

KANSAS STATE UNIVERSITY

**BUSINESS PROCUREMENT CARD
MANUAL**

Revised

January 2008

TABLE OF CONTENTS

<u>SECTIONS</u>	<u>PAGE NO.</u>
Overview	1-2
Card Use Procedures	3-4
How to Obtain a Card	
How to Cancel a Card	
Card Renewal	
Failure to Use the Card	
How to Report a Lost or Stolen Card	
Procurement Card Security	
Business Procurement Cardholder Responsibilities	4-6
General	
Receipt of Goods and Materials	
Record Keeping and Documentation	
Approval Process	
Rejected Purchases	
Resolving Errors, Disputes, Returns and Credits	
Penalties	
Business Procurement Card Department Responsibilities	6-7
General	
Record Keeping and Documentation	
Reconciliation and Approval Process	
How to Audit a Procurement Card Transaction	
Billing, Payment and Account Distribution Process	8-9
General	
Paying the Bank	
Auditing Business Procurement Card Program	
Sales and Use Tax	
Recap	10
Appendix 1: Business Procurement Cardholder Agreement	
Appendix 2: Business Procurement Card Account Action Request	
Appendix 3: Business Procurement Card Cardholder Dispute	

OVERVIEW

Kansas State University is participating in the State of Kansas and UMB Bank VISA Purchasing Program. The purpose of the State of Kansas Procurement Card Program is to establish a more efficient, cost-effective method of purchasing and paying for small dollar (under \$5,000) transactions within established usage limits.

The Business Procurement Cards (BPC) can be used for in-store purchases as well as mail, internet, phone, or fax orders. The program is designed to ease the ordering & payment process by reducing purchase orders, payment vouchers, and the use of personal funds reimbursed by payment vouchers.

This manual provides the guidelines under which you may use your procurement card. Please read it carefully. Your signature on the Business Procurement Cardholder Agreement (see Appendix 1) indicates that you understand the intent of the program and agree to adhere to the established guidelines. You will be issued your procurement card after mandatory training, certification, and receipt of the signed agreement by the BPC Coordinator in the Purchasing Office. You may begin using your card immediately after completion of training & certifying provided by Purchasing and the General Accounting Office, and upon receipt/activation of the card.

General Guidelines

The Business Procurement Card is an additional tool to be used by University employees for the purchasing of commodities and services, similar to an agency purchase order. All policies and procedures regarding the spending and payment of State and Grant funds still apply. The BPC is not to be used for Foundation fund expenditures. These are not departmental cards. Cards are issued to specific individuals within a specific department to insure responsibility of the use of the card. These are not travel cards. The Business Travel Account (BTA) is to be used for travel purposes.

It is likely that any merchant you currently utilize as a source for commodities will accept this card. However, due to certain restrictions some attempts to purchase goods from a merchant through the use of the BPC will be declined. If you are declined and feel the decline should not have occurred, contact the BPC Coordinator in the Purchasing Office at 785-532-6214 to determine if you were declined because of a) merchant blocking or b) transactions exceeding the monthly cycle limit or c) transactions exceeding the single transaction limit imposed on your card.

Examples of merchant category codes that have been blocked are:

- hotels and motels
- restaurants
- airlines
- transportation
- caterers
- package stores
- insurance services

Each card has been assigned an expenditure dollar limit applicable for a 30-day billing cycle, which closes on the 5th business day of each month. During this cycle, merchants are paid by UMB Bank within three days of the business transaction. It is imperative that the merchants NOT invoice the University, in addition to the detailed charge receipt, as an invoice could result in duplicate payment. Additionally, when making these purchases BE SURE TO REMIND THE VENDOR OF THE UNIVERSITY'S TAX EXEMPT STATUS WHEN MAKING A PURCHASE. The State statute information is printed on the back of each card.

For your continued use of the BPC as well as the overall success of the program please remember that the Procurement Card is NOT intended:

- to avoid or bypass appropriate procurement or payment procedures. Rather, the procurement card complements the existing processes available.
- to replace the current travel card.
- for personal use.

The cards are further restricted by the individual transaction limit of \$5,000, including shipping and handling. All purchases for commodities, where State Contracts are in place, must be made from the contract suppliers. This includes items sold at the KSU Office Supplies Store.

