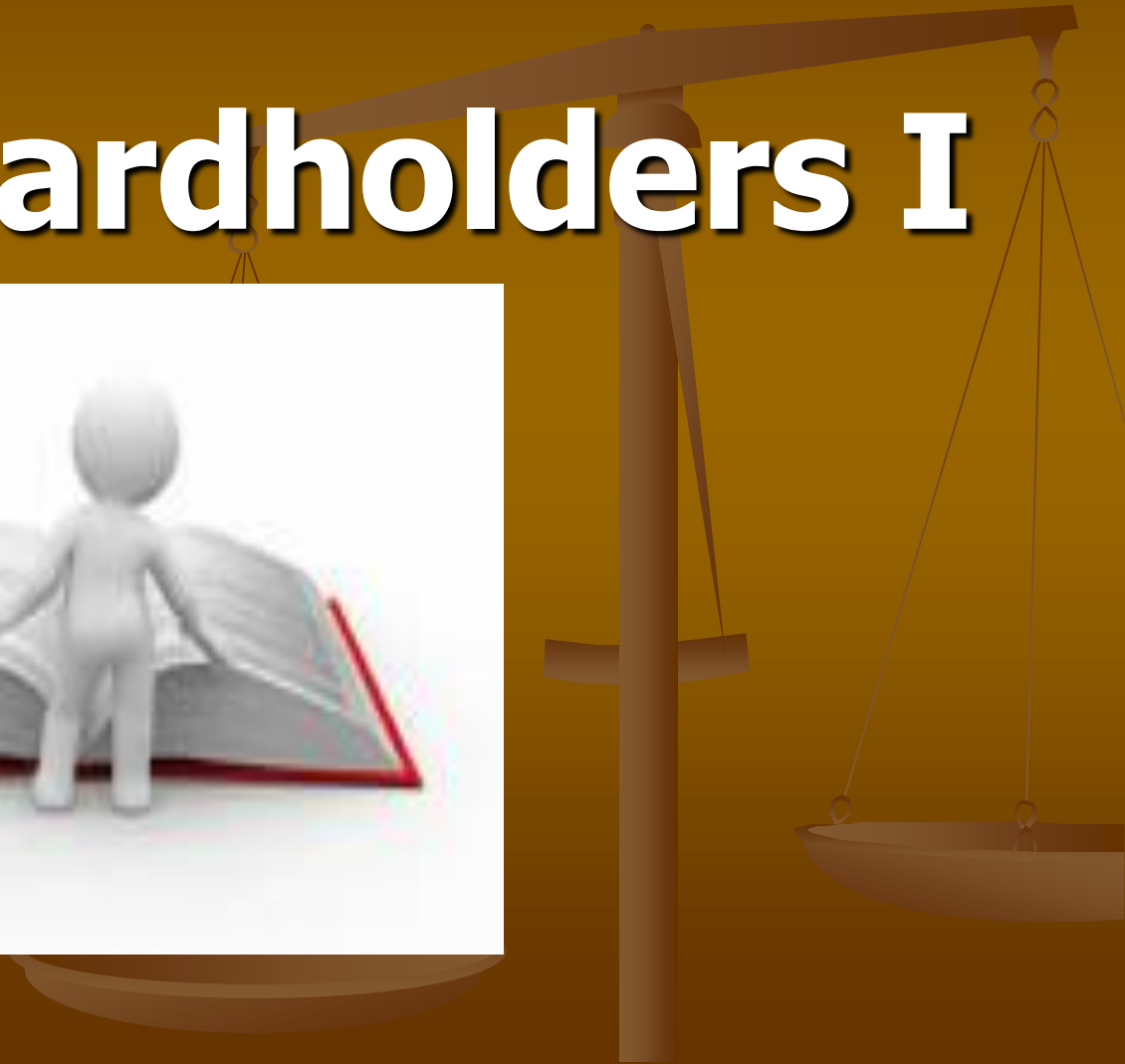


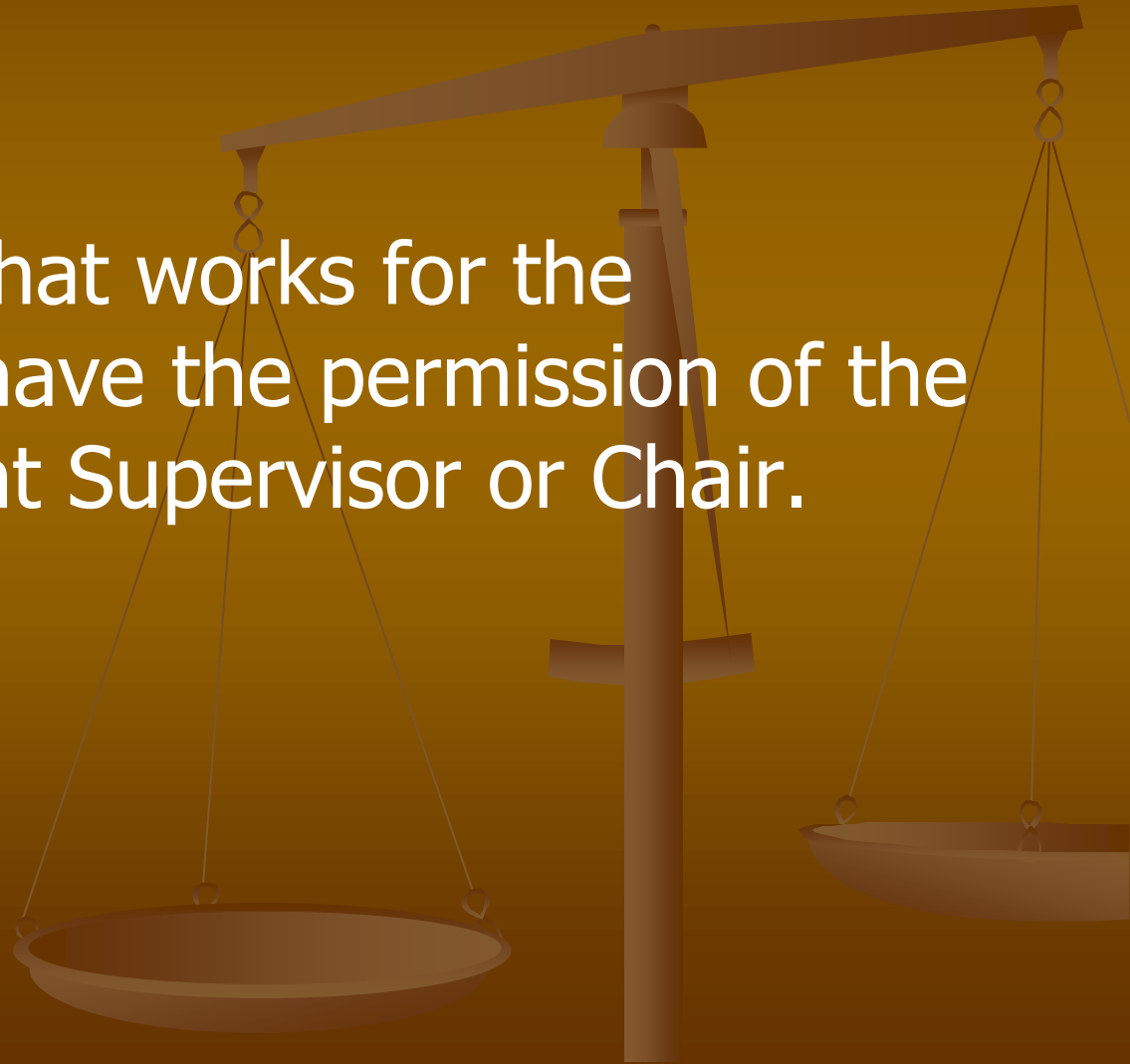
P-CARD TRAINING

■ For P-Cardholders I



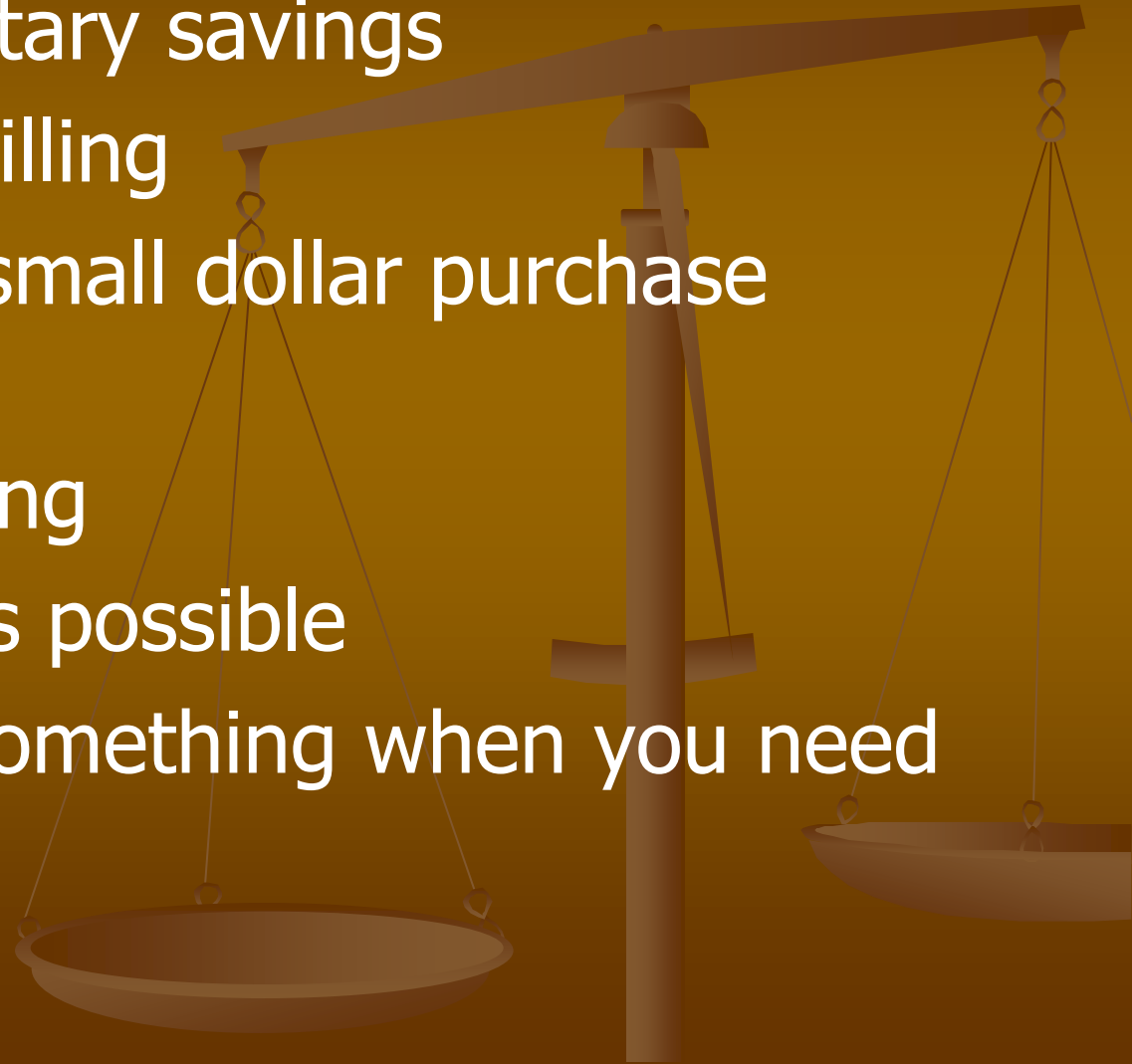
Who is eligible for a card?

- Any employee that works for the University and have the permission of the area Department Supervisor or Chair.

