



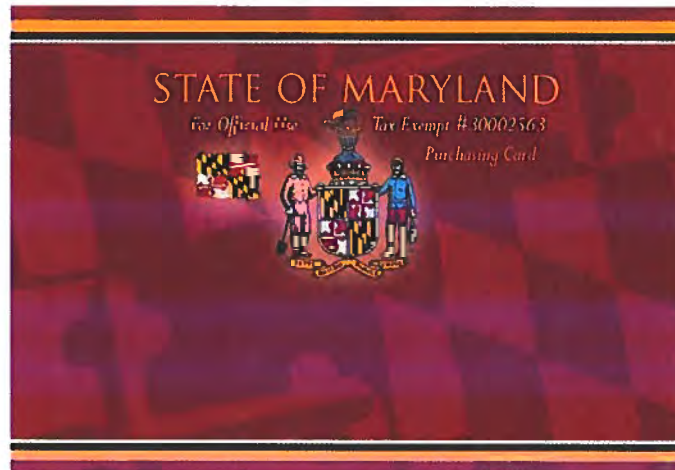
MORGAN STATE UNIVERSITY

Purchasing Card Program

User's Guide

THIS USER'S GUIDE IS USED
IN CONJUNCTION WITH THE:

STATE OF MARYLAND
CORPORATE PURCHASING
CARD PROGRAM POLICY AND
PROCEDURE MANUAL.



REVISED AUG 2022

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MORGAN STATE UNIVERSITY PURCHASING CARD USER'S GUIDE

1. OVERVIEW OF PURCHASING CARD PROGRAM

1.1 PURPOSE

This program is designed to simplify the purchasing of goods and services costing \$5,000 or less. To take advantage of these benefits requires only that previously existing guidelines for purchases continue to be followed and that the purchases are made from vendors that accept *VISA*. As with all purchases it is appropriate to consider first those sources available under existing State of Maryland and University contracts, however, the use of the card is by no means restricted to these contracts. With the exception of the limitations addressed in Section 3.5, use of the Corporate Purchasing Card for any other items appropriate to the legitimate needs of the University and meeting your Departmental guidelines is encouraged. As of July 1, 1998, the Maryland State Board of Public Works established the Corporate Purchasing Card as the preferred means of making these purchases.

REMINDER: THIS CARD IS NOT TO BE USED FOR PERSONAL PURCHASES, OR AS PERSONAL IDENTIFICATION, UNDER ANY CIRCUMSTANCES.

1.2 BENEFITS

A. The use of the Card will:

1. Allow employees to obtain goods and services much faster and easier;
2. Significantly reduce paperwork and processing time in the employee's department, as well as in Accounts Payable;
3. Provide cost savings through consolidated payment (one monthly payment to the State of Maryland by the University versus multiple vendor payments).

B. Important benefits for vendors include:

1. Receiving payment in three (3) business days.
2. Eliminating after-sale invoicing and collection activities.
3. No additional applications or paperwork necessary if they are already *VISA* merchants.

1.3 THE CREDIT CARD COMPANY

The program that the University has chosen is offered through a State of Maryland Contract with US Bank using the *VISA* card. The program is governed by the terms and conditions of a Master Agreement between the State of Maryland and US Bank. In most situations individual cardholders and departments will deal with the Purchase Card Program Administrator.

2. WHERE TO GET HELP

2.1 US BANK

To report a lost/stolen card, call **800-844-5696** immediately.

The cardholder must call US Bank immediately upon discovering that the card has been lost or stolen. This number connects directly to Cardholder Customer Service Center. Help is available 24 hours a day, 7 days a week, and 365 days a year.

2.2 PURCHASE CARD OFFICE

Primary Contact:

Elizabeth Ransom (she/her)
Corporate Purchasing Card Manager
Phone: 443-885-4565
Email: Elizabeth.Ransom@morgan.edu

The Purchase Card Program Administrator is responsible for the daily operation and management of the purchasing card program and is the primary contact for cardholders, departments and schools relative to the purchasing card program and assists departments in determining how to use the purchasing card to fit their needs. Additionally, provides assistance regarding the paperwork for new card applications and changes in cardholder information (name, mailing address, increase or decrease in limits, etc.).

Secondary Contact:

Tyree Vinson (she/her)
Administrative Assistant
Phone: (443)-885-4566
Email: Tyree.Vinson@morgan.edu

Oluwagbenga Alo (he/him)
Program Specialist
Phone: (443)- 885- 3176
Email: oluwagbenga.alo@morgan.edu

3. CARDHOLDER POLICIES AND PROCEDURES

This User's Guide supplements the *State of Maryland Corporate Purchasing Card Program Policy and Procedures*, copies of which are available from the Department of Procurement Services or Comptroller of the Treasury website at:

http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Corporate_Purchasing_Card/

3.1 OBTAINING A CARD

Departments and Schools will establish criteria for requesting cards. **Cards may be issued only to Morgan State University State employees.**

The Requestor (or departmental designee) should prepare the Purchase Card Request Form (EXHIBIT A). All information on the Purchase Card Request will generate a New Application Information Form which is required to obtain cards and to properly manage the program. This will be emailed to cardholders by Ms. Donovan. It is to be checked for accuracy, printed, signed and returned to the Purchase Card Office. **Originals only-no copies, scans, or faxes.**

The attendance of a mandatory Purchasing Card orientation class is required prior to ordering the card. Upon receipt of cards, applicants will be notified to pick them up from **Bear necessity Card Office, Tyler Hall 306**. Additionally, a Cardholder Agreement (EXHIBIT B) *must* be signed by all cardholders prior to acquiring their card. No card will be issued without attendance of the orientation class or a signed Cardholder Agreement.



Purchasing Card Application

CARDHOLDER'S INFORMATION (COMPLETED BY EMPLOYEE)

MSU Employee ID#: _____

Applicant's Legal Name

First Name

Middle Initial

Last Name

School/Division

Department

MSU Address - include full street address, building name and room number

Building

Room Number

MD

City

State

Zip Code

Campus Phone Number

Mobile Phone (optional)

MSU Email Address

Employment Status: Full-Time: _____

Part-Time: _____

Job Title: _____

FUNDING INFORMATION

Budget/Index#

Grant Name (if applicable)

Grant Expiration Date (if applicable)

Single Purchase Limit: _____

(Only Maximum \$500)

Monthly Purchase Limit: _____

AUTHORIZATION INFORMATION

Name of Cardholder

Signature

Date

Primary Authorized Reviewer

Signature

Date

Secondary Authorized Reviewer
(authorized to sign in absence of primary)

Signature

Date

Sponsored Programs

Signature

Date

Vice President

Date

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STATE OF MARYLAND
CORPORATE PURCHASING CARD PROGRAM
CARDHOLDER AGREEMENT

I, _____ hereby request a Corporate Purchasing Card. As a cardholder, I agree to comply with the following terms and conditions related to the use of the card:

1. I understand that I am being delegated the authority to purchase supplies and services on behalf of **MORGAN STATE UNIVERSITY**, using the State of Maryland Corporate Purchasing Card.
2. I agree that this card will be used for approved purchases only and, further, that I will not charge any personal purchases to this card. All purchases must be made in accordance with applicable laws, Code of Maryland Regulations (COMAR) or USM Policies and Procedures, and the State of Maryland Corporate Purchasing Card Program Policy and Procedures Manual.
3. I agree to return the card immediately upon suspension and/or termination (including retirement) or upon reassignment to another Agency or cost center. Also, I agree to return the card immediately upon request of my supervisor and that disciplinary actions referred to below would also apply for failure to do so.
4. If the card is lost or stolen, I agree to immediately notify USBank and the Purchasing Card Program Administrator.

