

Arkansas Tech University

Procurement Card (P-Card) Program

Policies and Guidelines Manual

June 29, 2012
(revised)

Policies and guidelines will be changed to meet the needs of the Procurement Card (P-Card) Program. For the most current guidelines, please refer to our WEB site at: <http://purchasing.atu.edu>

INTRODUCTION

Welcome to the State of Arkansas/Arkansas Tech University Procurement Card (P-Card) Program. As an agency of the State of Arkansas, Arkansas Tech University is participating in this program that is designed to help better manage low-dollar supply purchases and bring many benefits to you, the University, and our vendors. The P-Card will facilitate the acquisition of lower dollar goods and services needed for conducting official University business. It is intended that the P-Card be issued to University full-time employees to enhance the University and departmental effectiveness or economy of operations. Liability for payment, total responsibility and accountability for the P-Card transactions resides at the department level. Personal purchases are strictly forbidden and may result in disciplinary action.

It is accepted that no policy and guideline statement can cover all eventualities. Exceptional cases will be resolved as circumstances and prudent business practices warrant on a case-by-case basis.

University departments, as a condition of participation in the P-Card program, shall abide by the terms of the guidelines unless written exception is requested and approved by the Tech Purchasing Department.

The success of the Procurement Card Program and its continuing use depends on your participation and cooperation. Please be sure to read and follow the program guidelines as specified within this document.

1. WHAT IS THE PROCUREMENT CARD?

The Procurement Card is a Visa credit card issued by U.S Bank. It is a fast, flexible new purchasing tool which offers an alternative to the existing purchasing processes and provides an extremely efficient and effective method for purchasing and paying for items that have low dollar amounts or for vendors who may not accept purchase orders. **The P-Card is to be used only for official business purchases for Arkansas Tech University.**

The issuance of a P-Card to you represents the trust bestowed upon you by the University to protect its assets and integrity. Under your oversight, review and approval, you provide the key point of control to maintain appropriate spending activities to protect your departmental funds.

The Procurement Card will enable you to purchase non-restricted commodities, by telephone or in person, directly from the vendors. It will eventually eliminate the need for issuing low dollar purchase orders and many blanket purchase orders.

The Procurement Card will be issued in the individual cardholders name with the wording "Arkansas Tech University" and "For Official Use Only" clearly indicated on the card.

The basic P-Card transaction consists of the following steps:

Cardholder enters a business and makes a selection of the item(s) needed, charges it on the P-Card, signs a sales/charge slip and takes receipt of the merchandise.

Merchant submits the transaction to Visa and in-turn they submit it to US Bank for payment (merchant normally will receive their payment within 3 working days of the original transaction).

US Bank will bill Tech on the 15th of each month for all charges made by the various Tech departments for the proceeding 30 days.

Tech reconciles the receipts/charge slips from the P-Card Transaction Log and makes a single payment to US Bank, on behalf of all the Tech departments, within five (5) working days of billing receipt. The Accounting Department debits/credits each appropriate departmental account after the reconciliation is made.

2. THE PROCUREMENT CARD PROGRAM BRINGS MANY BENEFITS TO....

Cardholders - You will be able to obtain various supplies and services directly from our vendors without using a purchase order. This streamlines the purchasing process and can help improve turnaround time on receipt of your order. It significantly reduces the workload and processing costs related to the purchase and payment of supplies.

Arkansas Tech University - The Procurement Card program provides a cost-efficient, alternative method for purchasing low-dollar supplies and services. Built-in card features make the program easy to control and manage and reduce processing costs at all levels by reducing the number of requisitions, purchase orders, invoices and checks. The Procurement Card enables departments to focus on higher yield value added activities.

Vendors - Vendors who accept Visa will welcome the Procurement Card. When they accept the card for business purchases, vendors need not send invoices to Arkansas Tech University, and they will receive payment directly from U.S. Bank within 72 hours.

3. ALLOWABLE and NON-ALLOWABLE CHARGES

There are many possible items and services that can and cannot be charged to the Tech Procurement Card. The allowable items/services that can be purchased are vast, some examples are, books, general office and educations supplies, lab supplies, postage, subscriptions, UPS, FedEx and many more. The P-Card will be accepted at Wal-Mart, Sears, Amazon and many other merchants. In general, the Cardholder may purchase goods and services that serve as official business purposes for the Arkansas Tech University, **EXCEPT:**

- Alcoholic beverages of any kind
- Cash advances
- Printing
- Food Purchases
- Meals of any kind
- Personal type purchases of any kind, items or services (gift certificates, cards such as “get-well, birthday, etc., flowers, etc.)
- Printing of any kind (all printing must be bid regardless of cost)
- Travel expenses of any kind
- Any items listed on mandatory agency or state contracts (see Purchasing Department Website) including computers!
- Any purchase that would involve a trade-in
- Any other purchases not permitted under Tech policy and/or procedures

NOTE: All purchases must be for official business of Arkansas Tech University

4. MAKING A PURCHASE

When making a P-Card transaction the Cardholder shall check as many sources as reasonable to assure the best price, quality, service and delivery is in the best interest of the University. There are many methods of procuring with the P-Card.

Purchasing In Person – The Cardholder takes the P-Card to the supplier and verifies the supplier accepts the Visa card. The Cardholder selects the order, carefully ensuring that the selection is not listed as an exception to the allowable items/services that can be procured with the P-Card and that the total cost does not exceed the control limits set for the Cardholder's P-Card. The Cardholder takes the order to the supplier's cash register and presents the P-Card for payment. The supplier either swipes the P-Card through a card reader or calls for an authorization. The supplier then asks the Cardholder to sign for the charges. The supplier issues the Cardholder a copy of the slip, cash register tape or paid invoice. The Cardholder shall retain all P-Card transaction documentation and provide it to the Cardholder Liaison for logging on the P-Card Transaction Log.

Phone Orders – The Cardholder may telephone an order to a supplier. The supplier shall request the Cardholder's P-Card number and expiration date. For security reasons, ensure others do not overhear or view this information. The Cardholder advises the supplier that the **University is not tax exempt** and shall pay all applicable sales tax. The Cardholder shall ensure the supplier includes a P-Card authorization slip, cash register tape or paid invoice with the delivery of the order. All orders shall be made delivery to the University department's official shipping address thru central receiving. The Cardholder shall ensure all transaction documentation is provided to the Cardholder Liaison for logging to the P-Card Transaction Log.

Internet Orders – The Cardholder may use electronic mail to submit an order to a supplier. The Cardholder shall ensure the supplier includes a P-Card authorization slip, cash register tape, paid invoice and/or delivery slip with the order. If the supplier intends to mail the P-Card transaction documentation as a separate item, the Cardholder shall ensure the documentation is mailed to the University department's official address. The Cardholder shall ensure all transaction documentation is provided to the Cardholder Liaison for logging to the P-Card Transaction Log. Internet orders may be subject to Use Tax. When placing Internet orders make sure that it is a secure site. (padlock closed symbol)

5. GENERAL POLICIES AND PROCEDURES

Procurement cards will only be issued to an individual in the individual's name. Cardholder must be a full-time employee of Arkansas Tech University. Procurement cards will not be transferable between individuals.

Each department may assign a cardholder liaison.

Cardholders will be linked to their department by their FOAPAL.

Cardholder liaisons will be responsible for the basic accounting procedures and maintenance of the P-Card Transaction Log along with the applicable back-up documentation applicable to all transactions for each cardholder assigned to them by the department head.

Cardholder liaison may be a liaison for him/herself.

Cardholder liaison may be responsible for more than one department account.

Employee's department head and appropriate Vice-President must approve the employee agreement request for a card, assign the cardholder liaisons for each individual card user and submit this information to the Purchasing Department before the process of issuing a card can begin.

Upon receipt of this approved agreement the Purchasing Department will contact the approving departmental head to establish the account number to be charged, dollar limits, transaction limits, MCC blocking codes and other required information that must be established before the application for the P-Card can be submitted to US Bank.

Department head approval delegates transaction authority to the cardholder.

US Bank is to be paid each billing cycle from the departmental funds that are given on the Transaction Log.

Cardholder liaisons will have the capability to, and will be responsible for logging each cardholder's transactions to the P-Card Transaction Log and maintaining the documentation for each transaction.

Departments will be responsible to assure credit card charges are accurate on their Budget .

6. PARTIES INVOLVED

Agency – Arkansas Tech University who arranges with the card issuer, US Bank for the issuance of procurement cards to approved departments and agrees to accept liability for the employees' use of the cards.

Cardholder – a full-time employee of Arkansas Tech University who is approved by his/her department head to use the procurement card to execute purchase transactions on behalf of their department.

