PROCARDS

The university credit card, referred to as the ProCard is an alternative form of **small dollar purchasing**. It is provided to qualified employees in order to purchase selected materials and services. The intention of the ProCard is to lessen paperwork, pay vendors immediately and allow the university to access vendors who do not accept purchase orders.

The cardholder is the individual to whom the ProCard is issued and is the only authorized user. The application for a ProCard should be completed in the legal name of the cardholder. The cardholder or their designee is responsible for reviewing all transactions. It is important to ensure the card is neither deliberately nor inadvertently used for personal or other prohibited transactions. Charges resulting from such abuse become the personal liability of the authorized cardholder and may result in revocation of the card.

It is not the intent of the ProCard to be used as a tool to circumvent existing departmental or institutional policy. **Intentional mishandling of the card will be considered misappropriation of University funds and may result in disciplinary action, up to and including termination. Legal action may also result.**

APPROVED PURCHASES

Purchases may be made with the ProCard without a purchase order, in accordance with the purchasing procedures found in this manual. The ProCard is designed to purchase supplies and materials directly from any vendor when the dollar value of the purchase is $750 or less.

ProCard purchases must not exceed the $750 limit, may not be "split" in order to fall below the maximum limit and may not be used to purchase items identified as inappropriate purchases. Splitting purchases to avoid any dollar limits will result in an investigation and may require confiscation of the card and disciplinary action.

The following items may **NOT** be purchased with your ProCard:

- Equipment items more than $500.00
- Computer software and/or hardware (exception: software purchased "off the shelf" with no contractual obligation)
- Travel expense items (e.g. meals, lodging, telephone, rental cars, gasoline, tolls and other related entertainment expenses.) Note: Airline Tickets may be purchased with the ProCard.
- Postage/Stamps
- Personal reimbursements
- Cash Advances
- Gasoline
- Gift Certificates/Gift Cards

- Computer Equipment/monitors (printers under $500.00 are the exception)
- Fixed Assets
- Personal and/or Professional Services
- Alcoholic Beverages
- Personal Meals and Refreshments
- No fees for card usuage
- Phone Cards
- Instructional Technology Budgets may not use a ProCard to make purchases

Airfare can be purchased with the ProCard as long as the following information is obtained and added to the report:

1) Copy of the Pre-Approved Travel Estimate with appropriate signatures,
2) Ticket purchased from State Travel Agent or can be purchased from the internet, but must have a quote from the travel agent to document that it was at a cheaper rate.

Traveling with students: The use of purchase orders is highly encouraged when traveling with students. The ProCard may be used for student travel, however, the limits will not be raised, unless the PROCARD CHANGE LIMIT FORM has been completed. Whenever feasible – use a purchase order to address costs. With advanced notice, many food and lodging establishments will accept purchase orders. A cash advance, when needed, may be obtained prior to student travel. Prepare and submit a requisition at least 5 working days prior to travel. The Purchasing office will submit a properly authorized purchase order to the Business office and the travel advance check may be picked up in the Business office.

If you are traveling with a student group and need your limits temporarily changed, complete the PROCARD CHANGE LIMIT FORM and submit to the Purchasing office at least 72 hours (3 days) in advance of travel. With proper authorization, Purchasing will adjust the limits to your ProCard for the duration of the trip. Upon return, the limits will be returned to $750/$2,500.

Travelers must ensure that the hotel price is at the Government or CONUS rate.

If you are traveling with students to use your ProCard for meals, you must eat with the students. Same for hotels, you must stay at the same hotel.

REGISTRATION

In general, the State of Oklahoma does not pay in advance, however, it does allow for conference registration to be paid in advance if certain criteria are met. To pay for a conference registration with the ProCard, you need to have the following in writing (on the host's stationary) from the conference host:

As a standard practice of business, the Conference host does not accept Purchase Orders.

OR, if the first is not applicable, the following three must be in place:

1. The Conference Host must offer a discount for early registration
2. The Conference Host must allow for substitution of participants without penalty
3. The Conference Host must refund 100% of the money if the conference was to be cancelled.

Documentation on the Conference Host's stationary describing these facts should accompany the ProCard Statement.

