

THE UNIVERSITY OF SOUTHERN MISSISSIPPI PROCUREMENT CARD PROGRAM

The Procurement Card Program offers the university a new way of doing business by providing Visa credit cards to end users in the departments. The cards provide an easy, familiar purchase method that will greatly improve customer service by reducing order time for small dollar purchases (under \$500 per transaction).

The program is expected to lower the overall administrative costs for processing small dollar purchases from ordering through payment. For every purchase that is made using the card, the processing time and effort the department, Purchasing, and Financial Affairs put forth individually to pay for that order is reduced.

If you wish to obtain a procurement card, contact Jennifer Spring (phone: 228-872-4245).

Procurement Card Voucher Monitoring and Processing Procedures

Primary Contact: Jennifer Spring
Extension 24245
Email: Jennifer.Spring@usm.edu

Secondary Contact: Cathy Gemmill
Extension 24277
Email: Cathy.Gemmill@usm.edu

The billing period for the procurement cards is from the first to the last calendar day of the month. Amsouth will require two days processing time after the last day of the month to prepare account statements. The overall account statement will then be mailed to Accounts Payable. The memo statements (individual department statements) will be mailed directly to the departments within the same time frame.

The designated department contact will review the memo statement and verify that he or she has receipts for all charges posted. The department is responsible for submitting a completed Credit Card Voucher form to Purchasing. A copy of this form and instructions for completing it will follow. Within 5 days of receipt of the memo statement, the department contact will forward the following to Cathy Gemmill in Purchasing: a completed [Credit Card Voucher form](#) (approved and signed by an approved expenditure authority), an original receipt for each charge, the original copy of the memo statement, and the white copy of the Credit Card Voucher form. The department is to maintain a copy of the voucher form for its records. Credit Card Voucher forms can be downloaded from the [Financial Affairs web site](#).

Upon receipt of the overall account statement, Accounts Payable will remit payment to Amsouth for the entire balance. Upon receipt of the department's completed Credit Card Voucher form, Purchasing will review the voucher and its attachments and verify that no sales tax was charged, the memo statement is attached, an original receipt for each purchase is attached, and the expenses are allowable. Charges to the department will be processed from the bottom section of the Credit Card Voucher form that was completed by the departmental contact.

Challenges to Be Aware Of

The following is a list of guidelines for avoiding problems and obstacles often faced during card use or during voucher processing. Failure to follow these guidelines may result in delayed processing or issuance of a Violation Notice.

Purchases on the Procurement Card are exempt from sales tax. It is the cardholder's responsibility to remind the merchant at the point of sale that he or she is using a University Procurement Card that is exempt from state sales tax. Contact Purchasing to obtain the sales tax exemption number. If sales tax is charged, contact the merchant and request a refund.

An itemized original receipt is required for documentation of purchases. A packing slip is not sufficient.

If a merchant does not provide a receipt, the cardholder should request one. If the cardholder is unable to obtain a receipt or a receipt is missing for any other reason, a Missing Document Affidavit must be completed and attached to the copy of the Credit Card Voucher submitted to Purchasing. The [Missing Document Affidavit](#) must include a list of every item purchased on the receipt, an explanation of why the receipt is missing, and signatures of the cardholder and his or her supervisor. The copy of the Missing Document Affidavit that is provided on this web site may be printed and used.

If the cardholder will be unavailable for an extended period of time and will not be able to submit the Procurement Card Voucher in a timely manner, arrangements must be made for another individual to verify the charges and submit the voucher to Purchasing.

All items on receipts must be identifiable. Provide a description of any items that are indicated on the receipt by a stock number, model number, or any other coding that does not readily identify the item purchased.

Audit of Departmental Records

Please note that all departments will be subject to random and surprise audits from the University's Internal Audit Department and/or the Office of the State Auditor.

The following points are closely scrutinized during audits:

The card must be physically secure when not in use.

A telephone log must be maintained for all telephone orders.

If a cardholder allows another person within the department to use the card, the cardholder must sign the original receipt above the other person's signature.

Evidence of reconciliation of card purchases to monthly budget reports must be provided.

Submission of receipts by departments to Purchasing is reviewed for timeliness.

Use of the Procurement Card

Following are the minimum conditions/instructions/limitations required for all transactions utilizing The University of Southern Mississippi Small Purchase Procurement Card:

NO Procurement Card transaction may exceed four hundred ninety-nine dollars and ninety-nine cents (\$499.99) with point of sale terminals or fifty dollars (\$50.00) with manual sale receipts.

State contract items SHALL NOT be purchased using the Procurement Card unless purchased from the contract vendor.

NO personal use of the Procurement Card will be authorized or allowed.

NO ATM cash withdrawals will be allowed on the Procurement Card.

Only in-stock, immediate delivery items may be purchased. NO BACK ORDERS ARE ALLOWED. Verify that phone orders are in stock and ready for immediate shipment.

Telephone orders must be invoiced ONLY at or after date of shipment. A telephone order log SHALL be maintained by the cardholder.

Procurement Card purchases are exempt from state and local taxes.

All purchases are to be made WITHIN THE LIMITS set by the available budget authority.

NO equipment over \$499.99 or special inventory items regardless of price shall be purchased with the card. (See list of "Special Inventory Items" below.)

NO services, rentals or software are to be purchased with the card.

The Procurement Card SHALL NOT be used for travel and entertainment expenses.

The cardholder must obtain itemized transaction receipts from the merchant for each use of the card.

The cardholder should ensure that the prices paid are fair and reasonable.