Card Issuer – US Bank services were contracted for/by the State of Arkansas, to issue Visa procurement cards to Arkansas Tech University employees, to bill the University for all purchases made on the cards, and to collect payment from Arkansas Tech University on behalf of the vendors.

Department Head – Arkansas Tech University official who must approve employee's request for a procurement card, designate budget information for purchases on the purchasing card, and submit applications to the Purchasing

Department. Department head approval delegates transaction authority to the cardholder.

Cardholder Liaison – this is an OPTIONAL step for the cardholder. The Liaison is responsible for obtaining the statement and completing the transaction log for the cardholder, only if the cardholder has delegated this to them.

Vendor - the merchant from whom a cardholder is making a purchase.

7. CARDHOLDER RESPONSIBILITIES

Cardholders are responsible for knowing and applying all of the rules related to the P-Card program. The Procurement Card may not be used for travel, entertainment, cash and other categories as included in the Blocked Merchant Category Code list included in these policies and procedures. Misuse of the card will subject the Cardholder to disciplinary action in accordance with Arkansas Tech University Policies and Procedures relating to disciplinary action and termination for cause. The Cardholder must:

Ensure the Procurement Card is used only for legitimate Tech business purposes.

Maintain the Procurement Card in a secure location at all times.

Not allow other individuals to use the Procurement.

Adhere to the purchase limits and restrictions of the Procurement Card and ensure the total transaction amount of any single transaction does not exceed \$500.00 per item.

Adhere to the purchasing rules and regulations of not splitting orders to circumvent the \$5000 limit.

Obtain all sales slips, register receipts, and/or Procurement Cards slips.

Attempt to resolve disputes or billing errors directly with the vendor and immediately notify the Purchasing Department if the dispute or billing error is not satisfactorily resolved.

Ensure that an appropriate credit for the reported disputed items(s) or billing error appears on a subsequent Cardholder's Statement.

Not accept cash in lieu of a credit to the Procurement Card account.

Immediately report a lost or stolen card to VISA at 1-800-VISA911 (24 hours a day, 365 days a year).

Immediately notify the Purchasing Department of a lost or stolen Procurement Card at the first opportunity during business hours.

Return the Procurement Card to the Purchasing Department upon terminating employment with Arkansas Tech University or upon request of the Procurement Card Administrator or Department Head.

If the cardholder is changing departments within Arkansas Tech University they must contact the Purchasing Department to coordinate the change.

8. CARDHOLDER LIAISON RESPONSIBILITIES

Cardholders may designate a Liaison for their department. A Cardholder Liaison may also be liaison for his/her own card. However, if the cardholder liaison(s) is also a procurement cardholder, it will be the responsibility of the liaison to have the monthly charges incurred on the liaison's procurement card reviewed and signed by their department head or another person within the department. The cardholder liaison must attend all required training sessions and will be notified of these by means of a P-Card Listserv to which they must be subscribed. Responsibilities include:

- Collecting vendor receipts and procurement card receipts from each Cardholder, validation of those documents and reconciling to US Bank billing statements.

- Maintain a P-Card Transaction Log for each card within that department

- Log each transaction as the Cardholder presents the individual transactions and maintains the back up (receipts, sales slips, packing list, etc.) for future audit purposes.

- Retaining all charge slips and receipts for audit by internal and external auditors.

- Approving and/or updating account and/or object codes and cost-sharing information on electronic billing distribution of individual Cardholder account within 45 days of the transaction posting date.

- Identifying and updating transactions, which require the submission of use tax and/or account changes within 45 days of the transaction posting date.

- If a change in account and/or object code, cost share or use tax is to be paid, these need to be addressed within a 45-day period. The cardholder liaison is responsible for written notification to the Tech Disbursing/Accounts Payable Department for the creation of a journal entry to correct the necessary charges.

- Note, because of year end processing, charges for the month of June may not have the 45 day period, cardholder liaisons will be notified by means of the P-Card Listserv on how charges for the month of June are to be handled.

- Attempts to resolve any disputes with vendor and/or US Bank not resolved by Cardholder. **Note:** there is a 60-day period for resolution of disputes.

- Changing the default account and/or object code for individual cards as needed.

- Notifying the Purchasing Department of lost or stolen cards.

