

THE UNIVERSITY OF MISSOURI
PURCHASING CARD POLICY MANUAL

Revised April 25, 2008

**UNIVERSITY OF MISSOURI
PURCHASING CARD MANUAL**

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1. PROGRAM OVERVIEW

1.1 PURPOSE

The University of Missouri purchasing card program is designed to provide a more efficient means of making routine purchases and payments by reducing paperwork, allowing for more control and responsibility at the school or department level, and streamlining the purchasing cycle. This manual outlines the benefits of the program, describes the responsibilities of cardholders and fiscal managers, and enumerates the program's policies.

Cardholders use the purchasing card to purchase allowable goods and services but billing and settlement are centralized. All transactions are automatically loaded into the accounting system, thus reducing the need for purchase requisitions, petty cash, invoices, and vouchers. To ensure proper account information, the cardholder and unit administrator need to routinely review transactions and make needed adjustments to accounting codes and descriptions using a web-based application.

1.2 PROGRAM BENEFITS

- Streamline the processes for small dollar orders and payments.
- Enable employees to be more efficient and focus on their core missions.
- Reduce paperwork and processing time in the employee's department as well as Procurement and Accounting.
- Provide cost savings through consolidated payments (one monthly payment to MasterCard versus multiple vendor payments).

1.3 CREDIT CARD COMPANY

The University utilizes a MasterCard and has selected JP Morgan Chase to provide the purchasing card program. PaymentNet offers a web based software solution that simplifies and accelerates the reconciliation process.

2. PURCHASING CARD CONTROLS

2.1 PURPOSE

Effective controls provide schools and departments with reasonable assurance that institutional objectives have been achieved through sound financial management. Procurement Services is available to assist departments with training, technical assistance and financial/operational reviews regarding the purchasing card program.

2.2 REASON FOR THE POLICY

Responsibility for financial control and stewardship of the purchasing card program rests with each department. The department is responsible for ensuring that each cardholder is performing their purchasing duties with competence and honesty, and for monitoring the effectiveness of the accountability structure. Through effective controls, a department can:

- Safeguard University assets.
- Prevent, detect, and correct errors and irregularities.
- Ensure reliability of financial information.
- Ensure compliance with purchasing card policies and procedures.
- Maintain appropriate records in a safe and secure location.

2.3 DEPARTMENT INTERNAL CONTROLS

Each school or department should establish internal controls sufficient to regulate the department's purchasing card activities. The responsibility for appropriate use of the card lies not only with the cardholder, but also with the approving department. The purpose of the controls is to prevent errors or fraudulent use of the card. The Department's internal controls should include:

- Approving purchasing card applications.
- Setting appropriate transaction limits and card usage for each requested purchasing card.
- Reviewing all charges billed to a cardholder's card to ensure that the charges are verified, appropriate and reconciled by someone other than the cardholder.

2.4 RESPONSIBILITIES OF DEPARTMENT ADMINISTRATIVE HEADS:

- Designate approving officials and cardholders.
- Establish monthly and transaction spending limits and card usage for each department cardholder.
- Approve applications.
- Ensure that employees who will be issued a purchasing card or have been delegated responsibilities under the purchasing card program meet all program requirements and have duties commensurate with the established spending limits.
- Ensure that all employees abide by the purchasing card program policies and procedures.

2.5 RESPONSIBILITIES OF CARDHOLDERS

- Participate in University purchasing card training and sign the cardholder agreement to acknowledge the responsibilities of the use of the purchasing card.

- Abide by all purchasing card policies and procedures when making purchases. Abuse or misuse of this privilege can subject the cardholder to disciplinary action, up to and including dismissal from the University.
- Ensure the physical security of the purchasing card and protect the account number.
- Immediately report lost or stolen cards to JP Morgan Chase, cardholder's approving official, and Procurement Services.
- Provide required documentation for each purchase. Forward documentation to the approving official.
- Review and verify all transactions that have posted to PaymentNet. Sign Cardholder Statement of Account (PeopleSoft).
- Identify disputed items and contact merchant directly to resolve disputes.
- Abstain from splitting or stringing charges to circumvent delegated authority levels. (See Section 3.9)
- Upon termination of employment or transfer to another position in the University, discontinue use of the purchasing card and return the purchasing card to the approving official. Additionally, review and reconcile all outstanding purchasing card transactions prior to termination or transfer.