LIMITS

The single purchase ProCard limits are set at $750.00

The monthly purchase limits are set at $2,500.00

STATEMENTS/APPROVAL PROCESS

In general, the ProCard refreshes at midnight on the 26th day of each month. If the 26th falls on a weekend or holiday, then the card refreshes at midnight on the first business day after the 26th. The Purchasing office will e-mail a monthly reminder to cardholders regarding the reconciliation of their accounts. The cardholder will have until the 5th of each month (or the first business day after the 5th) to code their transactions. After the 5th, transactions will be deducted from the default accounts. A default account is defined as the account that has been assigned to the particular cardholder. In general, the default account will be the departmental budget account of the cardholder. For example, the Purchasing office has been assigned the default account of 290.16741.6030, which is the departmental budget account.

Each month, purchases must be assigned the correct general ledger account number as well as the state object code. The cardholder will print a ProCard statement that details each transaction and the account assigned. The printed statement must be signed by the cardholder and his/her immediate supervisor.

The cardholder must also attach all **itemized** receipts (in order, as listed on the statement) to the statement and return the statement to the Purchasing office by the 5th of each month. **If statements are not received by the due date, your card will be suspended until all paperwork has been submitted and your Vice-President has made a formal request (e-mail or memo) to reinstate your card.** The formal request should be submitted to the Purchasing office.

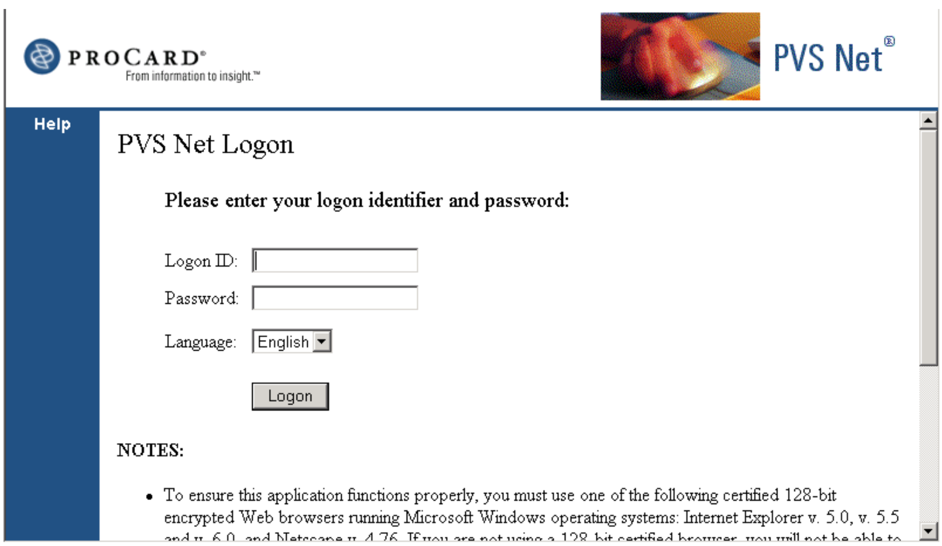
Missing Receipts: If a receipt is missing, complete the "Missing Receipt Form" and attach to the statement. Repeated loss of receipts may be grounds for discontinuing a cardholder's ProCard use or other disciplinary/legal action.

Statements and supporting documents will be audited monthly. Deficiencies will be reported to the appropriate Vice-President.

PVS NET PROCEDURES

Individual transactions and account summaries can be found at **www.procard.com**. Log on to this website and click on PVS NET LOGON (top right hand section).

Follow the prompts to the log on screen:



Prior to reviewing your transactions, please set your preferences. Click on preferences.

The following should be checked on your preference page:

Records

Per Page

* 100

Card Fields

* Card

* Cardholder Name
* Bank Allocation Code

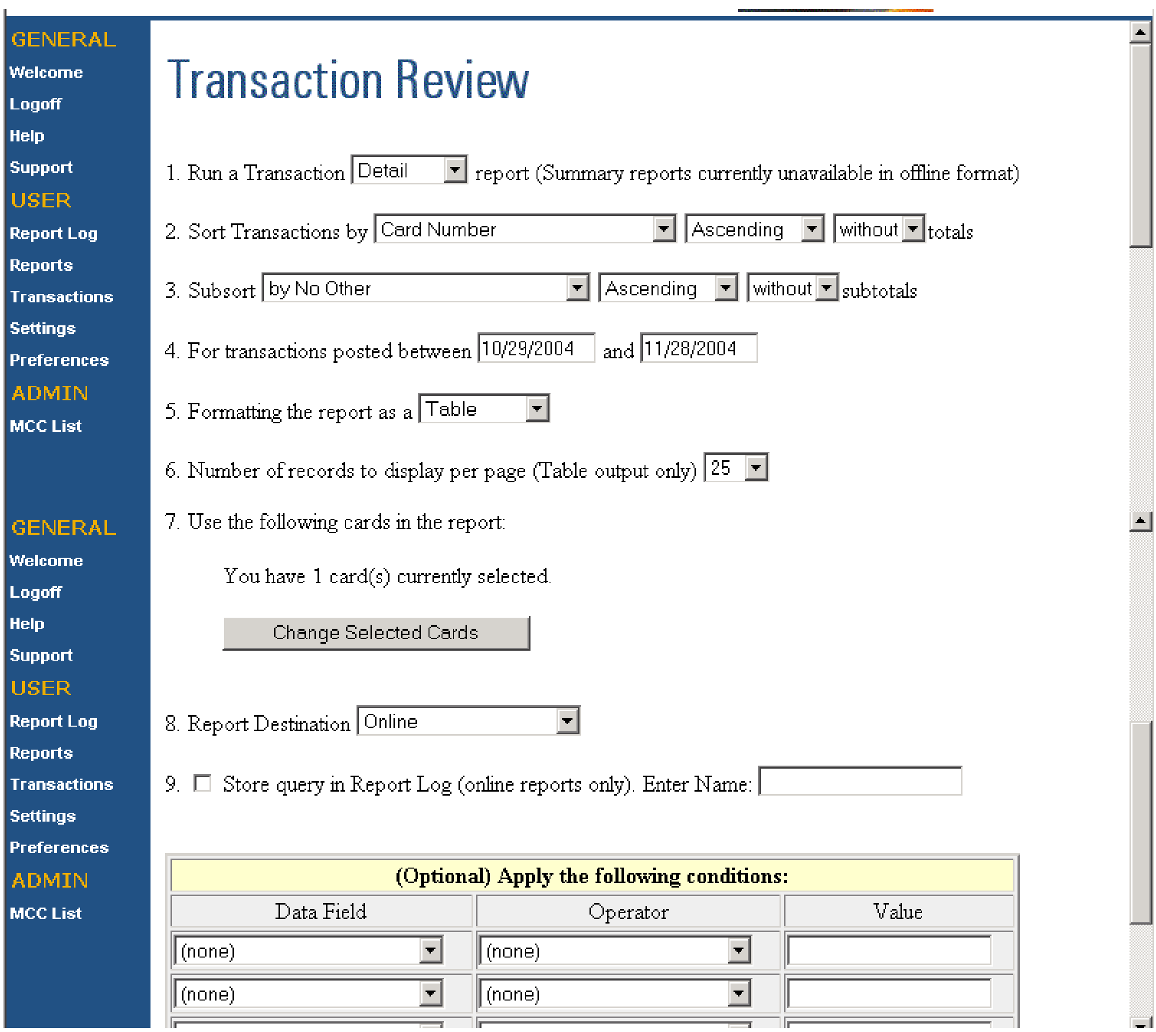
Transactions Fields

* Split Indicator
* Transaction Detail Indicator
* Transaction Date
* Post Date
* Vendor Name
* Vendor City
* Vendor State
* Settlement Amount
* Tax
* Cardholder Name
* Bank Alloc Code
* Transaction Allocation
* Expense Type Allocation Code
* Transaction ID
* Ticket Number
* Passenger Name
* Departure Date
* Status
* Description on Transaction Report
* Description, when blank, on …

