

DIXIE STATE UNIVERSITY PURCHASING CARD GUIDE

U.S. Bank VISA

Introduction

Welcome to the Dixie State University Purchasing Card Program. This program has been designed to allow for the direct procurement of low-cost purchases and access to electronic commerce suppliers by the end-user through the use of a purchasing credit card. Our intent is to drastically reduce the use of open purchase orders and mini purchase orders, and decrease the use of petty cash reimbursements. For you, the cardholder, using the card will provide quicker placement of your orders, greater flexibility in ordering, and reduced paperwork processing. The purchasing card concept is designed to delegate the authority and capability to purchase these low-cost items directly to the person to whom it matters most – YOU, the end user.

Overview

Although the card has many built-in controls, there are certain steps that you as the cardholder must take to ensure the responsible use of University funds. You should first become familiar with standard purchasing policies at DSU. You must keep in mind that DSU is a publicly funded University and that we have a duty to ensure that its resources are spent in a responsible and efficient manner.

The DSU purchasing card will be audited on a regular basis to ensure that procedures are followed. The card is a privilege granted to you by Dixie State University, and it is expected that you will use it responsibly. Improper use of the card will result in revocation of this privilege and possible disciplinary action, including termination.

Procedure for Obtaining A Card

The first step in obtaining a purchasing card is to fill out the “Application Form” which is attached to this Guide. The card will be available to faculty and staff (and very rarely, students) of DSU with the approval of the supervisor and budget administrator. Cards **will not be shared**. This is because one person must be responsible for the paperwork for a card. If sharing occurs, the responsible person may be disciplined or terminated because of the irresponsibility of another employee.

After completing the form, have your supervisor approve it and return it to the Purchasing Department. The form requires that you provide your Dixie ID number. This number is used for security and identification purposes and is required by US Bank. When you first receive your card, you will be required to call the bank to have the card activated. Some of the numbers of your Dixie ID will be requested from you during the activation process.

Your card will be sent to the DSU Purchasing Department by US Bank. You will be

required to complete the online training, take a short test and sign an Agreement Form prior to being issued the card.

The DSU purchasing card will in no way affect your personal credit history. Statements will be paid directly by DSU Accounts Payable.

The following may be contacted regarding obtaining the Card:

Purchasing Card Administrator
Tamara Gentry
(435) 652-7613

Director of Purchasing
Jackie Freeman
(435) 652-7612

Limits

Each card will have a single transaction limit and a monthly cycle spending limit. The standard will be \$500 per transaction and \$2,500 per cycle. Any requests for monthly spend limits above the standard limit will require approval of the Director of Purchasing. The single transaction limit may not be higher than \$500, but may be lower at the budget administrator's discretion.

Guidelines for Card Use

The DSU purchasing card can be used wherever VISA is accepted.

Each individual purchasing card transaction must not exceed the set dollar limit for the card including shipping (default is \$500). Transactions at \$500.01 and greater will be denied at the point of sale (remember that shipping or handling charges may apply). It is not permissible to make multiple charges in the same day to the same merchant if the combined total of the charges exceeds your approved transaction limit. This is also known as "splitting" a transaction.

All purchases must be made in compliance with University purchasing policies. (Refer to the policies on the DSU website.)

Use of the card for personal purchases is strictly prohibited.

DSU is tax exempt. Our sales tax exemption number is printed on the face of the card (12020247-002-STC). **It is the cardholder's responsibility to ensure that tax is not charged.** If you are charged tax, contact the merchant and request a credit for that amount.

Only the authorized cardholder may use the card. Merchants require that the signature on the card match the signature on the receipt. Your VISA should be used in a responsible manner and should be used only for those purchases that are in the best interest of the University. **Your department may require that you have your purchases pre-approved by the budget administrator.** Please check with your department secretary to find out if your department requires pre-approvals before using the card.

The following items may not be purchased with the card:

- Personal purchases of any kind
- Travel-related expenditures such as conference fees, meals, airfare, motels, or rental cars
- Gifts and gift cards, rewards
- Plants and flowers
- Computers, including laptops and desktops
- Tablets (such as iPads)
- Cell Phones and cell phone equipment
- iPods (or similar MP3 players)
- Services (Unless approved by Purchasing – Corporations only)

General Cardholder Instructions

Your DSU purchasing card may be used for telephone orders, Internet orders, and purchases you make locally with any merchants who accept VISA.