STATEMENT OF COMPLIANCE

I certify that I shall purchase supplies or services in accordance with applicable COMAR or USM Policies and Procedures, State laws and State of Maryland Corporate Procurement Card policy and procedures. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith, and subject to applicable COMAR or USM Policies and Procedures, State laws and State of Maryland *Corporate Purchasing Card Program Policy and Procedures Manual*.

I understand that my failure to follow established procedures may result in disciplinary actions against me, including reimbursement of unauthorized purchases, loss of leave time, suspension and/or termination of employment, fine, and/or criminal prosecution.

I further acknowledge and certify that I shall be personally responsible for any unauthorized Corporate Purchasing Card purchase. I hereby authorize the State to deduct from my payroll check and from any other payments to me the amount of such unauthorized purchases made on the Corporate Purchasing Card issued to me.

Employee's Signature/Date

Agency and Cost Center

Employee's Work ID

Agency Address

Manager's Signature/Date

Agency Fiscal Officer's Signature/Date

Purchasing Card Program Administrator's
Signature/Date

3.2 CARD SECURITY

The cardholder who has been issued a Corporate Purchasing Card must secure and control the card at all times. Every effort should be made to secure all purchasing card account information. This includes reports, statement packing slips, and receipts. Paper documents containing the purchasing card account number should be shredded or destroyed when the information is no longer needed or required. **No one other than the designated cardholder is authorized to use the card for any purpose.**

3.3 SALES TAX EXEMPTION

The Purchasing Card states that the University is sales tax exempt and lists the exemption number. All in state and many out-of-state vendors honor this exemption. If required by the vendor a copy of the University's tax-exempt certificate may be provided. Please contact the Office of Procurement at (443) 885-3074, if you need additional help regarding sales taxes.

3.4 LIMITATIONS SPECIFIC TO INDIVIDUAL CARD

All Purchasing Cards have a \$5,000 Single Purchase Limit unless the cardholder's Department/School has imposed a lower limit. **As with current purchasing regulations regarding requisitions, "splitting" purchases to meet this limit is prohibited.** Departments/Schools may set additional restrictions relating to single purchase or monthly dollar limits.

3.5 EXAMPLE:

YOUR DEPARTMENT NEEDS 10 COMPUTERS BUT THE TOTAL ORDER WOULD HAVE COST OVER \$5000. YOU BUY HALF THE COMPUTERS ONE DAY AND HALF THE NEXT DAY.

******THIS WOULD HAVE REQUIRED A PURCHASE ORDER!!!**

LIMITATIONS ON ALL CARDS

A. The State and University prohibit certain Merchant Category Code (MCC) Groups from purchasing card use. These restrictions will be automatically invoked if applicable during the purchase authorization process. The following are restricted purchases using the card. ***The PCPA has no authority to override the state blocks on MCC groups. (see EXHIBIT G for additional restrictions)***

- 1) **Airline** - Total Group Restriction (All Airlines)
- 2) **Transportation** - Partial Group Restriction (Railroads)- Must be related to University Business-
- 3) **Amusement and Entertainment** - Total Group Restriction (Motion Picture Theaters, Bowling, Alleys, Video Game Clubs, Betting, Golf, Recreation Services, etc.)
- 4) **Contract Services** -1042 Vendors - (Unincorporated Services Foreign Vendors)
 - a) **Miscellaneous** - Specific restriction by Merchant Category Code as follows:
Drinking Places (Alcoholic Beverages) MCC #5813
 - b) **Eating Places Restaurants** MCC #5812
 - c) **Fast Food Restaurants** MCC #5814
 - d) **Package Goods Stores (Beer, Wine & Liquor)** MCC #5921
- 5) **Cash Advances are strictly prohibited.**

- B. The following types of transactions will not be automatically rejected if purchased by the card, but are not allowed and will be monitored for compliance through the review policy by the University and the State.
- 1) Gifts (tokens of appreciation, retirement gifts, awards), contributions, and donations (such as flowers for co-workers or relatives, holiday cards and gifts)
 - 2) Gift Cards are not to be purchased with the Corporate Purchasing Card. If you use your State issued purchasing card to buy gift cards, your card will be **suspended for 45 days**.
 - 3) Catered Parties (Although the State has removed catering as a restricted purchase, these purchases for authorized University events must follow the University food policy and be well documented with the name and purpose of the function who attended by name and affiliation. Costs for alcoholic beverages are not to be included under any circumstance.
 - 4) Furniture (State regulations require you purchase from Maryland Correctional Enterprises)
 - 5) Supplies that are not related to University business (i.e. coffee, paper plates, food, utensils, etc.)

3.6 CARD RENEWAL

US Bank will reissue cards every 24 months to each active cardholder. Cardholders will be notified to pickup reissued cards from **Bear Necessity Card office, Tyler Hall Room 306**

3.7 SURRENDER AND VOLUNTARY SUSPENSION OF CARD

- A. Termination/Resignation:** Your card remains the property of US Bank and must be surrendered immediately upon termination of employment, change of department, or upon request for any reason by an authorized person (such as your supervisor or PCPA). The cardholder must return the card to the Purchasing Card Office in person or **shred the card** and complete the appropriate paperwork for surrendering the card.
- B. Voluntary Suspension:** Extended sick leave, sabbatical, maternity leave or any other long-term separation from the university, requires that you notify the PCPA to suspend your card in your absence. While you are not scheduled to do University business, your card is not to be left in department for office use or to remain active until your return. Upon your return, request in writing to the PCPA that your purchase card be reactivated.

3.8 CHANGING CARD LIMITS AND UPDATING CARDHOLDER INFORMATION

Card limits may be changed by the cardholder via Purchasing Card Change Request Form (EXHIBIT C) **(The final determination on cardholder limits rest with your supervisor and the PCPA).** Other information such as address, phone, name of the Account Manager, etc., may be changed by the cardholder via E-mail. **A CREDIT LIMIT OF \$50,000 AND ABOVE REQUIRES APPROVAL FROM THE GENERAL ACCOUNTING DIVISION (GAD) ALONG WITH A WRITTEN EXPLANATION OF THE NEED FOR IT.**



Credit Limit Adjustment

CARDHOLDER'S INFORMATION

MSU ID#: _____ Date Submitted: ___/___/___

Cardholder's Name: _____
First Name Last Name

Department: _____

CREDIT LIMIT ADJUSTMENT DETAILS

BUDGET/INDEX CODE: _____

* SINGLE PURCHASE CREDIT LIMIT: \$ _____ TO \$ _____
Current New

MONTHLY PURCHASE CREDIT LIMIT: \$ _____ TO \$ _____
Current New

IS THIS ADJUSTMENT TEMPORARY: Yes, End Date ___/___/___ No

* REASON FOR ADJUSTMENT: _____

**Single purchase credit limit cannot exceed state maximum of \$5000*

APPROVAL SIGNATURES

Supervisor/Director Signature Date

Dean or Title III
(if applicable) Signature Date

Sponsored Programs Signature Date

Vice President Signature Date

3.9 PROCUREMENT REGULATIONS

- A. All purchases must be made in accordance with applicable laws and regulations, including, but not limited to the State of Maryland Corporate Policy and Procedure Manual and Morgan State University User's Guide.
- B. As with current Maryland purchasing laws and regulations, splitting purchases to avoid the single transaction limit is prohibited. Maryland law requires all transactions \$5,000 or above be competitively procured. This is done by submitting a purchase order to Office of Procurement.
- C. No vendor contract documents are to be signed by campus cardholders or department representatives. Such documents must be reviewed and signed by authorized officials in the Office of Procurement.

4. HOW TO USE THE PURCHASING CARD

The cardholder is the only person authorized to make purchases using his/her card. Giving the card or card number to another person to make a purchase, using someone else's card, or making unauthorized purchases may result in disciplinary action (including, but not limited to, revocation of your card and/or termination of employment). The Cardholder is liable to the University and the State of Maryland for the proper use of the card.

If a vendor you frequently purchase from does not accept *VISA*, please notify the PCPA, so the vendor may be offered the opportunity to do so. All *VISA* merchants are required to offer the same pricing for *VISA* card purchases as for any other means. Make sure that the price offered the University is the same low price you would ordinarily receive.

4.1 SOCIOECONOMIC PROGRAMS

- A. **Minority Business Enterprises (MBE):** The State has a goal that each agency attempt to award 29% of all dollars spent with vendors to State Certified Minority Business Enterprises. The following groups are considered MBEs, African American, American Indian/Native American, Asian, Hispanic, Physically or Mentally Disabled and Women. As a State agency, the University must work towards meeting this goal. Cardholders should consider purchasing from State Certified Minority Business Enterprises when purchasing with the card. For information on the University's Minority Business Enterprise Program, please contact the Office of Procurement for the specific commodity to obtain information and assistance.
- B. **Small Business Reserve Program (SBR):** The State has a mandate that each agency will award 10% of all dollars spent, with vendors certified under the Small Business Reserve program. Unlike the MBE program where the percentage is a goal, the percentage for the SBR program is a mandate. Businesses under the SBR program cannot exceed the following criteria:
 - 1) Retail: 25 employees or 3 million dollars
 - 2) Wholesale: 50 employees or 4 million dollars

- 3) Manufacturing: 100 employees or 2 million dollars
- 4) Service: 100 employees or 2 million dollars
- 5) Construction: 50 employees or 7 million dollars
- 6) Architectural/Engineering Services: 100 employees or 4.5 million

Cardholders should also consider purchasing from SBR vendors when purchasing with the card. For Information on the University's Small Business Reserve Program, please contact the Office of Procurement.

The socioeconomic programs goals and mandates listed above are not contact the Purchase Card office or Office of Procurement goals and mandates. They are University and State requirements, which must be met by everyone involved in the expenditure of funds with vendors.

4.2 PURCHASES IN PERSON

- A. Follow the University and departmental procedures in obtaining authorization to make the purchase.
- B. Determine whether the Purchasing Card is the most appropriate tool to use for the purchase (check the list to make sure it's not a restricted item, and determine whether a State or University contract is available).
- C. Be certain the total amount (including all shipping, handling, postage, freight, etc.) will not exceed your card's single purchase limit or any other limits that your department may have set.
- D. Take reasonable steps to determine that the price quoted is the best you can obtain.
- E. Advise vendor that the University is tax exempt.
- F. Obtain a detailed receipt at the time of purchase clearly identifying each item purchased.
- G. Record the purchase using the Cardholder Transaction Log, and keep all receipts with the Log in a secure place.
- H. When receiving the goods, whether via direct delivery or in person, always retain all boxes, containers, special packaging, packing slips, etc until you are certain you are going to keep the goods. The Cardholder is responsible for verifying quantity and condition of the goods upon arrival.
- I. Do not sign any vendor contract agreement when using the card. Refer all such documents to the appropriate buyer in the Office of Procurement. However, payments for such contracts may be made using the card once contract is signed by the Office of Procurement.

4.3 PURCHASES BY TELEPHONE, FAX, MAIL OR INTERNET

- A. TELEPHONE

- 1) A written record must be made when placing a telephone order. The Cardholder Transaction Log shall be used to record this information. This information will be invaluable when reconciling your account and must be available for compliance reviews.
- 2) **ONLY the cardholder is authorized to place a phone order.** You may, when necessary, have someone else pick up the goods (the person picking up the items should only sign shipping or receiving papers, not the credit card slip).
- 3) Follow the applicable instructions for making purchases in person, with the following additions:
 - a) When you call, state that you are calling from the University and that you will be making your purchase on a *VISA* Card.
 - b) Record the name of the person taking the order, place the order, and give the supplier your Purchasing Card number and expiration date.
 - c) Give the supplier your name, department name, phone number, and complete delivery instructions as follows if you are not picking up the goods. It is recommended that you have the goods shipped directly to your campus address via UPS, Federal Express, or other method suitable for the items purchased.
 - d) Request that an itemized receipt and/or packing slip with itemized pricing be sent with the purchase. Retain this receipt/packing slip with your record of the purchase. Advise the vendor not to send an invoice to Accounts Payable.

B. INTERNET, FAX AND MAIL.

Follow the applicable steps in Section 4.2 and 4.3 above. For Internet purchases make sure you are in a secure Internet site prior to submitting your card information. Retain a copy of the order as faxed or mailed and the fax confirmation (if available) for your records.

4.4 EQUIPMENT PURCHASES

The cardholder must immediately contact the Inventory Control Department **(443) 885-3114** if equipment of furniture has been purchased. The purchase information (cost, vendor, description, location, etc.) is to be given by the cardholder to the Inventory Control Personnel. The Inventory Control department will "tag" your purchase.

4.5 INCENTIVES

The acceptance of gifts, gratuities or kickbacks is not allowed and these are often disguised as incentives that are provided to you personally resulting from a University purchase. Keep in mind that University employees are not to personally benefit from a University purchase. State employees have been fined and prosecuted for acceptance of personal incentives. Protect yourself and the University by declining personal gifts, gratuities, kickbacks and incentives offered by vendors.