hit “Save” after checking appropriate preferences

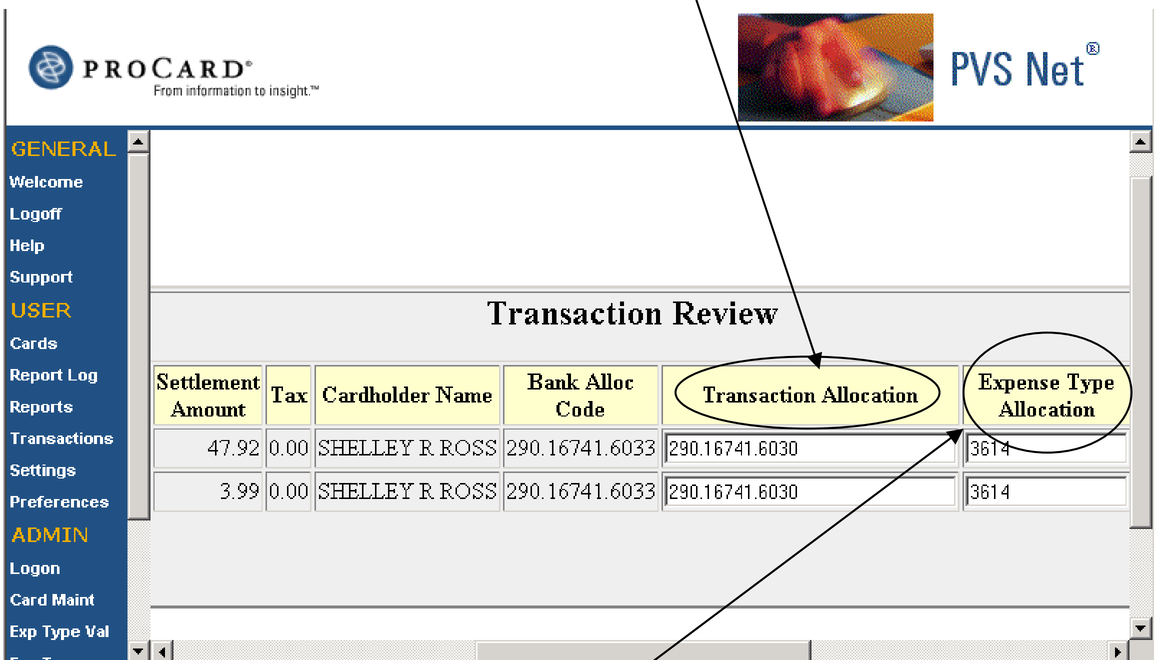
To view your monthly transactions, click on "Transactions" from the menu on the left.

Your "Transaction Review" page should look similar to the sample below:



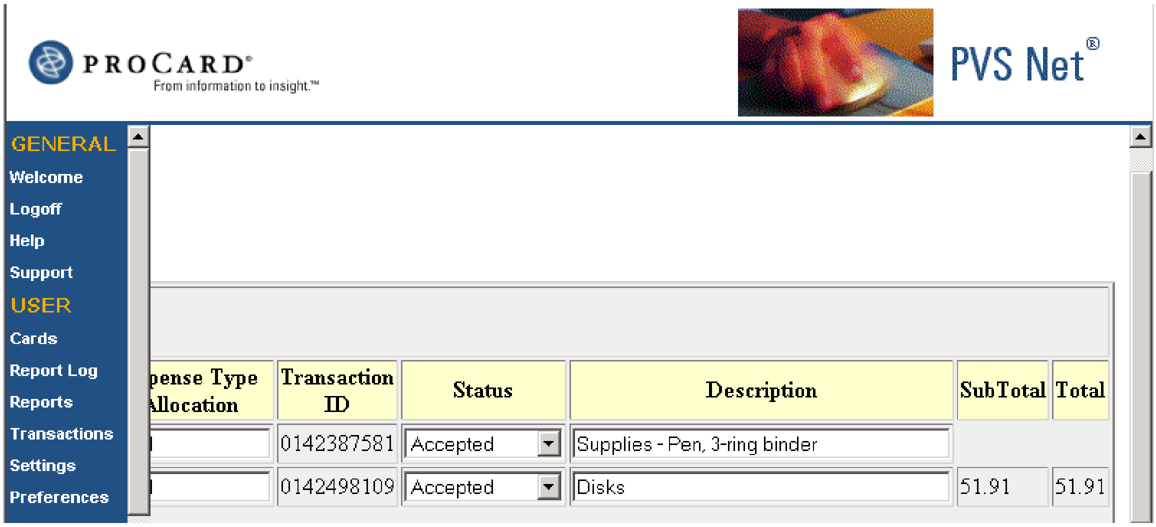
Click on “RUN REPORT” to continue with the review of transactions.

The following report will appear on your screen. Scroll left and right to see various columns. All cards have been assigned a default account number. If your transaction should be charged against another account, input the new account number in the column labeled “Transaction Allocation”. (Note: If you are NOT the budget administrator for the new account, then you must obtain written permission to use the account – attach the permission note to your statement.) If the default account is correct, then leave “Transaction Allocation” blank. You may not “split” transactions between accounts.



The state object code (Jenzabar commodity code) should be entered in the column labeled “Expense Type Allocation”.

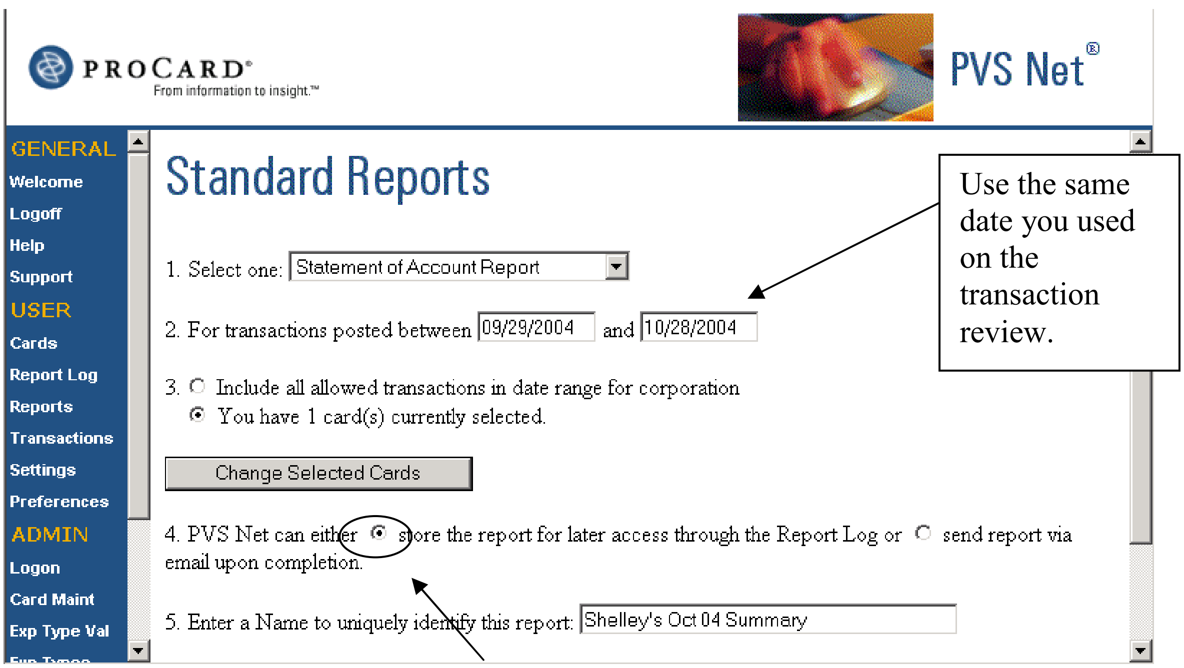
- Enter the appropriate state object code.
- You may choose from the list provided in this guide.
- If you have purchased several items on one transaction, choose the state object code that best fits the majority of the items or the highest dollar amount item.
- If you are still unsure as to the correct state object code, contact the Purchasing office and we will be glad to offer assistance.



Under the "Status" column, use the drop down menu and choose "Accepted". In the "Description" column, type a short description as to what you purchased.

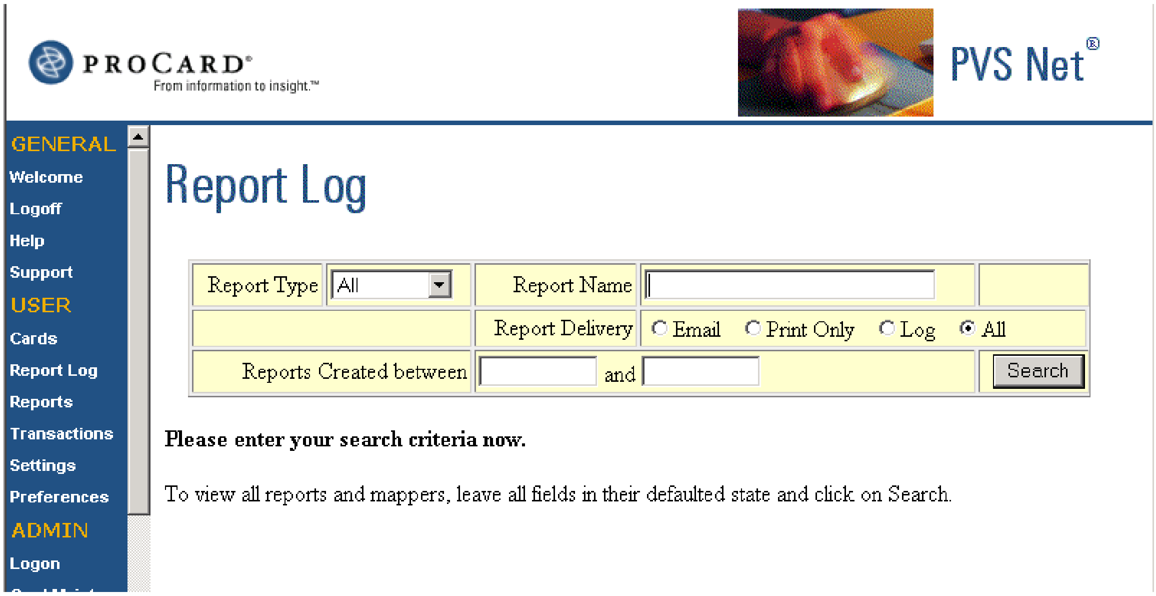
Hit "Save" after you have completed your entries ("Save" is at the bottom of the screen).

After you have reviewed your transactions and entered the appropriate accounting information, print a "Statement of Account". You may access the "Statement of Account" by selecting "Reports" under the User menu.



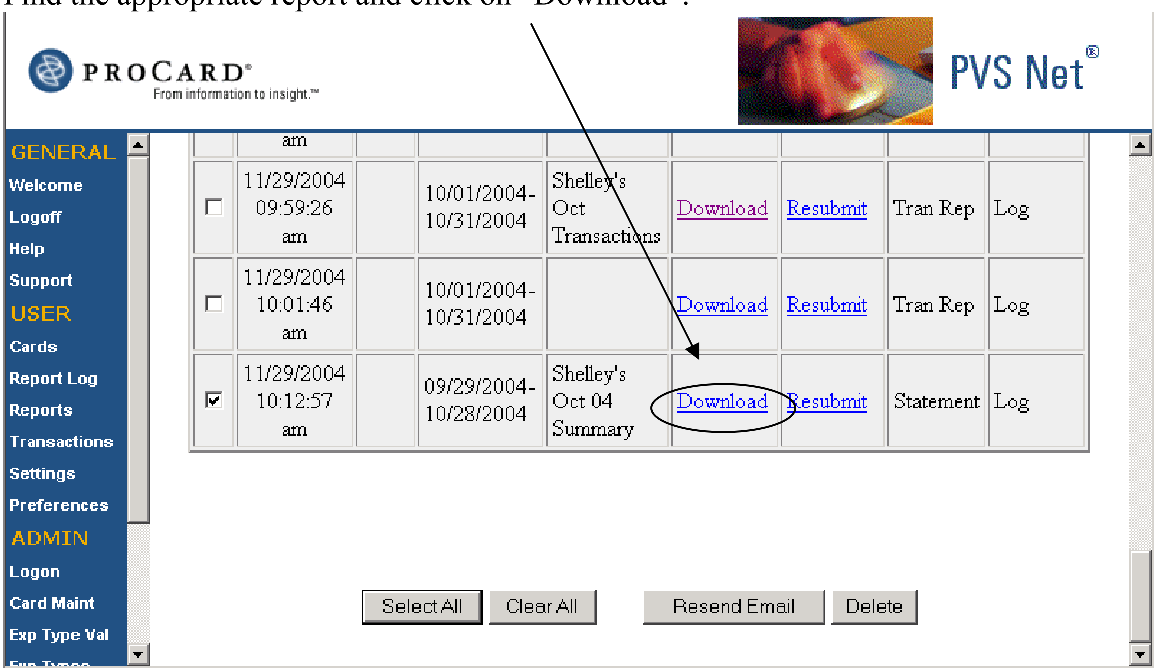
On step 4, be sure to click: store the report for later access. Click on "Run Reports" at the bottom of the screen.

The following screen will appear. Click on "Search" to see all reports that you have created.



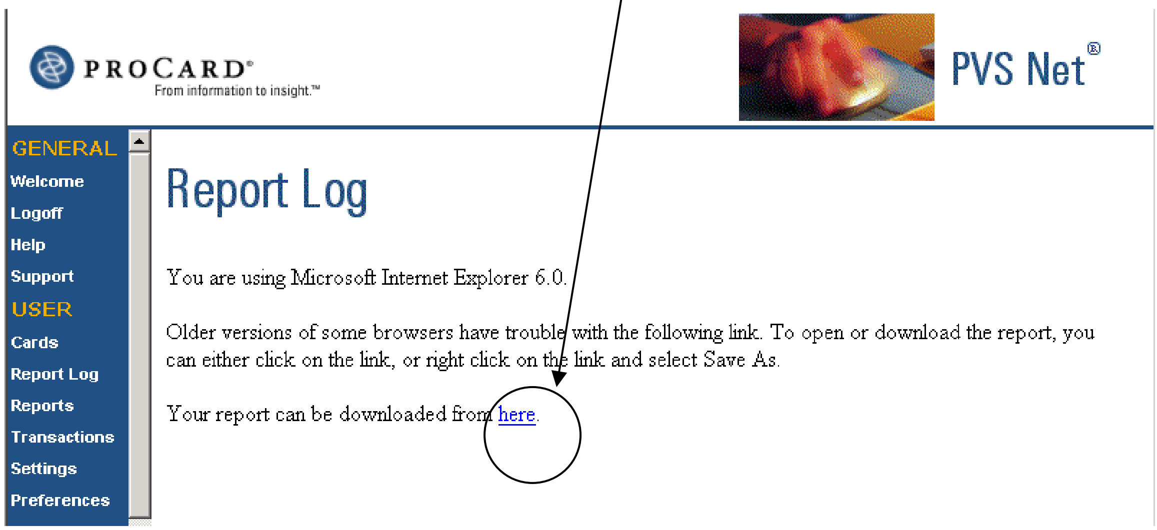
Note: It takes a few seconds for the most recent report to show at the bottom of the list. Always check the first line, to make sure your report is not still processing. If it is, just hit the search button again and your report should be ready.

Find the appropriate report and click on "Download":



Note: Be sure to put a checkmark next to the report you want to view.

Click on "here" and your report will appear.



- Each month, purchases must be assigned the correct general ledger account number as well as the state object code.

- The cardholder will print a ProCard statement that details each transaction and the account assigned.

- The printed statement must be signed by the cardholder and his/her immediate supervisor.

- The cardholder must also attach all receipts (in order, as listed on the statement) to the statement and return the statement to the Purchasing office by the 10th of each month.

- **If statements are not received by the due date, your card will be suspended until all paperwork has been submitted and your Vice-President has made a formal request (e-mail or memo) to reinstate your card.**

SAMPLE STATEMENT OF ACCOUNT

Cardholder Statement of Account — Page 1

EAST CENTRAL UNIVERSITY — 11/29/2004

Statement of Account

For Transactions posted between 09/29/2004 to 10/28/2004

SHELLEY R ROSS 1555
TAX EXEMPT 7360179876240
1100 EAST 14TH ST
ECU BOX W8
ADA,OK 748206915

Limits	Daily	Monthly	Cycle	Single Purchase
Transactions	10	0	40	
Amount($)	0	0	2,500	1,000

Tran Date / Transaction Allocation / Expense Type Alloc / Description	Post Date	Merchant / POS Code	City, State/ Reference Number / Project Alloc Code	Orig Cur	Tax	Amount
10/19/2004 290.16741.6030 3614	10/20/2004	TBC-EAST CENTRAL UNIV	ADA, OK 8545079429311 8000109199	47.92	0.00	47.92
10/20/2004 290.16741.6030 3614	10/21/2004	TBC-EAST CENTRAL UNIV	ADA, OK 85450794294118000109289	3.99	0.00	3.99

Total All Transactions: 2 **Amount: $51.91**

Card Holder Signature Date

Supervisor/Manager Signature Date

ProCard, Inc. PVS Net

LOST OR STOLEN CARDS

If your ProCard is lost or stolen, contact the Bank's 24 hour toll free number at 1(800) 207-5359. The cardholder is also required to contact the Purchasing office at 580-559-5264.

