

Procurement Card News

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Letter from the Procurement Card Manager.

Hello everyone! Concerning question three in the "Questions for Administrators" section, you need to make sure that someone else in your department knows how to handle all of the "end of the month" duties, including keying the journal voucher. This also ties into some of the security issues so one person is not responsible for everything. You never know when you will be out of the office and would need a back up. Everyone keep up the good work and call me if you have any questions.

QUESTIONS FOR ADMINISTRATORS

- 1 Does everyone who reviews the statement at the end of the month, sign the statement?
- 2 Do you cross-reference all credits to the posting date of the original charge?
- 3 Do you have a back-up to take care of end of the month duties in case of your absence?

State Contract Web Page

In case you didn't know, the State of Mississippi has a web-page that lists all items on state contract. The website is http://www.mmrs.state.ms.us/Purchasing/epl_query.htm. Before making a purchase on the card of any item you think might be state contract, please check this list. The state contracts exempt any purchase under \$25.00 (so you can purchase them on the card and don't have to process a requisition.)

Calculators

Hand held and scientific calculators **are not** on state contract. Desktop calculators are on contract until November 1, 2003. If you purchase a desk-top before then you will need to purchase it via a purchase order.

Procurement Card – Frequently Asked Questions

Q. What do I do if a vendor charges sales tax?

A. If a vendor charges tax, the department is responsible for obtaining a credit from the vendor for the amount of the tax. A copy of the tax exemption letter used by Purchasing can be found at www.procurement.msstate.edu/procardforms.html. If there is a problem obtaining a credit for the tax charged, please contact the Procurement Card Manager.

Violations to be aware of...

Gifts

The procurement card is not to be used to purchase gifts. 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. If a gift is purchased, the account needs to be reimbursed with outside funds and proof of the reimbursement needs to be included with the invoice.

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.

Separation of Duties

If you have not seen a copy of the memo sent out by the Internal Auditors on August 22, 2003, concerning the Procurement Card program, please contact me and I will send you a copy. One of the items mentioned was separation of duties. Don wrote, "**No one individual within a unit, including the unit head, should be responsible for all aspects of the procurement card.** We recommend that at minimum two employees be responsible for processing and reviewing procurement card activity. **This would include both employees examining the detailed invoices and receipts that support procurement card transactions and comparing these documents to the monthly procurement card statement.** We recommend both employees initial or sign the monthly procurement card statement to document this review." If these procedures are not currently in place in your department, they should be implemented immediately.

Procurement Card Contacts:

Jennifer Mayfield
Procurement Card Manager
325-1934

Milo J. Crabtree
Director, Procurement & Contracts
325-2861

Questions regarding PC Journal Vouchers

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

Just a Reminder...

Van Landingham Lumber Company is going out of business. They will be closed by the end of the month. If you have outstanding problems, you need to take care of them immediately.