



Mississippi State University Procurement Card Program

User's Guide

Mississippi State University
Office of Procurement and Contracts

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I. Purpose of the Procurement Card

The following is a User's Guide for the Mississippi State University Procurement Card. The Mississippi State Procurement Card is designed to provide a convenient and efficient method of purchasing small dollar (\$5,000 and below) orders of goods and services.

The MSU Procurement Card replaces the traditional purchasing method of requisition, purchase order, delivery, invoicing, check disbursement and storage. The efficiencies and flexibility of the MSU Procurement Card allows Faculty and Staff to better focus on the value-added aspects of their jobs. The savings from reduced paperwork and online processing provides a direct benefit to the department's bottom line.

The MSU Procurement Card is especially efficient for the payment of small dollar, high volume, recurring purchases. The program allows the cardholder the ability to deal directly with the vendor in order to expedite delivery of goods and services. The program also provides a method of payment with widespread acceptance by vendors. The card may be used for University purchases in person, over the phone, via fax, on the internet, or by mail.

This User's Guide will provide the User with the Policies and Procedures necessary to remain in compliance with University policy as well as State Purchasing Law.

II. Obtaining your Procurement Card

Full-time Faculty and Staff are eligible for a Procurement Card based on authorization from their respective Department Head. Students are not eligible to receive a Procurement Card.

In order to obtain a Procurement Card, an employee must complete the Cardholder Application/Agreement found on the MSU Procurement and Contracts website. The application must be filled out completely and signed by the Cardholder as well as the Department Head. In the event of the Department Head requesting a Procurement Card, the application must be signed by the Department Head as well as the respective Vice-President.

Upon completion, please forward the application to the Procurement Card Department located on the sixth floor (Mailstop 9718) in McArthur Hall. Procurement and Contracts will apply for the card and notify the Cardholder upon its arrival.

The Cardholder and/or Cardholder Administrator must pass the Procurement Card test found on the Procurement and Contracts website in order for the card to be activated. The Cardholder and/or Cardholder Administrator must correctly answer 16 of the 20 questions in order to pass the test. Procurement and Contracts will then contact the Cardholder Administrator for card pick-up.

The Procurement Card will automatically renew upon expiration unless Procurement and Contracts hears otherwise from the Department. Cards with inactivity for a period of 12 consecutive months will be automatically closed by the bank.

III. Credit Limits

The Cardholder may request an initial Monthly Credit Limit in increments of \$5,000, with a \$5,000 minimum based on the Department's monthly spending needs. Please contact Procurement and Contracts for an initial spending limit different than the suggested amounts.

There is a single transaction limit of \$5,000 on all MSU Procurement Cards. Any single purchase over \$5,000 must be approved by Procurement and Contracts prior to the purchase. The requests will be reviewed by Procurement and Contracts on a case by case basis and approved when appropriate.

The Procurement Card Department may increase or decrease card limits. For Credit Limit increases or decreases, the department must e-mail the Procurement Card Department at the ProCard Help Line. The Procurement Card Department will respond to the request and make the necessary changes.

IV. Food Charges on the Procurement Card

Food purchases are an area in which we strongly recommend use of the Procurement Card. The previous method of Standing Purchases Orders is much more labor intensive for both the Department as well as Procurement and Contracts.

We have expanded the program to allow food purchases provided the following requirements are met:

- *The purchase of the food must serve a legitimate business purpose.
- *More than one person must be present for the purchase of food.
- *No alcohol may be purchased.
- *Any gratuity over 20% requires written justification.
- *All receipts must be itemized.

Food may be purchased in restaurants, grocery stores or any location that food may be purchased. The food may be purchased for pick-up, delivery, dine-in or catered. Please notify vendor of tax exempt status before purchase.

If the food is for human consumption, a MSU Food Purchase form, located on the Procurement and Contracts website, as well as the appendix of this User's Guide, must be completed with two signatures and attached to the receipt. If the food is purchased for lab experiments, please note on the receipt and do not complete a MSU Food Purchase Form.

Food may not be purchased by an individual while traveling. These charges must go through the MSU Travel Department.

V. Hotel Charges on the Procurement Card

The MSU Procurement Card may be used for payment of hotel charges for visitors of the University. This may include guests, speakers, visitors and potential job applicants. This charge is only allowable when the guest is visiting a campus of MSU.

The MSU Procurement Card may not be used to pay for any incidental charges. These may include but are not limited to room service, phone/fax, movies, internet or parking. For hotel charges in the state of Mississippi the Procurement Card is exempt from Mississippi State Sales Tax.

The Procurement Card may not be used to pay for Hotel charges of MSU employees. MSU employees must make arrangements to pay their hotel charges through the MSU Travel Department. Please do not give the Procurement Card number to a hotel to reserve a room for an MSU employee. It has been our experience that many times the hotel will go ahead and charge the room to the card. If this happens, the Procurement Card Account must be reimbursed by the cardholder.

The Procurement Card may be used to pay Hotel Charges for MSU students during school sanctioned trips. The Procurement Card however must remain in possession of an MSU employee and not be released to a MSU student.

A Hotel Charges Form must be completed with two signatures and attached to the receipt for each Hotel charge. The Hotel Charges form is located on the Procurement and Contracts website and the appendix of this User's Guide.