2.6 RESPONSIBILITIES OF APPROVING OFFICIALS

- Participate in University approving official training and sign cardholder agreement to acknowledge the responsibilities of the use of the purchasing card.
- Routinely monitor purchasing card activity of cardholders. Ensure compliance with purchasing card policies and procedures. Immediately report any abuse or misuse of purchasing cards to Procurement Services.
- Review and reconcile all cardholder transactions in PaymentNet on a regular basis. Adjust Mo Codes/PeopleSoft accounts as appropriate. These transactions are received on a daily basis from the bank through PaymentNet at www4.paymentnet.com. Approving officials, or other designated individuals, must reconcile the individual receipts to the on-line transaction file. Approving Officials may delegate on-line editing of cardholder transactions. However, all Approving Officials are required to sign the Cardholder Statement of Account (PeopleSoft) as verification that the cardholder's transactions were appropriate and in accordance with policies and procedures.
- Collect all documentation and follow the University's guidelines for retention. For further information contact Records Management at www.umssystem.edu/records/.

- Track disputed items to ensure proper credit is received. Any discrepancies in billing must be marked as disputed charges using the PaymentNet system. The dispute form is submitted to JP Morgan Chase online. Disputes can be processed up to 60 days from the end of the first billing cycle.
- Cardholder Statement of Account (PeopleSoft) must be printed for each cardholder for a billing cycle and signed by both the cardholder and approving official. Billing Cycles run from the 25th of one month to the 24th of the next month. The exception is if the 24th falls on a weekend or holiday, the billing cycle will end on the closest business day (this will be the next business day if a holiday falls during the week). Review, sign and approve Cardholder Statement of Account (PeopleSoft). Send Cardholder Statements of Account (PeopleSoft) by the 10th of the month to the Procurement Services Office as designated by each campus. New billing cycle dates are posted on the Procurement Services web sites each fiscal year. If unique circumstances occur and the approving official is unable to submit documentation by the designated due date, he/she should communicate with Procurement Services in writing prior to the tenth (10th) of the month.
- In case of employee transfer or termination, ensure the cancellation of the purchasing card by submitting a Change/Cancellation Form to Procurement Services. (See Section 2.11)

2.7 ISSUANCE OF PURCHASING CARD

- The University in coordination with JP Morgan Chase issues the purchasing card.
- The purchasing card will include the name of the cardholder, department, and institution.
- The Purchasing Card Cardholder Application Form, including the Purchasing Card Agreement, must be completed, approved and returned to the Campus Procurement Office before the purchasing card is ordered.
- Cardholders must participate in training before a card will be issued.
- Cardholders must pick up the purchasing card in person at Procurement Services. There are no exceptions.
- Cardholder must sign the back of the purchasing card in the presence of Procurement Services personnel.
- Cardholder must be a University of Missouri faculty or staff member. Under unique circumstances, a non-University employee, or student may have a business need to obtain a purchasing card. The department must submit the Appointment Request form for approval to the campus Procurement Office when a non-University employee card is being requested.

- Cardholder's approving official or other designated person must have participated in training and have Internet access to PaymentNet to review and approve monthly cardholder transactions.
- Cards expire every three years on the last day of the expiration month. The expiration month is embossed on the front of each card. Cards are automatically reissued to cardholders who have used their cards within 12 months prior to expiration. JP Morgan Chase sends the cards to the appropriate Campus Procurement office. Notification is then sent when cards have been received and are ready to be picked up by cardholders.

2.8 PURCHASING CARD LIMITS

The maximum dollar limit shall not exceed \$5,000 per transaction. Each department is responsible for setting the appropriate per transaction limit with the individual cardholder's responsibilities and purchasing activity.

The monthly maximum limit is \$15,000. Limits over \$15,000 may be requested if a business need exists. Any requests for limits over \$15,000 must be submitted in writing for approval by Procurement Services. Each department is responsible for setting the appropriate monthly transaction limit with the individual cardholder's responsibilities and purchasing activity.

Annually, Procurement Services will provide each department with a Purchasing Card Utilization Report. The report will provide, by department, each cardholder's name, card limits, and previous calendar year transaction history. The purpose of the report is for departments to manage their purchasing card program including, for example, verifying that cardholders are correct, ensuring that purchasing card limits are appropriate relative to cardholder activity, and canceling any inactive or unneeded cards. Departments must respond to Procurement within 30 days of receiving the report, verifying that all cards are needed and limits are set appropriately. Card cancellation and change requests are to be made on the Utilization Report Change Tab or by using the Purchasing Card Change/Cancellation form. Departments not responding to Procurement will have cards temporarily suspended until verifications have been made. Annually, Procurement will analyze cardholder activity to determine that spending limits are consistent with usage. Where exceptions are noted, Procurement will work with the Departments to set appropriate limits.

2.9 PURCHASING CARD SECURITY

The University purchasing card should always be protected. The card should be kept in a secure location. **The only person authorized to use the purchasing card is the cardholder whose name appears on the face of the card.** Under no circumstances may a cardholder allow another individual to use his or her purchasing card.

