



Procurement Card

Policies and Procedures
Arkansas Tech University

Introduction

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



What is a Procurement Card (PCard)?

- Mastercard credit card issued by Bank of America (BOA)
- The PCard is to be used only for official business purchases for Arkansas Tech University
- Issued only in an individual cardholders name



WHO MAY CARRY A PCARD?

- Full-time employee of Arkansas Tech University
 - Employees with budgets funded by grants or any other special funding must receive approval for a PCard from the Budget department and for each purchase made on the card.
- Only used by the cardholder
 - No other office worker may use your card
 - Your name-Your signature
 - Cards may not be transferred between individuals

PCARD TRANSACTION

- Cardholder enters a business or goes online and makes a purchase
- Merchant submits the transaction to Mastercard who submits it to Bank of America.
- BOA bills ATU on the 15th of each month for **all** charges made by our PCard users
- Tech reconciles receipts from the PCard transaction log
- Tech makes a single payment to BOA for all charges for all departments. Individual vendors are not set up in Banner for each purchase.
- Accounting department debits/credits each appropriate departmental budget
- **Departments are responsible for assuring that credit card charges are accurate on their budget**

MAKING A PURCHASE

- Purchasing in person-requires a PIN selected during card registration.
- Phone orders
- Internet orders
- Making sure that the company is legitimate
- Procurement cards may **not** be used at the at Chartwells catering services.



ALLOWABLE CHARGES

- Included, but not limited to
 - Books
 - General office supplies
 - Educational supplies
 - Lab supplies
 - Postage
 - Conference Registration



Conference Registration

- International conference registrations must be approved by the President of the University or his or her delegate. Proof of this and any other approval require may be submitted by the signed PCard log or attaching an approval email to your log.
- State travel regulations located here <https://www.dfa.arkansas.gov/images/uploads/accountingOffice/travelRegs.pdf> allow for reimbursement or payment of conference registrations only.
- No forms of personal entertainment are allowed
- Detailed receipt including a breakdown of all charges is required for each conference registration charge.

NON-ALLOWABLE CHARGES

- Alcoholic beverages of any kind
- Cash advances
- Gift Cards
- Printing-Excluding Copies
- Food, meals, kitchen items, space heaters
- Gifts, greeting cards, flowers
- Travel expenses with the exception of conference registration



NON-ALLOWABLE CHARGES



- Any items listed on mandatory agency or state contracts
- Any purchase involving a trade-in
- Any other purchase not permitted under Tech policy and or/procedures
- Any item that is to be inventoried
- Questionable items are dealt with on a case-by-case basis

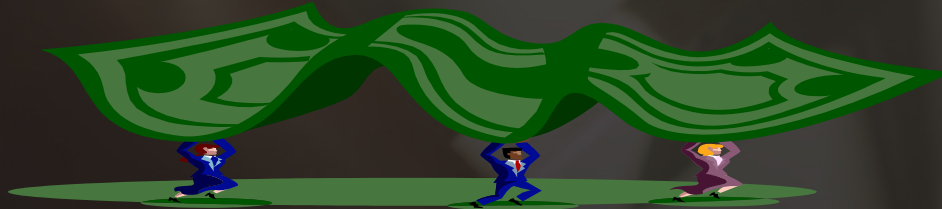
CARDHOLDER LIASON

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

CARDHOLDER RESPONSIBILITIES

DO'S

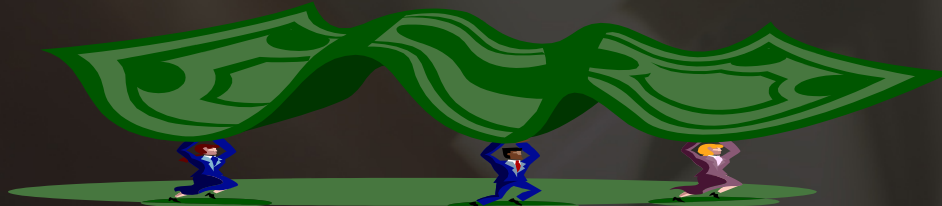
- Ensure Pcard is used for Tech business only
- Hold card in secure location
- Adhere to purchase limits of card and purchasing rules and regulations
- Obtain all receipts
- Submit PCard log monthly to Procurement
- Retain copies of PCard log and documentation for two years
- Attempt to resolve disputes with vendors



CARDHOLDER RESPONSIBILITIES

DO'S

- Ensure credit is received for returned items
- Immediately notify Mastercard of a lost or stolen card-24 hours a day
- Notify Procurement during business hours
- Return the PCard to Procurement upon leaving employment at Tech
 - upon the request of the Department head or Procurement and Risk Management Services
- Contact Procurement if transferring departments