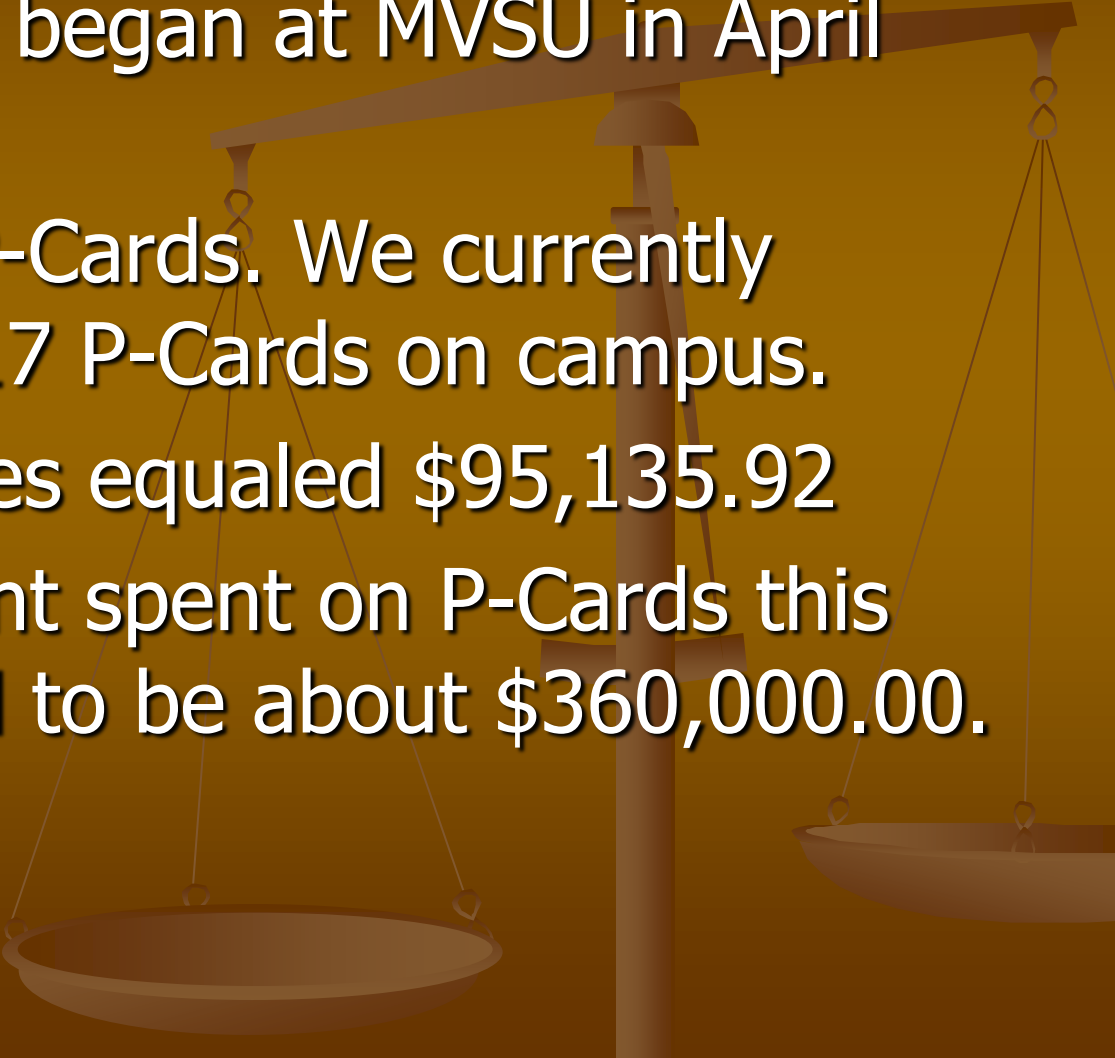


Benefits of using a P-card

- Time and monetary savings
- •Consolidated billing
- •Less need for small dollar purchase orders
- •Internet ordering
- •24/7 purchases possible
- •Ability to get something when you need it!



Brief History of the P-Card

- P-Card Program began at MVSU in April 2011
 - Started with 5 P-Cards. We currently average about 17 P-Cards on campus.
 - First year charges equaled \$95,135.92
 - Projected amount spent on P-Cards this year is expected to be about \$360,000.00.
- 

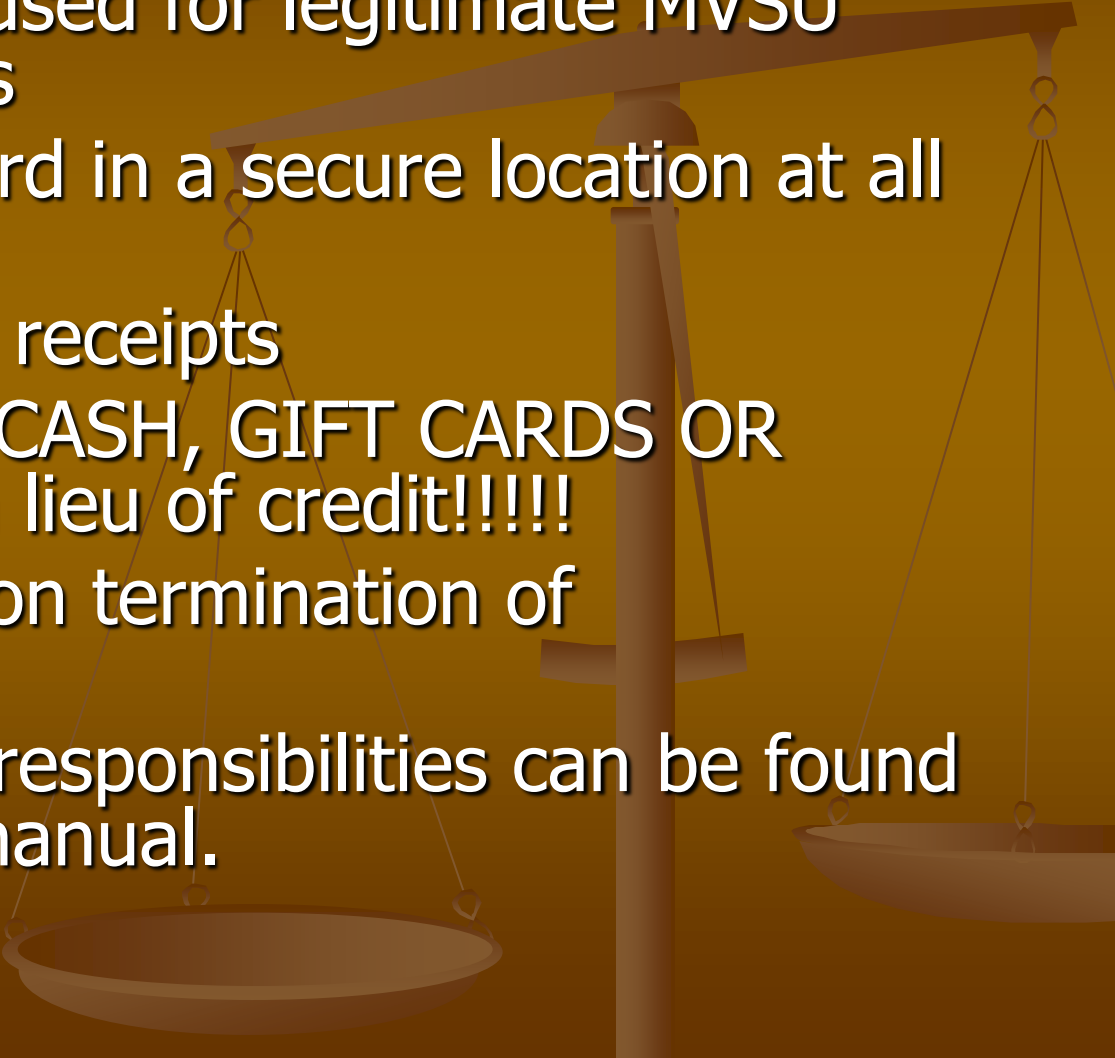
What is a P-Card?

- The Procurement Card is a Visa credit card issued by Regions Bank.
- The P-Card offers an alternative method for purchasing and paying for supplies and is used to streamline the purchasing process.
- A Single Purchase shall not exceed card level limits*
- Monthly credit limit shall not exceed the amount granted on the spending authority form*
- **The P-Card is to be used for official business purchases for Mississippi Valley State University**
- *Limit can exceed \$5000 if approved from the MVSU Purchasing Department. (Bids Required).

With Freedom Comes Responsibility



*P-Cardholder Responsibilities

- Ensure P-Card is used for legitimate MVSU business purposes
 - Maintain the P-Card in a secure location at all times
 - Obtain all original receipts
 - DO NOT ACCEPT CASH, GIFT CARDS OR STORE CREDIT in lieu of credit!!!!
 - Return P-Card upon termination of employment.
 - *Complete list of responsibilities can be found in P-Card policy manual.
- 

P-Card Privilege



- The issuance of the P-Card to you represents the trust bestowed upon you by the University to protect its assets and integrity.
- The P-Card is a privilege, not a right at MVSU. The program can be terminated by the state, the University, or Regions Bank at any time if it feels that the program is a liability due to fraud, misuse or abuse

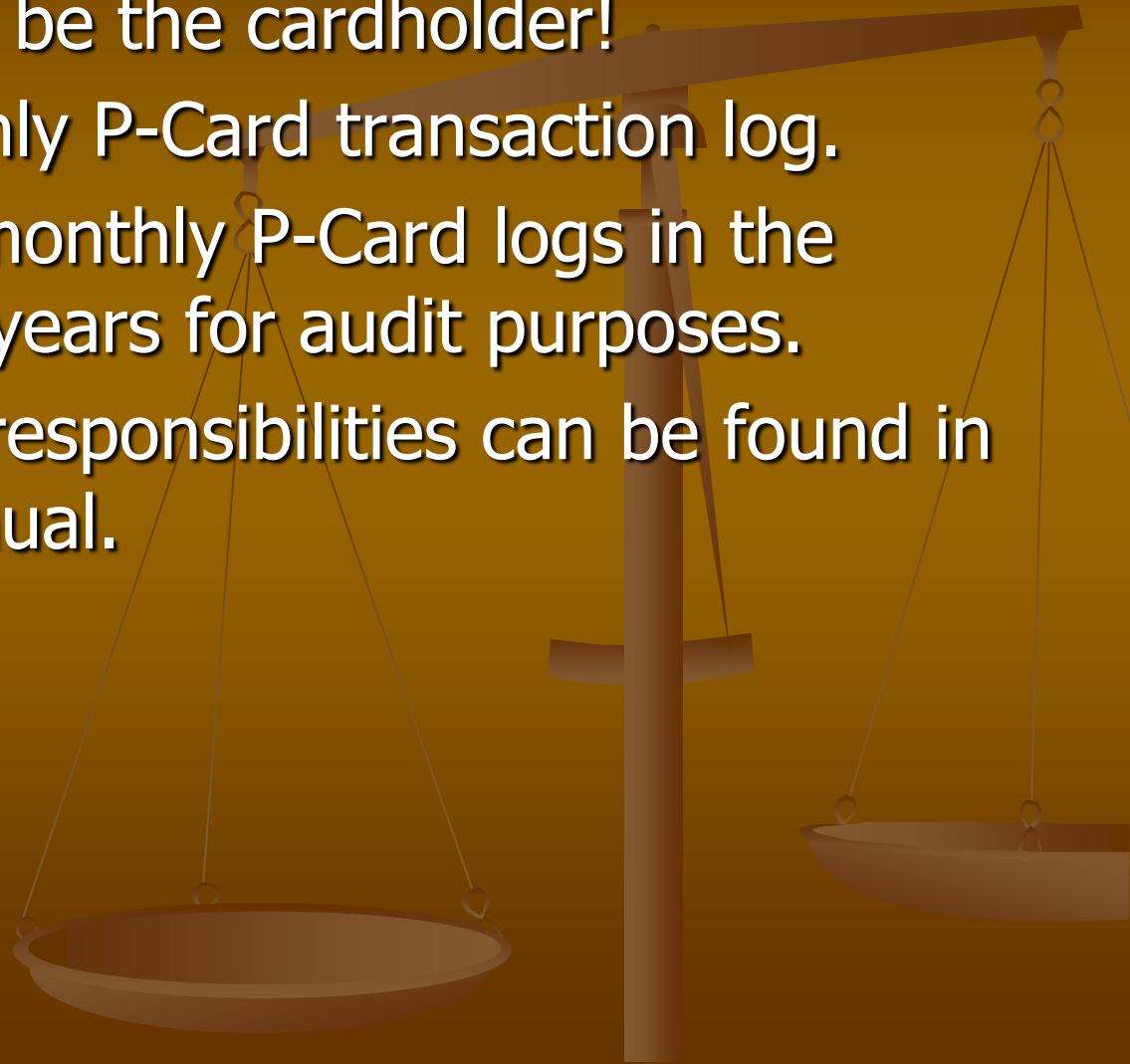
Spending Limits

- EACH TRANSACTION -The maximum single transaction varies from Card level, limit ranges from \$1,500 to \$5000 (including shipping costs).
- •MONTHLY SPENDING-The maximum monthly expenditure limit ranges from \$5,000 to \$30,000, depending on the cardholder's account level.
- Departments are expected to request a limit that accurately reflects an individual's usage and to perform a monthly review of each cardholder's transactions.