2.10 LOST, STOLEN OR MISPLACED CARDS

In order to protect the University's interest, lost or stolen purchasing cards must be reported to JP Morgan Chase (1-800-270-7760), the cardholder's approving official, and Procurement Services. The cardholder can be liable for all charges incurred until the card is reported lost, stolen or misplaced.

2.11 CARDHOLDER TERMINATIONS AND TRANSFERS

Cards must be canceled within 48 hours after the cardholder's final billing cycle for faculty or staff members who terminate employment, transfer to another department or assume different duties that do not require the use of the purchasing card. Cards must be canceled within 48 hours of termination for faculty or staff members terminated for disciplinary reasons. The approving official must collect the card at the time that the employee leaves as a part of the exit interview.

A Purchasing Card Change/Cancellation Form must be sent to Procurement Services along with the destroyed card.

3. PURCHASING CARD POLICIES AND PROCEDURES

3.1 RESPONSIBLE AUTHORITY

The authority to set and enforce purchasing card policies and procedures lies with Procurement Services. When a business case exists, exceptions to the purchasing card policies and procedures may be granted upon request from a department and with written approval from Procurement Services. Each Campus Procurement Office may impose stricter requirements than those stated in this policy manual.

3.2 ALLOWABLE PURCHASES

The University purchasing card may be used for non-capital equipment, supplies, and services costing less than \$5,000 (including any applicable tax and shipping) when not prohibited. For purchases or payments where the purchasing card is the preferred method of payment see the AP/PO Quick Reference Guide at www.umsystem.edu/ums/departments/fa/controller/. All purchases must be made in accordance with established University policy. All purchases made with the purchasing card must be for expenses associated with official university business. Use of the purchasing card for unauthorized, inappropriate, or personal items may result in penalties as indicated in the University Purchasing Card Policy Manual, Section 4 Penalties.

3.3 PURCHASING CARD WITH TRANSPORTATION PRIVILEGES

The University of Missouri purchasing card can include the ability to purchase certain transportation services, as defined below. Policies and procedures for the use of the purchasing card apply when used for transportation purchases. Responsibility and accountability for transportation purchases reside at the department level.

A. Obtaining Transportation Purchasing Ability

To obtain transportation purchasing ability for a new Purchasing Card:

- Use the Purchasing Card Application and Agreement. Fill out the required information and indicate a need for transportation purchasing.
- Obtain the necessary approvals and submit the form to the Campus Procurement Office for processing.

To obtain transportation purchasing for an existing Purchasing Card:

- Use the Purchasing Card Change/Cancellation Form to indicate Transportation purchasing should be added to a card.
- Obtain the necessary approvals and submit the form to the Campus Procurement Office for processing.

B. Allowable Transportation Purchases

- Airline Tickets
- Rail Tickets
- Airport shuttle services arranged in advance
- Bus charters on prior approved contracts when authorized by Procurement Services
- Allowable transportation purchases may be purchased for non-employees when the University pays their travel (e.g. candidates on recruiting visits).

C. Guidelines

- The cardholder is the only person authorized to make purchases using his/her card
- When using a travel agency, the use of a contracted agency is preferred because of reduced transaction fees.
- Transportation purchases may also be made through the Internet when available and appropriate

D. Required Documentation

- Itinerary/invoice
- Business purpose of the trip, which is required for tax purposes as an accountable plan, should be recorded in PaymentNet in Transaction Notes including the complete spelling of any acronyms (this information is available through drilldown in web financial reports after the monthly upload to PeopleSoft). Additionally, it is recommended the cardholder also record business purpose in Comments in abbreviated form because this information prints on the monthly Statement of Account (PeopleSoft).
- Approval is required by the traveler's administrative superior or designee as determined by each campus.

Note: Departments are responsible to verify on travel vouchers that transportation expenses claimed were NOT charged to a Purchasing Card

3.4 PAYMENT SOLUTIONS

The purchasing card is designed to be a tool for making both purchases and payments. At times there may be a benefit to the University to expand the use of the card to make purchases or payments which may require an exception to the purchasing card policies and procedures. Such exceptions must be pre-approved in writing by Procurement Services.

3.5 PROHIBITED PURCHASES

- Cash Advances
- Construction, Renovation or Installation Services
- Computer Hardware and Software (prohibited by St. Louis campus only)
- Leases/Rentals requiring a signed agreement (unless a master agreement is on file with Procurement Services) See Procurement website for listing.
- Maintenance/Service Agreements requiring a signed agreement (unless a master agreement is on file with Procurement Services)
- Software Licensing Agreements requiring signatures (unless a master agreement is on file with Procurement Services)
- Personal items or loans
- Medical Services
- Systems Furniture under contract (prohibited by St. Louis campus only)
- Purchases involving trade-in of University property (unless prior written approval is provided by Procurement Services)
- Sales Tax
- Travel Expenses (e.g. lodging, meals, rental vehicles)
- Services of sole proprietorships, individuals, or non-incorporated businesses (These are 1099 reportable to IRS)
- Professional and Consulting Services
- Internet purchases requiring agreement to online terms and conditions (e.g. E-bay)
- Any purchase categories blocked through the purchasing card Merchant Category Codes (MCC) as determined by Campus Procurement Services
- Intellectual Property (e.g. photography services, webpage/software development)

3.6 CAMPUS SPECIFIC PURCHASING CARD REQUIREMENTS

Each campus may impose stricter requirements than those stated in this policy manual. Each campus has adopted specific requirements regarding the purchase and or payment of certain items (e.g. telecommunications, catering). For further information see the AP/PO Quick Reference Guide at www.umsystem.edu/ums/departments/fa/controller/.

3.7 REQUIRED DOCUMENTATION

A receipt or substitute documentation must support each purchase. If a receipt shows a limited amount of information or only has part numbers, added information from the Cardholder is beneficial.

The preferred documentation is listed below in order of preference:

- A. An original receipt from the vendor including:
 - Vendor Name
 - Transaction Amount
 - Date
 - Itemized description of item(s) purchased.
- B. Copies or facsimiles of the original receipt.
- C. A packing slip or other documentation received from the vendor.
- D. A screen-print or order confirmation e-mail, when making Internet purchases, or a copy of an order-form that was mailed to a vendor to request an item.
- E. If a cardholder is unable to obtain the above listed preferred documentation, a completed Replacement Receipt Form shall be completed documenting the transaction and verifying it was for official business. Purchases over \$5 must have the letter from JP Morgan Chase proving a request for receipt was made and the bank was unable to provide it before a Replacement Receipt Form will be accepted. Requested receipts from JP Morgan Chase can take one to two months to receive.

3.8 TRANSACTIONS REQUIRING SPECIAL DOCUMENTATION OR APPROVAL

- Alcoholic Beverages - At times there are legitimate expenditures for alcohol related to the promotion of the University's interests. A statement explaining how this expenditure benefits the University must be provided in the PaymentNet system for each purchase of alcohol products.
- Dues – Use of University funds for organizational memberships and dues may be permitted for institutional memberships in organizations that provide educational or professional service of value to the institution or to one of its component parts. Generally, University funds may not be used to pay individual personal membership dues, unless needed to discharge University responsibilities, or which provide educational, professional and other services of value to the institution. The purpose of the membership, the complete name of the organization and the name of the member should be clearly described in the PaymentNet system.
- Food for Human Consumption - If food is purchased for a University sponsored event/meeting and less than 10 people are attending, the names of those people must be listed in the PaymentNet system. If 10 or more are in attendance provide the group name and the number of attendees. The purpose of the event/meeting must also be provided. If the Approving Official attends the event/meeting, his/her supervisor must also sign the statement for approval.

- Foods for Non-Human Consumption – If food is purchased for non human consumption the purpose must be provided in the PaymentNet system.
- Fuel - Whenever possible fuel should be purchased from the University Gas Station using a University issued fuel card. (University gas station is located on the Columbia campus) The Kansas City and Missouri S&T campuses utilize the JP Morgan Chase fleet card. The Columbia and St. Louis campuses allow the use of the purchasing card to outside vendors to purchase gasoline for a University vehicle. The license number of the vehicle for which gas was purchased must be entered in the PaymentNet system. If fuel is purchased for other reasons it must be documented in the PaymentNet system.
- Hazardous or Radioactive Materials - Items which may be flammable, corrosive, reactive, explosive, toxic or radioactive are considered hazardous and may be purchased with the Purchasing Card, but only by or on behalf of a person who is authorized or approved. These purchases must be reported and documented in accordance with the appropriate campus requirements.
- Incidental Expenses - Certain exceptions to incidental expenses can be made including, for example, flowers, personal convenience items, holiday decorations, and greeting cards. (See UM Business Policy Manual, www.umsystem.edu/ums/departments/fa/management/business/manual/0217.shtml) Unusual items that do not have an obvious University purpose must have a statement in the PaymentNet system explaining how the items will benefit the University.
- Third Party Payment Providers – If a third party payment provider is being used, including for example PayPal provide documentation as to who the actual item was purchased from in the PaymentNet system.
- Logo/Licensed Items – Any item bearing one or more of the University designs, seals, trade names and symbols that have come to be associated with the University of Missouri, University of Missouri-Columbia, University of Missouri-Kansas City, Missouri S&T, or the University of Missouri-St. Louis may be purchased with prior approval of the appropriate campus licensing and trademark office.
- Transportation – Business purpose of the trip, which is required for tax purposes as an accountable plan, should be recorded in PaymentNet in Transaction Notes including the complete spelling of any acronyms (this information is available through drilldown in web financial reports after the monthly upload to PeopleSoft). Additionally, it is recommended the cardholder also record business purpose in Comments in abbreviated form because this information prints on the monthly Statement of Account (PeopleSoft). Approval is required by the traveler's administrative superior or designee as determined by each campus.

- Gift Cards – Must be in compliance with Section 216 Awards, Gifts & Prizes of the UM System Business Policy & Procedure Manual. In addition, Columbia campus departments purchasing gift cards for Research and or Subject Participant Payments must have prior approval from the campus Accounting Office. Gift cards may not be purchased as a means to pay for goods or services to be utilized by the University. The business purpose of the gift card must be documented in the PaymentNet system. For further information on Awards go to www.umsystem.edu/ums/departments/fa/management/business/manual/0216.shtml

3.9 SPLITTING OR STRINGING PURCHASES

The splitting or stringing of purchases with the University purchasing card is prohibited. Splitting or stringing is the practice of committing multiple purchasing card transactions to circumvent delegated authority levels, bypass University competitive bidding requirements, or avoid maximum delegated authority levels.

3.10 SALES TAX EXEMPTION

The University is tax exempt and should not pay sales tax. The cardholder is responsible for insuring that sales tax is not charged at the time of purchase. The University's tax exempt number is on the front of each purchasing card. Some suppliers may request a copy of the tax exempt form. A copy is provided in the back of this manual and the Procurement Services Department websites. If sales tax is charged by mistake, the cardholder's department may decide if the cardholder must contact the vendor to request a refund.

4. PENALTIES

4.1 RESPONSIBILITY

Cardholders are responsible for and accountable to the University for all purchases made with the purchasing card and they must adhere to all University and department policies regarding its use. All purchasing card purchases should be for official University business only. Cardholders may not make non-University travel arrangements with the Purchasing Card. Any employee who fails to use the purchasing card properly or abuses the use of the purchasing card shall be subject to cardholder penalties listed in section 4.2 and may be subject to personnel disciplinary action, up to and including dismissal. The University will seek restitution for any inappropriate purchases made with the card. All cases of misuse or abuse of the purchasing card must be documented by the department and the Campus Procurement Department shall be informed in writing.

4.2 CARDHOLDER PENALTIES:

When policy violations by a particular cardholder are identified during the approving official's review of the monthly transactions, the following process shall be followed:

- If a single abuse occurs by a particular Cardholder, issue a warning and inform Campus Procurement in writing.

- In the second instance of abuse, notify Campus Procurement and suspend the card for at least one (1) billing cycle.
- If problems continue after the card is reinstated, the card shall be canceled or suspended up to one year.
- An Approving Official can skip all of the steps if the incident is severe enough and suspend the card permanently.
- Procurement Services can impose the same penalties stated above if problems are found during department reviews. If warnings are issued by Procurement Services, the Cardholder and Approving Official will be notified. The Vice Chancellor, Dean, or Department Head will also be notified if the card is either temporarily or permanently suspended.
- If an Approving Official is not the Cardholder's supervisor, he/she has a responsibility to notify the Cardholder's supervisor of any policy violations.

4.3 DEPARTMENT PENALTIES

Procurement Services may impose penalties for any of the following occurrences:

- If transactions are not reviewed in the PaymentNet System and signed statements are not provided to Procurement Service by the 10th of each month.
- Repeated Cardholder abuse and/or department abuse.
- Improper Documentation

When penalties are imposed the following process will occur:

- At the first instance, a warning will be issued to the Approving Official and the problem turned over to Internal Auditing if it is severe enough.
- If things are not corrected after a second review, the Vice Chancellor, Dean, or Department Head will be contacted and cards for the entire department may be suspended for at least one (1) billing cycle.
- After a third review, cards may be canceled up to one (1) year.

**UNIVERSITY OF MISSOURI
PURCHASING CARD PROGRAM KEY CONTACTS**

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Purchasing Card Application and Agreement

Campus Address

Cardholder Information – To be completed by Cardholder

Last Name _____ (Maximum 19 characters) First Name _____ (Maximum 12 characters) Middle Initial _____

Job Title _____ Department Name _____ (Maximum 25 characters - will be embossed on card)

Business Address _____ (Maximum 25 characters)

Business Address Line # 2 (optional) _____ (Maximum 25 characters)

City _____ (Maximum 25 characters) State _____ (2 digit State Code) Zip Code _____ (Use 9 digit Zip Code)

Business Phone () _____ Phone () _____

Email _____ Empl Id _____

SSN/Empl No. _____ Mother's Maiden Name or Surname _____ (Maximum 10 characters) Date of Birth (MM/DD/YY) _____ / _____ / _____

Cardholder Controls – To be completed by Cardholder or Approving Official

Approving Official Name: _____

Approving Official Title: _____

5 Digit MoCode _____ 6 Digit PS Account _____

Purchasing Card Controls

Check appropriate category (s) for Card Usage	Purchasing ()	Transportation ()
Billing Cycle Limit	\$ _____	Not to Exceed \$15,000.00 without Procurement Approval
Single Purchase Limit	\$ _____	Not to Exceed \$5,000.00

Purchasing Card Administrator Use Only

Hierarchy Level _____ Hierarchy Number _____ Central Bill Number _____ Campus Name PCard _____
Special Handling Code

User ID _____ Password _____ Role Access Level 0 Code 1

MCC Group(s) 467 Exclude; 470 Include; 465 Include (Add to PaymentNet Account Field 1)

Purchasing Card Administrator's Name _____ Date _____

Purchasing Card Administrator's Signature _____

Purchasing Card Agreement

If a card is lost or stolen, it is the Cardholder's responsibility to notify JP Morgan at 1-800-270-7760 and the Campus Purchasing Card Program Administrator in the Procurement Services Office at 573-882-3201 **immediately**. Under these circumstances, the cardholder's department/administrative unit is responsible for payment of all charges made on the lost or stolen card up to \$1,000. It is the Cardholder's responsibility to be aware of any prior arrangement with the department/administrative unit whereby Cardholder is required to personally reimburse the department/administrative unit for a portion of such charges.

Otherwise, the Cardholder is responsible and will be held accountable for all charges made to the Purchasing Card. Should a Cardholder terminate employment with the University or transfer between departments, the Cardholder must return the Purchasing Card to the Department Approving Official. The Department's Approving Official is required to reclaim and forward the Purchasing Card to the Purchasing Card Program Administrator along with a Purchasing Card Change/Cancellation Form in accordance with the Purchasing Card Cardholder Terminations and Transfers Policy for cancellation.

Failure to adhere to any of the above responsibilities and the procedures detailed during training for the Purchasing Card will result in revocation of individual Cardholder privileges and may result in revocation of all department Purchasing Cards. Use of the Purchasing Card for non-University, personal purposes, excluded items, or allowing the use of the Purchasing Card by an unauthorized individual may result in discipline, up to and including dismissal from employment and may in some circumstances also constitute a criminal act punishable by law. A list of categories of excluded items, for which the Purchasing Card is not to be used, will be provided to each Cardholder during training and/or when the card is issued.

Cardholder

As a Cardholder, I agree to accept the responsibility and accountability for the protection and proper use of this Purchasing Card, as enumerated above. If non-University charges are placed on the Purchasing Card, and repayment is not forthcoming immediately upon request, I hereby authorize the University to deduct any non-University, personal or excluded items charges from my paycheck subject to the limits of garnishments and writs of sequestration contained in §525.030 RSMo and 15 U.S.C. §1673. Following termination of my employment at the University, I will continue to be financially responsible for and legally liable to the University for Non-University, personal, or excluded items purchased on my Purchasing Card by myself or with my knowledge including any reasonable costs of collection and attorneys fees.

Cardholder Signature	Date
_____	_____

Approving Official and Dean, Department Chair or Director

As Department Approving Official and Dean, Department Chair, or Director I take full administrative responsibility for the action of the Cardholder and I approve the limits set forth for this card on the previous page.

Approving Official Signature	Date
_____	_____
Vice Chancellor, Dean, Department Head	Date
_____	_____

Purchasing Card Application & Agreement Instructions

This form is to be used as an application when requesting new cards. A separate change form is available for changing Cardholder information or canceling an individual's account. Instructions for completing the application and agreement are listed below. Forms must be typed, written in legible handwriting, or printed using the partially pre-populated form located under the Employee Information section of the Web Applications at <https://www.umssystem.edu/>.

