

IUP PURCHASING CARD PROGRAM PROCEDURAL GUIDELINES

Updated June, 2016

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Please note that effective 2/9/09, all requests for purchases less than \$300 that were previously handled by Procurement Services will be replaced by an IUP Purchasing Card for purchases permissible under the purchasing card policy. Employees that currently do not have purchasing cards will need to request one through Financial Operations. Please note that the cards are issued to the individuals initiating the purchases, and are not issued to departments.

Please note that effective 1/3/11, the minimum dollar amount for purchases being handled by Procurement Services has been changed from \$300 to \$500. Therefore, most purchases for materials/merchandise which would normally be ordered on one requisition totaling \$500 or less must be made using an IUP Purchasing Card. Please refer to Rick White's 12/8/10 campus-wide email.

1) OBTAINING A PURCHASING CARD

Financial Managers may request that a card be issued in the name of an employee by submitting a completed Cardholder Enrollment/Change Form (ATTACHMENT A also, available at www.iup.edu/purchasingcard) to the IUP Purchasing Card Administrator, B31 Clark Hall.

The Financial Manager accepts **full responsibility** for all actions/uses of the Purchasing Card by the employee.

The IUP Purchasing Card Administrator will review the request for enrollment and approve, or request additional information as necessary.

All cards will be received from the issuing bank and inspected by the IUP Purchasing Card Administrator.

Cardholders will be contacted by the Purchasing Card Administrator to arrange training.

During the training session, the Cardholder will be issued a copy of the IUP Purchasing Card Policy and the IUP Procedural Guidelines. The cardholder will be required to sign a Cardholder Agreement (Attachment B, also available at www.iup.edu/purchasingcard) and will be issued their IUP Purchasing Card.

2) MAKING PURCHASES

Ensure purchase costs are reasonable. Protect public funds as if they were your own.

Make official University business purchases only, avoid prohibited purchases.

Once a vendor is selected, confirms the goods are available, meets specification and delivery requirements, etc., you should do the following:

1. Confirm that the vendor agrees to accept MasterCard.
2. Inform the vendor of the University's tax-exemption from Pennsylvania State sales tax. IUP's tax-exempt number will be printed on each Purchasing Card as follows:

PA TAX EXEMPT 25-1470695

Cardholders must review receipts for each purchase to ensure that Pennsylvania State sales tax has not been assessed. If sales tax has been assessed on a purchase, the Cardholder must contact the vendor to obtain credit.

3. Provide the vendor with your correct shipping address. **DO NOT DIRECT SHIPMENTS TO THE IUP CENTRAL STORES AREA.** All purchases

must be sent directly to the cardholder ordering the merchandise to ensure the necessary record keeping documents are received.

NOTE: *Cardholders should make prudent selection of shipping options. The cost of shipping heavier packages and/or routine packages via Federal Express or UPS overnight or 2-day express can be very expensive. Such*

The Cardholder must send the following documentation to the Director of Accounts Payable by the close of business on the 8th business day following the billing cycle cutoff date:

1. Completed Transaction Log (Attachment C, also available at www.iup.edu/purchasingcard)
2. Printed copy of their Cardholder Statement of Account Report
3. Original Receipts and Shipping Documents attached to the Cardholder Statement in the order the transactions appear on the statement.
4. Documentation of Returns or Credits or any other correspondence

Should the Cardholder be unable to locate a receipt, she/he must complete and include the IUP Purchasing Card Missing Receipt Form. (Attachment D, also available at www.iup.edu/purchasingcard). A separate form must be completed for **each** missing receipt.

Note: Failure to comply with the specified timeline for review and submission of purchasing card documentation will be considered a violation of the cardholder privileges and the card may be revoked.

5) DISPUTING ERRONEOUS CHARGES

Cardholders must notify the vendor to resolve any erroneous charges that appear on the Purchasing Card Monthly Statement.

Cardholders must notify their Financial Manager of erroneous charge issues, and the Financial Manager will assist in resolving the disputed charges if necessary.

If the problem cannot be worked out with the vendor, Bank of America is utilized to dispute the charge.

6) LOST/ STOLEN PURCHASING CARDS

Cardholders are responsible to safeguard their Purchasing Card, passwords, and account numbers. A Cardholder must not allow others to use his/her account number. **A violation of this policy will result in the**

7) CARDHOLDER SEPARATION, TRANSFER, OR TERMINATION

Prior to separation, transfer or termination from University employment, the Cardholder must surrender the purchasing card and current transaction log with receipts to the Card Administrator.

8) IMPORTANT DATES AND CONTACTS

Billing Cycle Cutoff Date	27 th calendar day
Review of Expenditures and Printing of Statement Expense Reports due to Card Administrator	3 business days after cycle