P-Card Liaison Responsibilities

- P-Card liaison can be the cardholder!
- Process the monthly P-Card transaction log.
- Retain a copy of monthly P-Card logs in the department for 5 years for audit purposes.
- *Complete list of responsibilities can be found in P-Card policy manual.



Lost or Stolen Card

- Must be reported within 48 hours; please report immediately to Regions Bank at 1-888-934-1087 (24 hours a day, 365 days a year).
- •If reported promptly, the University's liability is \$50 maximum.
- •Notify the University Purchasing Card Administrator at the first opportunity during normal MVSU business hours at 662-254-3319



P-CARD RULES AND REGULATIONS



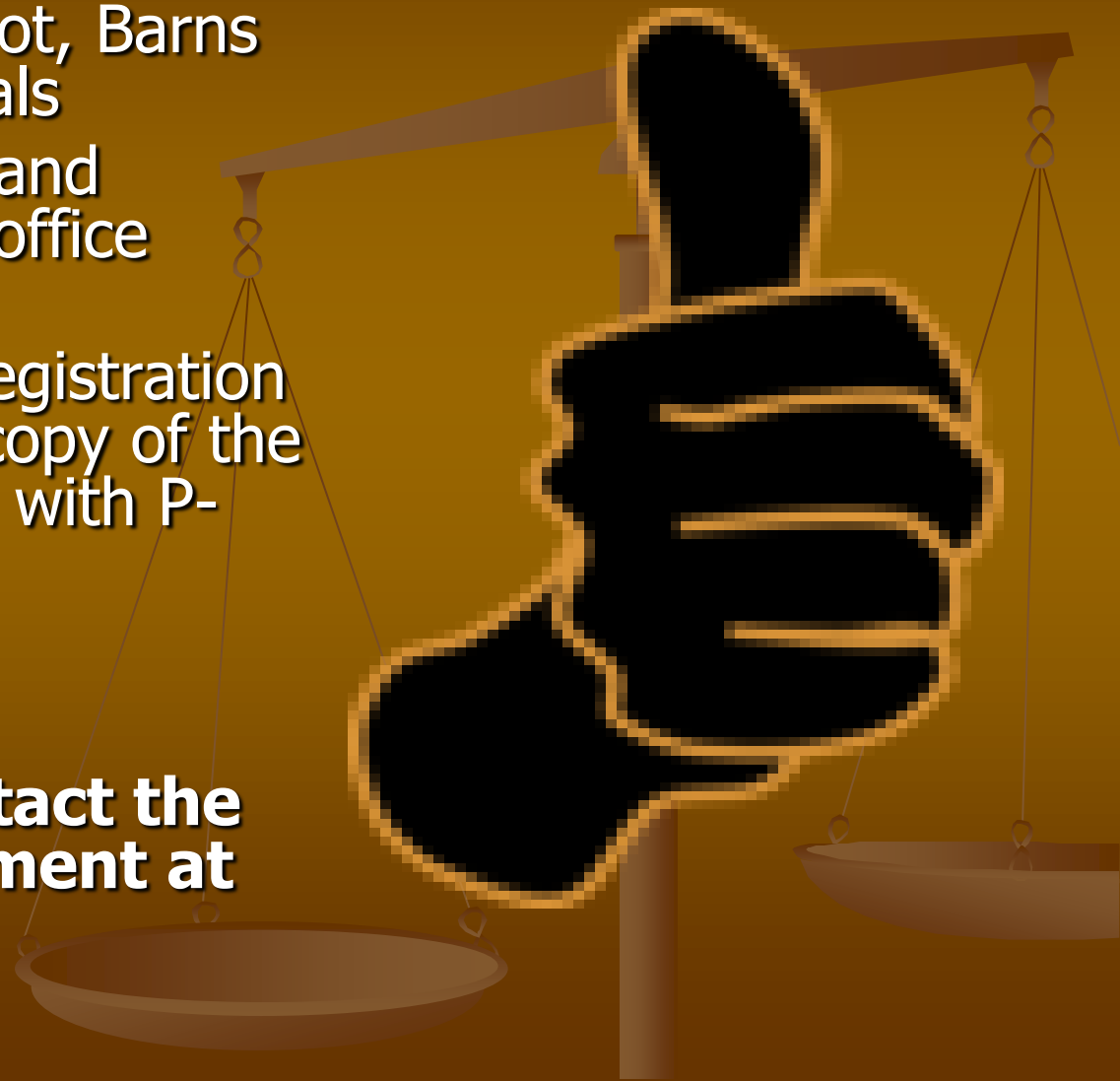
© Can Stock Photo - csp4518503

Making A Purchase

- **Purchasing In Person**—The Cardholder takes the P-Card to the supplier and verifies the supplier accepts the (***TAX EXEMPT***) Visa card .
- **•Phone Orders**—The Cardholder may telephone an order to a supplier.
- **•Internet Orders**—The Cardholder may use electronic mail to submit an order to a supplier.
 - Receipts must be obtain at each level.
- **Shipping and Receiving Instructions**-It is strongly recommended that goods ordered via the P-Card be shipped directly to your departmental campus address via UPS, Federal Express, or other method suitable for the items purchased unless the package contains hazardous materials which may require special handling.

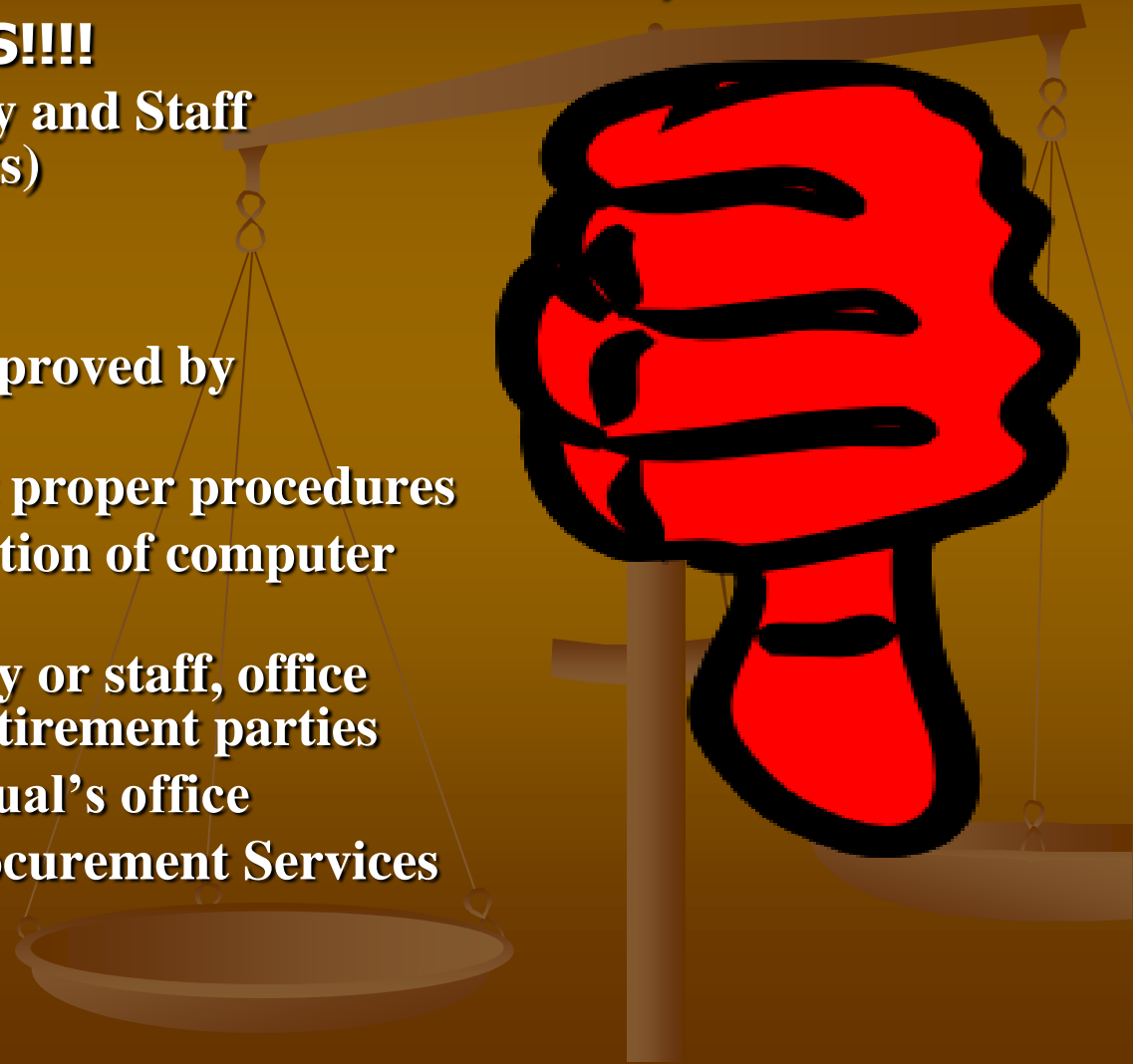
Legitimate Purchases (Allowable Purchases)

- OfficeMax, Office Depot, Barns and Nobles, Car Rentals
- Books, general office and educational supplies, office furniture
- Student Conference registration fees (must include a copy of the Food and Hotel forms with P-Card log)
- Subscriptions
- UPS, FedEx
- **When in doubt contact the Purchasing Department at 3319!!!**