Requesting a NEW card:

1. Complete the following Cardholder Information:
 - Last Name (19 characters or less: will be embossed on the card)
 - First Name (12 characters or less: will be embossed on the card)
 - Middle Initial (1 character: will be embossed on the card)
 - Job Title
 - Department Name (25 characters or less: will be embossed on the card below name)
 - Business Address Line 1 & 2 (line 2 is optional but can be used if necessary)
 - City, State, Zip Code (provide full 9 digit zip code if available)
 - Business Phone
 - Home Phone
 - E-mail
 - Empl ID (Used as the unique employee identifier in system instead of SSN#)
 - SSN/Empl ID (Enter Empl ID again replaces SSN # as a unique identifier with issuing Bank)
 - Mother's Maiden Name or Password (20 characters or less, this field is not populated on the electronic form and MUST be filled in before form is processed.)
 - Date of Birth (in MM/DD/YY format)
2. Complete the following Cardholder Controls:
 - Name of Approving Official (This field must contain the name(s) of the authorized signer(s) for the cardholder's statement of account (peoplesoft).
 - Title of Approving Official
 - 5 Digit MoCode (required as a default; number can be edited during transaction reconciliation)
 - 6 Digit PS Account (required as a default; number can be edited during transaction reconciliation)
3. Complete the following Purchasing Card Controls:
 - Check appropriate category for Card Usage
 - One or both of the categories can be checked depending on the cardholder's job duties. If the cardholder will only be responsible for purchasing items on behalf of the University then mark the Purchasing category. If the cardholder will be responsible for purchasing items and also arranging Transportation for personnel within his/her department then check both Purchasing and Transportation. If the cardholder will only be responsible for arranging Transportation then mark only the Transportation category.
 - Billing Cycle \$ Limit (not to exceed \$15,000 without Procurement approval)
 - Single Purchase Limit (not to exceed \$5,000.00 but can be less)
 - The \$15,000 Billing Cycle and \$5,000 Single Purchase limits are listed only as maximum amounts allowed. Departments are strongly urged to consider the purchasing needs of the individual cardholder and set limits accordingly.
4. Purchasing Card Administrator Use Only section is to be filled in by Procurement.
5. The second page of the application is a Purchasing Card Agreement, which must be signed by the Cardholder, Approving Official, and the Vice Chancellor, Dean or Department Head before the application will be processed. The Vice Chancellor, Dean or Department Head may give the authority to sign the agreement on his/her behalf to the Division Fiscal Officer as long as he/she submits a letter to the Procurement Services Department stating such authority has been given.

Purchasing Card Change/Cancellation Form

Campus Address

Cardholder's Name: _____ **Date:** _____

Last 4 Digits of Card Number: _____

Card to be: Changed Canceled reason: _____

NAME CHANGE

Old Name: _____

New Name: _____

ADDRESS CHANGE

Old:

New:

(Street Address) (Street Address)

(City, State, Zip) (City, State, Zip)

(Business Phone) (Business Phone)

CARD CONTROLS

Card Usage Categories: Purchasing Add Remove Transportation Add Remove

Credit Limits:

Single Purchase \$ _____ (Not to Exceed \$5,000)

Billing Cycle \$ _____ (Not to Exceed \$15,000 without Procurement Approval)

If Card Limit changes are temporary, indicate date original defaults should resume: _____

_____ (Cardholder Signature)	_____ (Approving Official Signature)
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Purchasing Card Change/Cancellation Form

This form is to be used when requesting changes to be made to an existing Purchasing Card or when requesting that an individual card account be canceled. Instructions for completing the form are listed below. Forms must be typed or written in legible handwriting.

Complete the following Cardholder Information:

- Cardholder's Name as it appears on the card
- Date; use current date
- Last 4 digits of the 16-digit MasterCard card number
- Check whether the card needs to be **Changed** or **Canceled**, if canceling state reason for cancellation
 - *NOTE: If a card needs to be canceled immediately, call your Purchasing Card Consultant within Procurement and then follow-up with this form.

Requesting a CHANGE to Cardholder information/defaults:

1. If changing the Cardholder's Name, fill in the Old Name and New Name, as it is to appear on the card. A new card will be sent to the Campus Procurement Services office. The cardholder will be notified when the card has arrived.
2. If changing the Cardholder Address information, fill in the Old Address and Phone Number and the New Address and Phone Number. A new card will not be issued.
3. Cardholder Controls for Card Usage can be modified. A Purchasing Card can be used for purchasing items on behalf of the University and/or for arranging Transportation for personnel within a department. The ability to make these charges is controlled by adding or removing certain Merchant Category Codes (MCC) to or from a card. If the ability to Purchase Items or pay for Transportation needs to be added or removed from a card, mark the appropriate box.
4. If the Single Purchase limit needs to be raised or lowered, enter the new limit in the Single Purchase field. The limit may not exceed \$5,000.
5. If the Billing Cycle limit, which is the monthly limit, needs to be raised or lowered, enter the new limit in the Billing Cycle field. The limit may not exceed \$15,000 without Procurement Approval. Send a letter of justification along with the request for increase if the amount is to exceed \$15,000.
 - *NOTE: The \$15,000 Billing Cycle and \$5,000 Single Purchase limits are listed only as maximum amounts allowed. Departments are strongly urged to consider the purchasing needs of the individual cardholder and set limits accordingly.
6. ***Card limits can be temporarily changed. If the changes to the limits should not be permanent, indicate the date that the old default amounts should resume.***

Requesting a CHANGE or card CANCELLATION

All forms MUST be signed by the Cardholder and the Approving Official and then sent to Procurement Services for final approval.