4.6 RETURNS, DAMAGED GOODS, CREDITS

If goods purchased with the Purchasing Card need to be returned the cardholder should work directly with the vendor). Here are some tips:

- A. Always retain boxes, containers, special packaging, etc. until you are certain you are going to keep the goods. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.
- B. Read all enclosed instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- C. Many suppliers require you to obtain a "Return Authorization Number" before they will accept a return. If you neglect to get this number when it is required, the package may be refused and/or no credit issued to your account.
- D. In some cases there may be a restocking fee (usually a percentage of the purchase price). If the supplier is completely responsible for the error or problem, you should not have to pay this, or any other fee. However, if they are not fully responsible you may have to pay it. You may use the Purchasing Card to pay this fee as long as it does not exceed any of the limits.
- E. Record the credit amount on the Cardholder Transaction Log. Review your monthly statement to ensure that a credit was issued for the returned item. If a credit is not issued on that month's statement, carry the credit amount forward to the next month's Cardholder Transaction Log. Continue this process until credit is received.
- F. If return is not authorized or if it is not properly credited, refer to Section 6, Disputed Transactions, for instructions for resolving the problem.

5. GENERAL RECONCILIATION INSTRUCTIONS

5.1 RECORD KEEPING

- A. A **detailed** receipt showing the price of the item purchased, vendor information, and item description is required for each item.
- B. Every transaction must be recorded on a Cardholder Transaction Log (EXHIBIT D). The transactions must be logged in, as they occur, not at the end of the month when the Visa Statement is received. The log will be used to reconcile against the monthly Visa statement. The Transaction Log and Visa Statement must be signed and dated by the cardholder and forwarded with supporting documentation to the authorized reviewer for approval then signed and dated. Maintaining a transaction log is a requirement and not an option. Failure to maintain a proper transaction log may lead to the cancellation of a cardholder's card.
- C. **Effective September 26, 2014:** Per the recommendation of the Legislative Auditors for the State of Maryland, all approved hotel bills paid with the Corporate Purchasing Card for MSU employees must note the university travel authorization number (TI#) in the comments section of the monthly transaction log. Also all Folios (hotel bills) must indicate the university address.

- D. A Monthly Cardholder Statement will be sent by the card vendor to each cardholder after the cutoff of the **25th day of the month** and should be received by the 6th of the following month. The cardholder is responsible for reconciling the monthly Cardholder Statement to the Transaction Log, attaching all receipts, signing and dating both the Transaction Log and Monthly Statement and forwarding the package to their Authorized Reviewer **by the 10th of the month**.
- E. The Authorized Reviewer must certify the accuracy and completeness of the Transaction Log and Monthly Cardholder Statement by signing and dating them. The signature of the Authorized Reviewer on the Transaction Log verifies that the applicable receipts/invoices and bank statement are attached and the accuracy of the monthly detail, including whether or not the transactions are appropriate. The complete Transaction Log should then be forwarded to the Purchase Card Office by **the 15th of the month**.

5.2 CORPORATE PURCHASING CARD DOCUMENTATION

- A. Original signatures required on transaction log and bank statement. No scanned signatures, signature stamps, or proxy signatures permitted.
- B. Documentation is required for all purchases and credits. Acceptable documentation shall be the itemized Corporate Purchasing Card Charge/Credit slip or one (1) of the following items:
 - 1. Itemized sales slip showing the purchase price of the item
 - 2. Itemized packing slip showing the purchase price of the item
 - 3. Itemized cash register receipt showing the purchase price of the item
 - 4. Itemized repair order showing the purchase price of the item
- C. If documentation is missing, reasonable attempts should be made to obtain a copy of the appropriate documentation from the vendor referenced on the bank statement.
- D. If a copy of a missing receipt cannot be obtained, payment will need to be made to the associated BANNER account.
- E. A pattern of missing documentation will result in the loss of Corporate Purchasing Card privileges.

5.3 AUTHORIZED REVIEWERS

Monthly review and approval of the purchasing card transactions are required at the department level. An Authorized Reviewer performs the review. Unless prior approval has been obtained from the PCPA, the Authorized Reviewer shall be the cardholder's immediate supervisor. In no case shall the Authorized Reviewer be subordinate to the cardholder. Authorized Reviewers are responsible for reviewing all transactions to ensure appropriateness of purchases, completeness of documentation (*reconciled statement and detailed receipts*) and signing and dating the Cardholder transaction Log and Visa statement.

It is the responsibility of the cardholder and Authorized Reviewer to submit a new Cardholder Agreement and Authorized Reviewer Form immediately when the cardholder's authorized reviewer changes for any reason.

4 RETURNED TRANSACTION LOGS

Efficient record keeping and attention to detail by Cardholder, Account Manager, and Authorized Reviewer would reduce the occurrence of having a returned transaction log. Transaction Logs can be returned for a number of reasons once under final review by the Purchase Card Office:

- C. Missing receipts
- D. Unacceptable receipts (*missing detailed information*)
- E. Absence of signatures and dates
- F. Incorrect or missing descriptions
- G. Repayment of prohibited purchases
- H. Sales tax with no comment regarding credit
- I. Logging adjustment (*unequal log and bank statement*)
- J. Justification for Purchase

MSU PURCHASING CARD TRANSACTION LOG

Cardholder Name: _____
 Month/Year: _____
 Department: _____

Primary Budget /Index #: _____
 VISA No. (last 6 digits only) _____

ALL COLUMNS MUST BE COMPLETED

Order Date	Vendor	Purchase/Refund Amount	Sales Tax (if any)	Description of Purchase (if travel, include TL# and name of Party traveling)	Index/Budget	Account
LOG TOTAL		\$ -	\$0.00	\$ -		

NOTE: The Activity Log is the key to managing and controlling the Purchasing Card Program. All purchases and credits must be recorded on the Activity Log. When the Monthly Bank Statement is received, each charge/credit is to be verified with the Activity Log. The cardholder's immediate supervisor must review the Activity Log and Monthly Bank Statement. To document this review, the reviewer is to sign and date the Activity Log and the Monthly Bank Statement. The original receipts, Activity Log, and Monthly Bank Statement are forwarded to the Agency Fiscal Officer or designee for retention. The Cardholder and Supervisor or approved designee certify that the purchases above are: (1) reasonable and appropriate for the using department; (2) match the corresponding VISA statement; and (3) comply with the current MSU and Maryland State purchasing card regulations, policies, and procedures. Original receipts to document each transaction are attached.

- DID YOU REMEMBER TO:**
- a. Obtain supervisory approval for all purchases?
 - b. Attach required documentation? (detailed receipt, packing slip, paid invoice, hotel receipt, internet confirmation order, etc.)
 - c. Attach monthly VISA statement with the cardholder's signature and manager and/or supervisor's signature)?

