

Procurement Card News

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Letter from the Procurement Card Manager.

One of the procurement card administrators recently faxed me a form that she uses to help with her procard invoices. The form is very simple and can be completed by the purchaser, and helps answer some of the questions that would possibly be asked during an audit. The form (Invoice Question Sheet) is available on the web page at <http://www.procurement.msstate.edu/procardforms.html>. I am always open to new ways of simplifying the audit process, and welcome any suggestions you may have.

Violations to be aware of ...

Services

The procurement card is to be used for small dollar purchases of commodities **only**. Unless your department has an exemption for a specific vendor, contractual items and services are **not** allowed.

Exceptions...

- Film developing (Wal-Mart, The Chalet, Walgreens, etc.)
- Small **emergency** vehicle repairs
- Post Office Box Rentals
- Postal Services

QUESTIONS FOR ADMINISTRATORS

- 1 Do the cardholders review the transactions on the statement (to check for accuracy)?
- 2 Have you stressed the importance of not accidentally using the procurement card for a personal purchase (i.e. keeping the card separate from other personal cards)?
- 3 Do you make your procard users aware of changes in policy?
- 4 Are we (Procurement & Contracts) answering all of your procurement card questions?

Changes in department hierarchy

Whenever there is a change in your departmental hierarchy structure, you need to fill out a new hierarchy form and send it to me. The hierarchy helps us determine where to send the audit reports. You can find a blank copy of the hierarchy at <http://www.procurement.msstate.edu/procardforms.html>.

Procurement Card – Frequently Asked Questions

Q. How can I change the default accounting sequence associated with one of my procurement cards?

A. E-mail a request to the procurement card help line procard@procurement.msstate.edu and include the following information:

Cardholder name
Account number
Current Default accounting sequence
New default accounting sequence

The requested change will be made and you will receive an e-mail confirming the change.

Making corrections after an audit....

All corrections required from a procurement card audit, need to be completed within two weeks from the date of the audit report. A copy of all corrections needs to be sent to the Procurement Card Manager at Mail Stop 9718.

If you have trouble obtaining any corrections, let the Procurement Card Manager know about the problem.

If a vendor cannot give you an itemized invoice, fill out a Missing Document Affidavit for that purchase.

Canceling cards when an employee leaves / retires

Whenever a cardholder in your department leaves or retires, you need to contact me immediately to let me know about the change. If you need to replace the old cards, go to <http://www.procurement.msstate.edu/procardforms.html>, and fill out the Cardholder Application and Cardholder Agreement, for another employee. When the new cards come in, the old cards will be canceled. It is very important that you are not using a procurement card that still bears the name of an ex-employee.

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