You are responsible for the security of this card and the transactions made against it. The card is issued in your name and any purchases made against the card will be your responsibility. Use of the card not in accordance with guidelines established may result in personal liability.

Remember that you are committing university funds each time you use the procurement card. This is a responsibility that cannot be taken lightly.

Your feedback regarding this program is important! We need to know if you have concerns, and we welcome suggestions for improvement. Your positive feedback will also be appreciated! If you have any questions about the program or need additional information, please contact the business person in your department/unit or you may contact either the Purchasing Office at 785-532-6214 or Accounting at 785-532-6202.

BUSINESS PROCUREMENT CARD ADMINISTRATORS

Patty Schurr, Business Procurement Card Coordinator 785-532-6214
Ruth Brown, Business Procurement Card Reviewer 785-532-6202
After hours, weekends, or holidays – UMB of Kansas 1-800-821-5184

CARD USE PROCEDURES

How to Obtain a Card

After you have read and understand the procedures involved with the Business Procurement Card:

- Your department/unit must indicate approval and advise the BPC Coordinator in the KSU Purchasing Office of any dollar limits imposed upon the card by filling out the BPC Cardholder Agreement (Appendix 1) and BPC Account Action Request (Appendix 2).
- Forward the Action Request form to the BPC Coordinator in the KSU Purchasing Office.
- The BPC Coordinator will arrange for cardholder training/certification process; order & acquire the card; and notify you when it is available to be picked up.
- Any needed changes will be made by contacting your department's office.

When you receive your card, sign the back of the card immediately and always keep it in a secure place. Be sure to call the bank to activate your card as instructed upon receipt. Although the card is issued in your name, it is the property of the State of Kansas and is only to be used for University purchases as defined in this manual.

How to Cancel a Card

Business Procurement Cards are to be canceled immediately if a cardholder terminates employment, transfers to another department, or experiences a change in job description that excludes the necessity of procurement card authorization. The cardholder's final paycheck may be withheld until the card is returned.

The process for canceling a procurement card begins with the return of the card to the Department. The card should be cut in half and forwarded with the BPC Account Action Request form (Appendix 2) to the BPC Coordinator in the Purchasing Office.

Card Renewal

A renewal card will automatically be mailed to the BPC Coordinator. You will be notified when it is available to be picked up from the Purchasing Office.

Failure to Use Card

An unused card is considered a security risk. If the BPC is not used on a regular basis (every three months or so), a report is generated by the Bank notifying the BPC Coordinator of the inactive card. The cardholder will be contacted and encouraged to begin using the BPC. Continued failure to use the card could be determined as an unnecessary placement and result in the card being canceled.

How to Report a Lost or Stolen Card

If a procurement card is lost or stolen, immediately notify UMB Bank Security at 1-800-821-5184 and the Purchasing Office at 785-532-6214. Following notification, a BPC Account Action Request form (Appendix 2) must be completed and sent to the BPC Coordinator. It is very important that this is completed immediately, because the cardholder could be held responsible for all charges made with the card until the card is reported lost, stolen, or misplaced.

Procurement Card Security

Only the authorized cardholder may use the card. Cards and card numbers must be safeguarded against use by unauthorized individuals in the same manner you would secure your personal credit card.

BUSINESS PROCUREMENT CARD HOLDER RESPONSIBILITIES

General

The card is not to be used for registrations, travel, gasoline, or entertainment expenses. Allowable commodities include those in the E3XXX & E4XXX object code range. Allowable services in the E2XXX object code range are charges associated with the purchase of repair & installation, package delivery and shipping charges, postage, membership, subscriptions, etc.

Receipt of Goods and Materials

The cardholder is responsible for ensuring receipt of goods and materials and will follow-up with the vendor to resolve any delivery problems, discrepancies and damaged goods.

For telephone or catalog orders, make sure complete shipping address and instructions are given along with your name, department name, complete street address, room number, city, state, and zip.

If goods or materials are ordered by phone, ask the vendor to include a detailed sales receipt in the package and explain we are a tax-exempt organization. Save the credit card receipt and shipping documentation.