VI. Contractual Services

The Procurement Card may be used for the payment of Contractual Services with one exception. Please do not give your card number to a business for a recurring monthly charge. You may use your card for payment of these services as long as you are invoiced and have control over the payment process. We do not want anyone to have the ability to charge our card monthly without our prior knowledge.

VII. State Contract Items

The Procurement Card may be used for purchase of State Contract Items. There are two methods for purchasing items on State Contract. The first method requires printing off the State Contract page from the internet with the information concerning the purchase.

The other method is as follows:

*E-mail the State Contract Office in the Office of Procurement and Contracts when making a State Contract purchase.

*Include a complete description of the item, vendor, quantity and price in the e-mail.

*The State Contract Office will then verify the purchase and approve or deny the request.

*Print the e-mail with the State Contract approval and attach it to your receipt.

*The State Contract Office will notify the Cardholder of any problems with the order.

*For State Contract purchases over \$5,000, please contact your Purchasing Agent/Buyer for approval for payment with the Procurement Card.

Computer Purchases up to \$100,000

Please print off the EPL screen from your computer and attach it to your receipt. For computer purchases over \$5,000, please consult your Purchasing Agent. Please use the Equipment Procurement Card for these purchases.

VIII. Equipment Procurement Card



Procurement and Contracts has developed an Equipment Procurement Card which may be used for Equipment purchases. The definition of Equipment is as follows:

Property (Equipment) is defined as all furniture, vehicles, equipment and other State Property having a useful life expectancy of at least one year and a cost of \$1,000 or more. All items under \$1,000 in value are not required to be placed on inventory excluding specialty items. The Equipment Exception List may be found at:

http://www.property.msstate.edu/forms/exception_list.pdf

The application for the Equipment Procurement Card may be found on the Procurement and Contracts website. The application process is identical to the Procurement Card application process discussed earlier.

There will only be one Equipment Procurement Card issued per ORG. The card will be issued in the Department Head's name.

The Card will be used ONLY for Equipment Purchases. Non- equipment items directly related to the equipment purchase are allowable. For all other non-equipment purchases, please use your Procurement Card.

If you are unsure whether an item is considered equipment, please contact Receiving and Property Control for verification of Equipment status.

There will be a default account code (408290) assigned to all purchases made with the Equipment Procurement Card. When completing your month-end journal voucher, you will be required to change the equipment account code to reflect the specific item purchased.

The Modified Equipment Account Code List that became available Nov. 1, 2010, changes some equipment items to a commodity account code. Items that have been inventoried in the past (computers — \$250+, cameras — \$250+, lawn equipment — any cost, furniture — \$1,000+, etc.) that are per item under \$5,000 still should be purchased with the Equipment Procurement Card. You should still reference the Equipment Exception List found on Receiving & Property Controls website as to what should be inventoried and at what price.

We are not changing the method of payment from before, only changing the account code for those items. The 4067** account codes still inventory those items; it just now classifies them as non-capitalizable equipment. If you are unsure of the specific account code, please contact Procurement and Contracts.

406710 – Furniture/Office Equipment (<5,000)	408210 – Furniture/Office Equipment (>5,000)
406720 – Vehicles (<5,000)	408220 – Vehicles (>5,000)
406730 – Ag/Outdoor Equipment (<5,000)	408230 –Ag/Outdoor Equipment (>5,000)
406740 – Medical Equipment (<5,000)	408240 – Medical Equipment (>5,000)
406750 – Computer Equipment (<5,000)	408250 – Computer Equipment (>5,000)
406760 – Media Equipment (<5,000)	408260 – Media Equipment (>5,000)
406770 – Scientific Equipment (<5,000)	408270 – Scientific Equipment (>5,000)
406780 – Consumable Equipment (<5,000)	408290 – Other Equipment (>5,000)
406790 – Other Equipment (<5,000)	408298 – Equipment Titled to Sponsor

When 30 Funds are to be used for the purchase of Equipment, Sponsored Programs Accounting approval must be obtained BEFORE the purchase is made. Please e-mail the completed Equipment Requisition Form to :

spaccounting@controller.msstate.edu

Sponsored Programs Accounting will respond with an e-mail approving or denying use of the 30 Fund for the purchase. If they disapprove your request, you will need to choose a different fund for that item.

A MSU Property Acquisition Form must be completed for each purchase made with the Equipment Procurement Card. The Property Acquisition Form may be found on the Receiving and Property Control Website. The PC# from your month-end Journal Voucher must be included on your Property Acquisition Form. Make sure there is a Property Acquisition Form completed for each purchase on the Equipment Procurement Card. Attach a copy of the receipt to the Property Acquisition Form and send to Receiving and Property Control once the form is completed. There will be some instances where the form cannot be completed until the following month when the Equipment is actually received. Do not send in the form unless it is complete; however, send it in as soon as all of the required information is available.