Signature: _____ Date _____
 CARDHOLDER

Signature: _____ Date _____
 CARDHOLDER'S SUPERVISOR / AUTHORIZED REVIEWER

Signature: _____ Date _____
 PCPA REVIEW/APPROVAL

DISPUTED TRANSACTIONS

Disputed transactions fall into two broad categories those resulting from a supplier's refusal to take back a defective or miss-shipped item and those related to discrepancies between the cardholder's records and the monthly VISA statement.

6.1 DISPUTES WITH VENDORS

If you have a problem involving a dispute with a vendor (such as defective items or you are claiming that an item was not ordered and the supplier claiming that it was), every effort should be made to resolve the problem directly with the vendor. If no resolution can be made with the vendor, contact US Bank-Cardholder Customer Service Center on (800) 344-5696.

6.2 DISPUTE

Any item that appears on the monthly Visa statement from US Bank may be disputed provided the disputed transaction is reported to US Bank. Disputes need to be addressed with US Bank before 60 days of the disputed statement. These items must still appear in the transaction log with description identifying it as a disputed item. (EXHIBIT E)

6.3 RESOLUTION

During US Bank's investigation the Purchasing Card account in question will not be required to pay the disputed amount. When the investigation is complete you will be notified of the resolution and the account credited, if appropriate.

4 LOST OR STOLEN CARDS

To report a lost/stolen card call **US Bank (800) 344-5696** immediately. If the card is lost your account will be closed and a new account will be opened.

If the card is stolen, or your account number is compromised (purchases made by someone other than the cardholder) perform the following:

Procedures for stolen cards or compromised account numbers:

1. Report the stolen card to the bank at (800) 344-5696.
2. Report the stolen card to the PCPA.
3. Depending on the location of the theft, contact either the local or campus police and fill out a police report.
4. Your new card will be sent to Bear Necessity Card Office, normally within 3 business days. Purchase Card Office will send you an email as well as calling to let you know the card has arrived. If your account number was compromised and you still have your card, you must turn it in to the Purchase Card Office when you pick up your new card.

7. RECORD RETENTION

Transaction Logs, receipts and statements are to be retained for (3) years after fiscal year end or until audited, unless instructed otherwise by the associated grant or contract. Records should be kept secure in the Cardholder's Department or Departmental Archives that can be readily accessed.

8. REVIEWS/AUDITS

In addition to the monthly reviews by the Authorized Reviewers, reviews of each cardholder's records (i.e. Cardholder Transaction Log, receipts, and reconciled statements) will be performed by various auditors. Audits may be conducted by any or all of the entities that currently perform such functions on behalf of the University, State of Maryland and the Federal Government.

The purpose of these reviews is to ensure compliance with all of the guidelines, policies, and procedures governing this program. These guidelines are derived from the State of Maryland, the University, and US Bank.

A Cardholder's credit card account will be reviewed every 6 months for activity by the PCPA. Cards no longer in use or where no purchasing activity has been recorded for the 6-month period must justify to the PCPA why they still need a card. If the cardholder no longer has a need for the card or can't justify keeping the card, they'll be asked to turn their card into the Purchase Card Office so the card can be canceled and the account closed. (SEE EXHIBIT C)

8.1 QUESTIONABLE PURCHASES

Questionable purchases: purchases from certain merchant codes that are deemed susceptible to misuse

General Accounting Division (GAD) Reviews for questionable purchases on a monthly basis. GAD uses data provided by the card vendor to attempt to identify questionable purchases. GAD requires MSU to investigate such purchases and provide assurance that these purchases were proper. If your purchase appears on the questionable purchase report you will receive an email from the PCPA - Elizabeth Ransom requesting information to be forwarded to the State Agency. Email will state:

Each month the State of Maryland provides a list of questionable purchases to Morgan State University. Attached is the purchase that was made by you using the university purchasing card for the month of _____. Please provide a written justification (via email) for the item(s) listed by no later than _____. The information provided will be sent back to the State of Maryland General Accounting Division and the Office of legislative Auditors. Please no more than three sentences. Thank you in advance for your cooperation.

9. CORPORATE PURCHASING CARD ABUSE

- A. If an employee abuses the Corporate Purchasing Card privileges or the provisions of the Corporate Purchasing Card agreement, the card may be forfeited and cancelled and the employee subject to disciplinary action up to and including dismissal.
- B. In addition to the sanctions described in the preceding paragraph, the state reserves the right to refer instances of abuse that violate other statutes to the appropriate law enforcement agency.

- C. The state reserves the right to collect from the employee the cost of any purchases that do not further the business of the state. The collection may be accomplished through payroll deduction or any other collection process.
- D. Report Fraud, Waste and Abuse to the Office of Legislative Audits
 - 1. By telephone 24 hours a day by calling- 800- 344- 5696
 - 2. By the internet 24 hours a day www.ola.state.md.us

10. HELPFUL HINTS

10.1 FREQUENTLY ASKED QUESTIONS

A list of frequently asked questions (FAQs) and the answers to those questions are included in this guide- see EXHIBIT H

10.2 PURCHASE CARD RESTRICTIONS

A list of Purchase Card Restrictions is included in this guide see EXHIBIT G. The provided list is not all-inclusive and is subject to change. Updates on restrictions are provided through university email via **MSU ANNOUNCEMENTS**.

**COMMERCIAL CARD CLAIMS
STATEMENT OF DISPUTED ITEM**

US Bank – Commercial Card Services Operations Instructions: Please make a good faith attempt to resolve a claim for purchases directly with the merchant. If assistance from the bank is required, please complete this form and fax it to the number printed below with required enclosures within 30 days from the end of the billing period in which the charge appeared.

**State Of Maryland
Disputed Item Form
Fax to USBank Dispute Team at 866-229-9625**

Company Name: _____
Account Number: _____
Cardholder Name: _____

This Charge appeared on my statement, billing close date: _____
Transaction Date: _____
Reference Number: _____
Merchant Name/Location: _____
Posted Amount: _____ Disputed Amount: _____

(Cardholder Signature) (Date) (Phone Number)

Please Check Only One

1. **Unauthorized Transaction:** I did not authorize, nor did I authorize anyone else to engage in this transaction. No goods or services represented the above charge were received by me or anyone I authorized. My US Bank card was in my possession at the time of the transaction.
2. **Charge Amount Does Not Agree With Order Authorizing the Charge:** The amount entered on the sales slip was increased from \$ _____
To \$ _____. I have enclosed a copy of the unaltered sales slip.
3. **Merchandise or Services Not Received:** I have not received the merchandise or services represented by the above transaction. The expected delivery of services was _____. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them a their response.)
4. **Defective or Wrong Merchandise:** I returned the merchandise on _____ because it was (check one):
_____ defective; _____ wrong size; _____ wrong color; _____ wrong quantity.
(Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them, their response and proof of the return of merchandise. Please provide a detailed description of the wrong or defective nature of the merchandise.)
5. **Recurring Charges After Cancellation:**