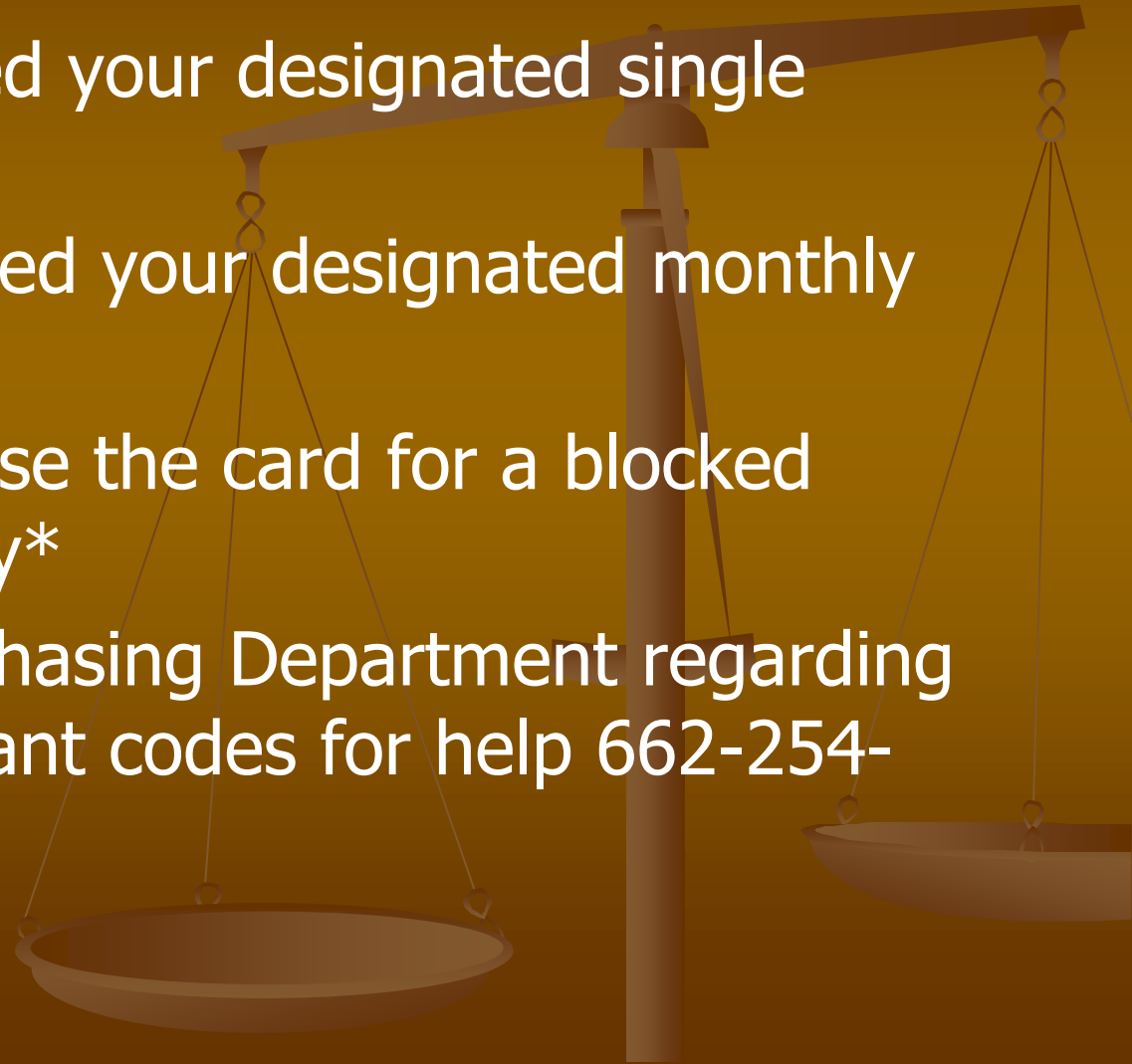
Restricted P-Card Purchases (Non-Allowable Purchases)

- **PERSONAL PURCHASES!!!!**
- Travel expenses for Faculty and Staff (airfare, Hotels, restaurants)
- Alcoholic Beverages
- Gasoline
- Gift Certificates (unless approved by Procurement Services)
- Any item over \$5000 w/out proper procedures
- Computers (with the exception of computer supplies and equipment)
- Gift Cards. Gifts for faculty or staff, office party supplies including retirement parties
- Office décor for an individual's office
- When in doubt contact Procurement Services at 3319!!!



Circumstances for Decline of Card

- You have exceeded your designated single transaction limit
- •You have exceeded your designated monthly limit
- •You attempt to use the card for a blocked merchant category*
- *Contact the Purchasing Department regarding all blocked merchant codes for help 662-254-3319.



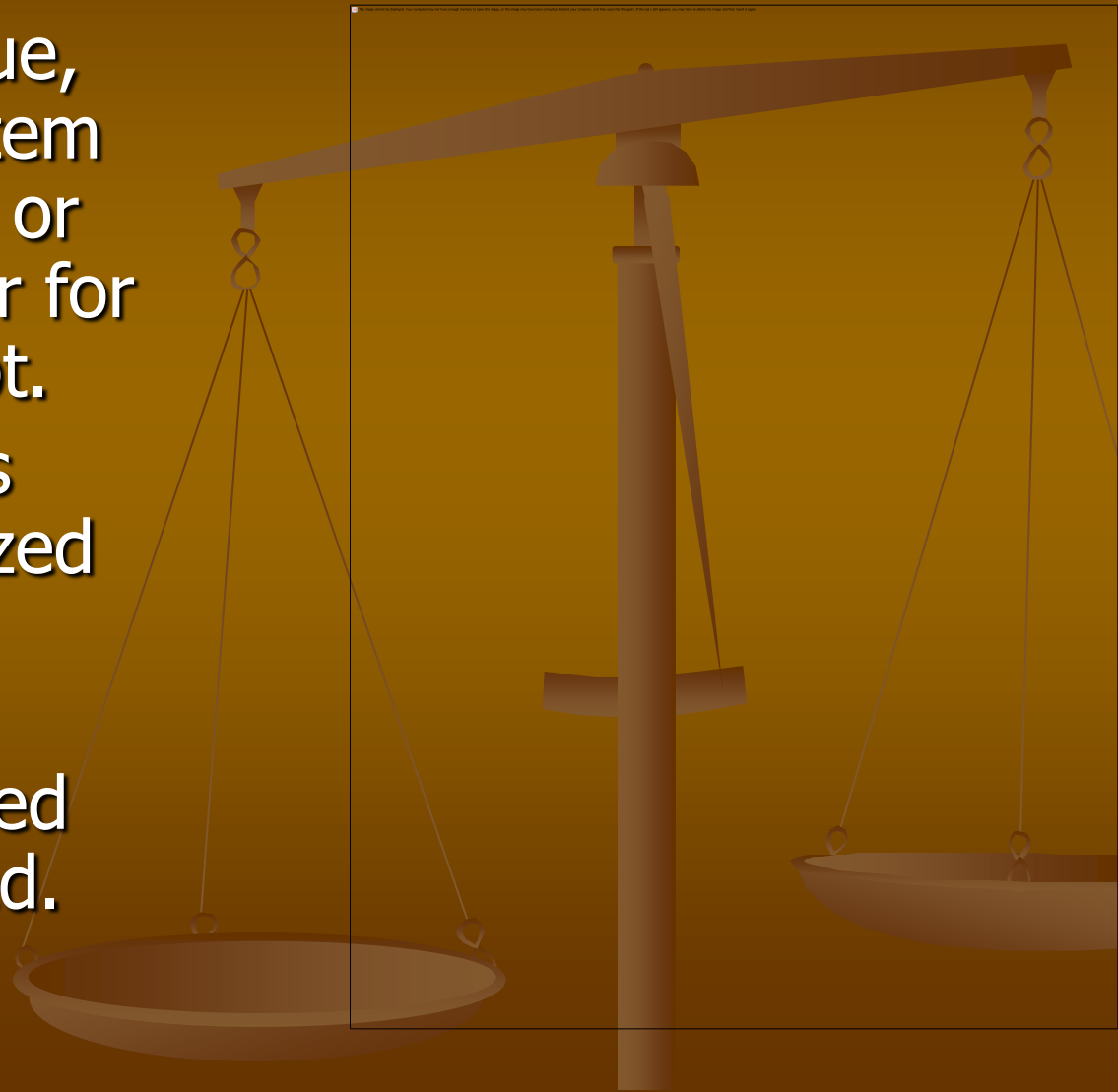
Office Supply Purchases

- This is the most common P-Card violation at MVSU.
- Office Supplies should be purchased from MVSU's contracted vendors: Check your State Contract for vendors.
- **DO NOT BUY OFFICE SUPPLIES AT WALMART!!!!!!**



Vague Receipts

- If a receipt is vague, list each specific item beside the receipt or contact the vendor for an itemized receipt.
- Hobby Lobby does not produce itemized receipts.
- Many vendors will produce an itemized receipt if requested.



OfficeMax[®]

OfficeMax #396
2300 EAST HIGHLAND DRIVE
JONESBORO, AR. 72401
(870) 310-5342

077711170421		\$6.64 *
3" Durable Viewbinder	Whit	
	Contract Price	
077711170421		\$6.64 *
3" Durable Viewbinder	Whit	
	Contract Price	
077711170421		\$6.64 *
3" Durable Viewbinder	Whit	
	Contract Price	
077711170421		\$6.64 *
3" Durable Viewbinder	Whit	
	Contract Price	
077711170421		\$8.64 *
3" Durable Viewbinder	Whit	
	Contract Price	
077711170421		\$6.64 *
3" Durable Viewbinder	Whit	
	Contract Price	

SubTotal	\$39.84
Tax 9.000%	\$3.59
TOTAL	\$43.43

VISA \$43.43
Card number: XXXXXXXXXXXXX9991
Authorization 032131

Retail Connect

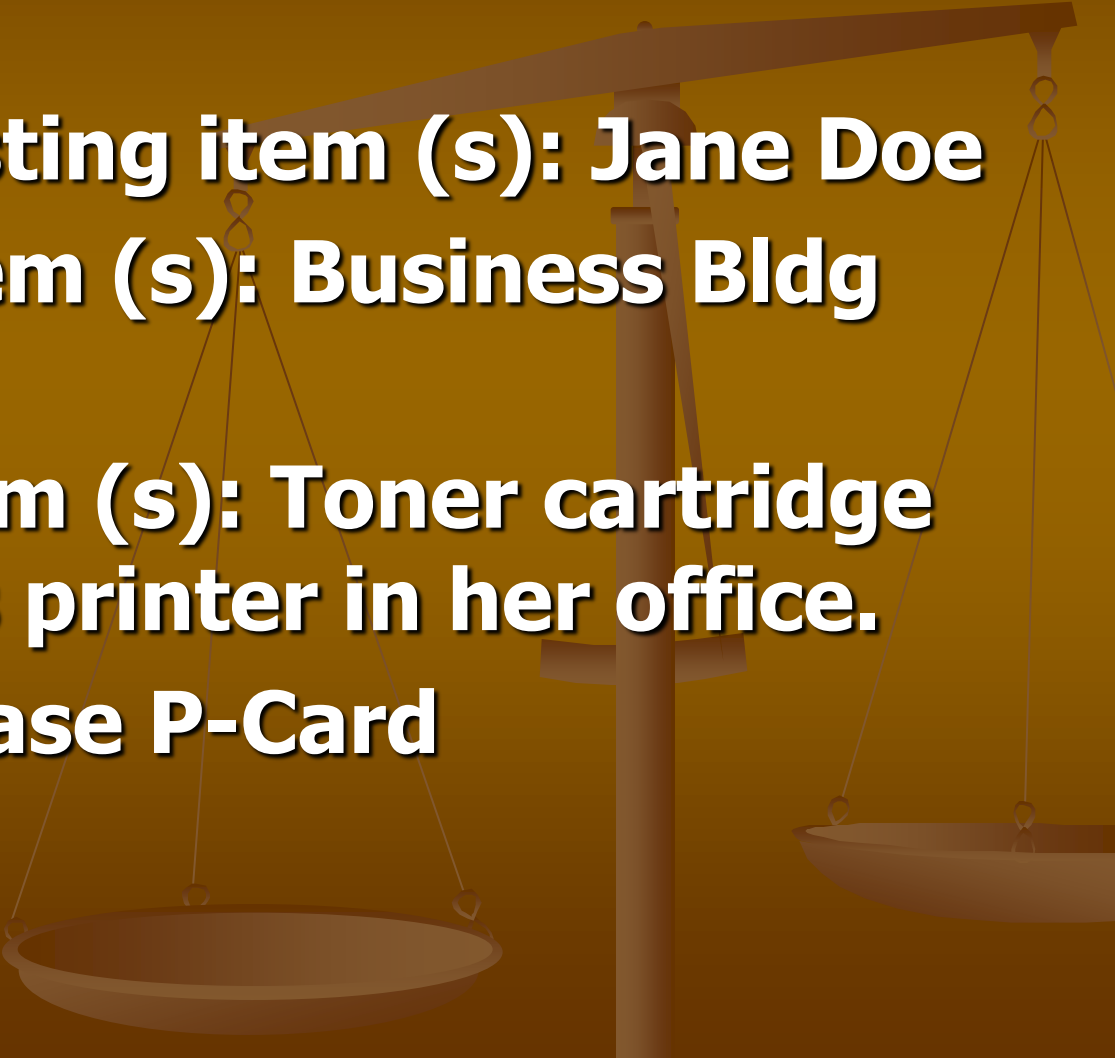
35441556
0895 00004 25488 2 11/07/07
00065912 01:00:24 PM



