



# Procurement Card

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Policies and Procedures  
Arkansas Tech University

Procurement Services  
[pcard@atu.edu](mailto:pcard@atu.edu)  
479-968-0333

# Introduction

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- State of Arkansas/Arkansas Tech University
- Program helps manage lower dollar supply purchases
- Used by full-time employees
- Liability at the department level
- Personal purchases are strictly forbidden and may result in disciplinary action
- Reasons for card termination are located in the pcard manual



# What is a Procurement Card (Pcard)?

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- Visa credit card issued by US bank
- The Pcard is used only for official business purchases for Arkansas Tech University.
- Issued in the cardholder's name
- Does not impact personal credit
- No requisitions are entered for Pcard purchases.



# Who May Carry a Pcard?



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- **Full-time employees of ATU**
  - Employees with budgets funded by grants or other special funding must receive approval for a Pcard from the Budget office and for each purchase made on the card.
- **Only used by the cardholder**
  - No other person may use your card-even if that person is a co-worker in the same department.
  - Your name-Your signature
  - Cards may not be transferred between individuals

# Pcard Transaction

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- **Purchase is made in person or online**
  - Remember your PIN is required when making a purchase in person. If you don't know your PIN, you can view it by logging into your account on the Access Online website.
- **Merchant submits the transaction to Visa who submits to US Bank.**
- **US Bank bills ATU on the 16th of each month for all charges made by our Pcard users. Email reminder goes out to cardholders.**
- **Cardholders submit a log matching the statement exactly. If no charges exist for that month, no log is due. Cardholder emails Excel log to [pcard@atu.edu](mailto:pcard@atu.edu) prior to submitting hard copy log to Procurement.**
- **ATU reconciles receipts from the Pcard transaction log.**
  - Each log undergoes an audit by Procurement for accuracy. This includes all receipts and backup documentation.
  - Examples of backup documentation are the gift/prize/award form with all required signatures and non-state form for any conference registrations for students.
- **ATU makes a single payment to US Bank for all charges for all cards.**
  - Individual vendors are not setup in Banner for payment. A T number is not required for a vendor when using your Pcard.
- **Accounting department debits/credits each appropriate departmental budget.**
- **Departments are responsible for assuring that the correct fund, organization, account, and program on the log and for verifying credit card charges are accurate on their budgets.**

# Making a Purchase

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- **In person**-Remember that the PIN is required for all in-person purchases and is available under your login on Access Online.
- **Online**-Common merchants are Amazon Business and Walmart Business
- **Phone**-You may place orders over the phone using your card. Be sure to obtain a detailed receipt.

Note: Pcards may not be used at Sodexo catering services. The card may be used for local catering under specific circumstances. See [atu.edu/purchasing](http://atu.edu/purchasing) for the current local catering guidelines.



# Charges Allowable/Non-Allowable

## Allowable-Include, but not limited to

- Office supplies
- Educational supplies
- Lab supplies
- Conference registration
- Promotional items from our pre-approved 4imprint website.
- eBay and Etsy purchases with prior approval

## Non-Allowable, include but not limited to

- Alcoholic beverages of any kind
- Cash advances
- Gift cards
- Printing-excluding copies
- Meals (unless covered under the local catering procedures)
- Space heaters
- Gifts, greeting cards, flowers including those sent in sympathy
- Travel expenses with the exception of conference registration
- Any other purchase not permitted under ATU policy or procedure
- Temu and Shein purchases
- T shirts
- Questionable items are dealt with on a case-by-case basis

# Conference Registration



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- Purchased for employee or students
  - Account code 704805 is used for conference held within Arkansas
  - Account code 704810-out of state conferences
- State of AR travel regulations limit conference registration expenses
  - Must only be for registration only
  - No additional events may be purchased using your Pcard along with the registration.
- Detailed receipt must accompany the pcard log
  - Breakdown of all charges
  - Location of conference (to verify the account code used)
  - Agenda that includes any meals provided

State of AR travel regulations and ATU travel policy are available at [atu.edu/travel](http://atu.edu/travel)

# Cardholder Responsibilities

- Ensure Pcard is used for ATU purposes only
- Hold card in secure location
- Adhere to all purchase limits of the card and rules and regulations
- Obtain receipts and insure that each receipt meets all requirements
- Submit Pcard log on time each month
- Retain copies of pcard log and documentation for 18 months.
- Attempt to resolve disputes with vendors.
- Ensure budget is available for each charge.
- Ensure credit is received for returned items
- Immediately notify US Bank of a lost or stolen card-24 hours a day
- Notify Procurement if during business hours
- Return card to Procurement upon leaving employment at ATU or upon the request of Department Head or Procurement
- Contact Procurement if transferring departments