- On _____ (date), I notified the merchant to cancel the monthly/yearly agreement. Since then my Bank account has been charged _____ time(s). (Please enclose a copy of the merchant's confirmation of your cancellation request.)
6. _____ **Recurring Charges Already Paid by Other Means:** I already paid for the goods and/or services represented by the above charge by means other than my US Bank account. (Please provide a copy of the front and back on the cancelled check, money order, cash receipt, credit card statement, other documentation as proof of purchase/payment. Describe your efforts to resolve this matter directly with the merchant, the date(s) you contact them, and their response.)
7. _____ **Credit Appears as a Charge:** The enclosed Credit Voucher appeared as a charge on my US Bank Commercial Card account.
8. _____ **Credit From Merchant Not Received:** I did not receive credit for the enclosed Credit Voucher within 30 calendar days from the date it was issued to me by the merchant shown above. (Please describe your efforts to resolve this matter with the merchant, the date(s) you contacted them and the Response. Provide a detailed statement explaining your reason(s) for disputing this charge.)
9. _____ **Hotel Reservation Cancelled:** I made a reservation with the above hotel which I later cancelled on _____ (date) at _____ (time). I received a cancellation number _____. (Please describe how the reservation was cancelled, proof of cancellation and attempts to resolve this issue with the merchant.)
- _____ I was not given a cancellation number.
- _____ I was not told at the time that I made the reservation that my account would be charged for a "No Show".
- _____ I was not informed of the cancellation policy.
10. _____ **Double or Multiple Charges:**
My US Bank card Account has been double charged. The valid charge appeared on _____ (date). Duplicate charge(s) appeared on _____.
11. _____ **Do Not Recall the Transaction:**
The statement has an inadequate description of the charge. Please supply supporting documentation.
12. _____ **Other; Above Descriptions Do Not Apply:** Please attach a detailed letter explaining the reason for your dispute and your attempts to resolve issue with the merchant.

Frequently Asked Questions (FAQs)

The following is a list of questions and corresponding answers that may help to further explain the purchasing card program. If you have any questions, please feel free to contact Elizabeth Ransom at (443) 885-4565.

Q: What is the purpose of the purchasing card?

A: To improve the purchasing process by streamlining small dollar purchases and increasing efficiency in order to get the best value for the University. The largest benefit is to the Purchasing Cardholder in time savings and flexibility.

Q: What should I do if one of my suppliers does not accept Visa?

A: Find another supplier that provides the product or services required. Have the supplier contact Elizabeth Ransom at (443) 885-4565.

Q: Can someone other than the cardholder make purchases on the Purchasing Card?

A: No. The purchasing cards are individually held, centrally billed. Use of the purchasing card is prohibited by anyone other than the cardholder. Remember, the cardholder is responsible for the charges on his/her card.

Q: At the department level, who is involved in the purchasing card process?

A: There are several roles at the department level. The department head approves cardholder agreements and any financial changes associated with the purchasing card. The cardholder is responsible for making purchases and completing required documentation. The authorized reviewer is responsible for reviewing the appropriateness of the charges and ensuring proper documentation is received from the cardholder.

Q: What are the cardholder's responsibilities?

A: The cardholder is responsible for

- Making only authorized purchases
- Obtaining a detailed receipt for each purchase
- Completing the transaction log **with a brief description justifying the purchase**
- Reconciling the monthly Visa statement
- Resolving any discrepancies
- Ensuring credits are received
- Signing and dating the log
- Passing the paperwork to assigned Authorized Reviewer for approval

Q: What are the Authorized Reviewer's responsibilities?

A: Authorized Reviewers are required to ensure that charges are authorized, within MSU Purchasing Card policy and procedures, and appropriately documented. The Authorized Reviewer is the cardholder's immediate supervisor or someone within the cardholder's chain of command. **An Authorized Reviewer may not review his/her own transactions.** The Authorized Reviewer signs and dates the monthly transaction log and monthly bank statement for all cardholders for whom they review certifying all transactions are authorized and that policy and procedures have been followed.

Q: What reviews/controls are in place to protect the University from fraudulent charges?

A: Several controls are in place for this purpose. Cardholders sign a cardholder agreement, approved by the department head, and attend a comprehensive training session prior to receiving a purchasing card. Transactions are posted in BANNER P-Card for review by the cardholder and reallocator. The cardholder is assigned an Authorized Reviewer who is responsible for ensuring charges are authorized and policy and procedures are followed - the review process is critical in the prevention of fraud. The Purchasing Card Program Administrator and the Comptroller's Office receive an automated transaction detail daily.

Q: Are there restrictions associated with the purchasing card? (EXHIBIT G)

A: Yes. These restrictions are detailed in the User's Guide and highlighted during the purchasing card training session. Restrictions are categorized as 1) restricted at point of sale and 2) restricted at other than point of sale.

1. Point of Sale Restrictions - transaction will not go through (decline):

- Exceeds single purchase limit
- Exceeds monthly credit limit
- Travel charges (airlines, trains, travel agencies, restaurants)
- Liquor stores (package stores)
- Entertainment
- Cash advances (ATM machines)
- Some personal services (photographic studios)

2. Other than at Point of Sale - transaction may go through but violates law, policy or procedures and should therefore not be made:

- Personal purchases
- Alcohol
- Gifts of sentiment (examples: flowers for Professional Administrative Assistant's Day - formerly Secretary's Day, retirements, birthdays)
- Purchases delivered to Non-University addresses
- Office furniture purchases unless a waiver is received by Office of Procurement Services from Maryland Correction Enterprises (formerly State Use Industries)
- Modifications to building structure (mechanical, electrical or life safety systems). Contact Facilities Management for clarification
- Purchases that involve signing of an agreement, license or contract (send the document to the Purchasing Card Program Administrator for review)
- Splitting of purchases to avoid the \$5,000 competition requirement.

Q: Can the Purchasing Card be used for travel?

A: No. The purchasing card cannot be used for travel. Contact the Comptroller's Office, Travel Coordinator at 443-885-3045

Q: Can I put hotel charges on my purchasing card?

A: Yes, you can pay for lodging. No room service or extracurricular charges allowed.

Q: Can personal purchases be made with the card?

A: No. Personal purchases cannot be made with this card. Keep your personal credit card purchases and

the purchasing card completely separate.

Q: What do I do if I accidentally make a personal charge on my card?

A: Notify your Authorized Reviewer of the mistake. Attempt to have the charge reversed (credited) to the MSU card account. If the vendor will not cooperate, make a payment at the cashiers office. Place a copy of the payment slip indicating reimbursement for transaction a long with the supporting documentation with the transaction log.

Q: What do I do if I accidentally make a restricted charge on my card?

A: Contact the Purchasing Card Program Administrator for advice as this is decided on a case-by-case basis.

Q: Who pays the monthly Visa bill and how will it be paid?

A: The State pays Visa automatically. The University is assigned their portion of the charges, which are distributed electronically to the individual cardholders by the Office of the Comptroller and reflected on the default account assigned to the card.