0006004254880001110707003

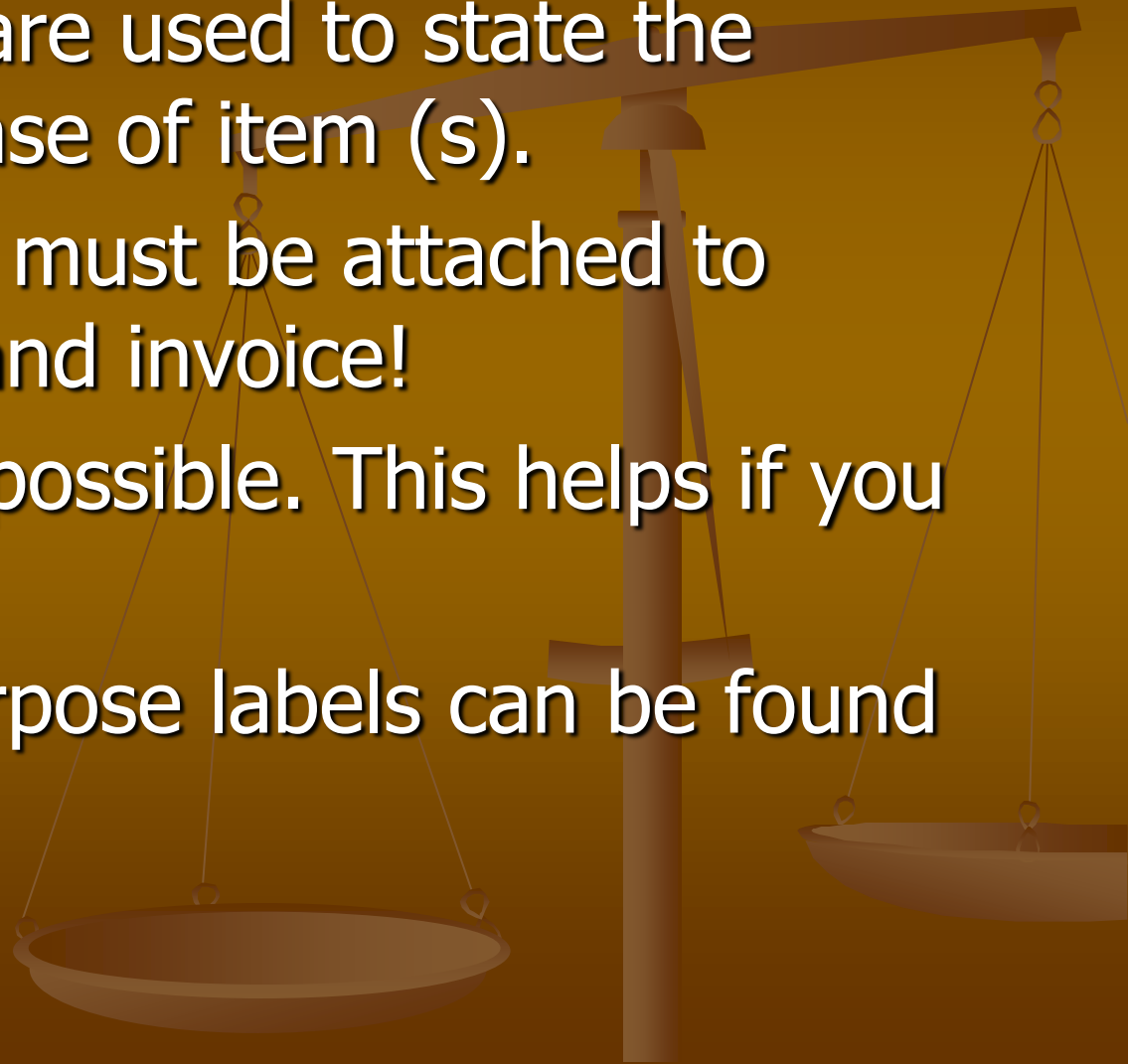
Person requesting item(s): Jane Doe
Location of item(s): Student Union Room
413 -Items given to individuals for training
purposes.
Purpose of item(s): Viewbinders for
presentation and post-it notes for
presentation for training on Banner.

PURPOSE LABEL EXAMPLE

- **Person requesting item (s): Jane Doe**
 - **Location of item (s): Business Bldg Room 102**
 - **Purpose of item (s): Toner cartridge for Jane Doe's printer in her office.**
 - **Type of purchase P-Card**
- 

Purpose Labels

- Purpose labels are used to state the business purchase of item (s).
- A purpose label must be attached to EVERY receipt and invoice!
- Be **specific** as possible. This helps if you are audited.
- Template of purpose labels can be found on our website.



Using the P-Card Examples of Receipts



Friday, May 14, 2010
Sizzler
Come again!

142-

Table #0

You ordered:

SALAD BAR LUNCH	\$7.49
>ICED TEA	\$2.29
SALAD BAR LUNCH	\$7.49
>WATER	

Sub Total	\$17.27
Tax	\$1.31

TICKET TOTAL \$18.58

CREDIT CARD \$18.58

TENDER TOTAL \$18.58
CHANGE \$0.00

come back soon.

Tkt: 142-SARAHH at 12:32:20 PM

#439 Logan

Cashier 01 - End

Acceptable An itemized receipt shows the merchant/vendor, date, quantity, description, cost of each item and total charge.

Not-acceptable A credit card receipt by itself only shows the total. It lacks sufficient detail about nature of purchase.

Sales Tax Note Cardholder should inform merchant/vendor that USU is tax exempt. Tax exempt number is imprinted on the front of the P-Card.

SIZZLER 439
1165 NO MAIN S
LOGAN, UT 84321

Merchant ID: 00000000891540
Term ID: 01701909
Server ID: 1005
329050422998

Sale

VISA

XXXXXXXXXXXX

Entry Method: Swiped

Apprvd: Online Batch#: 000207

05/14/10 12:32:20

Inv #: 000023 Appr Code: 138940

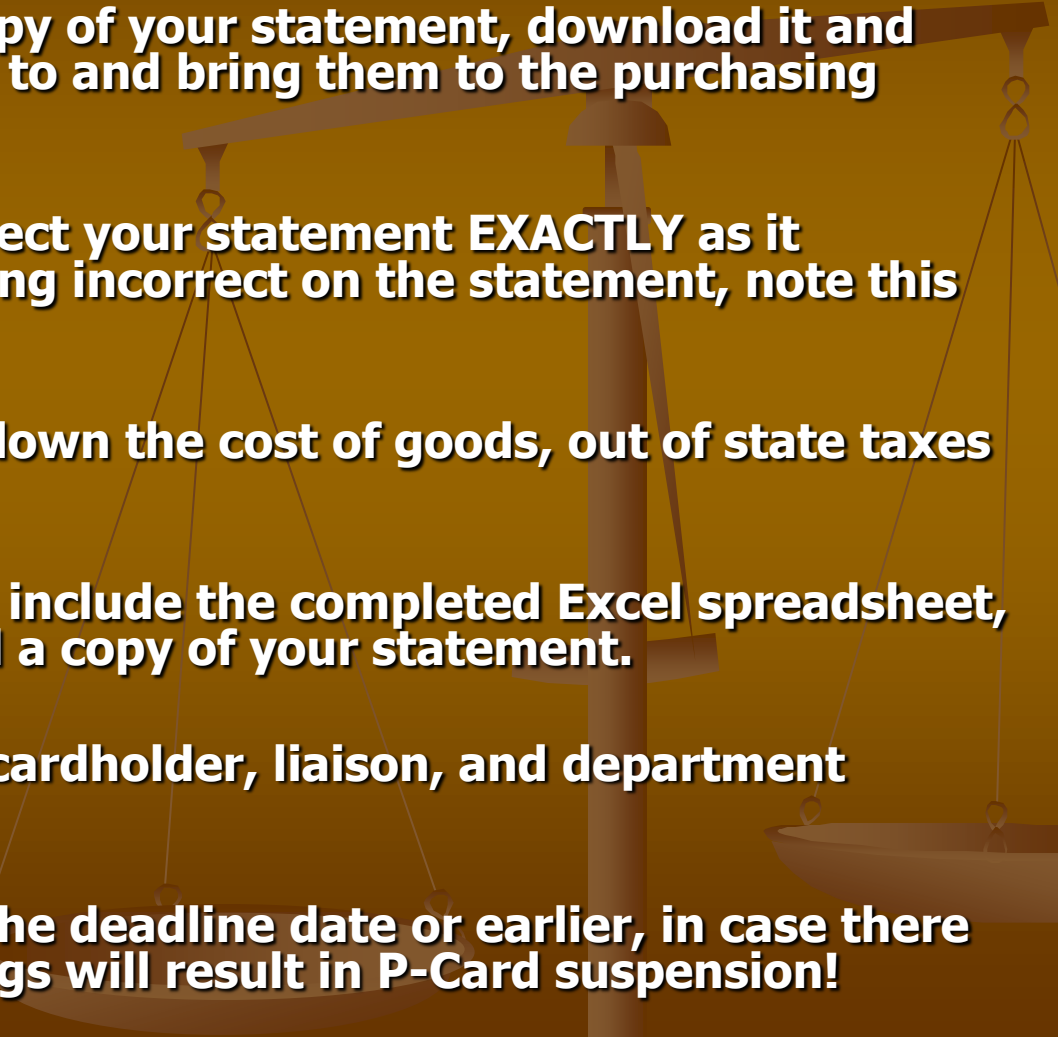
Total: \$ 18.58

Customer Copy

In this particular case, the cardholder should retain both receipts. The itemized receipt (left) shows what was purchased and the credit card receipt (right) shows the method of payment