All purchases must be supported by an original itemized receipt (or in the case of telephone orders, a purchasing card telephone order form and an itemized receipt if possible.) An itemized receipt shows each item you purchased and the price of each item. You will be responsible for retaining receipts for all of your purchasing card purchases.

These receipts are to be forwarded to your Purchasing Card Coordinator (normally a department secretary) along with your signed Transaction Log and Monthly Reconciliation Statement **no later than the 20th of each month.**

When placing an order with your card, please remind the merchant that DSU is tax exempt (the number, 12020247-002-STC, is on the face of your card) and that you must have an itemized receipt. If your purchase is to be shipped, make sure to give the merchant your complete campus mailing address, **as well as your name**, which must be on the outside of the package. If your name is not on the outside of the package, you probably won't get your order.

Please see the information under the heading "Reconciliation and Accounting" for additional information on reconciling your statement.

You will be responsible for ensuring receipt of materials and any follow-up efforts required to resolve any delivery problems, discrepancies, damaged goods, billing problems, or returns. If you need to return an item, contact the merchant to inquire about the return policy and procedures.

If you lose your receipt, immediately contact the merchant to request another copy. If obtaining a duplicate receipt is impossible, write a memo explaining what happened to the receipt and attach it to your monthly reconciliation. Be aware that losing a receipt is a serious problem.

Should your card be denied by a merchant and you would like an explanation, please call Customer Service at US Bank or call DSU Purchasing.

Reconciliation and Accounting

Cardholders will receive a Statement that outlines all transactions for that period. The cut-off date for Dixie State is the 7th of each month. All charges that appear on the statement must be verified by the cardholder. Attach itemized receipts for each purchase and the completed Purchasing Card Log to the statement. The log should show only the items that are on the statement. If you have made a very recent purchase that does not appear on your statement, cross it off your current log and re-record it on a new log for the next period.

Turn in your packet to your Purchasing Card Coordinator (normally a department secretary) no later than the 20th of the month. The Coordinator will then file the paperwork until the file is called for to be audited. **If you have not used your card, you won't get a statement. However, you still need to turn in a log with a note that the card was not used. If you are not the budget administrator for the index code your card is charged to, you must have the budget administrator sign your log, whether or not you had purchases.**

As purchases are made, cardholders are expected to obtain an itemized receipt. Before signing for the purchase, check to be sure you have not been charged sales tax.

There may be instances where you place orders over the telephone. If this is the case, you must fill out the "Purchasing Card Telephone Order" form. Also ask the merchant to send a receipt with the order.

Should there be charges on your account that you disagree with, you will be responsible to contact the merchant to try to resolve the problem. If this does not work, we will need to file a dispute form with US Bank within 60 days from the date of the statement. Fill out the dispute form and send it to Purchasing for us to file for you. The "Cardholder Dispute Form" is available from the Purchasing Department. Make sure your P-Card Coordinator receives a copy of the dispute form for the file, and that you attach the completed dispute form to the reconciliation statement that shows the adjustment if there is one.

Each purchasing card will have a default index code and account code that you choose when applying for the card. If you find that you need to move an expense to another index code, please fill out the “Reallocation of Purchasing Card Expense” form and send it to Purchasing as soon as possible. If you find that you are reallocating expenses on a regular basis, you may want to apply for another card with a different default index code. Call Purchasing for more details.

Audits

Statements and documentation will be kept in departments across campus. **The Dixie State Internal Audit Department will conduct frequent audits of the documentation to ensure that all paperwork is complete and that all procedures are being followed.** Audits may be conducted at any time without advance notice. Infractions may result in revocation of the card and disciplinary action, including possible termination. There is a point system for purchasing card violations.

Where Do I call for Help as a Cardholder?

Call Customer Service: 1-800-344-5696 to:

- Activate the Card
- Report a Lost or Stolen Card
- Request a duplicate statement
- Change your Address
- Name Changes (which do not require documentation)
- Disputes/research
- General inquiries

Card Expiration and Employment Termination

You will receive a new card prior to the expiration date of your old one. Please be sure to cut up your old card before you throw it away. Upon leaving the University, you will be required to return your card to the Purchasing Department since it is University property. Employees who leave one department to work in another must return their card to the Purchasing Department and should submit a new application signed by their new supervisor.