IX. Declined Transactions

In the event that your transaction is declined, please pull up your card statement for an explanation of the denial. To view your pending and posted transactions, log into the statement and click on Transaction Inquiry on the right hand side of the page. Next click on view all pending and posted transactions and search. The transactions that are listed are all the charges that have been made since your last statement (this will only show the last 50 transactions). The most common reasons for the card to be declined include:

*Monthly spending limit exceeded

*Incorrect expiration date

*Incorrect card number

*Restricted vendor

*Single transaction limit exceeded

*Incorrect CVC Code

If you are unable to determine the cause of the card being declined, contact the Procurement Card Department and we will work with you to determine the problem.

X. Prohibited Purchases

The following purchases are prohibited with the Procurement Card:

- *Gasoline unless purchased in bulk with prior approval from Procurement and Contracts.
- *Travel related expenses
- *Purchases over \$5,000 without prior Procurement & Contracts approval
- *Cash Advances
- *Radioactive, Explosive or other Hazardous material
- *Items for personal use
- *Alcoholic beverages
- *Gifts to employees
- *Items on back order
- *State Contract items without prior Procurement & Contracts approval
- *Equipment unless using an Equipment Procurement Card

XI. Exceptions

This User's Guide provides a thorough set of guidelines for proper use of the MSU Procurement Card. It is understood, however, that there might be cases when the use of the Procurement Card may be expanded outside of normal policy.

All requests for exceptions to the Policies and Procedures set forth in this guide must be submitted in writing to the Office of Procurement and Contracts via e-mail. Please send the requests to the Procurement Card Department at the ProCard Help Line. In the event of an emergency, a request may be made over the telephone.

The Office of Procurement and Contracts will then review the request and notify the requestor of the approval or denial of the request. Please keep copies of all documents related to the request for audit review.

XII. Audit Policies and Procedures

All MSU Procurement Cards will be audited at least every six months. We will audit 100% of the transactions on the Procurement Card. When it is time for your scheduled audit, you receive the following e-mail from Procurement and Contracts:

It is time for Procurement & Contracts to conduct a periodic audit of your procurement card purchases. I am going to pick the audit up on the morning of _____. We will be auditing the period of ____ to _____. Please respond back and let me know the building and room number that the audit will be located. (Note: We will be picking up many audits, so please make sure you have everything ready for us by the end of the day on _____, so that if we come by early you will be ready for us.)

You can help the audit go smoothly by ensuring that:

1. Itemized receipts are behind or attached to the bank statements in the order that they appear on the statement (small receipts should be taped/stapled individually to an 8.5X11 sheet of paper). **Please do not tape over the writing on receipts; this causes the ink to fade.**
2. No Mississippi State sales tax is charged on any receipts. If tax was charged get a credit for the charge.
3. Any food purchase has an explanation attached describing how it was for university business.
4. Attach a completed copy of the Property Acquisition Form to every receipt where equipment was purchased.
5. Ensure that the PC Journal Voucher number is written on the front of each bank statement along with 2 signatures.
6. Attach the Summary of Journal Voucher Entries (from FWGDTPC) to the front the statements which make up each PC Journal Voucher.

Order of audit should be: Journal Voucher printout (FWGDTPC), statement, invoices in the order of the statement with required forms (food, hotel, membership dues, property acquisition forms) attached to the invoice.

Note: If you are not the departmental procurement card administrator please forward this email to the correct person.

Should you have any questions please do not hesitate to contact me.

Thanks,

The Procurement Card Staff will either perform the audit on – site or will pick up the information and perform the audit at the Procurement and Contract Offices.

Please make copies for your records at the end of each month. This will make things run much more efficiently when it is time for your audit. Please only provide Procurement and Contracts with your monthly Journal Voucher, Bank Statement and receipts along with a Food Form, Hotel Form, Membership Dues Form, Purchasing Agent Approval, State Contract Approval or Equipment Requisition Form if necessary.

Please do not include any other paperwork. Please do not include your departmental request form, packing slip, interdepartmental e-mails and any information concerning the product printed from the internet.

We will audit your transactions and issue a preliminary audit report. We will give you one week to resolve any areas of non-compliance and send us copies of your corrections. We will then send a final audit report in which we will copy your Department Head and Vice President. If all corrections are not made within a week of the final audit report, the cards will be temporarily closed.

Depending on the results of your audit, there are several possible actions. If necessary, we will bring the cardholder in for further training. If the violations warrant closing the card, this will be the action taken. In the case of Fraud, we will forward the information to Internal Audit and the proper Law Enforcement Officials.

Areas of special emphasis to Internal Audit are dual signatures on the statement, the storage of the card in a secure location, and a sign in/sign out sheet for cards used by multiple people.

XIII. ProCard On-Line Statement Access Procedures

1. Complete an Access Request Form and send to Procurement Card Department
2. We will send you an e-mail with your user ID and Password
3. Go to:
<https://www.card-data.com/RegionsCardManagementSystem/Security/Login.aspx>
4. Enter your User ID and Password.
5. Click on Statement tab at the top.

Customer Service | Profile | Logoff
Card Management System
Tuesday, February 28, 2012 12:54:08 PM EST

Message Center | **Statement** | Account Maintenance | Administration | Reports

[Statement](#) > Statement View And Print

Statement View and Print

View account statement information

- Select Search Type.
- If searching by account name, enter a complete or partial account name.
- To enter both a last and first name, enter them in the format Last Name,First Name.
- If searching by account number, enter a complete or partial account number.
- If searching by employee or vendor ID, enter a complete or partial employee or vendor ID.
- Select "Search" to find accounts using search criteria.