Record Keeping and Documentation

Record keeping will be essential to ensure the success of the program. Standard payment policies require retention of receipts and other documentation. As with any credit/charge card, you must retain sales slips, cash register receipts, invoices, order forms and receiving documents. In addition, a BPC transaction log is encouraged to expedite reconciliation and approval.

Approval Process

Charge receipts and cash register tapes must be forwarded to the departmental accountant for review and approval. Please note: Departmental approval and document routing processes may vary between departments.

To obtain a copy of a charge or credit slip, call the UMB Commercial Cards Product Group at 1-888-494-5141 and ask for "Disputes".

Rejected Purchases

It is anticipated that cardholders may experience a purchase being rejected at the vendor's place of business when the card transaction is run through the bankcard system. This could occur for the following reasons:

- Purchase exceeds the \$5,000 transaction limit (including all delivery, shipping and handling and/or special handling costs)
- Purchase exceeds the monthly dollar limit established for the card.
- Purchase has been requested from a vendor having a merchant category code not included on KSU's acceptable list of codes.

If a rejected purchase occurs, this does not necessarily mean that the cardholder has followed incorrect procedures. The requested purchase could be a valid use of the card. However, the purchase could have been rejected due to the wrong assignment of merchant category code to the vendor.

Additional concerns may occur if a current vendor does not currently accept VISA. Any vendor you currently purchase goods from should be considered a potential vendor of the procurement card - even if they do not accept procurement or charge cards today. If a vendor you wish to use does not currently participate, you should complete a Vendor Non-Acceptance Form and forward it to the BPC Coordinator at the Purchasing Office who will have the bank contact the vendor.

Resolving Errors, Disputes, Returns and Credits

The cardholder is responsible for contacting and following up with the vendor on any erroneous charges, disputed items or returns as soon as possible. If the cardholder is unable to reach agreement with the vendor, the next step is to contact the BPC Coordinator at 785-532-6214.

The BPC Coordinator may request the cardholder to complete a BPC Cardholder Dispute Form (see appendix 3) and fax (785-532-5577) or mail the completed form to the Purchasing Office. The dispute form will be forwarded to UMB Bank for resolution with the vendor. The bank must be notified of any disputed items within 60 days of the last cycle in which the item was purchased. The cycle closes on the 5th business day of each month.

Disputed billing can result from failure to receive goods or materials, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. In the event of fraud notify the Purchasing office (785-532-6214) immediately. Documentation regarding any resulting credits should be kept to explain each item to be returned or exchanged. All problems resulting from the use of the BPC must be charged to the departmental account and coded as E3999 until resolution of the dispute occurs.

Penalties

Obtaining a BPC is a privilege and must be used appropriately. Failure to follow the policies and procedures of the University and BPC program could result in written warnings, cancellation of the card, and even loss of position. Buying from established contracts, providing supporting paperwork, processing payment in a timely manner, etc., are critical elements to a successful University-wide card program.

BUSINESS PROCUREMENT CARD DEPARTMENT RESPONSIBILITIES

General

The department business office determines who is eligible for a card, authorizes cardholder limits, audits and signs transaction logs, controls spending through the bank summary review and maintains records.

The department business office must also complete the BPC Account Action Request Form (appendix 2) identifying the cardholder and the limits to apply to the card. Once approved, send the original to the BPC Coordinator at the Purchasing Office, who will initiate the card issuing process with the bank. The BPC Coordinator will arrange training for the cardholder prior to distribution and use of the card.

If an employee leaves the department or assumes different duties that do not require the use of the procurement card, the department's business office is responsible for retrieving and cutting up the card and sending it to the BPC Coordinator, Purchasing Office. If an employee moves to another KSU department, the old department's card does not transfer to the new department. The new department must initiate the process to obtain a new card for the employee.

Each department needs to determine how to secure the cards and card numbers. In some areas it is more appropriate for individuals to carry the cards. In other areas, the cards may be stored in a secure place in the department's business office. In either case, the account number should be protected and cards must only be used by the cardholder appearing on the card.

If changes in the limits established on the card or other elements (other than cardholder name or department) are required, use the BPC Account Action Request form (Appendix 2) and send to the Purchasing Office.

