

Procurement Card News

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Letter from the Procurement Card Manager.

Greetings from the Procurement Card Office! I received a lot of positive feedback from our first issue and I hope this newsletter will continue to be helpful. While auditing I've noticed everyone doing a better job of explaining purchases, and I know the good work will continue. Keep calling or e-mailing (procard@procurement.msstate.edu) me with any questions that you have.

Jennifer Mayfield

QUESTIONS FOR ADMINISTRATORS

- 1 Do you have a proper sign-out procedure for departmental cards?
- 2 Have you verified that the items on the invoice are the items that were ordered?
- 3 Is the PC number written on the statement?

Debits and Credits that "wash-out"

In the past, whenever there was a credit and debit charged to your procurement card that canceled each other out, you were not required to have any paper work to back up the transaction. This is still the case for debits and credits that appear on the same monthly statement.

However, if the credit and debit appear on different monthly statements, you will now be required to have supporting documentation for both charges.

Denied Charges on the Visa

When a vendor contacts you to let you know that your procurement card has been denied, you need to e-mail procard@procurement.msstate.edu and provide the following information:

The Card Number
The Vendor Name
The Amount of the Charge
What you are attempting to purchase

We will determine why your purchase was denied and e-mail you back with a response.

Violations to be aware of....

Invoice Itemization

Each transaction on the procurement card must have an itemized invoice. The invoice needs to show the date of the purchase, the vendor/merchant name and address, each item purchased, the price of each item purchased and any additional charges (i.e. shipping and handling).

If you do not have an invoice from the vendor, contact the vendor and request the invoice. If they are unable to provide an invoice, fill out a Missing Document Affidavit and place it where the invoice would have been in the statement.

International Purchases

The procurement card should only be used for purchases within the United States. Because of the constant fluctuation of exchange rates, invoices for international purchases rarely match the amount that is charged on the card. Any international purchase must be processed on a requisition.

Helpful hint: When you are buying items over the internet, look at the vendor address to make sure it is based in the United States.

Purchasing from Fisher Scientific and VWR Scientific

There have been several recent purchases made by procurement card users at both Fisher Scientific and VWR International. Both of these companies are state contract vendors, and the procurement card **IS NOT** to be used with these vendors. **ALL** purchases made to these companies need to be processed on a requisition.

Procurement Card Contacts:

Jennifer Mayfield
Procurement Card Manager
325-1934

Milo J. Crabtree
Director, Procurement & Contracts
325-2686

Questions regarding PC Journal Vouchers

Sharon Carr
Asst. Manager Accounts Payable/Travel
325-1749