**Remember: Never allow anyone else to use your card or accept cash in lieu of a credit.**

**Ultimate responsibility of use/misuse of charges rest with the cardholder.**

# Procurement Responsibilities



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- Maintain ATU's procurement card program
- ATU's contact with US Bank
- Train cardholders
- Audit monthly Pcard logs for accuracy
- Serve as resource to cardholders for Q and A
- Notify cardholders of fiscal year end deadlines
  - [www.atu.edu/purchasing](http://www.atu.edu/purchasing) - Pcard Information

# Cardholder Steps in Pcard Reconciliation

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1. Receive notice of statement availability.
2. Log into Access Online and retrieves statement.
3. Verify that each charge is correct.
4. Gather receipts for all charges.
5. Verify that each receipt is correct and includes all required detail.
6. Complete Excel log and email to [pcard@atu.edu](mailto:pcard@atu.edu). See index code and account code lists available at [atu.edu/purchasing](http://atu.edu/purchasing) for help in completing the accounting section of your log.
7. Print off log and sign.
8. Obtain supervisor signature.
9. Combine approved log with all detailed receipts and other required documents such as a fully approved (must have Controller's signature) gift/prize/award form or non-state form for any registration purchased for a student.
10. Submit to Procurement **before** the due date.

We suggest you monitor your card for fraudulent charges throughout the month and report any A.S.A.P. to USB. Any fraudulent charges that appear on your statement must be included on your log and you will receive a credit for those charges on your next statement.

# Pcard Log Completion

Refunds for returned items are logged using the exact Fund Org. Acct. and Prog. as the charge and a receipt is required.

## ARKANSAS TECH UNIVERSITY

### PURCHASING CARD CYCLE TRANSACTION LOG

Card Holder:  Dept:  Card Number:  Statement Date:

Trans. Date	Supplier/Vendor	Description Goods/Services Ordered	Costs of Goods	Sales Tax	Shipping Costs	Fund	Org	Acct	Prog	Total Cost	Accumulated Expense
03/06/2024	Amazon	Batteries	\$ 37.90	\$ 3.41	\$0.00	110000	999999	703926	299999	\$ 41.31	\$ 41.31



Pull this information from the account code list.

Do not enter data in these fields. Formulas are entered here to calculate your log. Do not change these formulas.

I CERTIFY THAT THE ABOVE PURCHASES WERE MADE FOR "OFFICIAL BUSINESS" USE ONLY AND WERE PURCHASED IN ACCORDANCE WITH THE POLICIES AND PROCEDURES SET FORTH BY ARKANSAS TECH UNIVERSITY AND THAT ALL DOCUMENTATION RELATED TO THESE PURCHASES ARE BEING MAINTAINED IN THE DEPARTMENT'S FILE AREA.

Cardholder Signature: _____	Date: _____	Phone Number: _____
Pcard Liaison: _____	Date: _____	email: _____
Immediate Supervisor: _____	Date: _____	

# Receipt Requirements

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- **Must include what, when, where, and how much.**
  - Vendor name
  - Date of purchase
  - Description and quantity of each item
  - Per item cost
  - Total cost of the transaction
  - Delivery address
  - If not included on the receipt, hand written details must be included.
- **All receipts that are smaller than 8.5" x 11" must be taped onto an 8.5" x 11" sheet of white copy paper. Do not tape over information on thermal receipts as the tape breaks down the print making it impossible to read.**



Order Placed: March 5, 2024  
 Amazon.com order number: 113-4643361-4938615  
 Order Total: \$41.31



# Sample Receipt

Shipped on March 6, 2024	
<b>Items Ordered</b>	<b>Price</b>
1 Of: <i>Energizer Alkaline Power AAA Batteries (32 Pack), Long-Lasting Triple A Batteries</i> Sold by: Amazon (seller profile) Condition: New	\$18.57
1 Of: <i>Energizer AA Batteries, Alkaline Power Double A Battery Alkaline, 32 Count</i> Sold by: Amazon (seller profile) Condition: New	\$19.33
<b>Shipping Address:</b> [REDACTED] ARKANSAS TECH UNIVERSITY - NURSING DEPT 402 W O ST DEAN 224 RUSSELLVILLE, AR 72801-8810 United States	Item(s) Subtotal: \$37.90 Shipping & Handling: \$0.00 Total before tax: \$37.90 Sales Tax: \$3.41 Total for This Shipment: <b>\$41.31</b>
<b>Shipping Speed:</b> FREE Prime Delivery	