- Requesting the Purchasing Department to cancel a Cardholder's card e.g. (terminated employees, loss of purchasing card privileges) as approved by Department Head.

- Collecting canceled cards from Cardholders and forwarding to Purchasing Department.

- Cardholder liaisons are responsible for making sure that they are receiving messages from the P-Card Listserv.

9. PURCHASING DEPARTMENT RESPONSIBILITIES

The Purchasing Office will assign a P-Card Coordinator to be responsible for the over-all Procurement Card program. Responsibilities include:

Arkansas Tech University's contact with US Bank.
Utilizing application from US Bank.
Reviewing Department approved applications for completeness of required information.
Submitting completed application to US Bank and receiving Procurement Card from US Bank.
Training Cardholders before releasing Procurement Card.
Having Cardholder sign Cardholder agreement, signifying agreement with the terms of the Procurement Card program.
Handling disputed charges/discrepancies not resolved by Cardholder or Liaison.
Initiating change of Procurement Card default account and/or object code upon request of Cardholder Liaison.
Securing revoked Procurement Cards and submitting information to US Bank.
Processing upload of bill to accounting for charging individual departments.
Reviewing the US Bank's invoice, preparing for payment and submitting to the Tech Disbursing/ Accounts Payable Department for payment.
Reconciling accounting statements as to payments to US Bank and charges to individual departments.
Reviewing usage of Procurement Card data for appropriateness.
Performing audit functions and/or coordinating them with the Tech Internal Auditor.

10. CARDHOLDER ELIGIBILITY

Criteria to receive a Procurement Card is as follows:

Applicant must be a full-time employee of Arkansas Tech University.
His/her Department Head and the appropriate Vice President must approve applicant's request for a Procurement Card.
Employee must attend a training session before he/she may be issued a Procurement Card.
Each individual Cardholder must sign a Cardholder agreement in the presence of a Purchasing staff member.

11. CARDHOLDER LIABILITY

The Procurement Card is a corporate purchasing Visa charge card, which will not affect the Cardholder's personal credit. Your department is liable for all charges made on the P-Card issued to you. This includes transactions made on a lost or stolen card before it is reported lost or stolen. However, it is the Cardholder's responsibility to ensure that the card is used within stated guidelines of the Procurement Card Cardholder Manual as well as Arkansas Tech University's Policies and Procedures relating to the expenditure of Arkansas Tech University. Failure to comply with program guidelines will result in 2-week suspension of card privileges and mandatory re-training session and may result in revocation of the card, notification of the situation to management, and further disciplinary measures that may include termination of employment. **Ultimate responsibility for use/misuse of charges rest with the cardholder.**

12. CARDHOLDER TERMINATION

The Purchasing Department is required to close an account if a Cardholder:

1. Moves to a new job in which a Procurement Card is not required
2. Terminates Arkansas Tech University employment
3. For any of the following reasons, which will also subject Cardholder to disciplinary action in accordance with Arkansas Tech University Policies and Procedures, relating to disciplinary action and termination for cause.
 - a. The Procurement Card is used for personal or unauthorized purposes.
Note: Use of the card for personal and/or unauthorized purposes could be interpreted as fraud, which could be grounds for employee termination.
 - b. The Procurement Card is used to purchase alcoholic beverages or any substance, material, or service, which violates policy, law or regulation pertaining to Arkansas Tech University.
 - c. The Cardholder splits a purchase to circumvent the limitations of the Arkansas Procurement Law.
 - d. The Cardholder uses another Cardholder's card to circumvent the purchase limit assigned to either Cardholder or the limitations of the Arkansas Procurement Law.
 - e. The Cardholder fails to provide their Liaison with required receipts.
 - f. The Cardholder fails to provide, when requested, information about any specific purchase.
 - g. The Cardholder does not adhere to all of the Procurement Card policies and guidelines.
 - h. Failure to provide a receipt will result in employee reimbursing the University for the purchase.

13. DOCUMENTATION OF EXPENDITURES

The Cardholder must provide valid documentation of each transaction to their Liaison. The Cardholder Liaison must review all documentation submitted and determine that valid and complete documentation is on file for every transaction listed on each Cardholder's statement. Each Cardholder will provide valid documentation of each transaction to the Liaison within three (3) working days after each transaction. All documentation for each and every transaction must be maintained for audit purposes and shall be placed in a permanent file for a minimum of five (2) years from the date the current fiscal year the funds were expended.

