

Georgia State University Purchase Card Manual

1. Overview

1.1. P'Card Overview.

The Georgia State University Purchase Card, hereafter referred to as P'Card, is a valuable tool for quickly and efficiently purchasing and paying for goods. This tool can be advantageous to the individual purchaser, the purchaser's department, the University, and the supplier.

1.2. Guide Overview.

The purpose of this document is to provide instructions for the issuance and use of the P'Card along with instructions for reconciliation and review of transactions.

2. General Information & Definitions

Billing Address - The campus billing address of cardholder. Please use your departmental U.S. Post Office Box, Atlanta, GA 30302-XXXX as the main address.

Billing Date - VISA's vendor contract requires account billing upon shipment of an order.

Billing Phone Number - The campus phone number of the P'Card Administrator. (May be requested by vendors for phone order verification). The telephone number for P'Card Administrator is 404-413-3161.

Cardholder - Employee who has been issued a P'Card.

Card Issuer - Bank of America, the bank issuing Georgia State University P'Card.

Cycle Cutoff - The date statement is issued (27th of each month).

Department Head - For purposes of these instructions refers to the VP, Dean, Director, or Department Head with budgetary authority for unit.

Cardholder Agreement Form - The written agreement between Georgia State University and the employee.

The Manual - Refers to this instruction booklet.

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WORKS Application: Web-based software provided by Bank of America.
P'Card Administrator - Purchasing Department representative responsible for P'Card program

3. Issuance of Cards

3.1. Application.

A Request Form (see Section 20. Forms) is completed and then signed by Department Head or other designee to indicate authorization, cardholder limits, and cost allocation information.

3.2. Distribution.

All cards will be distributed to employees after they are trained and Cardholder Agreement Forms are signed.

4. Card Limits

4.1. Card

Since Georgia State University, not the individual employee, will pay for the purchases made with the P'Card, additional controls have been added to the card accounts. These limits are imposed at the point of sale when the card is swiped.

4.1.1. Cardholder Spending Limits

The available limits on a card include:

\$\$ per transaction

\$\$ per month

The University's maximum limit on P'Card purchases is \$2,499.00 (\$4,999.00 if approved by College Administrative Officer or for VP area chief budget officer) per transaction and \$2,999.99 per single item of equipment or furniture. Single items of furniture or equipment costing \$3,000.00 or more must be decaled and may not be purchased with the P'Card. The monthly dollar limit is based upon the

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available funding in the budget to be charged. There are no further University cardholder spending limits. The cardholder's Department Head, however, may identify additional limits. These limits should be noted on the approved Application Form (Section 20. Forms).

4.1.2. Merchant Activity Type Limits

Specific types of businesses identified by Merchant Category Code (MCC) are restricted on the card. If you have difficulty using your card with any particular vendor, please contact the P'Card Administrator at (404) 413-3150.

5. Cost Allocation

Each card issued will be assigned a default account (Speedtype) to be charged as identified by the Department Head on the Application Form. Changes identified after the statement reconciliation period must follow the University's cost transfer rules.

6. Training

The first step to obtain a VISA Purchase Card is to navigate through the online P'Card Training. Log on to Purchasing's main website, select Information for Department, Purchase Card, Online P'Card Training. Card holders are also required to attend P'Card Orientation at the time the Card is issued.

7. Purchasing Card Agreement Form

The final step to issuance of a card is the signing of the Purchasing Card Agreement Form by the employee. (See Section 20. Forms.)

By signature on the form, the employee acknowledges:

Receipt and understanding of the regulations for use and protection of card,

Understanding of responsibilities in reconciliation process and billing disputes,

Understanding and acceptance of consequences for P'Card violations,

Items of personal nature will not be purchased,

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No single item of equipment or furniture for \$3000.00 or more should be purchased. Ignorance of these limits does not excuse improper use. I will personally be responsible for the reimbursement to Georgia State University for any improper purchase.

8. Cardholder Responsibilities

When accepting P'Card, cardholder becomes an authorized purchaser for the University with specific responsibilities for expending public funds as follows:

8.1 Obtain Best Value

Cardholder must utilize lowest price based on requirements, quality, and availability to obtain the maximum value of each dollar expended. The P'Card may be used to procure items from Statewide and/or Agency Contracts. It may not be used to purchase items that exceed your single transaction limit. While the \$5,000.00 No Bid limit does not apply to these contract purchases, the P'Card policy currently prohibits purchases over \$2,499.00 (or \$4,999.00 if approved by College Administrative Officer or for VP area chief budget officer). The P'Card shall not be used to circumvent state policy regarding the use of Mandatory Source, Statewide Contract, and Agency Contract purchases.

8.2 Protection of Card

Cardholder must protect the security of his/her P'Card and P'Card number. Cardholder must notify Card Issuer immediately by calling 1-800-538-8788 when card is lost or stolen. Cardholder should confirm notification in writing or facsimile to P'Card Administrator.

