



BEMIDJI
STATE UNIVERSITY



**Northwest
Technical College**
Bemidji, Minnesota



A member of the Minnesota State Colleges and Universities system, Bemidji State University and Northwest Technical College are affirmative action, equal opportunity employers and educators.

Purchasing Card Training

Bemidji State University
Northwest Technical College



Training Outcomes

- * After completing this training module and reviewing the purchasing card program policies and procedures you should be ready to take the purchasing card quiz available at:
 - * My BSU D2L
 - * My NTC D2L
- * The purchasing card quiz must be passed before you are issued a purchasing card. Cardholders will also be required to repeat this training and pass the quiz once each fiscal year in order to retain purchasing card privileges. Notice of the annual deadline will be sent to all current cardholders.

Process for Applying for a Purchasing Card

- * Delegation of Authority is required
 - * Contact rosanne.erickson@bemidjistate.edu
- * Purchasing Card Application
 - * <https://www.bemidjistate.edu/offices/business-services/procurement/purchasing-cards/>
- * Successful completion of Purchasing Card Training and Quiz
- * Purchasing Cardholder Agreement

Purchasing Card Policies & Procedures

- * The Purchasing Card Program is designed to reduce time and paperwork for processing of high-volume, lower cost purchases in approved spending categories.

Cardholder's Responsibilities

- * Sign your card when you receive it.
- * Call the number on the back of the card to activate.
- * Keep your card secure, as you are responsible for all transactions made against the card.
- * Do not allow another person to use your card.
- * Use the card for legitimate purposes.
- * Your card may not be used for personal use.

Cardholder's Responsibilities

- * If your purchase needs to be shipped, it must be delivered directly to designated receiving locations at BSU or NTC. Deliveries to any other location are prohibited.
- * Single transaction limit is \$10,000.00; monthly credit limit is \$25,000.00.
- * Itemized receipts are required for every transaction.
- * If you do not get a receipt or lose a receipt, a notarized “Affidavit-in-Lieu-of-Receipt” is required.

Cardholder's Responsibilities

- * Remind the vendor the University/College is tax exempt and provide the tax exempt number.
- * If tax is charged, it is the cardholder's responsibility to get credit from the vendor or to personally reimburse the tax to the account by the next month's statement.
 - * Failure to abide by these responsibilities may result in suspension and possible loss of your purchasing card.
- * Follow monthly statement verification and reconciliation process.

Spending Categories

- * Bookstores
- * Department stores
- * Discount stores
- * Food for campus events, with appropriate permissions
 - * (see special expense guidelines on Procurement and Logistics website)
- * General merchandise
- * Maintenance and repair supplies (examples: auto parts, hardware, lumberyards)
- * Office supply and equipment stores
 - * (Exceptions: sensitive equipment, printers/copiers and related supplies not allowed)
- * Office furniture stores
- * **A P-Card may not be used if on-campus setup or installation of furniture or equipment is part of the purchase. A purchase order and insurance certificate are then required.**

Spending Categories

- * University, college, division, or department event expenses pre-approved by Special Expense Request.
- * Printing vendors (examples: letterhead, envelopes, business cards, brochures, postcards, etc).
- * Subscriptions, subject to the following conditions:
 - * The subscription must be mailed to a BSU or NTC worksite. Proof of proper delivery address is required with the receipt documentation submitted with your monthly statement.
 - * If IFO professional development funds will be used to pay for the subscription, **PRIOR approval is required from Academic Affairs.**
 - * As with subscriptions ordered via purchase order, they must be appropriate to university/college purposes.
 - * Failure to comply with any of these subscription requirements could result in the suspension and cancellation of the cardholder's purchasing card.
- * Variety stores
- * Memberships
- * Registrations for individuals to attend conferences, workshops, seminars, etc. (contact the Payroll and Travel Office)
- * Travel related expenses (contact the BSU Payroll and Travel Office for expense reimbursement instructions)

Purchasing Card Transaction Limits

- * Single transaction limit for general user purchasing cards is set at \$10,000.00.
 - * Cardholders may NOT allow their cards to be charged multiple times to cover a purchase that exceeds the single transaction limit. This is referred to as pyramiding and it is prohibited.
- * Monthly transaction limit for general user purchasing cards is \$25,000.00.
- * (Note: some special purpose cards may have different thresholds to meet specific administrative needs.)

Card Restrictions

- * Any service that requires a contract
- * Alcoholic beverages
- * Cash or cash advances
- * Contributions to individuals or organizations
- * Donations to individuals or organizations
- * Drugs or pharmaceutical products
- * Entertainment, unless pre-approved for a student group via special expense approval process
- * Expenses for recruiting or entertainment of prospective employees
- * Food or beverages for individual employees
 - * (See travel related expenses and special expense guidelines)
- * Gift cards or gift certificates, or gifts to individuals and/or organizations
 - * Exception: Promotional giveaways may be allowed with an approved special expense request. However, gift cards or gift certificates purchased as promotional giveaways must be purchased using a purchase order.
 - * (See special expense guidelines on Procurement and Logistics website).

Card Restrictions

- * Items for non-college, non-university purposes
- * Items for personal use (e.g. tissues, aspirin, any over-the-counter medications, lotion, soap, paper plates, disposable utensils)
- * Licenses/License Renewals for individuals
 - * (Individuals should pay for their own professional license fees and, if approved, seek reimbursement via Employee Expense Report)
- * Pre-paid phones, minutes and phone cards (contact Information Technology for a loaner cell phone <http://www.bemidjistate.edu/offices/its/knowledge-base/>)
- * **Printers, printer/copier supplies (toner, ink and paper)**
 - * Toner/Ink for printers/copiers - see Managed Print Services information at: <http://www.bemidjistate.edu/offices/its/knowledge-base/>
 - * **(For specialty printer and supplies seek approval via special expense form.)**
- * Purchase or removal of hazardous or radioactive materials

Card Restrictions

- * **Pyramiding**
 - * (multiple transactions with one vendor that in total exceeds transaction limit).
 - * **NOTE - If you will be making purchases that in total will exceed \$10,000 from any single vendor in one statement period, you must obtain a minimum of 2 written quotes for each purchase beyond the first \$10,000.00 in spend, unless you are purchasing goods off a contract available to BSU/NTC.**
- * Relocation expenses
- * Recreation, unless pre-approved for a student group via special expense approval process
- * Refunds of revenue
- * **Sensitive items as defined in System Procedure 7.3.6, Capital Assets**
 - * (see also: <https://www.bemidjistate.edu/offices/business-services/inventory/inventory-overview/>)
- * Time payments
- * Tuition payments
- * Weapons of any kind or explosives

Special Expense Requests

- * Certain purchases require prior approval. Examples include food, clothing and giveaways. To obtain prior approval, complete a Special Expense Request.
- * If you are uncertain if your purchase requires prior approval, consult the Procurement Office. It is always better to complete the form if you are unsure whether or not you need prior approval.
- * For more information on Special Expense Requests and Forms, see the Purchasing Website:
<https://www.bemidjistate.edu/offices/business-services/procurement/>

Subscriptions

- ❖ Subscriptions paid for with university/college funds must be mailed to a BSU or NTC worksite. Proof of proper delivery address is required with the receipt documentation uploaded into US Bank Access.
- ❖ If IFO professional development funds will be used to pay for the subscription, **PRIOR approval is required from Academic Affairs.**
 - ❖ Approved form from Academic Affairs must be uploaded into US Bank Access Transaction Management.

Pyramiding

- * Pyramiding is prohibited. Pyramiding is defined as multiple transactions with one vendor that in total exceed the single transaction limit of \$10,000.00.
- * NOTE - If you will be making purchases that in total will exceed \$10,000.00 from any single vendor in one statement period, you must obtain a minimum of 2 written quotes for each purchase beyond the first \$10,000.00 in spend, unless you are purchasing goods under a contract available to BSU/NTC.

Equipment Purchases

- * Purchases of equipment please see:
 - * <https://www.bemidjistate.edu/offices/business-services/procurement/purchasing-cards/>
- * For a definition of sensitive equipment see:
Equipment Thresholds:
 - * <https://www.bemidjistate.edu/offices/business-services/inventory/inventory-overview/>
- * For purchases of non-sensitive equipment below \$5,000, please notify the Inventory Coordinator, Josh Velez, at josh.velez@bemidjistate.edu to get your equipment marked as BSU or NTC property.

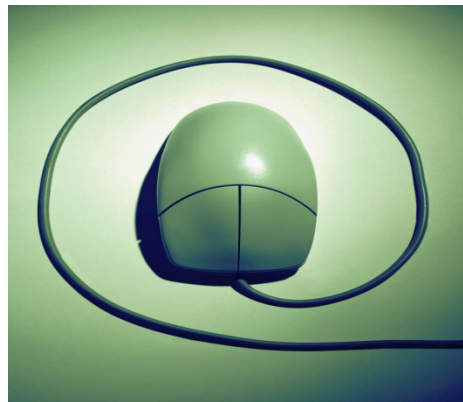
Placing a Purchasing Card Order

- * When placing an order, make sure you receive an invoice or receipt for your purchase.
- * Purchases charged to IFO Professional Development Funds require advance approval from Academic Affairs. Either by email or you can find the form here.

http://www.bemidjistate.edu/academics/affairs/faculty_resources/forms.cfm

Web Purchasing

- * All invoices uploaded into US Bank Access Management will have to be in a PDF format.



Central Receiving & Inventory

- * Shipped or delivered orders must be directed to the designated receiving location at Bemidji State University or Northwest Technical College.
- * Please send a courtesy email notice to Central Receiving Staff with your p-card order information for orders that will be shipped to campus. This will help get your order delivered to the correct location at BSU or NTC.
 - * Notify Inventory Staff if the order is for equipment of any nature so it can be marked as BSU or NTC property.

Cardholder Accountability

You and Only You Are Responsible for your Purchasing Card!

- * If you have a purchasing card you are the sole responsible person for it. All purchasing card records are audited by the Procurement Office upon submission and are subject to annual outside audit like all other Minnstate financial records.
- * If you violate any part of the Purchasing Card Policies and Procedures, whether intentional or unintentional, you will receive a written warning copied to your supervisor and your card status will be placed on probation for a one-year period. A second violation within that one year probation period will result in the revocation of your card privileges and could result in disciplinary action.

Cardholder Accountability

- * What should a cardholder always tell a clerk before purchases are rung up?
- * I need a receipt and this is a tax exempt purchase; do you need the tax exempt number?

Unauthorized Purchases

- * If an item purchased with a purchasing card is unacceptable or not allowed, arrangements must be made for a return for credit or exchange whenever feasible. A cash refund or check is prohibited unless the vendor insists that a refund must be by cash or check. In such cases, the funds must be deposited immediately in the appropriate college or university account. If a refund is issued in the form of a check, the check must be payable to the institution and also deposited in the appropriate college or university account.

Lost/Stolen or Unauthorized Use of Card



- * What do I do if my purchasing card is stolen/lost or someone unauthorized has used it?
 - * Notify the credit card company immediately.
 - * Notify the Procurement Office.
 - * You will need to make a reasonable attempt to recover any unauthorized use of your card. You are the responsible person and if BSU/NTC is unable to collect the amount owed, the amount owed will be deducted from the cardholder's cost center.

Statement Process

- * Transactions are all processed within US Bank Access Management. There are four main steps:
 - * Upload receipts and any supporting documentation (IFO forms or SER Forms).
 - * Code your transactions with the appropriate cost center, object code and FY.
 - * Enter a comment explaining the purpose of the purchase.
 - * Approve your transaction and forward to your Supervisor for their review and approval.

Registering Purchasing Card for Online Statements

To register with US Bank to access your monthly p-card statement online:

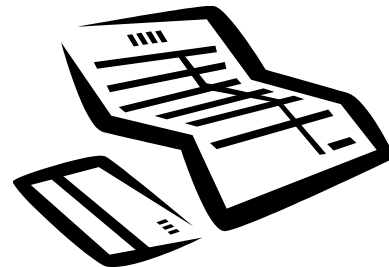
- ❖ Follow the instructions to register at this link:
 - * <https://access.usbank.com>
- ❖ Please enable “Statement Notification” so that you receive an email as soon as your statement is available to access.
- ❖ For questions or problems with registering or accessing your statement, you must work directly with U.S. Bank because Procurement staff do **not** have the ability to see or help with your registration and access. The US Bank Access Online technical help desk number is 1-877-887-9260.
- ❖ The organization short name for both BSU & NTC p-cards is: MNSCU
- ❖ If you have a P-card for both BSU & NTC, register once to set up your profile and then add any additional cards.
- ❖ When you are logged in, you can toggle between the two p-card accounts.
- ❖ Enable statement notification at: My Personal Information
 - Contact Information
 - Statement Notification
 - Select Enable for each p-card account

Reconcile Bank Statement with Transaction Log

- * Cardholder must upload receipts and enter account codes into US Bank Access once the transaction is available in US Bank, no later than 2 business days after the monthly statement becomes available online.
- * All purchases will be charged to the cost center indicated by the cardholder within the cost allocation of US Bank. If no cost center is indicated, it will be charged to the default cost center on the Cardholder Application.

Reconciling Your Monthly Purchasing Card Statement

- * As a cardholder you are responsible for keeping your physical receipts for one year.
- * If for some reason you have lost or you have no receipt for a purchase you have made, you will need to complete an “Affidavit- in-Lieu-of-Receipt” form. Fill in the merchant information, the reason for the lost receipt, the corrective measure you will take to prevent this in the future and have the form notarized.
- * This form should only be used on exception basis and will be tracked by the Procurement Office.



Statement Discrepancies

- * What do I do if I discover discrepancies with charges listed on my statement?
 - * Contact U.S. Bank Customer Service 1-800-344-5696.
 - * Dispute must be reconciled within 14 days.
 - * Final resolutions of any dispute must be resolved in 60 days.
 - * Resolving discrepancies on a purchasing card statement is the responsibility of the cardholder.

Purchasing Activity

- * If a purchasing card has no activity for 12 consecutive months, the card is automatically purged and canceled by U.S. Bank.

Completion of Training

- * You have now completed the Purchasing Card Training Program. Please take your quiz which is found by logging into:
 - * My BSU and selecting D2L
 - * My NTC and selecting D2L
- * You will need a test score of 90% or above. If you do not achieve this score please review pertinent information and retest.



Follow up Contact Information

BSU/NTC P-Card Program -

- * Dana Danielson dana.Danielson@bemidjistate.edu
- * (218) 755-2044

BSU/NTC P-Card Program -

- * Gina Walkup gina.walkup@bemidjistate.edu
- * (218) 755-2050