1. Valid source documentation may be:
 - a. A receipt and/or card transaction slip from the merchant.
 - b. An order form for books, subscriptions, or similar items.
 - c. An invoice showing credit card payment.
 - d. A packing slip from the delivery annotated by the Cardholder as ordered by, received by, paid by and signature of the Cardholder.

2. All documentation must include the following minimum information (Cardholder must hand write it if not originally printed on the form):

- a. Vendor name.
- b. Date of the purchase
- c. Description and quantity of each item purchased.
- d. Per item cost, if available from the merchant.
- e. Total cost of the transaction.
- f. Cardholder name and card number.

4. If documentation is unavailable the Cardholder is to complete a Lost/Unobtainable Procurement Card Receipt form. Completion of this form will be required for each transaction where the documentation is unavailable whether the Cardholder did not provide the documentation through no fault of his/her own, or through willful or negligent default.

14. LOST, MISPLACED OR STOLEN PROCUREMENT CARDS

Cardholders are required to immediately report any lost or stolen Procurement Card to **Visa at 1-800-VISA911** (24 hours a day, 365 days a year). The Cardholder must also immediately notify his/her Liaison and/or the Purchasing Department about the lost or stolen card at the first opportunity during normal business hours.

15. SPENDING CONTROLS

The Procurement Card is to be used only for the purchase of supplies and services. Arkansas Tech University's spending parameters for each procurement card issued is set at **\$500.00 per individual single transaction** with a monthly maximum that will be determined on an individual basis. Arkansas Tech University, through the Purchasing Department, will adjust limits as determined by demonstrated and/or special need.

16. Refunds and Promotional Items

Any refunds received by the Cardholder as results of a P-Card transaction shall be deposited back into the appropriate account and documentation reflecting the transaction shall be attached to the P-Card Transaction Log to support such. Any promotional type items received as the results of a P-Card transaction shall become the property of Arkansas Tech University and shall be utilized by the applicable university department.

17. CARD DECLINES

Should a vendor decline the Procurement Card, the Cardholder should immediately contact the Purchasing Department for assistance. If purchase is being made outside normal business hours, the employee must find an alternate payment method or terminate the purchase and contact the Purchasing Department during normal business hours.

18. EMERGENCY TRANSACTIONS

Emergency transactions over \$5,000.00 may not be handled with the Procurement Card due to State/University procurement regulations. For any transaction, which does not meet the spending controls assigned to the card, the Cardholder must contact the Purchasing Department for assistance.

19. CREDITS

Vendors will issue all credits to the individual Procurement Card account for any item they have agreed to accept for return. This credit will appear on a subsequent statement. **Under no circumstances should a Cardholder accept cash in lieu of a credit to the Procurement Card account.**

20. UNRESOLVED DISPUTES AND BILLING ERRORS

The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors. If the matter is not resolved with the vendor, the Cardholder or Liaison should:

Contact the Purchasing Department for assistance.

Note: The total amount billed by US Bank will be charged to the individual department accounts and credits for disputed transactions will be posted to department accounts when the credit appears on the US Bank billing.

21. SECURITY AND STORAGE

Procurement Cards - Cardholders should always treat the Procurement Card with at least the same level of care as one does with their own personal credit cards. The card should be maintained in a secure location and the card account number should be carefully guarded. The only person entitled to use the card is the person whose name appears on the face of the card. The card may not be lent to another person for any reason.

Program Documentation - The Department Cardholder or liaison will maintain vendor receipts /packing slips/charge slips. The Purchasing Department will maintain all other documentation concerning the Procurement Card program. This documentation includes, but is not limited to, applications, Cardholder

agreements, agency billing statements, reconciliation of accounting statements, documentation, and copies of transmittals and correspondence with US Bank.

22. VENDOR SET UP

The Purchasing Department will conduct a study of frequently used vendors for purchases by the P-card. If a frequently used vendor does not accept the Visa card, Arkansas Tech University will assist in recruiting the vendor to take the necessary steps to begin acceptance of the card and provide this information to US Bank. Cardholders should contact the Purchasing Department when encountering vendors who do not accept the card.

23. MERCHANT CATEGORY CODE BLOCKING

Arkansas Tech University has adopted the State of Arkansas's Blocked Merchant Category Code List without any adjustments. Transactions will be blocked at the point-of-sale level at the types of vendors on the Blocked Merchant Category Code List attached to these procedures.

