agent. An approved travel request number must be used to begin the booking process.

Expense: Replaces the monthly paper statement and receipt reconciliation process and provides for digital reconciliation and allocation of all P-Card expenses.

The **SAP Concur Mobile App** helps you do all of the above mentioned functions from your mobile device. It can be downloaded at Google Play or the App Store.

5.1 Expense Reports

All of your posted purchasing card transactions will show under **Available Expenses** on the SAP Concur landing page. All transactions must be moved to either a travel or p-card expense report. Create a **travel expense report** from an approved travel request for all transactions incurred for or during the trip. Create a **p-card expense report** for all non-travel related transactions.

- Travel expense reports are due within 14 days of return from your trip.
- P-Card expense reports are due by the 21st of each month for the prior month's non - travel related transactions.

6. DISPUTED TRANSACTIONS

6.1 Dispute of Statement Item

If there are any discrepancies (i.e., charges not recognized or incorrect charges), the transaction may be disputed within 30 days of the occurrence via the following options:

- **Phone:** The telephone number on the back of your card.
- **Email:** fraud_help@usbank.com

The bank will automatically issue a credit to the P-Card account in question for the disputed amount. When the investigation is complete, you will be notified by the bank of the decision.

6.2 Dispute with Supplier

If you have a problem with a supplier concerning defective merchandise and you are unable to obtain satisfaction directly from the supplier, notify the issuing bank. Use the options mentioned in Section 6.1. Be sure to describe the problem and all the efforts you have taken to resolve it.