

Procurement Card News

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Letter from the Procurement Card Manager.

As most of you know, I have had the opportunity to become the new Buyer in the Purchasing department. The new Procurement Card Manger is Lance Fulcher. Lance's first day will be February 23, 2004. I will be working with Lance for several months and will continue to work with the program. It has been great working with all of you and I know you will show Lance the same support you have shown me.

Thanks!
Jennifer

Shipping to a Home Address

Items purchased on the procurement card, **must** be shipped to a campus location. In the event (Christmas holiday) that you need an item shipped to your home, you must receive prior approval from our office **before** the purchase is made.

Wal-Mart/Sears Inventory Card Rules

Whenever you need to purchase an inventory item from Wal-Mart or Sears, you must use the procard available from Procurement.

QUESTIONS FOR ADMINISTRATORS

- 1 Do the card users in your department need additional training?
- 2 Do you know where to find the "Tax Exempt" certificate?

Purchasing from the Campus Bookmart & The Lodge

Whenever you make a purchase from the Campus Bookmart or The Lodge, along with the credit card receipt, you must obtain a hand-written receipt from the clerk. Make sure to request this before the purchase. The receipt alone is not acceptable.

Procurement Card – Frequently Asked Questions

Q. Can I use my procard to buy stamps, or to rent a Post Office Box from the US Postal Service?

A. Yes. The procurement card can be used at any Federal post office to purchase stamps, mail packages, rent a post office box, etc... However, the Postmaster will not allow a Visa card to be used as a method of payment for postage that is to be put on a postage meter.

Q. What do I do if I was charged more than once for the same order?

A. First, notify the vendor and have them issue a credit for the duplicate charge. Second, delete the duplicate charge from the journal voucher and complete a disputed item report (send the original to Sharon Carr and file a copy with the statement on which the charge appears).

Don't assume that the vendor has credited the charge. Check your next statement for the credit and call the vendor again if needed.

- Type a requisition. Provide the make and model number of the item as well as the price
- The Procurement Card Manager will call you to let you know that the requisition has been received
- If someone can not come over immediately to pick up the card, make sure to call the Procurement Card Manger before you come
- You can only purchase what is on the requisition
- Only inventory items can be purchased with the card (if you need accessories, you will have to take your department card)
- **When you pick up the card, immediately go make the purchase and come straight back to Procurement. You should never have the card for more than two hours**
- You will receive a copy of the receipt for your records. The original will stay in Procurement
- You are responsible for sending the acquisition card to Property Control.

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Questions regarding PC Journal Vouchers

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