24. PROCUREMENT CARD SET UP, MAINTENANCE AND CLOSURE

All contact with US Bank for card set up, maintenance and closure (except for reporting lost or stolen cards) will be handled by the Purchasing Department (968-0269).

Card Set Up

- Arkansas Tech University employee completes a Procurement Card application and submits to his/her Department Head for completion and approval.
- Department Head signature approval delegates transaction authority to the Cardholder.
- Approved application is to be sent to the Purchasing Department.
- Purchasing reviews the application for completeness and submits application to US Bank in an approved format.
- Upon receipt of the Procurement Card from US Bank, the Purchasing Department will conduct a training session with the Cardholder prior to issuing the card.
- Cardholder signs Cardholder Agreement signifying agreement with the terms of the Procurement Card program.

Card Maintenance

- Purchasing will use all available tools of US Bank software for the maintenance of cards.

Closure

- Lost or Stolen Cards - Cardholder must immediately report the lost/stolen card to VISA at 1-800-VISA911. Cardholder must also notify the Purchasing Department who will follow up with US Bank.

- Terminated Employees - Immediately notify the Purchasing Department by phone of the termination. A request for closing the Cardholder account will be submitted to US Bank by the Purchasing Department within 2 days of receiving the notification. All Procurement Cards are to be returned to the Purchasing Department for disposal.
- Other Card Revokes/Closures – The Purchasing Department will notify US Bank immediately of all revokes and closures.

25. RECONCILIATION, APPROVAL AND ALLOCATION OF BILLING

Receipt and Payment of US Bank Billing

US Bank will bill Arkansas Tech University within 3-5 days after the close of the billing cycle on the 15th of each month.

Purchasing will review the bill for any obvious errors in charges or un-posted payments.

Purchasing will audit transaction logs, reconcile logs to the statement and submit the billing to Disbursing/Accounts Payable for a payment to be issued to US Bank.

Payment will be transmitted in accordance with US Bank instructions.

Allocation of Procurement Card Charges to Departments

US Bank will submit monthly a billing statement to Arkansas Tech and all P-Card transactions will be charged according to the information that is completed on the transaction log.

The total amount billed by US Bank will be charged to the individual department budget and credits for disputed transactions will be posted to department budgets when credit appears on the US Bank billing.

26. TAXES

Despite the fact Arkansas Tech University is a State Agency, we are not tax exempt and are fully responsible for all sales and use taxes on all incurred purchases.

As a general rule, the purchase of tangible property is considered taxable. If the merchant charges the proper tax on the P-Card transaction then normally no other action will be required. If no taxes were charged then the Tech Disbursing Department must prepare a payment of “use” tax to the State of Arkansas. Any questions pertaining to taxes should be directed to Tech Disbursing Department at 972-8264.

As a general rule, the purchase of tangible property is considered taxable and very few are non-taxable. Example of some non-taxable items are:

Membership dues
Freight, if billed as a separate item
Subscriptions
Periodicals

27. END OF FISCAL YEAR PROCEDURE

Goods and services shall be expended in the year they are received. When the P-Card is used, the supplier may hold the P-Card transaction posting for several days and it could take 2-3 days for the actual posting to the US Bank billing which is the 15th of each month. Either of these events could create an accounting problem at the end of the fiscal year (June 30th). To ensure that P-Card expenditures are properly recorded in the year goods and services are received, the deadline for these purchases will be June 15th, unless notified otherwise.

28. AUDIT

Arkansas Tech University's internal control policies and procedures are as follows:

Cardholder will:

- Maintain a P-Card Transaction Log
- Log each transaction accordingly with detailed information
- Match Cardholder receipts to the monthly statement obtained from US Bank's website.
- Enter Index, Fund, Org, account(object code) and prog
- Maintain a detailed report of the above and forward a copy to the Purchasing Department and Accounts Payable, within (3) calendar days after receipt of monthly statement.
- Retain all transaction receipts and vouchers for audit by internal and external auditors for 2 years.

Purchasing and Accounts Payable will:

- Reconcile monthly statement for payments to US Bank and charges to individual departments.
- Make periodic audits of card use and p-card charges for appropriateness. Areas to be monitored include, but not limited to, compliance with State of Arkansas Procurement Laws/Regulations, compliance with Procurement Card regulations, compliance with Arkansas Tech University's regulations, and sales and use tax charges. Non-use of card by cardholders will also be monitored.

FORMS

The following forms may also be found on the Administration & Finance web site (<http://admin.atu.edu>). Click on “Forms and Manuals” at the bottom of the screen.

ARKANSAS TECH UNIVERSITY P-CARD CANCELLATION**Completed form may be faxed to 479-968-0633**

To: Purchasing Department

From: Cardholder Name: _____

Department Name: _____

Cardholder Phone No: _____

Last 4 digits of Card No: _____

My Procurement Card is to be cancelled for the following reason (PLEASE CHECK ONE)

<input type="checkbox"/>	Change of Name
<input type="checkbox"/>	Change of Department/Account Number
<input type="checkbox"/>	Termination of Employment
<input type="checkbox"/>	Other. Please explain.

Cardholder's Signature: _____

Signature of Immediate Supervisor: _____

FOR USE BY PURCHASING DEPARTMENT

Date Notified: _____ Time Notified: _____ Initials: _____

Name of VISA Employee: _____

(1-800-VISA911)

Name of U S BANK Employee: _____

(1-800-344-5696)

ARKANSAS TECH UNIVERSITY**P-CARD DISPUTE FORM**

Purchasing Department
Russellville, AR 72801-2222

Tel: 479-968-0269
Fax: 479-968-0633

Merchant Name: _____ Post Date: _____ Amount: \$ _____

I have examined the charges made to my account, and I am disputing the above item for the following reason. (PLEASE CHECK THE APPROPRIATE BOX).

1.		The sales receipt was increased from \$_____ to \$_____.
2.		I did not authorize this charge.
3.		<p>I have not received the merchandise. Delivery was scheduled _____.</p> <p>The ATU Purchasing Department contacted the merchant and requested that my account be credited on _____.</p> <p>They spoke with: _____</p>
4.		<p>The merchandise arrived: damaged and/or defective (circle one).</p> <p>The ATU Purchasing Department contacted the merchant and requested that my account be credited on _____.</p> <p>They spoke with: _____</p>
5.		<p>Purchasing notified the merchant to cancel the order on _____.</p> <p>Reason for Cancellation: _____</p> <p>They spoke with: _____</p>
6.		A credit was issued on _____ in the amount of \$_____, and it has not been posted to my account. Attached is a copy of the credit slip.
7.		The charge was billed twice to my account. See attached documentation.
8.		<p>Merchandise was returned by _____ on _____.</p> <p>Return Authorization Number is: _____.</p>
9.		Other.

Cardholder's Name: _____ Cardholder's Signature: _____

P-Card Dispute Form MUST be submitted within 60 days from end of billing cycle.

ARKANSAS TECH UNIVERSITY**P-CARD EMPLOYEE AGREEMENT**

Cardholder Name: _____

Department: _____ Telephone: _____

I, as an authorized P-Card holder, fully understand and agree to the following terms and conditions:

1. I accept full personal responsibility for the safekeeping of the P-card assigned to me and agree that absolutely no one other than myself is permitted to use it.
2. I will be making financial commitments on behalf of the University and will always endeavor to obtain fair and reasonable prices.
3. I have received training for the use of the card and agree to follow all established procedures.
4. I will not use the card for unauthorized or personal purchases.
5. I will immediately report the theft or loss of the card to VISA by phone at 1-800-VISA911, to the Purchasing Department 968-0269 and to my department head and/or vice president.
6. I will surrender my P-Card upon (a) my termination of employment, (b) my transfer to another department within the University or (c) upon the request of my supervisor or the Purchasing Department. Further, I understand that my last paycheck will be withheld until the P-Card is properly surrendered.
7. I understand that any purchases made by me will be recorded and reviewed for payment, possible discrepancies and appropriateness of purchase.
8. I understand that I am responsible for obtaining all original receipts and submitting them in accordance with P-Card procedures.
9. I understand that failure to follow any of the above listed terms and conditions or misuse of the P-Card in any way may result in (a) revocation of the privilege to use the card, (b) disciplinary action and/or (d) criminal charges being filed by US Bank and/or the State of Arkansas.

I hereby accept the above terms and conditions:

Employee (printed name)	Employee Signature	Date
Signed _____		

I, as Department Head, assign Account No. _____ with an established monthly limit of \$_____ to be used for all charges related to the use of this P-Card.