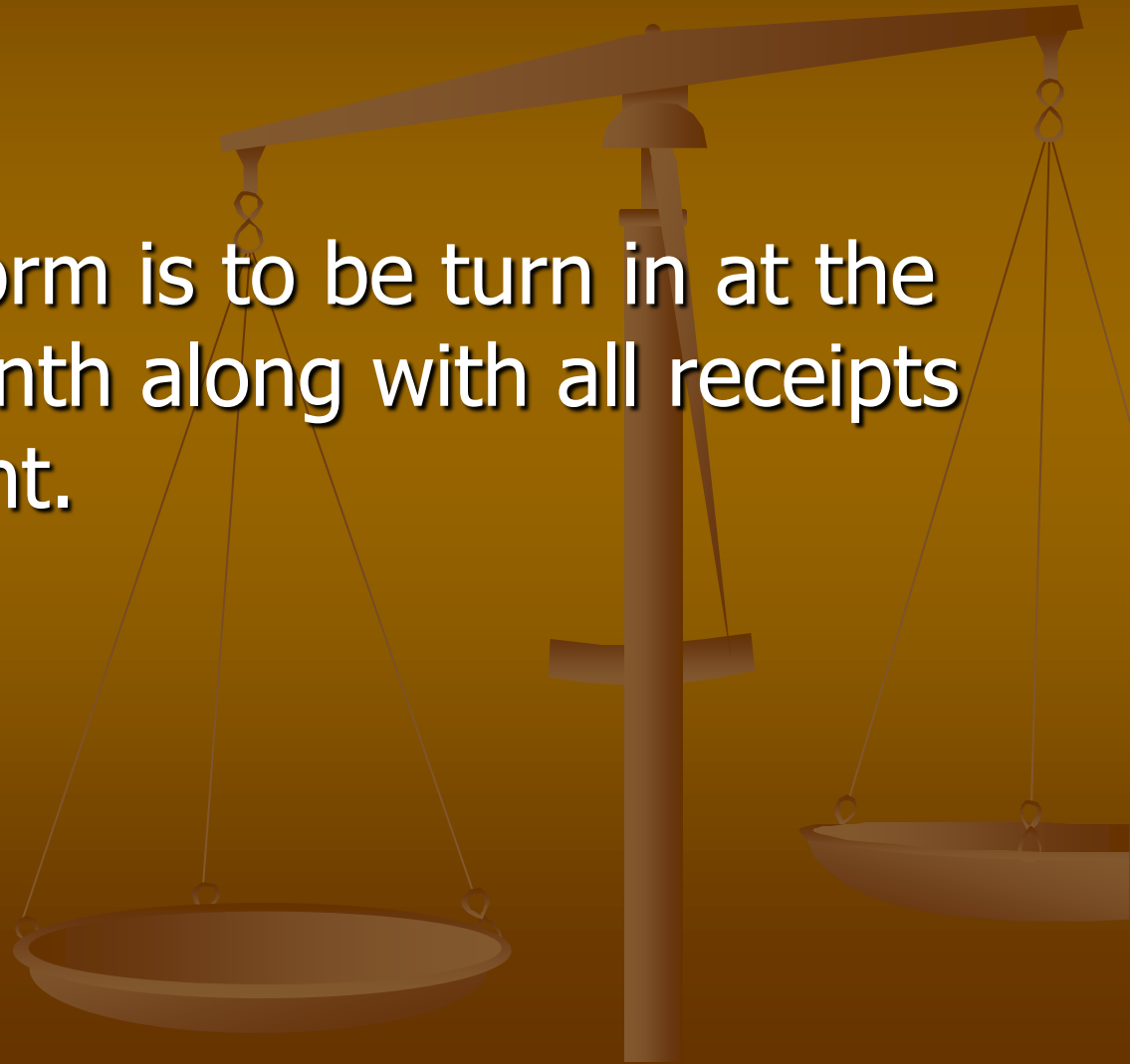
THE P-CARD LOG

The P-Card Log is the monthly paperwork for the P-Card.

- **After receiving the email copy of your statement, download it and attach all form and receipts to and bring them to the purchasing office.**
 - **Type your P-Card log to reflect your statement EXACTLY as it appears. If there is something incorrect on the statement, note this on your receipt.**
 - **Use your receipts to break down the cost of goods, out of state taxes if any and shipping.**
 - **Your transaction log should include the completed Excel spreadsheet, all the original receipts, and a copy of your statement.**
 - **Obtain all your signatures: cardholder, liaison, and department supervisor.**
 - **Turn in your P-Card log by the deadline date or earlier, in case there is a problem. Late P-Card logs will result in P-Card suspension!**
- 

P-Card Transaction Log

- The following form is to be turn in at the end of each month along with all receipts and or statement.



PURCHASING CARD CYCLE TRANSACTION LOG

Card Holder: Jane Doe

Dept: Biology

Card Number: (last 4 digits) 9999

Purchasing Cycle Dates: 10/16/07-11/15-07

Trans. Date	Supplier/Vendor	Description Goods/Services Ordered	Costs of Goods	Sales Tax	Shipping Costs	Account Number Charged (Use Banner account number)				Total Cost	Accum Expe
						Fund	Org	Acct	Prog		
10/23/2007	OfficeMax	Viewbinders & Post-It Notes	\$ 74.06	\$ 6.66		110000/213101/711200/1500				\$ 80.72	\$
11/07/2007	Office Depot	Staples	\$ 9.08	\$ 0.81		110000/213101/711200/1500				\$ 9.89	\$
11/07/2007	Allied Corporate	Rolling Stool for Lab	\$ 187.00	\$ 16.83		110000/213101/711200/1500				\$ 203.83	\$
11/07/2007	ASU Bookstore	Desk Calendars	\$ 26.97	\$ 2.43		110000/213101/711200/1500				\$ 29.40	\$
11/09/2007	ASU Bookstore	Desk Calendars	\$ 17.04	\$ 1.53		110000/213101/711200/1500				\$ 18.57	\$
11/07/2007	OfficeMax	Viewbinders	\$ 39.84	\$ 3.59		110000/213101/711200/1500				\$ 43.43	\$
11/13/2007	ASU Bookstore	Office Supplies	\$ 4.46	\$ 0.40		110000/213101/711200/1500				\$ 4.86	\$
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	
										\$ -	

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 UNIVERSITY AND THAT ALL DOCUMENTATION RELATED TO THESE PURCHASES ARE BEING MAINTAINED IN THE DEPARTMENT'S FILE AREA. THESE ITEMS HAVE BEEN RECEIVED AND ARE ACCOUNTED FOR.

Cardholder Signature: Jane Doe
 P-Card Liaison Signature: Jane Doe
 Department Supervisor Signature: Dr. J.H. Smith

Date: 11/15/08
 Date: 11/15/08
 Date: 11/16/07

**MISSISSIPPI VALLEY STATE UNIVERSITY
PURCHASING CARD CYCLE TRANSACTION LOG**

Card Holder: NAME Dept: DEPT Card Number: (last 4 digits) 0000 Purchasing Cycle Dates: MM/16/YEAR - MM/15/YEAR

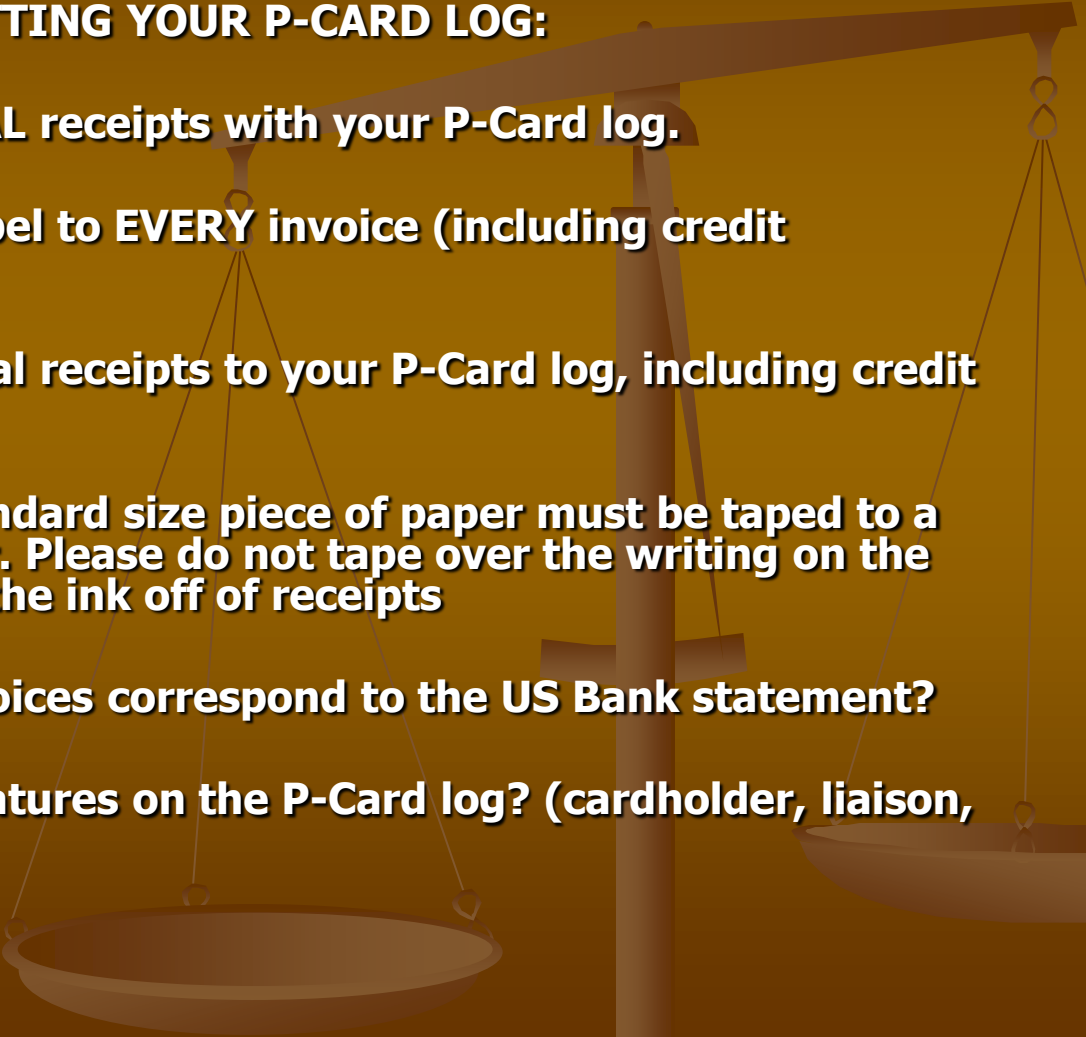
Trans. Date	Supplier/Vendor	Description Goods/Services Ordered	Costs of Goods	Sales Tax	Shipping Costs	Account Number Charged (Use Banner account number)			Total Cost	Accumulated Expense
						Org	Acct	Prog		
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
									\$ -	\$ -
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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 MISSISSIPPI VALLEY STATE UNIVERSITY AND THAT ALL DOCUMENTATION RELATED TO THESE PURCHASES ARE BEING MAINTAINED