Requesting card CANCELLATION

1. When sending in a form for card cancellation, include the card. If the cardholder has more than one card, cards will need to be listed on separate forms. (All Corporate Travel Card requests are to be sent to Accounting Services).
2. If a cardholder is moving from one department or campus to another within the University, this form should be used by the old department to have the cardholder's account cancelled. The new department should fill out a new Purchasing Card Application and Agreement form if the employee's new duties require a purchasing card.

Additional changes not covered on the form:

1. Approving Officials have access within PaymentNet to change default MoCodes and PS Accounts. These settings can be accessed through the Employee/User List under the Employee Profiles menu option.
2. If changes that impact hierarchy setup are occurring, i.e. Approving Official roles are changing for a department/cardholder or departments are consolidating or being renamed, contact your Purchasing Card Consultant within Procurement. These changes may impact several settings within PaymentNet.

University of Missouri

Statement of Account (PeopleSoft)

Date Printed: 04/14/2008 Scope: Transaction Posting Date On or After 9/10/2007 TO On or Before 9/24/2007 Orientation: Landscape

6A1101 Jennifer Alexander
Sept 2007

Account No: *****1234
Reifschneider, Brenda
1105 Carrie Francke Dr.
Columbia, MO 65211---

Tran ID	Tran Date	Post Date	Reference No. MoCode & Desc/PS Account	Vendor Job Number / Comments	City / State / Postal Code	MCC	Amount (\$)	Tax (\$)	
3202988	09/07/2007	09/10/2007	55432867250000622116862	RH *RANDOM HOUSE	800-733-3000, MD 21157	5969	93.90	0.00	
			A1234 UMKC BOOKSTORE	602800 ** KC403290	\$ 87.46			0.00	
			A1234 UMKC BOOKSTORE	601400 ** KC403290	\$ 6.44			0.00	
3203554	09/06/2007	09/10/2007	55432737250333062490017	OU PRESS	4053252000, OK 2	8220	188.73	0.00	
			A1234 UMKC BOOKSTORE	602800 KC403014				0.00	
3224288	09/21/2007	09/24/2007	55480517264952357792836	ALFRED PUBLISHING CO	VAN NU	5733	150.60	0.00	
			A1234 UMKC BOOKSTORE	602800 KC403331				0.00	
Total Transactions:							Amount:	\$433.23	\$0.00

Cardholder Signature / Date

Approving Official Signature

Department Head Signature / Date

Reviewed By Signature / Date

Printed Name of Department Head

Printed Name of Department Head

Selected (Billing Cycle) 1 to

Report - us90060_03

MISSOURI SALES AND USE TAX EXEMPTION CERTIFICATE

TO: Service Provider

This is to certify that _____ is a University of Missouri employee traveling on University business, is entitled to reimbursement, in conformity with University travel regulations, for such expenses from the University, and is therefore exempt from payment of Missouri Sales and Use taxes, including local tax, on meals and lodging under Chapter 144, RSMO. The University of Missouri's sales tax exemption number is 12615587.

Please include the name of the University of Missouri with the billing/invoice and retain a copy of this memo to substantiate that the sale was tax exempt.

Supervisor/Department Chair

Date:

State of Missouri

EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES

Issued to:

UNIVERSITY OF MISSOURI
118 UNIVERSITY HALL
COLUMBIA MO 65211

Missouri Tax I.D.
Number: 12615587

Effective Date:
07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(20), RSMo. This letter is issued as documentation of your exempt status.

Purchases by your Organization are not subject to sales or use tax if within the conduct of your Organization's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter. This exemption may not be used by individuals making personal purchases.

A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your Organization only if your Organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062, RSMo.

Sales by your Organization are subject to all applicable state and local sales taxes. If you engage in the business of selling tangible personal property or taxable services at retail, you must obtain a Missouri Retail Sales Tax License and collect and remit sales tax.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. If your Organization ceases to qualify as an exempt organization, this exemption will cease to be valid. This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.

Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Division of Taxation and Collection, P.O. Box 3300, Jefferson City, MO 65105-3300, phone 573-751-2836.

(074055)