Department Head (printed name)	Department Head Signature	Date Signed
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Approved by:

Vice President (printed name)	Vice President Signature	Date Signed
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P-Card Issued By: _____ Date Issued: _____ P-Card No: _____
Signature of Cardholder (acknowledging receipt of card) _____

SIGN THE BACK OF YOUR CARD NOW

**ARKANSAS TECH UNIVERSITY
P-CARD**

LOST OR STOLEN

**Purchasing Department
Russellville, AR 72801-2222**

**Tel: 479-968-0269
Fax: 479-968-0633**

Date: _____

From: Cardholder Name: _____

Department: _____

Cardholder Phone No: _____

Last 4 Digits of Card No: _____

Please check one: Card is believed to be _____ stolen _____ lost

Briefly describe circumstances of loss or theft: _____

Cardholder Signature: _____

Information on telephone notice to VISA and US BANK CUSTOMER SERVICE

Date Notified: _____ Time Notified: _____

Name of VISA Employee: _____

(1-800-VISA911)

Name of US Bank Employee: _____

(1-800-344-5696)

If loss or theft was discovered during normal business hours, notify the ATU Purchasing Department IMMEDIATELY. We will call both VISA and US Bank.

If not during normal business hours, **you must notify them as soon as possible**, and report the loss to ATU Purchasing and your immediate supervisor.

ARKANSAS TECH UNIVERSITY**P-CARD MISSING RECEIPT**

**Purchasing Department
Russellville, AR 72801-2222****Tel: 479-968-0269
Fax: 479-968-0633**

Date: _____

From: Cardholder Name: _____

Department: _____

Cardholder Phone No: _____

Last 4 Digits of Card No: _____

Merchant's Name: _____ Transaction Date: _____

Amount of Transaction: \$ _____

What was purchased: _____

Briefly describe circumstances of missing receipt:

Cardholder's Signature: _____

Note: Provide a copy of this report to your Immediate Supervisor.
REPEATED LOSS OF RECEIPTS MAY RESULT IN SUSPENSION OF P-CARD PRIVILEGES.

ARKANSAS TECH UNIVERSITY**P-CARD ORDER FORM**

(Department Name)

Russellville, AR 72801-2222**Tel: 479-xxx-xxxx****Fax: 479-xxx-xxxx**

Date: _____

No. of Pages Faxed: _____

To: EDUCATIONAL SALES ORDER DEPARTMENT

Company: _____

Subject: VISA ORDER

ITEM NO.	DESCRIPTION	QUANTITY	UNIT PRICE	EXTENDED COST
			Shipping	
			7.625%	
			Arkansas Sales Tax	
			TOTAL	

DELIVER TO ADDRESS

(Cardholder's Name)

And

P-CARD ORDER**ARKANSAS TECH UNIVERSITY**

(Building & Room No.)

BILL TO ADDRESS:

(Street Address)

RUSSELLVILLE, AR 72801-2222

CHARGE ORDER TO: VISA CARD NO. _____

EXPIRATION DATE: _____

NAME ON CARD: _____

SIGNATURE: _____

NOTE: ALL BACKORDERS ARE TO BE CANCELLED

ARKANSAS TECH UNIVERSITY REQUEST TO RETURN MERCHANDISE

(Department Name)

Date: _____

Russellville, AR 72801-2222**Tel: 479-_____****Fax: 479-_____**

To: ATU PURCHASING DEPARTMENT

Please provide the following information and attach a copy of the Packing Slip and/or Invoice. Purchasing will request authorization to return the merchandise.

Keep the item(s) in a secure location. If the merchandise was damaged in transit or is defective, KEEP THE ORIGINAL BOX AND/OR PACKING MATERIALS.

Vendor: _____

Telephone No: _____ Fax No: _____

Date Order Placed: _____ Date Order Received: _____

Item Number & Description: _____

Quantity: _____ Unit Price: \$_____ Total: \$_____

CHECK THE APPROPRIATE BOX:

	REASON FOR RETURN	EXPLANATION
<input type="checkbox"/>	Damaged	
<input type="checkbox"/>	Defective	
<input type="checkbox"/>	Wrong Item	
<input type="checkbox"/>	Duplicate Shipment	
<input type="checkbox"/>	Did Not Order	
<input type="checkbox"/>	Other	

Cardholder: _____ Last 4 Digits: _____

Cardholder's Signature: _____

Signature of Immediate Supervisor: _____