Note: To reduce the number of entries in the search results, please enter as much of the account name, number or employee or vendor ID as possible.

Search Type

Search for Account Name
 Search for Account Number
 Search for Employee/Vendor ID

Account Name

6. Leave Account Name field blank and click search.
7. All cards you have access to will show up on the next screen, select the card you wish to view the statement for.
8. Click on the Transactions & Messages tab to view current charges.
9. If you forget your user name or password, please email:
procardhelp@procurement.msstate.edu
****Please do not contact the bank for help with resetting your password****

XIV. Processing Procurement Card Journal Vouchers

The monthly billing of procurement card transactions will be loaded into Banner creating a journal voucher for each organization code. Once these numbers are assigned, Procurement and Contracts sends an e-mail notification to departmental contacts stating that the journal vouchers are in Banner and are ready to be processed.

Procurement and Contracts will indicate in the e-mail the date all documents must be complete. This includes completing the journal voucher and obtaining approvals from all approval queues. **It is the department's responsibility to contact their departmental approvers to ensure completion of the process by the deadline.**

The departmental cards will be suspended for all those not meeting the deadline. All departmental cards will remain suspended until all documents have been completed and approved for your department. The suspension policy is:

1 or 2 late payments in a 12 month period = cards closed for 1 day

3 late payments in a 12 month period = cards closed for 7 days

4 late payments in a 12 month period = cards closed for 30 days

If 5 late payments occur in one 12 month period, we will hold a meeting between Procurement and Contracts and the Department to discuss the future of the card.

For any questions regarding the payment/journal voucher process or checking approval queues, please contact the Procurement Card Department.

1. The department will use Banner form **FZIPCDT** to determine the document numbers of the journal vouchers containing transactions that will be posted against their organization codes.
 - A. From the main menu in Banner type FZIPCDT and hit return. This will take you to the Procurement Card JV Document Inquiry Form.

- B. Type the user ID of anyone that has **level one approval** authority for your organization code, hit return, and control/page down. The procurement card approval structure will be the same as the approval structure for direct pay vouchers and purchase order invoices.
 - C. You now have a list of the journal vouchers you will need to process. Write down the journal voucher number(s)
 - D. Exit this Banner form.
2. To process your procurement card transactions use Banner form **FWAJVPC** or **FGAJVCD** depending on your access. From this form you will need to verify all transactions charged against the organization code(s).
- A. From the main menu in Banner type FWAJVPC or FGAJVCD and hit return. This will take you to the Journal Voucher Entry Form.
 - B. Type the journal voucher number from your JV Document Inquiry Form list generated in Step 1 above, hit return twice and then control/page down twice. This will take you to the transaction detail page of the journal voucher. (Please make a note of what your starting document total is)
 - C. Verify all transactions listed in the journal voucher by arrowing down from one record to the next. Any changes that need to be made to the fund, organization, program or activity codes should be made at this point. The account code is predetermined by where the purchase was made and can be changed to better reflect the purchase.
 - D. If a transaction needs to be split between more than one accounting distributions or if an item needs to be deleted from the journal voucher, follow the instructions for Editing a Journal Voucher in step 6.
 - E. The last record is a zero record and will have to be keyed before completing the voucher. It will contain the sequence number, journal type (FTSO), and description (PROCARD). You will need to type the following information: accounting distribution, amount, and credit indicator.

- 1. The following accounting distribution must be entered for the last record:

FUND	ORGN	ACCT	PROG
100000	999999	212002	999999

NOTE: If you type PC in the index field and press enter, the above accounting distribution will automatically populate in these fields.

2. To calculate the amount for the last record, add all debit charges and subtract all credit charges. The debits minus the credits will give you the net amount to be charged to the contra account and paid to Visa.
3. Type C in the debit/credit indicator field. This is the field labeled Debit/Credit next to the amount field. If you have a credit balance on your statement(s), then you would type a D in this field.
4. Click on Save to commit these changes and control/page up.

F. This will bring you back to the Journal Voucher Document Header information. At this point you will need to change the document total to include the amount that was entered on the last sequence of the journal voucher. This document total is a hash total in Banner. The amount that appears in this field when you open the journal voucher is a total of all the amounts in the journal voucher. This total does not recognize the difference between debits and credits; it simply sums the amounts shown in the amount fields.

1. Add the amount that you entered in the last record to the original document total. The sum of these two amounts should be entered as the new document total. Do not enter any amount in the Distribution Amount Field
2. Control/page down twice
3. To check your entries, print a Journal Voucher Listing (FWGJVLST) before completing and submitting the Journal Voucher for approvals. Always put a copy of the Journal Voucher Listing with your statement for future reference.
 - Process for printing Journal Vouchers
 - Click on “Options”
 - Scroll down to Print Journal Voucher (GJAPCTL)
 - Control Page Down
 - Enter Printer Name
 - Control Page Down
 - Enter ProCard Journal Voucher Number in the first field under “Values”
 - Press submit and save
 - Exit back to your journal document
 - Once all transactions are verified by your printout, Control Page Down

3. Click on Complete and it should give you a message that says Document Completed and Forwarded to the Approval Process. Once the document is complete, it will bring you back to the document number on the Journal Voucher Entry Form. If you would like to double check to make sure the document is complete, control/page down and it will show a C in document status and will give you a message at the bottom of the screen stating Document Has Been Completed, No Changes Allowed.
 5. Exit the Journal Voucher Entry Form.
3. Approval of the journal voucher - **It is the departmental administrator's responsibility to make sure that the journal voucher is approved through all departmental levels.** Banner form FOAINP can be used to determine which queues the completed journal voucher is located. In this form, enter the journal voucher document number and control/page down. The left side of this form will tell you what queues the document must be approved in and by clicking on a specific queue, the right side of the form will tell you who has approval authority for that queue. The final approval queue will always be the Invoice Final Queue. If the document is only showing in this queue, then no other action needs to be taken by the department.
4. Viewing a Journal Voucher
 - A. Banner form FGIJSUM can be used to view a journal voucher that has not posted.
 - B. Banner form FGIDOCR can be used to view a journal voucher that has posted.
5. Printing a Journal Voucher that has posted
Process FWGDTPC (Document Total Report) can be used to print a journal voucher that has posted.
 - Enter the process name, control/page down
 - Enter the printer name, control/page down
 - Enter the Beginning Document Number, arrow down
 - Enter the Ending Document Number, arrow down
 - Enter the Fiscal Year (ex. 12), control/page down
 - Click Submit and Save
6. Editing a journal voucher - A journal voucher can be edited by deleting or inserting records.

- Process FWGDTPC (Document Total Report) can be used to print a journal voucher that has posted.
- Enter the process name, control/page down
- Enter the printer name, control/page down
- Enter the Beginning Document Number, arrow down
- Enter the Ending Document Number, arrow down
- Enter the Fiscal Year (ex. 12), control/page down
- Click Submit and Save

7. Editing a journal voucher - A journal voucher can be edited by deleting or inserting records.

- **Deleting Records:** To delete a record, place your cursor on the record you wish to delete. On the toolbar place your cursor on Record and then click on Remove. Remember, if you delete an item from the journal voucher you must submit a Disputed Item Report.
- **Inserting Records:** To insert a record place your cursor on the record above where you wish to insert a new record. On the toolbar place your cursor on Record and then click on Insert. F4 will copy the original record over to the new record. Press enter and Banner will automatically assign an unused sequence number to the new record. You can also insert a record by adding a new record at the end of the journal voucher. If you add the records at the end of the journal voucher, please remember to use the same account code and description as the original record. You should not need to insert a record unless you are splitting a transaction between more than one accounting distributions or if you are adding back a disputed item that was deleted from a previous journal voucher.

Please call before editing if you are unsure. The only way to restore a journal voucher to its original state is to manually re-key the document.

XV. Disputed Items

The disputed items process allows cardholders to withhold payment of fraudulent charges appearing on their statement until the matter is resolved. Fraudulent charges are the only items that the cardholder will be allowed to dispute.

Once a fraudulent charge is identified it is the department's responsibility to contact a member of the Procurement Card staff. Procurement and Contracts will notify the bank concerning the fraudulent charges. At this point the card with fraud will be closed and a replacement card will be issued by the bank. The bank will forward the required paperwork to Procurement and Contracts. Procurement and Contracts will then forward this paperwork to the department for completion. Upon completion of the paperwork the department will forward all documents to Procurement and Contracts. The department should scan all documents to Procurement and Contracts and forward all originals in campus mail. At this point Procurement and Contracts will send all paperwork to the bank.

The bank will begin a fraud investigation based on information provided by cardholder. Upon completion of the investigation the bank will notify Procurement and Contracts. The bank will typically complete their investigation in 45 days.

The cardholder administrator should remove the disputed item from the journal voucher. The University will pay for the disputed item through a control account. When a credit is issued the department must remove the credit for the disputed item from their journal voucher so the control account may be credited.

Procurement and Contracts recommends checking your transactions frequently in order to identify fraudulent charges as soon as possible. Early detection of fraudulent charges allows the bank to begin their process sooner and reduces the risk of additional fraudulent charges.

XVI. Questions or Assistance

Please feel free to call Procurement and Contracts with any questions, problems, inquiries, etc. regarding your Procurement Card or your Equipment Procurement Card. You may contact the Procurement Card Department by phone or E-mail. The quickest and most efficient method of assistance is the Procurement Card Help Line. The Procurement Card Help Line e-mail address is procardhelp@procurement.msstate.edu You may also contact your Department's Purchasing Agent with any questions regarding your Procurement Card or your Equipment Procurement Card.

XVI. Miscellaneous

You may use your card to pay for the following:

Utilities

Equipment Rental

Conference Registrations

Memberships

Software, provided you are not signing a Licensing Agreement

Auto Rentals regardless of the provider (only to be used for day trips while not in travel status)

Admission or Entry Fees for Student Trips

Freight/Shipping Charges

Postage/Post Office Box Rental

Subscriptions/Publications

Reprints

Job/Position Postings (with prior approval from Human Resources)

Advertising

Space rental at Conferences/Conventions

Maintenance Agreements

XVII. APPENDICES

APPENDIX A

PROCUREMENT & CONTRACTS

Don Buffum (662)325-2861
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Project Coordinator bmoss@procurement.msstate.edu

PROCUREMENT & CONTRACTS – PURCHASING MANAGERS

Jennifer Mayfield (662)325-5539
Purchasing Manager jmayfield@procurement.msstate.edu

Jay Rester (662)325-2429
Purchasing Manager jrester@procurement.msstate.edu

PROCUREMENT & CONTRACTS – PROCUREMENT CARD

Melissa Inmon (662)325-5873
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Audrey Ellison (662)325-1934
Procurement Card Specialist aellison@procurement.msstate.edu

PROCUREMENT & CONTRACTS - INVOICES

Helen Callahan

Sr. Accounts Payable Specialist
Direct Pays

(662)325-2305

hcallahan@payables.msstate.edu

Shannon Watson

Direct Pays

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Shabrina Williams

Accounts Payable Specialist

Letters: A, B, D, E, F, J, K, M, P, Q, U, V, W, X, Y, Z

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swilliams@procurement.msstate.edu

Linda Makamson

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PROCUREMENT & CONTRACTS – REQUISITIONS

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PROCUREMENT & CONTRACTS – STATE CONTRACTS

Jo Wade
State Contract Specialist

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PROCUREMENT & CONTRACTS – BIDS

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PROCUREMENT & CONTRACTS – VENDOR RECORDS

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APPENDIX B

PROCUREMENT CARD FORMS

Forms

[Cardholder Application/Agreement](#)

[Equipment Card Application](#)

[Equipment Requisition Form](#)

[Food Purchase Form](#)

[Hotel Charges Form](#)

[Membership Dues Form](#)

[Missing Document Affidavit](#)

[Sign In/Out Sheet](#)

[Tax Exemption Certificate](#)

[Online Statement Access Form](#)



PROCUREMENT CARDHOLDER AGREEMENT

Mississippi State University is pleased to present you with the Procurement Card. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

I hereby agree to comply with the terms and conditions of this Procurement Cardholder Agreement and Procurement Card Procedures (on-line at: www.procurement.msstate.edu/procard/).

I hereby agree to use my best effort to minimize exposure from lost, stolen, or otherwise compromised Pro-Cards. I agree to properly use the Pro-Card. I understand that the University **WILL** audit the use of the Pro-Card. I understand that I **CANNOT** use the Pro-Card for personal transactions or for any restricted purchases, even if reimbursed.

REQUIREMENTS AND RESPONSIBILITIES

- Must be a current employee of Mississippi State University
- Assure that the items purchased are required for a bona fide university purpose
- Notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes. If taxes are charged, obtain credit immediately.
- Obtain itemized receipts from vendors
- All items are received (no back orders allowed)
- Purchases are **within the limits set** and available budget authority (single transactions must be less than \$5,000)
- Do not split purchase into several transactions to get around the single transaction limit of \$5,000
- Do not use the Procurement Card for travel (except for car rental originating in state from U-Save)
- Do not purchase services
- Do not purchase equipment or inventory items (contact Property Control for guidance)
- Do not purchase radioactive materials

I hereby understand that improper use of this Pro-Card may result in disciplinary and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment. Should I fail to use the Pro-Card properly, I authorize the University to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the University to collect any amounts owed by me under this Agreement.

I hereby understand that the University may terminate my right to use this Pro-Card at any time and for any reason or no reason whatsoever. I hereby agree to return the Pro-Card to the University's Procurement Card Manager or my department's Business Office or supervisor immediately upon request from the University, when changing departments, or upon termination of employment.

CARDHOLDER:

Date	
Signature - Procurement Card Applicant	Print Name
Title	Department

APPROVAL:

Date	
Approved	Print Name
Title	Department



APPLICATION FOR PROCUREMENT CARD

Cardholder Information

Cardholder Name _____ (First, MI, last)
 MSU ID No. _____ Date of Birth (MM/YYYY) _____

Department Information

Departmental Card Administrator Name _____ (First, MI, last)
 Department Mailing Address _____ (United States Postal Service)
 Business Phone No. _____ (Departmental Card Administrator)
 Department Mail Stop _____ E-mail Address _____ (Departmental Card Administrator)
 Department Name _____
 Text on Card _____ (26 Characters displayed under cardholder's name, may be department subunit or project name)
 Default Acct. No. _____ (Fund, Org, Program, Activity)

Other Information

Total Number of Cards Required _____

Restrictions

Please circle the selected spending limits for your card based on likely activity. Be conservative and select the lowest limits possible to reduce University risk. If you do not select a credit level and select specific spending limits then the default will be credit level 4.

Note: Procurement and Contracts reserves the right to reduce credit limits based on transaction history.

CREDIT LEVEL 1

Monthly Credit Limit \$30,000

Single Transaction Limit _____
 (Cannot exceed \$5,000)
 (If blank will default \$5,000)

Daily Transaction limit _____
 (Cannot exceed half of credit limit)

CREDIT LEVEL 2

Monthly Credit Limit \$20,000

Single Transaction Limit _____
 (Cannot exceed \$5,000)
 (If blank will default \$5,000)

Daily Transaction limit _____
 (Cannot exceed half of credit limit)

CREDIT LEVEL 3

Monthly Credit Limit \$10,000

Single Transaction Limit _____
 (Cannot exceed \$5,000)
 (If blank will default \$5,000)

Daily Transaction limit _____
 (Cannot exceed half of credit limit)

CREDIT LEVEL 4

Monthly Credit Limit \$5,000

Single Transaction Limit _____
 (Cannot exceed \$5,000)
 (If blank will default \$5,000)

Daily Transaction limit _____
 (Cannot exceed half of credit limit)

CREDIT LEVEL 5

Monthly Credit Limit _____

Single Transaction Limit _____
 (Cannot exceed \$5,000)
 (If blank will default \$5,000)

Daily Transaction limit _____
 (If higher than option 1, prior approval of
 Director of Procurement and Contracts is
 required)

Send the completed Procurement Card Application to: ProCard Manager or ProCard Specialist, Mail Stop 9718

Internal Use Only	
Date Received	
Date Processed	
Issue Date	
Expiration Date	
Card Account No.	

EQUIPMENT PROCUREMENT CARDHOLDER AGREEMENT

Mississippi State University is pleased to present you with the Procurement Card. It represents the University's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets.

I hereby agree to comply with the terms and conditions of this Procurement Cardholder Agreement and Procurement Card Procedures (on-line at: www.procurement.msstate.edu/procard/).

I hereby agree to use my best effort to minimize exposure from lost, stolen, or otherwise compromised Pro-Cards. I agree to properly use the Pro-Card. I understand that the University WILL audit the use of the Pro-Card. I understand that I CANNOT use the Pro-Card for personal transactions or for any restricted purchases, even if reimbursed.

REQUIREMENTS AND RESPONSIBILITIES

- Equipment items only are to be purchased with this card.
Must be a current employee of Mississippi State University
Assure that the items purchased are required for a bona fide university purpose
Notify the merchant that the purchase is being made in the name of a government entity, which is exempt from state and local taxes. If taxes are charged, obtain credit immediately.
Obtain itemized receipts from vendors
All items are received (no back orders allowed)
Purchases are within the limits set and available budget authority (single transactions must be less than \$5,000)
Do not split purchase into several transactions to get around the single transaction limit of \$5,000

I hereby understand that improper use of this Pro-Card may result in disciplinary and legal actions, including but not limited to restitution, forwarding information to the appropriate authorities for criminal prosecution, and possible termination of employment. Should I fail to use the Pro-Card properly, I authorize the University to deduct from my salary, or from any other amounts payable to me, an amount equal to the total of the improper purchases. I also agree to allow the University to collect any amounts owed by me under this Agreement.

I hereby understand that the University may terminate my right to use this Pro-Card at any time and for any reason or no reason whatsoever. I hereby agree to return the Pro-Card to the University's Procurement Card Manager or my department's Business Office or supervisor immediately upon request from the University, when changing departments, or upon termination of employment.

CARDHOLDER:

Signature - Procurement Card Applicant, Date, Print Name, Title, Department

APPROVAL:

Approved, Date, Print Name, Title, Department

APPLICATION FOR EQUIPMENT PROCUREMENT CARD

Cardholder Information

Cardholder Name _____
(First, MI, last)
MSU ID No. _____ Date of Birth (MM/YYYY) _____

Department Information

Departmental Card Administrator Name _____
(First, MI, last)
Department Mailing Address _____
(United States Postal Service)
Business Phone No. _____
(Departmental Card Administrator)
Department Mail Stop _____ E-mail Address _____
(Departmental Card Administrator)
Department Name _____
Text on Card _____ EQUIPMENT CARD
Default Acct. No. _____ 408290 _____
(Fund) (Org) (Program) (Activity)

Restrictions

Please circle the selected spending limits for your card based on likely activity. Be conservative and select the lowest limits possible to reduce University risk. If you do not select a credit level and select specific spending limits then the default will be credit level 4.

Note: Procurement and Contracts reserves the right to reduce credit limits based on transaction history.

CREDIT LEVEL 1
Monthly Credit Limit <u>\$30,000</u>
Single Transaction Limit _____ (Cannot exceed \$5,000) (If blank will default \$5,000)
Daily Transaction limit _____ (Cannot exceed half of credit limit)

CREDIT LEVEL 2
Monthly Credit Limit <u>\$20,000</u>
Single Transaction Limit _____ (Cannot exceed \$5,000) (If blank will default \$5,000)
Daily Transaction limit _____ (Cannot exceed half of credit limit)

CREDIT LEVEL 3
Monthly Credit Limit <u>\$10,000</u>
Single Transaction Limit _____ (Cannot exceed \$5,000) (If blank will default \$5,000)
Daily Transaction limit _____ (Cannot exceed half of credit limit)

CREDIT LEVEL 4
Monthly Credit Limit <u>\$5,000</u>
Single Transaction Limit _____ (Cannot exceed \$5,000) (If blank will default \$5,000)
Daily Transaction limit _____ (Cannot exceed half of credit limit)

CREDIT LEVEL 5
Monthly Credit Limit _____
Single Transaction Limit _____ (Cannot exceed \$5,000) (If blank will default \$5,000)
Daily Transaction limit _____ (If higher than option 1, prior approval of Director of Procurement and Contracts is required)

Send the completed Procurement Card Application to: ProCard Manager or ProCard Specialist, Mail Stop 9718

Internal Use Only	
Date Received	
Date Processed	
Issue Date	
Expiration Date	
Card Account No.	



