

Important Dates to Remember

Statement Close Date:

Cycle normally closes on the 25th of every month

Statements should be received by:

The 6th of every month
Can access bank statement online the day after the cycle closes.

access.usbank.com

Completed transactions in Banner P-Card:

7 days after the closing of the cycle, however, this date varies. *Date will be provided in email notification.*

Submit logs to supervisors (authorized reviewers) for review by:

The 10th of every month

Transaction logs are due to P-Card Office:

The 15th of every month

Reconcile your account in Native Banner by:

The 8th of the month

Purchase Card Training:

Please contact the office to be scheduled.

**NO BANK
STATEMENT MEANS
NO PURCHASES**

Important Contacts:

Comptroller's Office

Patrick O'Brien ext. 3045

MBE Coordinator

Keon Allen ext. 3592

Procurement Director:

Erin Oliver-James ext. 3074

Property Control:

Raji Taylor ext. 3114

Restricted Funds Accounting

Denise Bowers ext. 3770

Telecommunication Services

Yvonne Wyn ext. 3900

Inside Guide to Your MSU P-Card

Elizabeth Ransom: 443-885-4565
Oluagbenga Alo: 443-885-3176
Tyree Vinson: 443-885-4566

Pcard@morgan.edu

Inside Guide to Your MSU P-Card

Reminders, Tips, & Frequently asked Questions

Morgan State University offers the P-Card to a limited number of employees to facilitate convenient and efficient purchasing of the majority of low cost transactions at the university. The P-Card Office coordinates the issuance, training, and monitoring of the use of the cards. The card provides much needed flexibility to efficiently manage our individual operations while also distributing responsibility for the effective management of university resources. Provided in this brochure is some helpful information regarding the use of the P-Card and where additional

Elizabeth Ransom

Corporate Card Manager

Office: 443-885-4565

Oluagbenga Alo

Program Management Specialist

443-885-3176

Tyree Vinson

Administrative Assistant

443-885-4566

Tips

- ❖ If you're not sure your purchase is acceptable, CONTACT US FIRST-We're here to help.
- ❖ Remind the vendor you are tax exempt when you make your purchases, and remember to obtain detailed invoices.
- ❖ Create a folder for your invoices so they are available at the end of the month.
- ❖ Keep track of your monthly spending, it'll help avoid embarrassing decline when making a new purchase.

Frequently Asked Questions

1. When my card is lost or stolen, what do I do first?
 - a. Contact US Bank
1-800-344-5696
 - b. Contact the Program Administrators
Pcard@moran.edu
2. Is my card **Tax Exempt**?

- a. **YES.** Morgan State University is a **TAX EXEMPT** institution. The State of Maryland will not pay taxes to any vendor for any transaction excluding charges for hotel room and taxes, and car rental charges.
- b. Tax Exemption Certificate if requested by vendor can be obtained from **PROCUREMENT EXT. 3074**

3. What should I do with my card if I leave MSU or transfer departments?

- a. **CUT UP THE CARD AND RETURN IT TO THE P-CARD OFFICE.** Purchase cards should not be left behind for other department members to use. If transferring within the university, you will need to apply for a new card if it's required of your new job description.
- b. **NOTIFY THE P-CARD OFFICE ABOUT EXTENDED LEAVE PERIODS.** Temporary holds can be placed on your account if you are going on sabbatical, maternity, medical leave, military leave, or extended vacations.

4. Where can I use my card and what can I use it for?

- ❖ HOTELS
- ❖ CAR RENTAL
- ❖ CONFERENCE REGISTRATION
- ❖ OFFICE SUPPLY STORES
- ❖ ONLINE PURCHASES

*Certain Merchant types are restricted by the State of MD and the Purchase Card Director cannot override these restrictions.

Quick Reminder

DO NOT SPLIT PURCHASES – ‘Splitting’ a purchase is against VISA regulations, and the State and University Policies. If your transaction exceeds your SINGLE PURCHASE LIMIT, you procure your items through the Purchasing Office.

DO NOT PURCHASE FOOD- restaurants, food services, hotel room service, and drinking establishments are prohibited under state policy. However, some grant funded P-cards are allotted funds to make food purchases.

DO NOT PURCHASE GIFTS/GIFT CARDS- No gifts of sentiment (flowers, cards, candy, tokens of appreciations, etc). Gift cards are considered monetary incentive and are prohibited on the p-card. *Contact the Comptroller's Office (ext. 3045) if a transaction such as this is required.*

DO NOT INCUR HOTEL “NO SHOW” FEES OR PURCHASE CAR RENTAL INSURANCE- Most hotels allow you to cancel with no charge 24-48hrs in advance (*please contact the hotel as soon as your travel plans change or you may be liable personally*). When renting a car, let the vendor know you are covered by the State of MD and will not need their company's insurance. (*Only licensed MSU employees can operate rental cars-no spouses, significant others, or students*)

DO NOT MAKE PERSONAL PURCHASES- Making a personal purchase is considered **MISUSE** of the card. You will be invoiced for repayment by the P-Card office and continued misuse may result in the loss of your privileges.

OTHER RESTRICTIONS: Electronics, telephones, iPads, etc. A more comprehensive list can be viewed at: