Purchasing Card Cardholder Training

Jackie Freeman
Director of Purchasing Services
Dixie State University
Updated August 2015
Welcome to the DSU Purchasing Card Program.

- This program has been designed to allow for the direct procurement of low-cost purchases
  - Products and services
- Purchasing cards do not affect personal credit history – charges are paid by DSU
- Using the card will provide quicker placement of your orders, greater flexibility in ordering, reduced paperwork processing and fewer checks to suppliers
- The card may be used 24 hours a day, 365 days a year
Cardholder Limits

• Single transaction limit
  – Up to $1,000 per transaction (based on need)
  – It is a violation to make multiple purchases in the same day, to the same supplier, to circumvent your single transaction limit.

• Monthly cycle spending limit
  – Typically $2,500, but could be lower or higher depending on your position, job responsibilities, and with approval both the Budget Administrator and the Director of Purchasing Services
Card Restrictions

• DSU has restricted the ability to purchase from some suppliers – examples:
  – Jewelry stores, shoe stores, entertainment
  – Travel-related suppliers and restaurants
• Purchases will be denied at point-of-sale if the supplier is restricted
• Cards may be customized and some restrictions removed with approval from Purchasing Services
  – Based on job duties
Cardholder Responsibilities

- DSU expects cardholders to use cards responsibly and in compliance with University policies
  - Misuse of cards may result in warnings, card revocation, disciplinary action, termination, and even criminal charges
  - Cards may be audited at any time, without advance notice
    - Violations will result in points being assessed
    - Too many points will result in card revocation
  - Cards may only be used when budget is available
    - Your department may have pre-approval procedures you must follow prior to card use
    - Check with your budget administrator and/or coordinator for more information
How to Obtain a Purchasing Card

• Complete training
• Come to Purchasing Services – Holland 5th floor
  – To take a short quiz
• Complete and return to Purchasing Services:
  – **Application Form**
    • Choose default Index Code for charges
      – Your coordinator may reassign charges when necessary
    • Obtain Budget Administrator’s signature. If the cardholder is the budget administrator, his/her supervisor must sign the form.
  – **Purchasing Cardholder’s Agreement Form**
    • Please read before signing
• Pick up card from Purchasing Services and **activate using the last four digits of your Dixie ID, not SSN**
Using Your Purchasing Card

• Cards may **NEVER** be shared
  – This will result in revocation of the card, and cardholder will be responsible for inappropriate charges by another user
  – DSU’s statement cycle is from the 8th of the month to the 7th of the following month
    • The balance owed will revert to $0 on the 8th of each month
  – DSU is sales tax exempt – the tax exempt number is printed below your name on the card
    • Be sure to tell the supplier not to charge tax
Using Your Purchasing Card (continued)

- Place an order online, in person, or by phone
- Obtain an original itemized receipt for every swipe of the card (charges and credits)
  - Complete the Telephone Order Form when ordering by phone
    - This serves as a temporary receipt until the original one is received, then may be discarded.
  - To avoid lost packages being shipped to campus
    - Request that your name be on the ship-to-address on the outside of the box
After Purchases Are Made

- You are responsible for:
  - Turning in **receipts each week** to your coordinator
    - Communicate with your coordinator to find out what department protocol is
    - Let coordinator know what was bought and what index code it should be paid from
  - Turning in **signed statements** to your coordinator, no later than the 25th of the month
    - US Bank statements should be received by about the 15th if the card was used that cycle
Statements

• Review the statement
  – Ensure all charges and credits are accurate
  – Sign the statement
  – Attach original receipts
  – Return to coordinator
  – Budget administrator will review and sign by the 25th to verify purchases are appropriate
    • If cardholder is the budget administrator, cardholder’s supervisor must sign statement
• Failure to turn in paperwork will result in card being turned off temporarily or permanently
Problems With Statements

- The cardholder is solely responsible for any problems relating to their purchasing card including problems with the statement or receipts
  - Contact the supplier immediately if there is an incorrect charge
- Make notes on the statement/receipt of the problem and with whom you spoke
- If the supplier has not made the correction by the next statement, immediately:
  - Contact Purchasing Services
  - File a Dispute Form
Lost Card

• If you have lost your card, immediately contact:
  – US Bank
    • 800-344-5696
  – Your purchasing card coordinator
  – Purchasing Services
Problems Using Your Card

• If you experience problems using your card, contact Purchasing Services for help determining the cause
  – Tamara Gentry
    • Purchasing Card Administrator
      – Ext. 7613
  – Jackie Freeman
    • Director of Purchasing Services
      – Ext. 7612

• Card may be declined for exceeding monthly spending limit, attempting to purchase from a restricted supplier, or attempting to exceed the single transaction limit.
Purchasing Cards Restrictions

• Purchasing Cards may not be used for:
  – Personal purchases of any kind
  – Travel-related expenditures
    • Conference fees
    • Meals
    • Airfare
    • Motels
    • Rental Cars
  – Gifts, rewards, or gift cards
  – Computers, including laptops and desktops
  – iPads or other tablets
  – Cell phones or cell phone equipment
  – iPods or other MP3 players
  – Costco purchases
    • Costco only accepts American Express
Purchasing Card Information

• If you leave the University, you must return your purchasing card to Purchasing Services

• If you change departments within the University, you must apply for a new card

• Cards expire every three years
  – You must re-take the purchasing card quiz as a refresher prior to receiving your new card. This helps keep you updated on procedural changes.
Purchasing Card Contacts

- Tamara Gentry
  - Purchasing Card Administrator
    - Ext. 7613
- Jackie Freeman
  - Director of Purchasing Services
    - Ext. 7612
- US Bank Customer Services (24 hours a day)
  - 800-344-5696