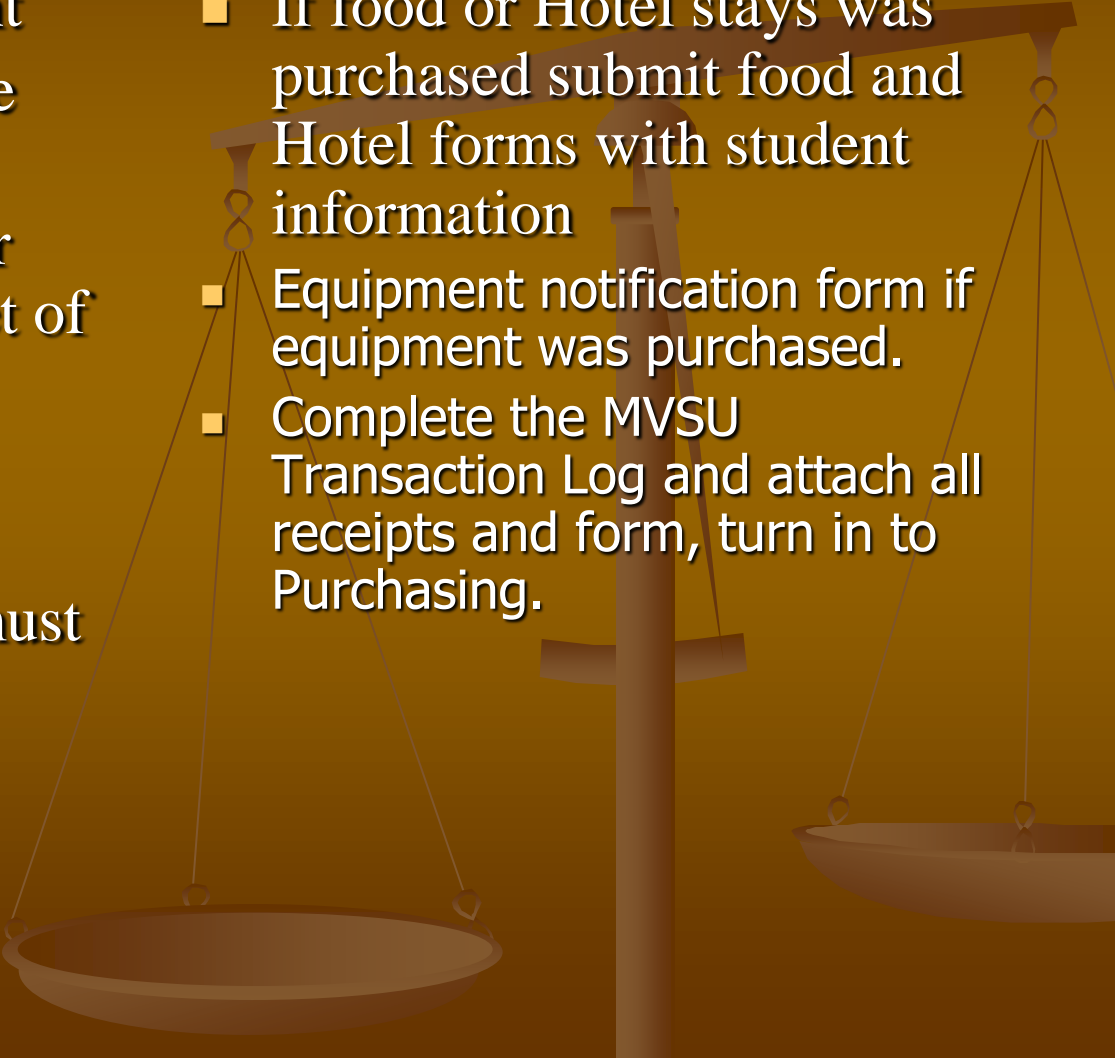
Cardholder Signature: _____
P-Card Liaison Signature: _____
Department Supervisor Signature: _____

Date: _____
Date: _____
Date: _____

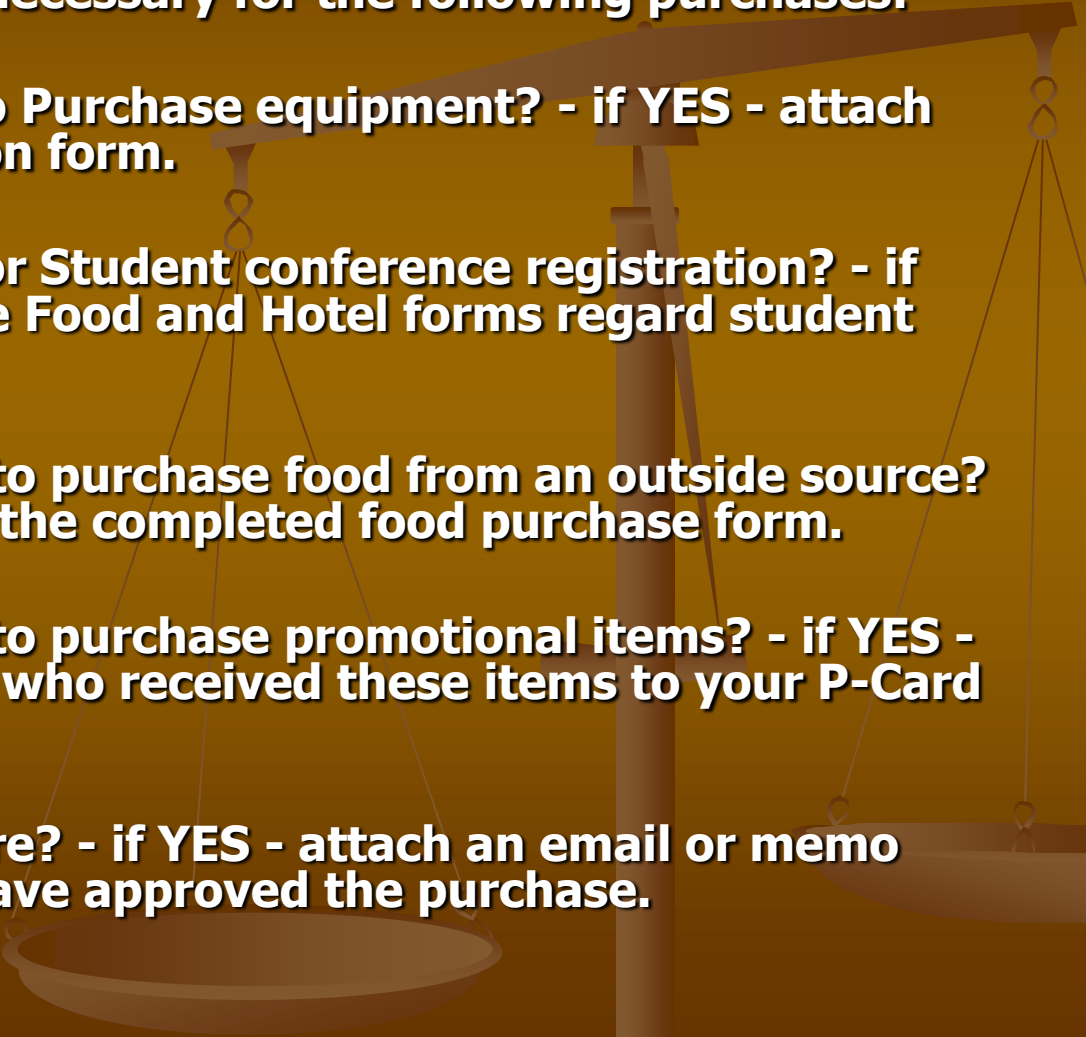
Review Before Sending P-Card Log to Procurement

- **CHECKLIST BEFORE SUBMITTING YOUR P-CARD LOG:**
 - **You must send the ORIGINAL receipts with your P-Card log.**
 - **Did you attach a purpose label to EVERY invoice (including credit invoices)?**
 - **Did you attach all the original receipts to your P-Card log, including credit invoices?**
 - **Receipts smaller than a standard size piece of paper must be taped to a standard size sheet of paper. Please do not tape over the writing on the receipt. Scotch tape erases the ink off of receipts**
 - **Did the amounts on the invoices correspond to the US Bank statement?**
 - **Did you obtain correct signatures on the P-Card log? (cardholder, liaison, dept supervisor)**
- 

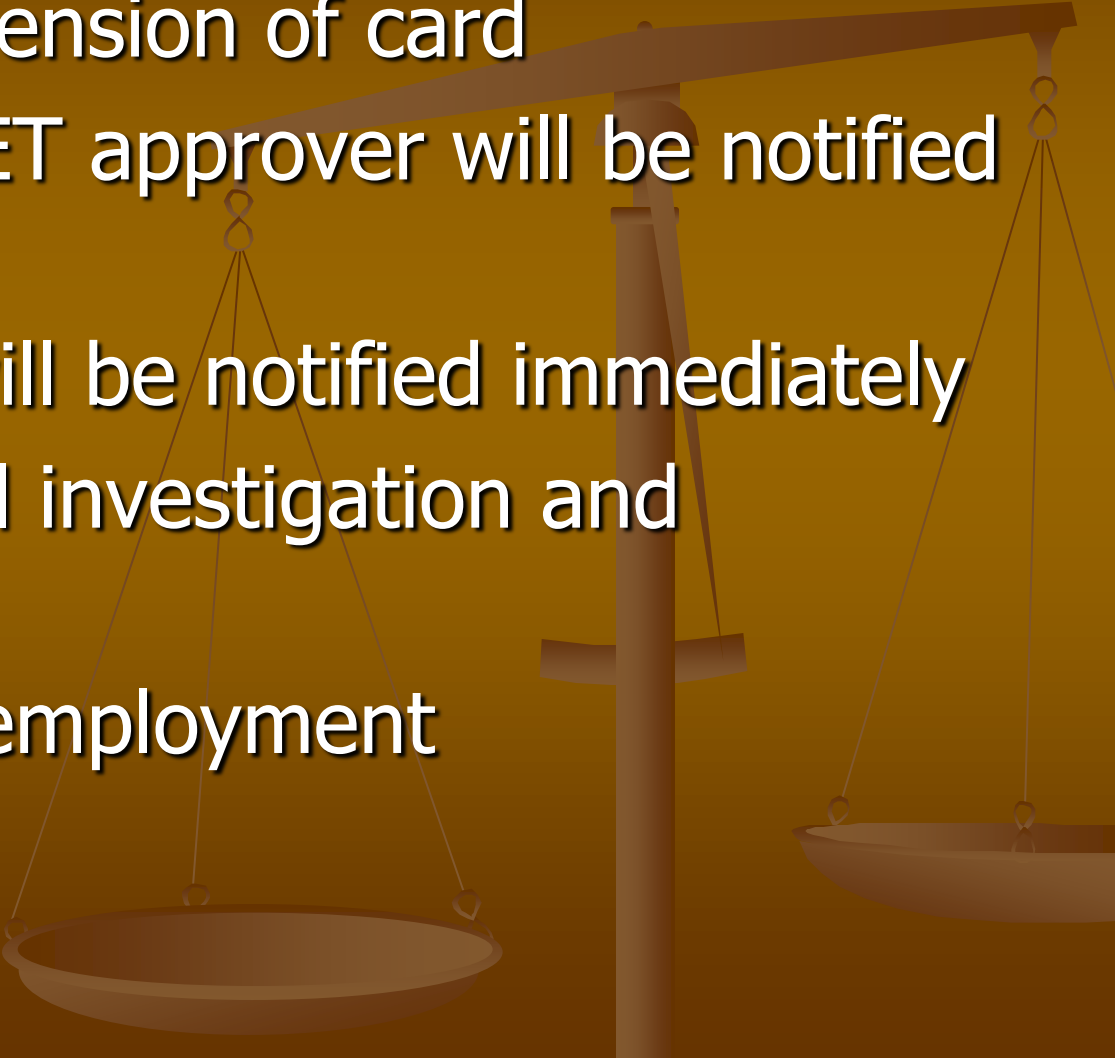
P-Card Check list

- Copy of Bank Statement
 - All receipts listed on the Bank statement
 - Tape small cash register receipt to 8 ½ x 11 sheet of paper
 - Make sure receipts are itemized.
 - Questionable item (s) must have explanation
 - If food or Hotel stays was purchased submit food and Hotel forms with student information
 - Equipment notification form if equipment was purchased.
 - Complete the MVSU Transaction Log and attach all receipts and form, turn in to Purchasing.
- 

Additional Paperwork Required

- **Additional Paperwork is necessary for the following purchases:**
 - **Did you use the P-Card to Purchase equipment? - if YES - attach the equipment notification form.**
 - **Did you use the P-Card for Student conference registration? - if YES - attach a copy of the Food and Hotel forms regard student travel to the P-Card log.**
 - **Did you use your P-Card to purchase food from an outside source? -if YES - attach a copy of the completed food purchase form.**
 - **Did you use your P-Card to purchase promotional items? - if YES - attach a list of recipients who received these items to your P-Card log.**
 - **Did you purchase software? - if YES - attach an email or memo from ITS showing they have approved the purchase.**
- 

Suspected Fraudulent Card Use

- Immediate suspension of card
 - User and TARGET approver will be notified by e-mail
 - Internal Audit will be notified immediately
 - Possible criminal investigation and prosecution
 - Termination of employment
- 

Lost Receipts

- **Failure to provide a receipt will be considered a personal purchase and must be reimbursed by the cardholder.**
- **The P-Cardholder's supervisor and Vice-President will be informed of this purchase and the P-Card will be turned off until the Vice-President advises otherwise.**
- **Many vendors will replace a lost receipt if you contact them and request it.**



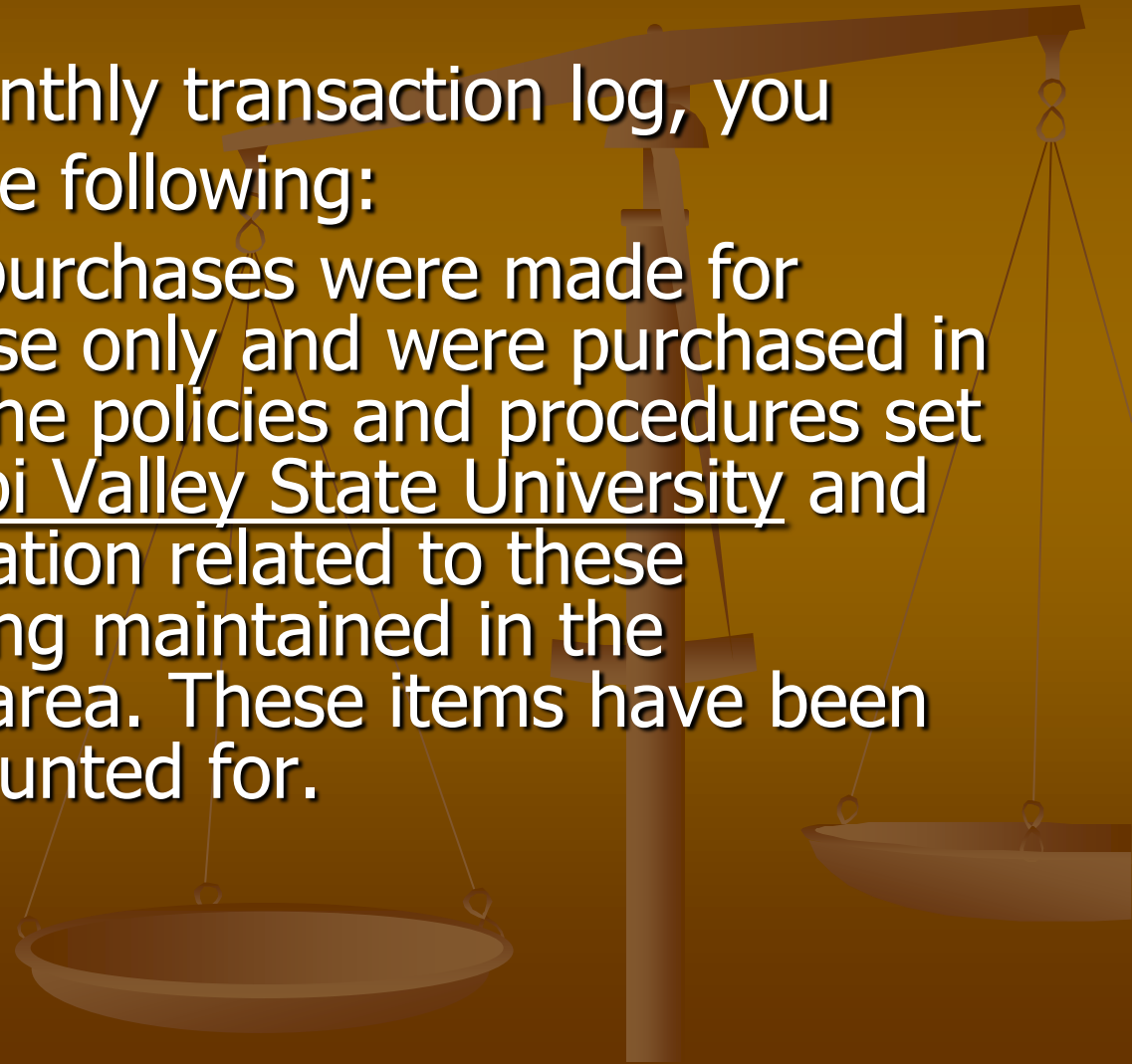
Location of Purchases

- Make sure items purchased can be located in your department before signing your name to the P-Card transaction log!!!
- Your name is on the P-Card. You are responsible for every purchase!



What Your Signature Means

- By signing the monthly transaction log, you
- are agreeing to the following:
- I certify that the purchases were made for official business use only and were purchased in accordance with the policies and procedures set forth by Mississippi Valley State University and that all documentation related to these purchases are being maintained in the department's file area. These items have been received and accounted for.



Disciplinary Measures

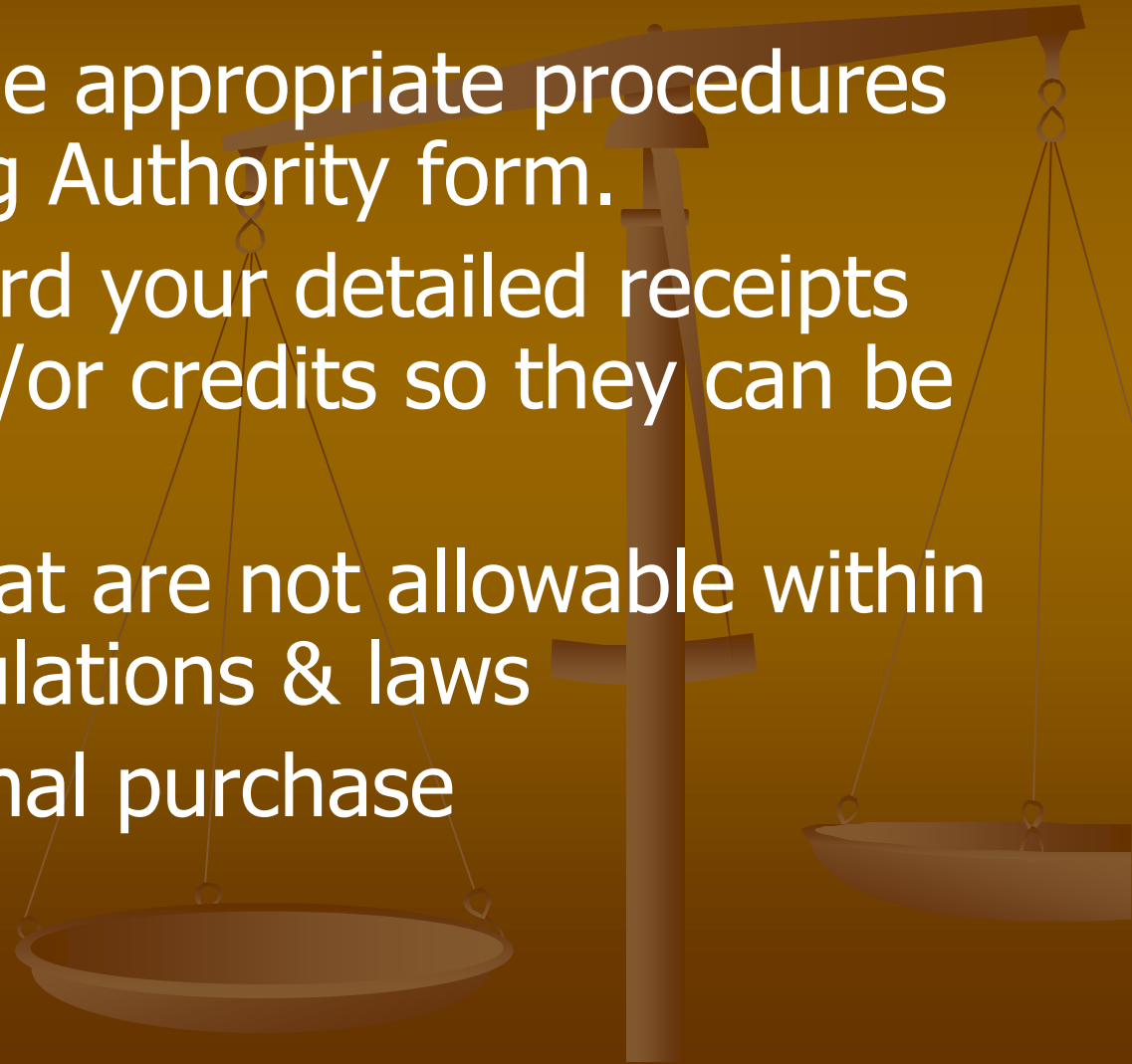
- **P-Cardholders who fail to**
- **comply with program**
- **guidelines, or who**
- **knowingly use the**
- **P-Card for fraudulent**
- **activity can expect:**
- **Revocation of P-Card**
- **Privileges**
- **Reimbursement of**
- **fraudulent charges**
- **Termination of**
- **employment**
- **Prosecution in a court of**
- **law**



Ouch, that has Gotta hurt!

4 Quick Ways to Lose Your P-card Privileges:

- Not following the appropriate procedures on the Spending Authority form.
- Failure to forward your detailed receipts for charges and/or credits so they can be imaged into FYI
- Buying items that are not allowable within purchasing regulations & laws
- Making a personal purchase



Card Use Delegation

- The University has developed a procedure so you may delegate the use of your card to someone else if the need arises.
- • This procedure is not for continual use of your card by someone else. They should obtain their own card if they are responsible for buying.
- • The Cardholder Delegation Form must be completed and attached to the receipt, and sent to Accounts Payable for imaging into FYI.

P-CARD DELEGATION FORM

- Mississippi Valley State University
- P-Cardholder Delegation Form

- I, (cardholder) _____, am delegating the use
- of my P-Card to (delegated employee) _____ for
- use in procuring certain goods and services. Authorization is given for the period
- _____ through _____. By signing this agreement, you as
- (delegated employee) acknowledge that you understand and will comply with all of the
- Mississippi Valley State University Procurement Card guidelines, as listed below.
- I, as the authorized and approved cardholder, fully understand that I am ultimately responsible
- for the purchases made by the delegated employee using my P-Card.
- Both the delegated employee and the cardholder must sign and agree to the following terms and
- conditions regarding the use and safekeeping of the procurement card (P-Card):
- 1. I will be making financial commitments on behalf of the Mississippi Valley State University and will obtain
- fair and reasonable prices.
- 2. I have received instruction from cardholder and agree to follow all procedures established for use of the P-
- Card.
- 3. I will not use the P-Card for non Mississippi Valley State University related business, unauthorized
- purchases, or for personal purchases.
- 4. I will immediately return the P-Card, and all receipts, to the cardholder.
- 5. I understand that the use of the P-Card does not exempt me from purchasing requirements as set forth in
- Mississippi Valley State University policy and procedures and the P-Card guidelines.
- 6. I understand that I am personally responsible for obtaining ALL original detailed receipts (purchase and
- credit documents) and submitting them in accordance with University of Arkansas P-Card procedures.
- 7. I understand that any purchases made by me will be recorded and reviewed in
- management reports, to insure compliance with Purchasing and P-card guidelines.
- 8. I understand that failure to follow any of the above listed terms & conditions or if found to have misused
- the P-Card in any manner may result in:
- Revocation of the privilege to use the P-Card
- Disciplinary action
- Termination of employment, and/or criminal charges being filed with the
- appropriate authority.
- I hereby accept the above terms and conditions for delegation of the P-Card.

Delegated Employee Name

Delegated Employee Signature

Date Signed

Cardholder Name Printed

Cardholder Signature

Date Signed

This form must be attached to each receipt for which the delegation of the P-Card was used.

Maintain copy for your records.

P-Training for Department P-Cardholders

- Procurement Services
- Call if you have any questions
- Main Number – 662-254-3319
- <http://www.mvsu.edu/purchasing/>



Test Questions

Show what you have learned complete the study questions