8.3 Limitations on Vendors

Cardholder must not make P'Card purchases from friends or relatives where cardholder has a financial interest. Cardholder must not accept any gift or gratuity from any source when it is offered, or appears to be offered, to influence your decision-making regarding P'Card purchases.

8.4 Limitations on What Can Be Purchased

Cardholder accepts responsibility to ensure that items prohibited from purchase with P'Card are not procured.

8.5 Maintaining Purchase Log, Maintaining Receipts, and Reconciling Statement

The cardholder accepts the responsibilities included in the P'Card process.

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Each transaction must be recorded on a monthly activity log and any applicable receipts must be maintained with the log. The monthly statement must be reconciled with the monthly activity log within thirty (30) calendar days of receipt of the bank statement and approved (signed off) by cardholder's supervisor or designee.

The reconciled activity logs and receipts must be submitted to the P'card Administrator on the following schedule:

Quarter Ending	Due In Purchasing
September 30	October 31
December 31	January 31
March 31	April 30
June 30	July 31

8.6 Providing Feedback

Cardholders are encouraged to provide feedback to the P'Card Administrator as to how the Purchase Card Program may be improved.

9. Allowable Purchases

9.1 Operating Supplies

Cardholders may use the P'Card to procure small dollar operating supplies within their single transaction limit

Subscriptions, office supplies, lab/research supplies, printing, office furniture/files, and non-inventory equipment

Operating supplies will be charged to object code 714990.

9.2 Services

Cardholders may use the P'Card to procure small value services within their single transaction limit. Regardless of the method of payment, the University must be in compliance with all federal laws applicable to the reporting of personal service payments to vendors (I.R.S. Form 1099-Misc). In addition, the University must maintain proper accounting information for services as required by the State Auditor.

The cardholder must identify service vendors either on the P'Card transaction log or on the P'Card monthly statement. Supporting documentation must be provided that details type of service and complete vendor name. The P'Card can be used

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for maintenance and repair services. It should not be used for personal services such as consultants', architects', attorneys' and/or physicians' services. These services must be reported to the State Audit Department quarterly.

9.3 Registrations

Participation in a workshop, seminar, convention or conference, which an employee is authorized to attend and the cost which is within your single transaction limit, may be charged on the P'Card.

Fees for optional activities such as sight-seeing, field trip, or banquets are not allowable.

Any part of a registration fee applicable to meals or lodging, and identifiable as such, shall be reported as meals or lodging expense on the travel expense statement form.

9.4. Purchase Type Limitations

In addition to the limits which are controlled at the point of sale by the card, Georgia State University limits the use of the card through policy. The following should not be purchased with the P'Card:

- Travel and entertainment
- Cash Advances
- Gasoline
- Gift certificates
- Items of a personal nature
- Items which must be inventoried (single items of equipment or furniture costing \$3,000.00 or more)
- Split orders to remain within single transaction limit

Exception for Gasoline: For university owned vehicles, you must use the State of Georgia issued fuel maintenance card. If fuel card is inoperable, on an exception basis you may use the Pcard. Cardholder must report transactions to immediate supervisor, record transaction in Pcard log, and contact Accounting Services to request that a journal entry be made to move charges to the correct expense code. With approval from Cardholder's department, the Pcard can be used, without the need to report as an exception, for the purchase of gas in non-university/State of Georgia owned vehicles operated for official university business.

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10. Using the P'Card - Making the Purchase

The P'Card can be used to make purchases over the counter, by mail, by fax, by telephone, or by WWW. The following procedure should be followed for all P'Card purchases:

10.1. Decision to Buy

When making the decision to buy, the employee should:

Ensure the transaction is appropriate and in accordance with all University and State rules and regulations.

Vary the suppliers to give fair treatment to all suppliers and to assure that the price obtained is reasonable.

Ensure that the price is fair and reasonable, review the cardholder responsibilities section 8.0 Cardholder Responsibilities and 8.1 Obtain Best Value.

Transactions you make may be on behalf of Federal sponsors. Purchases utilizing Federal Funds require special sensitivity. The purchaser should make an extra effort to obtain fair and reasonable prices, to spread purchases among many suppliers including small, small-disadvantaged, and women-owned businesses, and to adhere to strict ethical conduct.

10.2. Making the Purchase - Over the Counter.

Verify that supplier accepts the Visa. (Note: If not, and it is a supplier you will need for future purchases, notify the P'Card Administrator)

Provide the P'Card for payment.

Inform the clerk that the purchase is exempt from state and local sales tax (if purchased in Georgia). The P'Card states sales tax exemption, but cardholder should verify that clerk does not charge sales tax.

Verify the dollar amount is correct and no sales tax has been included, then sign the sales draft.