REQUEST FOR PAYMENT
PROFESSIONAL ASSOCIATION DUES AND/OR FEES

This form must be completed and submitted to Procurement and Contracts with any requisition for the payment of Association Dues and/or Fees. If a department is paying these fees with the Procurement Card, this form must be completed and filed with the invoice and applicable P-card statement. If the form is not properly completed and filed, the requesting individual will be liable for the re-payment of any funds expended by the University for the Payment of such dues or fees.

The Attorney General of the State of Mississippi has determined that there are occasions where it is acceptable for the State to pay Association Dues and/or Fees in the name of employees. The Attorney General opinions say such expenses are allowed if the University makes the following findings:

- 1) That the professional association dues or fees are reasonable and necessary to the performance of the employee's or officer's duties.
2) That the membership must accrue to the benefit of the public entity, and any benefit to the individual must be merely incidental.

Requesting Individual: _____
(Name of employee or officer in whose name the dues or fees are being paid)

Department: _____

Association: _____

Description of Charges: _____

Amount of Charges: _____

Date of Request: _____

I certify that the charges listed herein are reasonable and necessary to the performance of the employee's or officer's duties, and that the membership does accrue to the benefit of the public entity, and any benefit to the individual are merely incidental.

Signature of Requesting Individual (Employee)

Date

Signature of Approving Department Head

Date

MISSISSIPPI STATE UNIVERSITY
PROCUREMENT CARD
MISSING DOCUMENT AFFIDAVIT

CARDHOLDER: _____, ACCOUNT NUMBER: _____

Signature of Department Supervisor: _____

Item Description	Date of Purchase	VENDOR	Cost
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Detailed explanation of missing documentation:

The undersigned employee responsible for said missing documentation hereby states under oath that the above facts are true and correct to the best of his/her knowledge.

DATE: _____; SIGNATURE OF EMPLOYEE: _____

This Date Personally Appeared Before Me, the undersigned authority, in and for _____ County, State of Mississippi, the above named employee, who, being first duly sworn, state on his/her oath that the above facts are true and correct to the best of his/her knowledge.

GIVEN UNDER MY HAND AND OFFICIAL SEAL, this the ____ day of _____ 20

Notary Public

NOTE: This affidavit shall be attached to the Cardholder's statement and filed with the Approving Official.



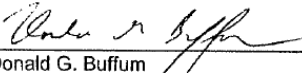
Mississippi State UNIVERSITY

FEIN: 64-6000819
TEC: 64-74-0188-K

EXEMPTION CERTIFICATE

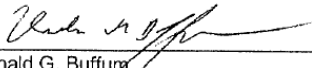
The undersigned hereby certifies that he is the Director of Procurement and Contracts of Mississippi State University and that he is authorized to execute this certificate and that the article or articles listed in the accompanying Purchase Order No. /Credit Card No. _____ are purchased from: _____ for the exclusive use of Mississippi State University of the State of Mississippi.

It is understood that the exemption from Tax in the case of sales of articles under this exemption certificate to the United State, States, etc., is limited to the sale of articles purchased for their EXCLUSIVE USE, and it is agreed that if articles purchased tax-free under this certificate are used otherwise or are sold to employees or others, such fact must be reported to the manufacturer of the article or articles covered by this certificate. It is also understood that the fraudulent use of this certificate to secure exemption will subject the undersigned and all guilty parties to a fine of not more than \$10,000 or to imprisonment for not more than five years, or both, together with cost of prosecution.



Donald G. Buffum
Director of Procurement and Contracts

This is to certify that Mississippi State University is an agency of the State of Mississippi and is exempt by law (Section 27-65-105 Mississippi Code of 1972) from the payment of Mississippi sales tax.



Donald G. Buffum
Director of Procurement and Contracts



VISA PROCUREMENT CARD ONLINE BANK STATEMENT ACCESS FORM

User Information

- Are you the Administrator? Yes No
- Are you the card holder? Yes No
- Do you currently have a Regions user id? Yes No

If you answered "No" to the last question please skip current user id and continue with New User Information

Current Regions User ID _____

New User's Full Name _____

User's Email Address _____

Department Information

Department Name _____

Department Phone No. _____ Department Mail Stop _____

Card Information

List the Last Four (4) Digits of the card number(s) and last name(s) on the cards that you need to access:
If you need access to more than (4) cards please attach an additional sheet

Last Four _____	Last Name _____
Last Four _____	Last Name _____
Last Four _____	Last Name _____
Last Four _____	Last Name _____

Authorization

Title (Department Head/Director) _____

Name _____

Signature _____ Date _____

Please send the completed Access Form to: Melissa Inman, Procurement & Contracts, 624 McArthur, Mail Stop 9718