East Central University

ProCard Missing Receipt Form

Cardholder name: ____

Cardholder extension and e-mail: ____

Card number (last 4 digits) ___________________ Date of this report: _______________

Merchant: __________________________________ Date of purchase: ________________

Items purchased: ____________________________ Amount: _______________________

Briefly describe circumstances of missing receipt:

____

____

Cardholder signature: ____

Immediate supervisor's signature: ____

Description of items purchased and amounts:____________________________________
____

____

Attach to monthly statement and return to the Purchasing office.

PROCARD CHANGE LIMITS FORM

Authorized Cardholder: ________________________ Last 3 digits of card _______
(Print Name)

Destination/Reason for Travel:

____

____

Number of Students Traveling: ____________ Number of Sponsors: ____________

Approximate **ProCard** Expenses of Trip:

Hotel/Lodging: $ ________________________

Food: $ ________________________

Other: $ ________________________

$ ________________________

Total $
==========================

Maximum Single Purchase Anticipated: $
==========================

Requested Total amount of increase: $ ________________________

Date of Travel: Begin: _______________ End: _________________

_____________________________ ___________________________

Authorized Cardholder / Date Vice President / Date

Purchasing Use Only

Date Request Received: ___________________________

Single Limit Changed: $ _________________ Date/Initials: _____________

Monthly Limit Changed: $ _________________ Date/Initials: _____________

Returned to original limits of $750 and $2,500: __________________ (Date/Initials)

<u>Purchases that do not follow University procedures will be subject to immediate payment by the individual who made the purchase.</u>

DEPARTMENT RESPONSIBILITIES

Each department is responsible for ensuring that PROCARD purchases do not exceed the single purchase limit, and are not split to "get around the limit". If you have a one time transaction that will exceed the single purchase limit, please contact the Purchasing Office in advance of making the transaction, and must have supervisor approval, otherwise the transaction will be rejected by the system.

The department is also responsible for processing the monthly PROCARD statement on a timely basis as described in the procedures for processing procurement statements. Please make sure that the statement has the correct account number, the correct commodity code and that each receipt is accurate and itemized (list each and every item that is ordered), no tax is charged and the supervisor has approved before submitting to Purchasing.

REMEMBER it is against state statute to spend funds unencumbered; therefore, the department must make sure there is a sufficient encumbrance prior to use of the PROCARD. Repeated non-compliance with these procedures by a department or a user within a department may result in removal of the authority to use either process resulting in cancellation of credit card or cards and possible criminal charges.

TELEPHONE ORDERS

When placing orders by telephone using the PROCARD, arrangements should be made to pick up the items or have the delivery made directly to the department. It is important that clear delivery instructions are given with your name and make sure that the invoice states that the item was paid with a credit card.

When ordering, always ask for an educational discount and if the material is picked up, ask for a delivery discount and always let the vendor know that East Central University is tax exempt.

LOST OR STOLEN CARDS

If your MasterCard is lost or stolen, you must immediately notify the Purchasing office by phone, 580/559-5264 office or cell # 580-421-4748, after regular business hours, or call JP Morgan at 800-207-5359. You must also immediately notify The Purchasing Office in writing or e-mail (jajohnsn@ecok.edu). Your memo should include the date you first noticed the card was missing, the date you notified JP Morgan, as well as the name of the Customer Service Representative with whom you spoke. If you suspect that the card was stolen you should also contact East Central University Campus Police immediately.

DISPUTING A CHARGE ON YOUR PROCARD

If a card holder identifies an erroneous charge on his or her statement, it is the card holder's responsibility to dispute this charge. As described in the listing of deadlines, there is not time to dispute the charge before the payment is due. The statement will be paid and if the successful resolution of dispute is obtained, a credit will appear on a future statement for reimbursement.

REMEMBER THAT ECU IS TAX EXEMPT and the number is on the bottom of the card.