Retain your copy of the sales draft and receipt. If copy does not provide description of item(s) being purchased, this should be written on sales draft or receipt.

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10.3. Making Purchase - Mail, Fax, Telephone, or WWW Orders

Provide supplier with requested card information.

Inform supplier that the purchase is exempt from state and local sales tax. If copy of exemption certificate is required (see Section 20. Forms).

Give supplier detailed shipping instructions.

Georgia State University
Requesters Name/Dept.
Building Name, Address, and Room Number
Atlanta, GA 30303

Retain documentation for purchase. This may be copy of order form, copy of catalog page showing cost, or faxed order confirmation showing price along with packing slip.

11. Returning Purchases Made With P'Card

If you determine that the material is defective or incorrect, notify the supplier that the item needs to be returned and request an address to ship to and a return authorization number.

Request that the supplier process a credit transaction through Card.

Document that goods have been returned for credit and communicate information through proper channels within unit. Record on your transaction log that goods have been returned.

Ensure that the credit appears on the next monthly statement. If not, process charge as disputed item.

12. Keeping a Transaction Log and Receipts

Documentation of purchases (see Section 20. Forms, Activity Log) should be kept either manually or in spreadsheet format. This documentation will identify appropriate information as required by unit and University procurement procedures including:

- Order Date
- Supplier
- Items Purchased

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- Cost
- Freight Amount, if any
- Sales Tax, if any
- Deliver Date

The cardholder is responsible for obtaining receipts, packing slips, or other documentation for submission to P'Card Administrator per schedule shown in section 8.5. The receipts are required for permanent audit documentation of purchase.

For purchases made over the counter, documentation would be the actual sales receipt.

For orders placed, cardholder should request a receipt be included in the delivery package and/or make a copy of the catalog page or computer screen information which indicates items purchased and price. These should be attached to any packing slip information received upon delivery.

The transaction cutoff cycle with card provider is the 27th of each month.

Purchases made after the 27th should be included on the next month's records to facilitate the reconciliation process.

13. Reconciling P'Card Monthly Statement

Your transaction documentation should be reconciled with the monthly statement. A copy of the transaction documentation should be submitted with the approved statement.

Individual who reconciles statement should verify that items billed are indicated on documentation as received and are billed at correct amount. If items on statement do not match, one of the following should be done:

If item billed is disputed, follow instructions in Section 14. To the left of item on statement, write "D" to indicate disputed item.

If item on statement was ordered, but not received determine the shipping date. VISA's vendor contract requires billing upon shipment of order. If cardholder has adequate information that shipment has been made, but not received, cardholder can mark item as billed on transaction log and check item on statement. If cardholder determines that shipment has not been made, procedures for disputed item in Section 14 should be followed. To the left of item on statement, write "D" to indicate disputed item.

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If there are any open items on the transaction log or statement, a copy should be made and attached to the following month's transaction packet. An open item would be a disputed item, item listed on log but not billed, or items billed but not received. Making the copy and including with the following month's log, will facilitate follow up and reconciliation process for that month.

14. Resolving Disputes with Suppliers

If cardholder is charged for an item incorrectly, he/she should contact the supplier and attempt to resolve the problem. Any communications should be documented on statement (or attachment) and include dates, the persons involved, and a brief description of the problem.

If the cardholder is unable to resolve the dispute with the supplier, the dispute form in Section 20. Forms should be completed and forwarded to the bank at the number provided.

Cardholder should record that transaction as "disputed" on statement by placing "D" to left of item. Cardholder should ensure that the next monthly statement reflects a correction and "DC" noted to left of item to indicate dispute cleared. Cardholders are allowed sixty (60) days from posting of transaction to dispute the charge.

15. Violations of Policy

Violations of Card Use Policy can result in loss of card privileges.

16. Approver Responsibilities

Department Head or designee is responsible for review and approval of reconciled statements.

Department Head or designee is responsible for ensuring that the reconciliation of the monthly statement is done timely.

17. Returning P'Cards

The P'Card is the property of the State of Georgia. Upon termination or

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retirement, the card must be surrendered to the P'Card Administrator. The P'Card Administrator or designee will sign the termination clearance form confirming return of the P'Card(s). Cardholders transferring to another department which will result in charges to a different speedtype must also return their card(s).

18. Payment

Accounting Services will post charges to the default accounts weekly. Accounting Services will receive one monthly statement for all University cardholders.

19. Procurement Review

All purchase card activity is subject to audit by GSU Purchasing, University Auditing and Advisory Services, Board of Regents Auditors, State of Georgia Auditors or other authorized designees.

20. Forms

The following list of items can be accessed from the GSU Purchasing Web Page located at www.gsu.edu/purchasing -

- Activity Log
- Check List
- Cover Sheet
- Dispute Form
- P'Card Application
- P'Card Agreement
- P'Card Missing Receipt Form
- Sales Tax Exemption Certificate