Frequently Asked Questions

“What can I buy with the Purchasing Card?”

Just about all supplies and small equipment items 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. Personal purchases are strictly prohibited.

Gifts and gift cards may not be purchased with the card. The purchasing card may be used to purchase supplies while traveling, **but may not be used to pay for any travel expenses (conference registration fees, airline tickets, hotel room, meals, rental cars,**

etc.). Travel expenses will be processed on travel claims only. **Do not use your card to buy computers (desktop or laptop), tablets (iPads, etc.), iPods (or other MP3 players), cell phones or cell phone equipment.** Services are also prohibited **unless you get approval** from Purchasing before using the card. If the service vendor is a corporation, you'll be allowed to use the card for their services. In addition, you may not use the card for **plants and flowers unless you work in the Grounds Department.** Most importantly, do not purchase anything **personal** with the card. Your single transaction limit will be an amount not to exceed \$500. There will also be a monthly credit line maximum for your card. Do not split purchases to circumvent the card's single transaction limit.

“Where can I use my Purchasing Card?”

Any supplier who accepts a VISA card will accept the purchasing card. The transactions are completed by simply going to the merchant and using the card as you would a personal credit card. The purchasing card may also be used over the phone with suppliers both locally and out of the area, and over the Internet. The Purchasing Department requests that caution be exercised in using the Card for Internet purchases to insure proper security.

“What do I tell the supplier?”

Indicate to the supplier that you are using a Dixie State University credit card to make the purchase. You must tell them that the University is tax exempt. Our tax-exempt ID number, 12020247-002-STC, is provided on the card. It should be given to the supplier when you place your order. At times, a supplier will request an official form proving the University's tax-exempt status. The Purchasing Office will supply an official tax-exempt certificate to the supplier or to DSU employees if this need arises.

It is important when placing an order that will be shipped to the University that the supplier places **your name** on the shipping documents and especially on the outside of the box. If a contact name does not appear, chances are good that you will not receive your purchase.

“Do I need to record my transactions?”

Receipts for all transactions must be obtained, both for charges and credits. A completed “Purchasing Card Log” is to be attached to your monthly statement along with the original receipts. The receipts, purchasing card log and statement must then be turned in to your Purchasing Card Coordinator no later than the 20th of that month. DSU's Internal Audit Department will be performing periodic audits, and documentation of each transaction will be required.

“May I share my Purchasing Card with colleagues?”

Under no circumstance is another employee allowed to use your purchasing card.

Anyone who needs to use a purchasing card needs one of his or her own. The security of the purchasing card is the responsibility of the cardholder, and that person is solely responsible for all transactions on the card. The purchasing card must be kept on the cardholder's person or in a secure place at all times.

“What should I do if my card is lost or stolen?”

Contact Customer Service at the number listed below, as well as the Purchasing Office immediately if your purchasing card becomes lost or stolen.

“Can I buy personal items with the P-Card and reimburse the University?”

Under no circumstance are employees allowed to purchase personal goods with the purchasing card. Disciplinary action, including possible termination, will result if you use the card for personal items.

“What if the supplier rejects the Purchasing Card?”

If the supplier declines the card for any reason or does not take VISA, contact the Purchasing Department.

“What is our sales tax exemption number?”

12020247-002-STC

“Do we still use Mini POs and Open POs?”

The purchasing card has been implemented on campus for various reasons. First, it is to make your purchasing easier. We are also trying to reduce the overall cost of purchasing. Reducing Mini POs, Open POs and petty cash reimbursements by using the purchasing card will help the Purchasing Department and Accounts Payable Department reduce many of the administrative costs involved with small dollar transactions. Cardholders are being encouraged to use their purchasing card in most situations where petty cash or either a Mini PO or Open PO have been used in the past to purchase supplies.

“What if I don’t see my question here?”

Please call either Tamara or Jackie to answer your question.

Purchasing Card Contacts:

Purchasing Card Administrator – Tamara Gentry 652-7613

Director of Purchasing – Jackie Freeman 652-7612

U.S. Bank Customer Service Number 24 hours a day at (800) 344-5696

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