Record Keeping and Documentation

Required documents include one or more of the following: credit slips, charge slips, packing slips, or cash register slips. A record of card use is also required and to be maintained in order to provide a summarized supporting document for the creation of a Procurement Card Voucher (PCV). These supporting records must be maintained for three years.

Reconciliation and Approval Process

The department/unit business office is responsible for editing and approving procurement card transaction logs and creating a summarized PCV. Funding, object code, and descriptions should be corrected before the log and PCV are approved and sent to Accounting.

How to Audit a Procurement Card Transaction

Before approving the posted transaction, check the following information:

- The vendor name must agree with the credit slip/packing slip. If the vendor name does not agree, check to make sure there is not another transaction to which it applies.
- Prior to approval, verify that the cardholder has a credit, cash register receipt, or packing slip.
- Check to make sure the “Ship To” address on the documentation is accurate. If not, the discrepancy should be investigated.
- Note partial shipments on the transaction log.
- Note any sales tax charged. Enter a separate log entry for the tax charged and code the charge to the E3999. Work directly with the vendor to obtain a credit/correction.
- Check packing slip for freight terms. On contract items, freight terms must agree with the contract terms.

If inappropriate purchases appear, the employee should supply a justification. If the justification is insufficient, appropriate measures should be taken to receive a credit from the vendor for the purchase. To obtain a credit a cardholder can return the goods. During the timeframe that the credit is pending, the charge should be coded to E3999.

The approved transaction log, supporting documentation, and PCV should be sent to General Accounting for audit and posting to the Financial Records System.

BILLING, PAYMENT AND ACCOUNT DISTRIBUTION PROCESS

General

The statement closing date is the 5th business day of the month. This usually falls on the 7th of the month. Each cardholder will receive a statement of activity for the month at his/her central accounts payable office. This is to be used to reconcile logs and invoices and produce a summarized transaction log. Concurrently, a control account statement is mailed to the General Accounting Office from which the Controller's Office will process UMB's monthly payment.

Paying the Bank

When the cardholder receives the monthly bank statement it should be immediately given to the person in charge of reconciling the account. Departmental internal order/purchasing forms, charge slips and receipt tapes should be matched to the statement. If a receipt is missing, the cardholder should be immediately contacted to see if one has been received. If not, the vendor must be called and asked to provide a detailed invoice, credit memo, or an adequate substitute. If they can only FAX you a copy, please remember to certify and sign it as valid and the only copy you received. If a charge or credit slip cannot be obtained from the vendor, call UMB Commercial Cards Product Group at 1-888-494-5141 for a copy. Verify purchases again for sales tax on each item and request a credit, if needed. Check state contract items and verify that shipping charges were handled according to the contract.

Once the statement has supporting documentation **for each entry on the statement**, a summary transaction log/procurement card voucher must be prepared. As long as the attached invoice, packing slip or other payment document is detailed, the items purchased may be described in general terms. Each department is responsible for allocating purchases to the appropriate funding and object code. Make certain that if tax has been charged, it is entered on a separate line on the log and coded E3999. Attach the backup documentation in the order listed on the statement to the summary log.

The PCV must be signed by both the cardholder and the department coordinator. Forward the entire package to Controller's Office/Accounting within approximately two (2) weeks of the end of the BPC billing cycle, i.e. by the twenty-fifth of the following month. The PCV noted above will be used to reimburse the Controller's Office control account from which payment is made to UMB. As a result the corresponding FIS entry will not show payment information to the vendors from which goods were received.

Prompt payment is critical. With over 1000 cards in the University BPC program, reconciliation of the master bank statement can be difficult. The departments' accuracy and promptness in submitting the BPC voucher really helps in the processing of the statement and preparing for the next month.

Auditing of Business Procurement Card Program

The Kansas State University Office of Internal Audit may conduct periodic audits to determine compliance with Business Procurement Card policies and procedures.

The KSU Purchasing Office reserves the right to conduct random audits of departments throughout the program to ensure compliance with purchasing rules and regulations. If abuse is found during these audits, department cards may be revoked. Any minor offenses will be documented and the documentation will be signed by both the cardholder and the BPC Coordinator. It is very important that every item is verified against the valid object code listing.

State of Kansas Division of Accounts & Reports will also conduct audits as they see fit.

Sales and Use Tax

Kansas State University, as an agency of the State of Kansas, is exempt from paying Kansas sales or use tax per KSA 79-3606(c).

Information on the University's tax-exempt status appears on the back of the procurement card. **BE SURE TO REMIND THE VENDOR OF THE TAX EXEMPT STATUS WHEN MAKING A PURCHASE.**

RECAP

State or Grant funds only, no foundation (endowment) funds.
Commodities or Services only. No Travel, refer to BTA.
Use required sources, e.g. established contracts, KCI, State Use Catalog.
Per purchase limit of \$5000. No order splitting.
Obtain Receipts.
Prompt Payment.

Example of Excluded Purchases

Alcoholic Beverages
Cash Advances
Construction, Renovation or Installation
Food
Gasoline
Hospitality or Entertainment
International Companies, except for Canada, United Kingdom, & Australia. Special approval process is required for any other countries.
Personal Items
Printed materials, e.g. copying services, business cards, etc.
Purchases involving trade-in of University property
Real Estate Leases
Registrations
Sales Tax
Travel Related Items (such as plane tickets, hotel, car rentals, etc.)
Weapons, Ammunition

KANSAS STATE UNIVERSITY
(AGENCY)

BUSINESS PROCUREMENT CARDHOLDER AGREEMENT

Name of Cardholder:	Cardholder Business Address:
Cardholder Security Number:	Cardholder Business Phone Number:
Department Name:	
Supervisor's Name and Title:	Supervisor's Phone Number:

Cardholder agrees to accept responsibility for the protection and proper use of the Business Procurement Card (BPC) in accordance with the terms and conditions below:

1. Cardholder agrees to provide the supporting receipts from the vendor and a transaction log for each transaction as designated by the BPC Coordinator under the agency policies and procedures. Failure to report or document any purchase may be deemed an improper use of the BPC.

2. If the card is lost or stolen, Cardholder shall notify the Card Coordinator immediately.

3. Cardholder's agency shall be responsible for all charges, including fees and interest, incurred from the proper use of the Card.

4. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Cardholder understands that he/she shall be personally liable for any improper use of the BPC and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 2, including fees and interest assessed against the improper purchase. Cardholder understands that his/her improper use of the BPC may be cause for disciplinary action by the Agency including termination and that improper use of the BPC may subject Cardholder to criminal prosecution. Cardholder understands that Agency may withhold amounts attributable to improper use by Cardholder from any paycheck or other state of Kansas warrant which may be payable to Cardholder.

5. Cardholder understands that this BPC is authorized for the purchase of:

BPC Card – Commodities, capital outlay items and the contractual service items specified in the *BPC General Procedures* document (coded in 2000, 3000 and 4000 series of object codes) limited to \$5,000 per purchase.

BPC Contract Account (Cardless Account) – Commodities, capital outlay items and the contractual service items specified in the *BPC General Procedures* document (coded in 2000, 3000 and 4000 series of object codes) included on statewide open-end contract. Dollar limit per purchase is negotiated with UMB Bank for each account.

Automotive Fuel Card – Limited to purchases of fuel and minor automotive repairs for agency-owned vehicles. Agency automotive fuel card programs must be preapproved by the Division of Accounts and Reports.

6. Cardholder understands that should his/her employment with Agency terminate for any reason, the BPC must be returned to the BPC Coordinator. Cardholder understands that Agency may withhold his/her final paycheck until the BPC is returned. Cardholder also understands that Agency may withdraw authorization to use the BPC and require the return of the BPC at any time for any reason.

Appendix 1

7. Cardholder understands that use of the BPC is subject to individual card limitations on expenditures for use in official State business. All purchases must comply with State accounting and purchasing statutes, regulations and policies including all policies the Cardholder's Agency implements in the use of the Card. Items on State contracts may be acquired from the contract vendor with the BPC. The following items may not be purchased with the BPC, however, the list is not all inclusive:

- | | |
|---|--|
| Alcoholic beverages | Real Estate Leases |
| Business Cards | Personal Items |
| Cash Advances | Purchases involving trade-ins |
| Construction, renovation or installation | Recruitment expenses |
| Food | Services (Services included in Appendix A of the BPC General Procedures document and 1099 reportable services are allowable) |
| Fuel (except Automotive Fuel Cards) | Travel, travel related expenses |
| Honorariums (if reimbursement of travel expenses) | Weapons, ammunition (except KBI, KHP, KDOR and Kansas Lottery) |
| Hospitality or Entertainment | |
| Incentive earnings (ward or inmate) | |
| Items for which payment is made by Interfund Voucher (e.g. items in the Kansas Correctional Industries Catalog) | |

If in doubt that a purchase is authorized under this agreement through the use of the BPC, Cardholder understands that he/she should seek prior approval from the BPC Coordinator. Such approval assumes proper use of the BPC.

8. Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the card; has received, read and understands the Agency's Business Procurement Card Manual; and has read and understands this agreement.

Cardholder signature: _____ Date: _____

For Agency Use Only	
Limit per Purchase: _____ (not to exceed amount specified on previous page)	
Cycle Credit Limit: _____ (not to exceed without authorization)	
Approval by Department Head:	
Print Name: _____	Title: _____
Signature: _____	Date: _____
Approval by K-State Controller:	
Print Name: _____	Title: CONTROLLER
Signature: _____	Date: _____
Approval by BPC Coordinator:	
Print Name: _____	Title: BPC COORDINATOR
Signature: _____	Date: _____

BPC ACCOUNT ACTION REQUEST
UMB BANK – CARD CENTER
VISA PURCHASING CARDHOLDER
State of Kansas / Kansas State University (Agency No. 367)

Department _____

- New Account
- Reissue Replacement Card
- Request Lost/Stolen Replacement
- Change Reporting Level
- Change Account Address
- Change Control Account
- Change Authorization Strategy
- Close Account

- Update Account Information
- Emergency Card Replacement
- Authorization Override
- Rush Card Request
- Statement Copy
- Sales Draft Copy
- Other _____

Monthly Account Cycle Controls

- Total Dollar Limit \$ _____
- Maximum Transaction # _____
- Maximum Transaction \$ _____

Daily Account Cycle Controls

- Total Dollar Limit \$ _____
- Maximum Transaction # _____
- Maximum Transaction \$ _____

Account Number: _____

Cardholder Name: _____

Department: _____

Security Number: _____

Position: _____

Statement Address: _____

City / State / Zip: _____

Telephone # / E-mail Address: _____

Authorization Strategy #: _____

Reporting Level: _____

Special Instructions: _____

Date of Request

Department Head (Requestor) Signature

Date Authorized

Business Procurement Card Coordinator Signature

**KANSAS STATE UNIVERSITY
BUSINESS PROCUREMENT CARD
CARDHOLDER DISPUTE FORM**

ACCOUNT NO.: _____ MERCHANT NAME: _____
CARDHOLDER: _____ ADDRESS: _____
DEPT & ADDRESS: _____ TRANSACTION AMOUNT: _____
_____ TRANSACTION DATE: _____
_____ REFERENCE NO.: _____

Please indicate below the reason for your dispute.

Description of item(s) disputed: _____

I am disputing this charge because: _____

After contacting the vendor, the following was / was not resolved: _____

- I did not make, nor authorize, the above transaction. I have not ordered merchandise by phone or mail, or received any goods or services.
- The amount authorized and the amount billed are different. (Enclosed is a copy of the charge that was authorized.)
- I was previously charged for this transaction. The date of the previous charge is _____.
- I have been charged for merchandise that I did not receive.
- My account has been charged for the above listed transaction, but I have since contacted this merchant and canceled the order. Shipment will be refused if merchandise is still sent.
- My account has been charged for the above transaction, but the merchandise has since been returned. Enclosed is a copy of my postal insurance receipt. (A copy is provided with this correspondence.)
- I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed. The date on the voucher is between 30 and 90 days old. A copy of this voucher is included with this correspondence.

CARDHOLDER SIGNATURE _____ DATE _____

Send this form and documentation to: BUSINESS PROCUREMENT CARD COORDINATOR
KSU PURCHASING OFFICE
21 ANDERSON HALL
MANHATTAN, KS 66506

FAX: 785-532-5577

BPC COORDINATOR SIGNATURE _____ DATE _____