

Procurement Card News

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September 2003

Letter from the Procurement Card Manager.

Because I have received several requests for past issues of the newsletter, I have set up an "archive" page on the web-page. You can now find past issues of the newsletter at <http://www.procurement.msstate.edu/procardnews.html>. Everyone is doing a great job writing explanations on invoices that are unclear. It makes the procurement card audits easier for everyone. Keep up the good work!

Violations to be Aware of ...

Subscriptions

Subscriptions (on-line and otherwise) should not be paid for using the Procurement Card. They are time-limited and are considered a service. This also includes; maintenance agreements, membership dues and registration fees.

Exception: If a vendor will accept no other form of payment, e-mail (procard@procurement.msstate.edu) The Office of Procurement & Contracts with the details of the transaction, and we can grant you an exception.

QUESTIONS FOR ADMINISTRATORS

- 1 If you are a new administrator, have you received proper training from the Office of Procurement and Contracts?
- 2 Are the duties associated with the card (reviewing transactions, processing J.V., approving J.V.) divided between employees?
- 3 If you (the administrator) are leaving your department, have you called me to set up an "exit" audit?

Securing the Procurement Card

On August 22, 2003, Don Zant, Director of Internal Audit, sent out a memo concerning the procurement card. One of the topics mentioned was securing the card. Don wrote, "*We recommend that cards be kept in a locked drawer, file system, or safe when not in use with access limited to the approved card holder. Cards should only be carried by the card holder when needed to make purchases for the University. Card holders should not carry procurement cards during holidays, weekends, or personal trips.*" If your office is not already following these recommendations, they should be implemented immediately.

Procurement Card – Frequently Asked Questions

Q: How will receiving know where to deliver my items if there is no purchase order number on the delivery?

A: You can either have the goods shipped directly to you at your departmental address or can have them delivered through the receiving department. If goods are sent through the receiving department, the following information **must** be included by the vendor to ensure that receiving can properly deliver the goods:

Department Name
Departmental Contact and Phone Number
Physical Location of Department (Building & Room Number)
Procurement Card Purchase

Use of Procard at Splash-n-Dash

The Procurement Card **may not** be used at Splash-n-Dash. They are no longer incorporated, and are considered a 1099 service. Please process an unencumbered requisition to this company.

End of month tip

Before you receive your statement at the end of the month, you should have already received all invoices from procurement card purchases. These invoices should be checked (and corrected if needed) for taxes, itemization, inventory items, etc. This will help speed up the journal voucher process for all involved. After you complete your journal voucher, the receipts should be attached to the statement in the order in which they appear on the statement. The corresponding PC Document number should also be written on the statement.

Obtaining duplicate cards

Whenever you need a duplicate card for your office, send me an e-mail at procard@procurement.msstate.edu and give me the card number to be duplicated and the cardholder name. I will send your request to the bank, and they will process the request.

Procurement Card Contacts:

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Questions regarding PC Journal Vouchers

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