Q: How is the purchasing card transactions posted to the proper University account?

A: A default account, 09950 for credit card purchases, is assigned to each purchasing card. All purchases are charged to this account and may be electronically reallocated by the cardholder or designated reallocator prior to the charges being posted.

Q: What should I do if I am unable to obtain a receipt?

A: Document the purchase and the circumstances that prevented obtaining a receipt. Maintain this documentation in your departmental files. Lost or unobtainable receipts must be repaid to university account.

Q: Will I receive a monthly Visa statement?

A: Yes. A monthly statement is sent to the cardholder at their University address unless there aren't any transactions during the month.

Q: Will I receive a Visa statement if I don't have transactions during a billing period?

A: No. You will only receive a Visa statement for the billing periods in which you make purchases. If you don't have any transactions in any given billing cycle, please note it and place in file for audit purposes.

Q: Will my personal credit history be reviewed if I apply for a purchasing card?

A: No, your personal credit will not be reviewed, nor will it be affected.

Q: What happens if I leave the University?

A: The cardholder is responsible for bring the card back to Purchase Card and turning it in or shredding it. Once returned the card will be canceled in the banks system.

Q: What do I do if I change departments?

A: You still need to cancel your card (see answer to the question above). You will need to complete a new cardholder agreement and obtain approval from the department head of your new employ to obtain a purchasing card within the new department. You will not be required to attend training again.

- Q: What is the maximum limit I can charge to the purchasing card?**
A: The maximum amount that can be charged per transaction is \$5,000. However, depending on how your department head set up your account, the amount could be less. Your department head also determines the monthly credit limit assigned to your card; it is identified on your cardholder agreement.
- Q: What if I need a higher monthly credit limit for my departmental purchases?**
A: A Change Request form must be completed and signed by all appropriate parties and submitted to the Purchase Card office. The final decision on the monthly credit limit assigned rest with the Procurement Card Program Administrator.
- Q: Can I use the purchasing card to make Internet purchases?**
A: Yes but make sure you are in a secured site. One indication that a site is secured is that an "s" appears after http in the vendor's URL (i.e. <https://www.>), another is that a "lock" symbol appears in the bottom left hand corner of the website. Most secured sites place an announcement on their site.
- Q: What happens when my card expires?**
A: Cards are active for two-years from the date of creation. Each card has an expiration date identified by month and year (01/07 for January of 2007) printed on the card. The card expires at the end of the month. Two weeks prior to the expiration date the Bank will issue a new card and send it to the Purchasing Card Program Administrator who will in turn notify you that your new card is available. The cardholder isn't required to do anything to generate the new card; it's an automatic process.
- Q: What should I do if my card is declined at the point of sale?**
A: You have a couple options. You may contact the bank's customer service department at - 800 - 344 -5696, give the customer service representative your account number, the name of the vendor and the amount of the transactions that was declined. The representative will be able to tell you why the charge was not accepted. If the reason for the decline is the Merchant Category Code (MCC), regardless of information provided by Customer Service, the merchant can't be unblocked. MCC's are blocked by the State Comptroller's Office and they will not unblock them.
- Q: Under what circumstances my card might be declined?**
A: Your card may be declined because:
- You may have exceeded your single purchase or monthly credit limit
 - The vendor you are using is restricted from use by its *Merchant Category Code (MCC).
 - The bank has a security concern due to a use pattern (i.e. if you haven't used the card in a long time). A "fraud alert" may be placed on your card and cannot be removed until the bank is satisfied that you are the cardholder and all transactions are authorized
- Q: What do I do if I don't recognize a charge made on my card?**
A: You may contact the bank's customer service department to get more information about the vendor who charged your account. Contact the vendor to get the charge credited. If the vendor is non-cooperative, dispute the charge with the bank.

Q. What do I do if my purchasing card is lost or stolen?

A. Contact the bank immediately, presently **US Bank at -800 - 344 - 5696**; this number is available 24 hours a day, 7 days a week. Then contact the purchasing card office at **EXT 4565**

Q. Is there a minimum amount of times I must use my card.

A. Yes. You must use your card at least once within a sixth month period. Cardholders will be contacted and must use their card or the card will be canceled.

Have more questions?

You may contact:

Purchasing Card Program Manager

Elizabeth Ransom (she/her)

(443) 885-4565

Elizabeth.Ransom@morgan.edu

Administrative Assistant

Tyree Vinson (she/her)

Tyree.Vinson@morgan.edu

Program Specialist

Iajha Matthews (she/her)

Iajha.Matthews@morgan.edu

Morgan State University
Purchase Card Restrictions
Not All-Inclusive

1. FOOD RESTRICTIONS

- 1.1. Restaurants
- 1.2. Food or Food service
- 1.3. Meads
- 1.4. Rooms Service
- 1.5. Drinking Establishments *(alcoholic beverages)*
 - 1.5.1. Bars, Taverns, Cocktail lounges, Nightclubs, Package Stores-beer, Wine, and Liquor

State funds can be used to purchase for officially sanctioned student activities only. However, food may be purchased if allocated to agency to grant funds if the contract specifically states that food can be purchased with such funds.

2. TRAVEL RESTRICTIONS

- 2.1. Airline or Train Tickets *(For more information contact the Comptroller's Office)*
- 2.2. Check Bag Fee *(included in your coverage with Globetrotter (Travel Agent))*
- 2.3. Travel Insurance *(Only hotel and car rental taxes can be charged)*
- 2.4. Gas *(only permitted for rental vehicles)*
- 2.5. "No Show" Fees for hotel rooms

In-State hotels should not be reserved for employees; but only out-of-town guest visiting the university.

3. COMMUNICATION RESTRICTIONS

- 3.1. Cell phone or cell phone services *(purchases of phone or services should be processed through Telecommunications)*
- 3.2. Cell phone accessories for non-issued university phones
- 3.3. iPads *(purchases should be processed through Telecommunications)*
- 3.4. Phone Cards
- 3.5. Air Cards
- 3.6. Cable and Internet Services *(hotel charges are permitted)*
- 3.7. Postage/Stamps
- 3.8. FedEx or postal services *(requests should be processed through University Post Office)*

4. GIFT RESTRICTIONS

- 4.1. Gifts of Sentiments *(i.e. Flowers, get well cards, birthday cards)*
- 4.2. Holiday/ Greeting Cards
- 4.3. Decorations
- 4.4. Gifts, Gift Certificates, Gift Cards *(purchase of any cash like instrument are strictly prohibited)*
- 4.5. Prizes
- 4.6. Donations/Contributions
- 4.7. Political Contributions
- 4.8. Honoraria

5. OFFICE/WORK ENVIRONMENT RESTRICTIONS

- 5.1. Fan and heaters (*temperature control issues must be address with Physical Plant Dept.*)
- 5.2. Personal/Office refrigerators
- 5.3. Coffee makers
- 5.4. Wipes (*phone and computer wipes are permitted*)
- 5.5. Cleaning products
- 5.6. Personal tissues
- 5.7. Sanitary napkins
- 5.8. Break Room supplies (*Paper towels, plates, cups, flatware*)
- 5.9. Hand sanitizers
- 5.10. Microwaves

Items not directly related to the efficiency of your work duties should not be purchased.

