PROCUREMENT CARD PROCESSING

# HOW TO RESOLVE TRAVEL CHARGES NOT ALLOWED

The P-Card will be the preferred method of payment of Employee Conference Registration Fees but not the only method available to employees.

* When the P-Card is either not accepted or not available as an option, **the second option** is for the employee to pay via their personal credit card and be reimbursed through travel.
* When the registration fee is for a group of employees and the P-Card is either not accepted or not available as an option a **Registration Check Request Form** can be submitted to Travel for payment. (See Travel Website for instructions) <https://www.usm.edu/procurement-contract-services/travel-policies-and-procedures>

|  |  |  |
| --- | --- | --- |
| **Charges** | **Allowed on PCard** | **NOT ALLOWED on PCard** |
| Sales Taxes | Check for Sales Tax Exemption status. See #1 | In-State (In Mississippi) |
| Vehicle Rental Charges | State Contract Providers | All optional insurance  Non Contract Providers |
| Registration Fees | Individual or Group registration only. | Options. *See #2* |
| Membership Fees | Use Account Code: 605820 (split transaction) |  |
| Dues | Use Account Code: 605820 (split transaction) |  |
| Abstract Fees | Use Account Code: 605890 (split transaction) |  |

1. <http://www.usm.edu/budget-tax-compliance/sales-tax-exemption-certificates-1>
2. Optional purchases: All spouse fees, social activities, and recreational activities, premiums: like but not limited to T-Shirts, backpacks, totes, umbrellas and other non business items.

**STEPS TO RESOLVE CHARGES NOT ALLOWED**

Contact the vendor and ask them to charge your personal credit card and to take it off of the PCARD. If that cannot be done then follow steps A, B & C below.

* 1. Deposit for the amount charged on your PCARD needs to be made in the Bursar’s Office. The Bursar’s office is located in Forrest County Hall – Room 101. They will accept a check or a credit card for payment. If your department does not have a deposit slip, there will be deposit slips available in the Bursar’s office. BE SURE to use the same account code and budget string that you used on your Resolve transaction.
  2. The teller will give you a copy of the deposit slip. Scan the deposit slip and upload it to your Resolve transaction.
  3. To be reimbursed for the above expense, you will need to complete a Travel Voucher.

**Send the Travel Voucher along with a copy of the original receipt and a copy of the deposit slip to Travel at Box 5104. “*Reference that the transaction in Resolve was rejected” on the receipt. Keep copies for your records!***