PCARD LOG

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	ARKANSAS TECH UNIVERSITY												
2	PURCHASING CARD CYCLE TRANSACTION LOG												
3													
4	Card Holder:		Dept:		Card Number:		Statement Date:						
5													
6	Trans. Date	Supplier/Vendor	Description Goods/Services Ordered	Costs of Goods	Sales Tax	Shipping Costs	Fund	Org	Acct	Prog	Total Cost	Accumulated Expense	
7											\$ -	\$ -	
8											\$ -	\$ -	
9											\$ -	\$ -	
10											\$ -	\$ -	
11											\$ -	\$ -	
12											\$ -	\$ -	
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28											\$ -	\$ -	
29											\$ -	\$ -	
30											\$ -	\$ -	
31											\$ -	\$ -	
32	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.												
33													
34													
35	Cardholder Signature: _____				Date: _____		Phone Number: _____						
36													
37	Pcard Liaison: _____				Date: _____		email: _____						
38													
39													
40	Immediate Supervisor: _____				Date: _____								
41													
42													
43													

CARDHOLDER RESPONSIBILITIES DON'TS

- Allow anyone else to use your card
- Accept cash in lieu of a credit
- **Ultimate responsibility for use/misuse of charges rest with the cardholder**

PROCUREMENT SERVICES RESPONSIBILITIES

- Maintaining University's procurement card program
- ATU's contact with Bank of America
- Training cardholders
- Audit monthly PCard logs for accuracy



CARDHOLDER TERMINATION

- Reasons for Termination
 - Move to a new job and the PCard is not required
 - Terminates ATU employment
 - Card is used for personal or unauthorized purposes
 - Card is used to purchase alcoholic beverages, or any substance that violates policy, law or regulation pertaining to ATU
 - Cardholder splits a purchase to circumvent the limitations of AR Procurement Law
 - Cardholder fails to provide liaison with required receipts
 - Failure to provide a receipt will result in employee reimbursing the University
 - Cardholder fails to provide information about any specific purchase
 - Cardholder does not adhere to all the PCard policies and guidelines

DOCUMENTATION OF EXPENDITURES

- Who, What, When, Where and How Much?
- Must include
 - 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 receipt, handwritten details of purchase



SOURCES OF DOCUMENTATION

- Valid source of documentation
 - Original receipt from the merchant-emailed receipts are acceptable
 - Order form for books, subscriptions, or similar items
 - Invoice showing credit card payment
 - Complete Lost/Unobtainable Procurement Card Receipt Form located at atu.edu/purchasing

DOCUMENTATION SUBMISSION GUIDELINES

1. Completed and approved PCard log with transactions listed in the order they appear on your statement.
2. Monthly statement
3. **Receipts and invoices and any required approval paperwork** (avoid including unnecessary documentation such as emails between dept. members discussing item or packing documents with no relevant information) in the order of appearance on the statement.
4. Remove all staples and bind the paperwork together with one binder clip or paperclip.
5. Tape smaller receipts to a blank 8.5" x 11" sheet of white paper. If the receipt is longer than 11 inches cut it and paste the remainder on the same page.
6. All documents submitted should be single sided.

In addition to hard copies submitted to Procurement, a copy of your Excel log must be emailed to Accounts Payable.

REFUNDS AND PROMOTIONAL ITEMS

- Refunds
 - Deposited back into the appropriate account
 - Documentation of the refund is required with the PCard log
- Promotional Items
 - Two types of promotional items
 - First-received as a result of PCard transaction, become the property of ATU
 - Second-Items purchased to promote the University
 - Require approval of the Controller's office prior to purchase and copy of approval must be included in PCard log

CARD DECLINED/DISPUTES AND BILLING ERRORS

- Card Declined
 - Contact the Purchasing Department for assistance
 - Merchant Category Code Blocking
- Unresolved Disputes and Billing Errors
 - Cardholder responsible for contacting vendor to resolve disputed charges
 - If unsuccessful, contact Procurement for assistance

RECONCILIATION AND ALLOCATION OF BILLING

- Funds are not encumbered at the time of purchase.
- Cardholders have responsibility to make sure that there are sufficient funds to cover charges at the time of reconciliation.
- ATU is not a tax exempt agency
 - You may see a separate line item on your budget for taxes paid on transactions.



END OF FISCAL YEAR PROCEDURE

- Goods and services expended in the year they are received
- Watch your email and OneTech for announcements on PCard cut-off date for current year



MANUALS AND FORMS

- Procurement Manual and Forms located at atu.edu/purchasing
- Contact Procurement at 479.968.0269 or purchasing@atu.edu.