6. AMUSEMENT/ENTERTAINMENT RESTRICTIONS

- 6.1. Parties (*farewell parties, staff morale, social gatherings*)
- 6.2. Movies
- 6.3. Gambling
- 6.4. Golf Resorts
- 6.5. Amusement Parks
- 6.6. Recreation Services

7. FINANCIAL RESTRICTIONS

- 7.1. Split Purchases (*specifically barred in COMAR 21.05.07.04*)
- 7.2. Cash Advances
- 7.3. Tuition
- 7.4. Fines and Penalties
- 7.5. Towing
- 7.6. Citations (*speeding, parking, etc.*)
- 7.7. Sales Tax - **Tax Exemption #30002563**

All in-state and many out-of-state vendors honor this exemption. If required by vendor a copy of the university tax exemption Certificate may be provided by contact the Office of Procurement.

8. PERSONAL SERVICE RESTRICTIONS

- 8.1. Barber shops / Beauty Salons
- 8.2. Movers/Moving Expenses
- 8.3. Dry Cleaners and Laundry Services (*unless specifically permitted by program*)

9. ADDITIONAL RESTRICTIONS

- 9.1. **Firearms and ammunition**
- 9.2. **Contracted Services**

Salaries and wages should not be paid using card unless through Temporary Staffing Agency (*see Office of Human Resources for further details*)

Purchasing Card Consequences for Failure to Comply

The following actions are potential areas of risk and therefore department reviewers should be specifically looking for compliance in the actions listed in this document. When it appears cardholders may have failed to be in compliance with the said actions, the reviewer will contact the Purchasing Card Program Office. At this point, the Purchase Card Office will determine whether the cardholder has failed to comply and will initiate the appropriate action.

Failure to Submit Transaction Log Reviewed by Authorized Reviewer

Cardholders are required to maintain a monthly transaction log recording each purchase or credit made during each billing cycle. The transaction log must be reconciled against the Visa Statement from US Bank 10th of the month and both the transaction log and visa statement signed off by the cardholder and the authorized reviewer. If the cardholder fails to submit a signed and dated transaction log, the following will apply:

- Purchase Card will be temporarily suspended; notification of suspension will be sent via email.
- Cardholder's supervisor must submit request for reactivation to PCPA
- Parties under Academic affairs must have additional approval from Provost to be reactivated.
- Reactivation can take up to 48 hours

Failure to Keep Documentation

Cardholders are required to keep complete documentation to support what they have purchased. This may include a cash register receipt, or itemized sales slip, or proof of delivery slip or quote as long as the price and list of items purchased is posted on the receipt. If the Cardholder is not in compliance with this policy, the following will occur:

- Cardholder must make repayment to BANNER account and attach repayment receipt to transaction log for purchase.

Purchasing Prohibited Goods or Services

During the mandatory purchasing card training, the Cardholders learn that the State of Maryland restricts cardholders from purchasing certain goods/services. Examples of these kinds of products may include personal purchases, donations, cash advances, catered parties (holiday, morale, retirement, awards), furniture, holiday cards/gifts, retirement gifts, awards, purchases of sentiments, gift-cards, travel related expenses except conference registrations, paper products, utensils or food accompaniments like cups, coffee, sugar, plates, tea, napkins, silverware, personal hygiene items or over the counter medications.

This list is not an all-inclusive list but is representative to the kind of items we generally see. Cardholders who purchase prohibited goods/services will be required to immediately reimburse the University for the purchase.

If you have any questions about buying a product with the card, please call our office and we will assist you. Cardholders who fail to follow policy will find the following actions to occur:

- Cardholder must make repayment to BANNER account and attach repayment receipt to transaction log

for purchase.

Purchasing Gift Cards

The State of Maryland forbids the purchasing of gift cards using the State's Purchase Card. If someone needs to purchase gift cards they need to contact the Comptroller's Office. If we find a cardholder purchased a gift card with their Purchase Card account the following will apply:

- Cardholder must make repayment to BANNER account and attach repayment receipt to transaction log for purchase.
- Card will be suspended for 45 days for 1st occurrence.
- Card will be suspended for 90 days for 2nd occurrence.
- Card privileges will be terminated on 3rd occurrence for non-compliance.

Splitting Purchases

Splitting a purchase to avoid a single purchase limit and obtaining competition for transactions exceeding \$5,000 is prohibited. The following will result for cardholders found splitting purchases:

- Written warning to Cardholder, copied to supervisor and internal auditors
- Possible termination of Purchasing Card

Failure to Secure the Purchasing Card and/or Activity Logs

The card, the card number and the transaction log belong to the State of Maryland and will therefore be kept in a manner so the card information remains confidential. Individuals who approve or keep card files for the Unit or Department should be given access to the card's files. Failure to secure the card will result in the following:

- Written warning to Cardholder
- Termination of Purchasing Card

Loaning the Card or Card Number to Others for Transaction Purposes

Cardholders are responsible for charges on their card unless those charges were fraudulent, or charges were posted after the card was lost or stolen. Other Employees in the Department are prohibited from taking your card and using it to make purchases. Failure to comply will result in the following:

- Termination of Purchasing Card

Merchandise Delivered to an Off-Campus Location

Cardholders are instructed to verify the delivery address is an on-campus address. Purchases delivered to an off-campus address may happen very infrequently but the cardholder must document and have available the back-up that shows why the purchase was made to an off-campus address. ***This should never be a personal or home address.*** If the cardholder can't substantiate the reasons why the item had to go to an off-campus address, the cardholder will be subject to the following:

- Written warning to Cardholder
- Card privileges will be suspended for 30 days
- Termination of Purchasing Card

Paying Maryland State Sales Tax in Error

Purchasing card transactions are exempt from Maryland state sales tax charges unless the item is going to a ship to address outside of Maryland. If the item is going to an address other than Maryland the cardholder will more than likely incur sales tax charges. The cardholder will have to determine the requirements for paying sales taxes in other states as they occur.

Cardholders may find Apple and Dell have added sales tax to their orders. If the cardholder finds that sales tax was charged on the order, the cardholder must contact the vendor for a refund. To order using the correct websites for Apple and Dell use the addresses listed below.

Buying from Apple for the University- go to <http://www.mccc-edu.org>

Buying from Dell for the University -go to <http://www.mccc-edu.org>

For a copy of the tax exempt certificate contact Office of Procurement at (443)885-3074

Cardholders who fail to address the sales tax charges will be faced with the following actions:

- Written reminder to Cardholder to acquire refund or make repayment.
- Possible temporary suspension until correction is made.



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