All items purchased are required to be for bona fide university purposes.

Special Inventory Items

The following items may not be purchased with the procurement card, regardless of price:

Weapons	Recording devices (Tape recorders, MP3 players, iPods, CD/DVD read-write drives)
Cameras and camera equipment	Two-way radio equipment
Typewriters	Televisions, VCRs
Lawn maintenance equipment	Sterling silver
Cellular telephones	Computers
Chain saws	Air compressors
Welding machines	Generators
Motorized vehicles	Dictating equipment
Antiques	Computer equipment (printers, scanners)
Appliances (refrigerators, freezers, air conditioners, stoves, microwaves, ovens, etc.)	

The preceding list is general and subject to change. If you have any questions about whether an item would be considered a special inventory item, please contact Jennifer Spring in Procurement Services.

AMSOUTH BANK

PURCHASING CARD Commercial Card Cardholder Information

TO BE COMPLETED BY COMPANY (Please print or type)

E M P L O Y E E	Employee Name	
	Business Tel. No.	(228) 872-4200
	Emp. ID / SS #	
	Date of Birth	

C O M P A N Y	Company Name	Gulf Coast Research Lab
	Company Contact	Jennifer Spring/Cathy Gemmill
	Address	703 East Beach Blvd.
	City, State, Zip	Ocean Springs, MS 39564
	Telephone No.	(228)872-4277

S T M T	Text On Card / 4 th Line	Gulf Coast Research Lab
	Mailing Address	P.O. Box 7000
	City, State Zip	Ocean Springs, MS 39566-7000

L I M I T S	Single Trans. \$ 499.99	L D E	Cost Center	N/A
	Daily Limit\$ 3,499.00		G/L Number	N/A
	Monthly Limit \$5,000.00		Dept. Name	

I N	Employee		Date
	Approving Mgr. (Print)		
	Approving Manager		Date

TO BE COMPLETED BY BANK (Please print or type)

Bank Name									
<input type="checkbox"/> Express Mail Card			Special Handling Code <input type="checkbox"/>				<input type="checkbox"/> Charge Express Fee to Cardholder		
<input type="checkbox"/> Regular Mail Card									
CORP	BIN	PROD/SUB-PROD	TYPE PROC	COM IND					
COMPANY #	INV FREQ	CENTRAL BILL ACCT#							
CARD TYPE	INST ID	#CARDS	CRED ASSOC	ANN FEE					
BILL DAY	APPR CR SPEND LMT	SOURCE CODE	APPR CASH SPEND LMT	VIP INDICATOR					
SECRT CD	BILL CODE	EDI TPC	DIVERSION ACCT.NO.						
RPT LEVEL IND	RPT HIERARCHY ID	AUTH LEVEL IND	AUTH HIERARCHY ID						
MCC GROUP ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MCC EQUAL IND	SINGLE TXN LIMIT AMT	G/L SUB ACCT				DAILY SPEND LIMIT NO.			
DAILY SPEND LIMIT AMT	MONTHLY SPEND LIMIT NO.	EMPLOYEE ID							
COST CENTER		FEE FREQUENCY							
FI APPROVAL								DATE	

SMALL PURCHASE PURCHASING CARD PROGRAM

CARDHOLDER AGREEMENT

The cardholder shall sign a statement verifying that he/she has read these minimum requirements and any additional policies or procedures established by the Laboratory and that it is understood he/she will be personally liable for any purchase that is made which is not in compliance with these procedures; and in addition to being responsible for any such charges, the cardholder may lose the privilege of using the purchasing card and may face disciplinary action.

The following are the minimum requirements for use of the Small Purchase Purchasing Card.

The cardholder shall:

1. Assure that the items purchased are required for bona fide Laboratory purposes.
2. Assure that the prices paid are fair and reasonable.
3. Notify the merchant that the purchase is being made in the name of a government entity which is exempt from state and local taxes. Tax Exempt ID is 64-74-0188k.
4. It is the cardholder's responsibility to obtain transaction receipts from the merchant or vendor each time the Purchasing Card is used.
5. Assure that all items are received (no back orders allowed).
6. Assure that no state contract items are purchased unless from the state contract vendor
7. Assure that purchases are within the limits set and available budget authority.
8. Assure that the Purchasing Card is not used for travel and entertainment expenses.
9. Assure that no cash advances are made with the card.
10. Assure that no equipment over \$499.99 or special inventory items regardless of dollar amount are purchased with the card.
11. No services, rentals or software.

The undersigned requests that a Purchasing Card be issued for their applicant. The applicant has read the above agreement and the Laboratory Purchasing Card Cardholders' Guide and agrees to be bound by their terms and conditions. The signature of the applicant authorizes the amount of any inappropriate items purchased with the card to be withheld from any compensation due from the Laboratory (for example monthly or biweekly pay). Also, the undersigned substantiates that the Cardholder Information on the reverse is correct and within their authorization to approve for use.

Applicant's Signature

Date

The Supervisor certifies that he/she has also read the above agreement and the Laboratory Purchasing Card Cardholder Guide and agrees to be bound by their terms and conditions.

Supervisor's Signature

Date

The University of Southern Mississippi
Procurement Card
Missing Document Affidavit

Cardholder: _____ Account Number: _____

Signature of Department Supervisor: _____

	Item Description	Date of Purchase	Vendor	Cost
1				
2				
3				
4				
5				
6				
7				

Detailed explanation of missing documentation:

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to the best of his/her knowledge.

Date: _____ Signature of Employee: _____