

Procurement Card News

Volume 1, Issue 1

April 2003

Letter from the Procurement Card Manager.

Welcome to the first issue of the Procurement Card Newsletter. Each month, this newsletter will cover various topics relating to the procurement card program. I believe that this newsletter will not only be beneficial to people already active in the procurement card process, but might encourage participation of those not currently involved in the program. I would like to hear any feedback you may have about this newsletter or any other procurement card issue. You can reach me at procard@procurement.msstate.edu.

Jennifer Mayfield
Procurement Card Manager

QUESTIONS FOR ADMINISTRATORS

- 1 Are procurement cards kept in a secure location?
- 2 Are procedures in place to document the person who is responsible for the card at any particular time?
- 3 Are procurement card purchases reconciled by someone other than the person responsible for physically possessing the cards?
- 4 Does the department head or their designee review the procurement card reconciliation?

Purchase of Radioactive or Biohazardous Materials

Before purchasing any radioactive or biohazardous material, contact the Regulatory Compliance Office at 325-3294.

Procurement of Select Agents and Toxins

New regulatory requirements for certain possible dangerous biological agents have been issued. A list of these select agents can be found at this web-site: <http://www.cdc.gov/od/sap/docs/salist.pdf>.

If you need to purchase any of the select agents, contact Dr. Frank Champlin immediately at 325-3294 or franko@biology.msstate.edu.

For complete information visit the Regulatory Compliance Website at: <http://www.msstate.edu/dept/compliance/>

Violations to be Aware of ...

Sales Tax

According to MS Code 27-65-105, the University is exempt from state sales tax. It is the cardholder's responsibility to inform the vendor of the exemption when making a purchase. If tax has been charged, the cardholder must take immediate steps to have the tax charge credited back to the card. You can view the full code at:

<http://www.mscode.com/free/statutes/27/065/0105.htm>

Helpful hint: Always check the receipt for tax before leaving the store.

FYI: When making a purchase at Wal-Mart, be sure to tell them beforehand that you are using a MSU Procard. Also, Wal-Mart has issued a new "Tax ID Number" for the University. The new number is 98972 and will allow Wal-Mart to access our tax information. Please have this number available when making a purchase.

Split Purchases

A split purchase is defined as a purchase costing more than \$3500.00 which is split between multiple transactions to circumvent the \$3500.00 limit. The law defines a "purchase" as the total amount of money that is encumbered by a single purchase.

When/if a split purchase occurs, corrective action needs to be taken immediately, and a memo explaining the purchase needs to be sent to the Procurement Card Manager at Mail Stop 9718.

Food Purchase Forms

When food is not purchased, non-food items (cleaning products, napkins etc.) that are purchased should not have a food form attached.

Procurement Card Contacts:

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325-1934

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Director, Procurement & Contracts
325-2686

Questions regarding Journal Vouchers

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Asst. Manager Accounts Payable/Travel
325-1749

See you at the End of the Year Workshop.....
April 16th – 10:00 a.m.
April 17th – 2:00 p.m.