

Procurement Card News

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Letter from the Procurement Card Manager.

I'm still receiving great feedback about the newsletter. Let me know if you can think of anything that should be included. Before sending a requisition to Procurement, make sure the item(s) cannot be ordered on the procurement card. Using the procurement card will speed up the ordering process for everyone. You can check to see if the vendor is approved for procurement card use by checking the Approved and Denied Vendors List. This list can be found on the internet at <http://www.procurement.msstate.edu/procard.html>

Don't hesitate to contact me if you have any questions! I can be reached at 5-1934 or procard@procurement.msstate.edu.

QUESTIONS FOR ADMINISTRATORS

- 1 Were the prices paid for the items Fair and Reasonable?
- 2 Have you verified that the charges on the statement are correct?
- 3 Have you educated your cardholders to report a lost card immediately?
- 4 If you are placing an order on the internet, is this a company with whom you would use your own personal credit card?

Purchasing Gifts on the Card

No gifts of any sort may be purchased on the procurement card. This includes items given to alumni and donors, as well as items given to retirees. Greeting cards are also off limits. All of these items should be paid for with development funds.

Items that are purchased to give to current students at school sponsored events or items that will be used to recruit new students may be purchased on the card.

Request of Tax Exemption Certificate from a Vendor

When a vendor calls and requests proof that we are tax exempt, you can fax them a copy of the tax exemption certificate. A copy of this form can be found on the internet at <http://www.procurement.msstate.edu/procardforms.html>

Violations to be aware of ...

Personal Purchases

A personal purchase is anything that is not purchased for use and ownership by the University. It is a violation to make **ANY** personal purchases or transactions with the Procurement Card. It is against the law to use government funds, state or federal, to purchase items for personal use.

The University must be reimbursed immediately for the amount of the personal purchase, and proof of this reimbursement must be sent to the Procurement Card Manager. The individual that made the purchase must send a memo to the Procurement Card Manager. At the discretion of the Office of Procurement and Contracts, the card on which the purchase was made may be canceled.

State Contract Items

State Contract Items may not be purchased on the procurement card. If you are unsure about what is on State Contract, contact Jo Wade at 325-1817 or Debbie Bagwell at 325-1819.

In an emergency, state contract items such as car batteries and tires may be purchased on the card. A memo explaining the purchase will need to be attached to the receipt.

Purchase/Renewal of Domain Names

If your department needs to purchase or renew a domain name with a vendor that will not accept a purchase order, you need to e-mail me at procard@procurement.msstate.edu and request an exception. I will e-mail you back with a response.

Procurement Card Contacts:

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325-1934

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

Questions regarding PC Journal Vouchers

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

End of Year Reminder

Remember that purchases made in June will not necessarily be charged to the June budget. If the transaction is not processed until after the statement cut off date in June, the transaction will be charged to the new fiscal year (03-04).