

Procurement Card News

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Letter from the Procurement Card Manager.

I have added a new link to the Procurement Card Web Page that contains all of the forms you will need for the card (including the tax exempt certificate). Most of the forms have been converted to an Adobe "fill-in" format. The address is <http://www.procurement.msstate.edu/procardforms.html>. I know this a busy time of year for everyone, so contact me if you need anything. I hope everyone has a great Fourth of July!

Jennifer

QUESTIONS FOR ADMINISTRATORS

- 1 Have you set Cardholder limits based on Cardholder needs?
- 2 Do you keep a log of all purchases made on the card?
- 3 Do you know the proper procedures for canceling a procurement card?

Disputed Items

Whenever you dispute an item on your monthly statement, fill out the Disputed Item Report and send the original to Sharon Carr at Mail Stop 9719. Place a copy of the disputed item report with the monthly statement. When/if that item is added back to a future statement, place another copy of the form with that statement (to which the item is added) to help the auditors. A copy of the Disputed Item Report can be found at <http://www.procurement.msstate.edu/procardforms.html>

Tips for a better audit ...

- Invoices need to be in the order they appear on the statement
- Cross reference credits properly
- Write brief descriptions for unidentifiable or unusual items
- Make sure the PC number is written on the statement
- Tape/Staple small invoices to an 8 1/2 by 11 sheet of paper
- If you keep copies of statements, make the copies before the audit
- Make sure you have inserted either a Missing Document Affidavit or a Disputed Item Report in the place of any missing invoice

Violations to be aware of ...

Equipment/Inventory Items

Items that must be placed on inventory cannot be purchased on the procurement card. Most items over \$500.00 are considered equipment. Repair and replacement parts over \$500.00 can be purchased on the card, just make sure to write "repair" or "replacement" on your invoice.

There are some exceptions to the \$500.00 rule. Any item that can record must be placed on inventory regardless of cost. Cellular phones must also be placed on inventory. Printers regardless of cost are considered inventory items, however, fax machines and copiers are not. A complete list of the equipment exceptions under \$500.00 can be found at http://www.property.msstate.edu/forms/exception_list.pdf.

Because Wal-Mart and Sears will not accept purchase orders, we have a "special" card to use when purchasing equipment items from these vendors. You will need to process a requisition (like you were going to receive a P.O.) Put a note in the text of the requisition that you need to use the equipment card. You will be contacted once we receive the requisition and will then be allowed to check-out the equipment card from the Procurement & Contracts Office.

Toner Cartridge – State Contract

As of June 1, 2003, the toner cartridge state contract has been renewed. Check with Jo Wade 5-1817 or Debbie Bagwell 5-1819, before making a toner cartridge purchase on the procurement card.

Purchasing Software on the ProCard

Software may be purchased on the procurement card providing that after your one-time payment, the software will become the property of MSU (i.e. software that is purchased from places like the MSU Bookstore or Amazon.com). If you are purchasing a license to use software for a certain period of time, that purchase must be made on a purchase order.

Procurement Card Contacts:

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Questions regarding PC Journal Vouchers

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