Payment information	
<b>Payment Method:</b> MasterCard   Last digits [REDACTED]	Item(s) Subtotal: \$37.90 Shipping & Handling: \$0.00 Total before tax: \$37.90 Estimated Tax: \$3.41 Grand Total: <b>\$41.31</b>
<b>Billing address</b> [REDACTED] ARKANSAS TECH UNIVERSITY - NURSING DEPT 402 W O ST DEAN 224 RUSSELLVILLE, AR 72801-8810 United States	
<b>Credit Card transactions</b>	MasterCard ending in [REDACTED] March 6, 2024: \$41.31

- Vendor name
- Date of purchase
- Description and quantity of each item
- Per item cost
- Total cost of the transaction
- Delivery address

# Other Required Log Documents

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- **Gift/prize/award form**

- Must be submitted with log and include **all** approval signatures including the Controller's signature.
- See gift/prize/award form checklist [atu.edu/purchasing](http://atu.edu/purchasing) on the Faculty and Staff page at [atu.edu/purchasing](http://atu.edu/purchasing).

- **Non-state form**

- Required with all conference registrations purchased for students or if local catering is purchased for students according to the local catering purchase process.
- See [atu.edu/travel](http://atu.edu/travel) on Travel Forms page.

See Pcard Reference Packet at [atu.edu/purchasing](http://atu.edu/purchasing) on the Pcard Information page.



# Cardholder Liaison

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- Optional step for the cardholder
- May be assigned by department
- Responsible for obtaining the statement
- Prepare the Pcard log
- Maintaining records with applicable backup documentation



# F.A.Q.s

- Do I need to submit a log if I have no charges on my statement?
  - **No, only submit a log if you have a statement available for that month.**
- What do I do if I need a credit limit increase on my card?
  - **Ask your supervisor to submit an email to [pcard@atu.edu](mailto:pcard@atu.edu) approving the increase. Be sure to include the dollar amount of the new credit limit.**
- What if I am asked to make a purchase I am not comfortable making?
  - **Reach out to Procurement at any time with questions about card usage. We will work with you to ensure that all policies and procedures are followed.**
- Am I required to submit a receipt for a credit issued to my card?
  - **Yes, all activity including credits require a receipt be submitted with your log.**
- What happens if I make an accidental purchase on my card?
  - **Repeated personal purchases on your pcard will not be tolerated and will result in the termination of your card. It is understandable that a cardholder may make a mistake and use the pcard for a personal purchase on very rare occasions. In these instances, the cardholder must submit payment to Student Accounts and include the payment receipt with the log as proof of repayment. Again, repeated non-allowable or personal charges will result in card termination.**
- What if my supervisor is out of the office when my log is due?
  - **As a cardholder, you must make every effort to submit your completed and approved log to Procurement on time. If you are not able to get your log submitted by the due date, reach out to Procurement with the status of your log and an estimated date of when it will be submitted. Always email your Excel log as soon as it is prepared to [pcard@atu.edu](mailto:pcard@atu.edu).**
- What if my card is declined?
  - **Typically cards are declined for one of two reasons. The credit limit is not large enough to accommodate the charge or the Merchant Category Code is blocked by the State of AR for some reason. Check your credit limit if you have a card decline and contact purchasing if you need an increase or if your credit is large enough and you suspect there is another reason for the decline.**

# Review

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- Only you may use your card and it must be for ATU related purchases.
- Obtain a detailed receipt for each purchase.
- Track your budget availability as charges will not hit your budget until after reconciliation around the 27<sup>th</sup> of the month.
- Plan ahead to have your log emailed to [pcard@atu.edu](mailto:pcard@atu.edu) and hardcopy with backup docs (receipt, GPA form, Non-state form etc.) submitted to Procurement by the due date.
- No log is needed if no statement is available.
- Conference registrations may be purchased on the card. Non-state form is required for any student conference registrations.
- Reach out with any questions about purchases or procedures. Manuals and instructional documents are available on the Pcard Information page of [atu.edu/purchasing](http://atu.edu/purchasing). One-on-one training is also available upon request.



# Thank you

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Procurement Services

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